

L E T O U R N E A U U N I V E R S I T Y

Student Organization Handbook

FOR STUDENT LEADERS AND ADVISERS



2008-2009

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Student Organization Handbook

1. INTRODUCTION AND FOUNDATIONAL STATEMENTS

Welcome to the world of student leadership through clubs and organizations! The purpose of this guide is to provide a comprehensive overview of University resources, policies, and procedures that most often affect student organizations. We encourage you to invest time in reading this booklet and referring to it when you have questions.

LeTourneau University is abundant in its opportunities for student life, in and outside of the classroom. The faculty/staff advisers and the administration will provide valuable resources for your organization and for the personal growth of your individual members. The Office of Student Activities is also available, serving as a key link between an organization and the University.

We are personally committed to be of service to you and your organization as advocates, educators, advisers and friends. Please stop by our office anytime during the year ahead. We look forward to ministering to you and meeting your club and organization needs!

For Christ and His Kingdom,



Sandra Loepky
Director of Student Activities

1.1. Mission Statement of LeTourneau University

LeTourneau University is a co-educational, interdenominational Christian university built upon a foundation of biblical authority, which seeks to glorify God by integrating faith, learning and living. Recognizing that all knowledge comes from the Creator, the university helps students develop a maturing relationship with God, encouraging them to know Him through His Son, Jesus Christ. LeTourneau is a comprehensive academic institution, offering undergraduate, graduate and continuing education, and setting standards of excellence in engineering, technology, the liberal arts, business, aeronautical science, education and the sciences. These programs are distinguished by an approach that provides students with the pure intellectual excitement of learning, coupled with real life problem-solving opportunities. At the core of all programs is an emphasis on developing communication and critical thinking skills.

This integrated philosophy of education extends to all aspects of student life at LeTourneau, providing tangible opportunities for intellectual, spiritual, emotional, social and physical development. LeTourneau helps students mature and develop leadership skills, self-sufficiency and self-discipline by providing a campus community that enables faculty, staff and students to interact on a uniquely personal level. In addition, our university encourages the faculty and staff to serve as role models in spiritual, personal and professional growth.

Beyond its campus in Longview, Texas, the university is mindful of the need for service and Christian witness in the broader community and throughout the world. LeTourneau serves its community through research and by responding to the need for educational programs to adult students at off-campus sites and educational centers. It encourages in its students the qualities of ingenuity and entrepreneurship that contribute to free enterprise and the democratic process. In addition,

LeTourneau attracts students from many nations, sensitizing all students to other cultures. And it encourages students to responsibly communicate their views, values and Christian faith to the world.

1.2. Faith Statement

A deep faith in God is the cornerstone of LeTourneau University. We believe that no education is complete until a student understands who God is and how to relate to Him through His Son, Jesus Christ. This belief influences all that we do and teach. While we believe that everyone must have the freedom to interpret God's truth individually, LeTourneau University recognizes certain basic tenets of the Christian faith. We believe the Scriptures of the Old and New Testaments are the only inspired, authoritative Word of God and are completely truthful and without error. We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. We believe that man, created in the image of God, sinned and thereby incurred not only physical death but also spiritual death, which is separation from God; that all human beings are born with a sinful nature, and that those who reach moral responsibility become sinners in thought, word and deed. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate. We believe in "that blessed hope" - the personal, visible and imminent return of our Lord and Savior, Jesus Christ. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God; by grace are we saved through faith. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and the everlasting conscious punishment of the lost.

LeTourneau University is committed to educational studies within the framework of a Christian theistic view of the world, of man, and of man's culture in the light of biblical and natural revelation. Such a view sees no dichotomy in truth, affirms that biblical revelation and scientific inquiry are complementary rather than contradictory, and requires a recognition of a personal God revealed both in nature and in the person of Jesus Christ, His Son. Thus, all truth is regarded as God-given and is considered sacred. It should be pursued with diligence and received with humility.

1.3. Focus Statement

Inspired by faith and a spirit of ingenuity, LeTourneau University integrates learning, living and Christian leadership in a community of integrity, academic quality and technological innovation.

1.4. Student Activities Philosophy

The Office of Student Activities is committed to providing quality programs, activities, and special events that create opportunities for whole person and community development through edifying entertainment and creative Christian fellowship.

These opportunities are designed to improve the quality of community life and to promote the development of responsible, involved, and successful citizens and leaders.

In order to accomplish this mission:

We implement activities and events that support students where they are and challenge them to enhance their lives outside of their normal paradigm.

We provide programs and experiences designed to develop the leadership potential of students. We educate about important leadership concepts and help student achieve the skills necessary for the effective practice of Christian leadership.

We encourage the forming of student organizations and provide them with support to maximize their developmental potential and their contribution to community life. We encourage students to become involved with groups in which they have an interest and to grow through their involvement.

We assist student organizations in providing cultural, social, recreational, educational, and entertainment programs that contribute to individual growth and the quality of campus and community life.

We provide service opportunities on- and off-campus that meet community needs while fostering personal growth. We support faculty and students who engage in service as part of coursework and encourage volunteerism by individuals and organizations outside of the classroom.

To meet these goals, we are committed to:

- Making opportunities equally accessible to the entire campus.
- Ensuring that programs and services are developmentally-appropriate and responsive to the differing needs of a varied campus community.
- Working collaboratively with students, student organizations, University departments, and community groups.
- Serving and being served to further the kingdom of God--no matter the sacrifice.
- Engaging in meaningful relationships and providing an environment wherein individuals are empowered to develop their strengths and recognize areas for growth.
- Involving as many students as possible in the development and implementation of campus events and programs.
- Walking alongside students to model wise living and to extend compassion, insight, and Christian love.
- Fostering a challenging and supportive community that appreciates diversity and emphasizes personal integrity, civic responsibility, and mutual respect.

As the staff of the Office of Student Activities, we respect and support shared values that will foster a sense of community in our organization. We are committed to enhancing the whole-person development of each staff member and, therefore, supporting each individual's effort to strive for physical and emotional well-being, intellectual stimulation and growth, positive social interaction, an understanding of vocation, a multicultural perspective, and personal values clarification and spiritual development.

We believe that interdependent working relationships are integral to achieving human development and community, and they provide a foundation for achieving our departmental mission.

1.5. Standards of Excellence

Goals and Mission Statement

Each organization should develop a set of goals for the academic year. These goals serve as a basis of evaluation for the organization, as well as a guide for events and activities of the group. Additionally, each organization should have a current mission statement or outlined purpose. This statement can serve both as a guiding philosophy for the group as well as a guide for those previously unfamiliar with the organization and its purpose.

Governance

Excellent organizations have well-defined and useful operating procedures. These operating procedures should be outlined in the organization's constitution and by-laws. Members should be aware of the procedures for the group. Also, the operating procedures should be in accordance with the policies for student organizations that are outlined in the Student Organization Handbook.

Scholarship

The fundamental reason for enrolling in a university is to acquire the educational foundation necessary to function effectively as a citizen; thus, each organization should support (and not hinder) this foundation. The academic success of each member should be encouraged and fostered through the organization. Excellent groups recognize the outstanding efforts and accomplishments of members and also help members that need assistance with their scholastic endeavors.

University Relations

Organizations, as a vital part of the campus, should attempt to broaden their relationship with the LeTourneau University community. Participation in university events and traditions allows members of an organization to have a greater appreciation for the University as a whole. Organizations should also design events and programs open to the entire university community.

Adviser Relations and Appreciation

As stated in the LeTourneau University Student Handbook, “students are expected to recognize the major responsibilities of an adviser and coordinate all activities of the organization with the adviser.” Each organization should have at least two faculty advisers and these advisers should be a vital part of the organization. Organizations should also sponsor events and activities that express appreciation for their advisers.

Community Service

A commitment to the LeTourneau and Longview community should be expressed by an organization through community service. An organization should provide group members an opportunity to participate in community service activities within the academic year. Members should be encouraged to participate in these events as they are valuable learning activities that glorify God, improve community relations, and develop good citizenship.

New Member Orientation

New members are the lifeblood of an organization; therefore, new member education is very significant. Organizations should have a new member education program of some kind. New members should be informed of the organization’s mission, goals, and procedures. New members should be treated with dignity and respect at all times.

Membership Development and Cultural Competence

Excellent organizations develop programs, activities, and events that aim to develop their members as whole persons; that is, in the areas of leadership, scholarship, social awareness and involvement, spiritual development, career preparation, and other areas essential to the members’ success. The organization should also demonstrate a commitment to the University’s ideal of an inclusive campus by achieving an environment where students of varied backgrounds are welcomed and valued.

The Standards of Excellence for Student Organizations were developed to enhance student leadership development which is a significant aspect of the mission of the Office of Student Activities.

2. CLUB AND ORGANIZATION INFORMATION

2.1. Definition and Purpose

An organization is a group of students (faculty/staff included) voluntarily organized for the purpose of furthering their common interests in a particular subject or issue.

Student organizations are divided into two groups:

- Clubs are those groups that are student-initiated and directed, are participatory in nature, or are primarily led by a student.
- Organizations are those groups that are University-initiated and directed, are typically affiliated with a national or international organization, or are heavily influenced by the leadership of a faculty, staff, or administrative leader.

The purpose of LeTourneau University student organizations is to offer extracurricular learning experiences for their members through involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as the development of skills in their particular interest area. Involvement in a group situation helps enhance the student's overall education while living in the college setting.

2.2. Objectives of Student Organizations

It is our desire to see certain developmental outcomes realized when organizations fulfill the following objectives.

- Development of social skills through social interaction.
- Development of leadership skills and good citizenship.
- Development of student/community involvement, through volunteerism, to promote positive campus/community learning.
- Development of activities that reinforce classroom instruction and supplement academics through service learning.
- Development of activities which offer students the opportunity for increased participation and interaction, while instilling in students a sense of participation and responsibility, as a member of the group and campus community.
- Development of activities which promote successful development of students' intellectual and educational capabilities, personalities, spiritual and physical skills.
- Development of activities that provide a means of uniting the campus community by promoting positive relations between students, faculty, and staff from various backgrounds.
- Development of activities that bring cultural, intellectual, educational, spiritual, and social stimulation to the campus community.

2.3. Categories

There are 12 categories into which all student clubs and organizations can be classified. When an organization is chartered, its category (or multiple categories) will be assigned by the Office of Student Activities in consultation with the organization's leadership. The categories help describe the function of the organization and provide a means of identifying and organizing the student groups.

- Academic – those organizations tied to academic classes, majors, departments, or (location, national, or international) honor societies

- Athletic – a group whose primary focus is on providing sporting activities or promoting/enhancing athletic events on campus
- Cultural – those organizations designed to promote the cause of fine arts and aesthetic appreciation, to provide awareness of different cultures to our campus, and/or to promote the cultural competency of our community
- Music – a group whose focus is practicing and performing music
- Political – an entity whose purpose is to generate interest in the political system, to involve students in the United States government, and/or to encourage student voter participation
- Programming – a campus group whose primary purpose is to plan, promote, and implement activities and events
- Publications/Media – an organization that publishes or produces University-oriented information to the campus and its constituents
- Religious – a campus group whose primary purpose centers on spiritual ideas, and especially the Christian faith and its promotion, discussion, or study
- Residential – a student group based on their on- or off-campus community living arrangement (ultimately, societies and floors)
- Service – an organization dedicated to serving the campus or community
- Social – a group whose primary interest is developing socially by providing a time and space to build interpersonal relationships and long-lasting friendships
- Special Interest – a campus organization formed to provide a meeting place for individuals with a particular interest in an event, idea, or activity.

3. RECOGNIZING STUDENT ORGANIZATIONS

3.1. Procedures for Starting/Renewing a Campus Organization

Any member of the LeTourneau University community is able to create a new student organization. The process for that organization to be approved/recognized by the University is outlined below:

1. Ensure that there are at least five students interested in participating in this organization. It is suggested that an organizational meeting be held to recruit members and determine interest in the organization. Although this meeting is not required, the ability to demonstrate student interest will be important as the organization is considered for acceptance. Permission to publicize a recruiting event may be obtained from the Office of Student Activities.
2. Complete the “Student Organization Registration Application” (available from the Office of Student Activities or by visiting www.letu.edu/yac). The application seeks important information such as the purpose of the organization, the adviser, the officers, the qualifications for membership, the goals and objectives, a constitution, local/national affiliations, etc. Return this application to the Office of Student Activities.
3. Attend a Risk Management meeting held by the Director of Student Activities at the beginning of the Fall semester. If the club or organization forms after this meeting has taken place, they are required to meet with the Director of Student Activities to be informed of the Risk Management material.
4. Schedule a meeting with the Director of Student Activities to discuss the application including its purpose, constitution, and goals. This time will also be used to familiarize the organization with policies and procedures for student organizations.
5. Schedule a time to present the proposed student organization to the Student Senate. Senate will be interested in the purpose, type of programming, and level of interest in the group. Specifically, Senate will ask you for the following:
 - A copy of your constitution
 - The names of your advisors
 - The names, titles, phone numbers, and CPOs of current officers
 - A paragraph of at least six sentences describing your function and purpose
 - URL of a current webpage (if applicable)
 - List of off-campus affiliations and the nature of your ties to that organization
 - List of interested students (for new organizations only)

Senate will make a recommendation of approval (or disapproval) to the Vice President of Student Affairs who will then make a final decision on official recognition.

An organization in its first year will receive all the rights and privileges of a recognized organization, but it will operate under provisional status. A new organization must establish viability by sustained interest and activity over a two-year period before it receives full charter recognition.

In order to maintain *active status*, a registered organization must submit a “Student Organization Registration Application” to Student Senate at the beginning of every academic year.

3.2. Benefits of Registering

Once your organization is officially recognized by the Student Senate and approved by the Vice President for Student Affairs, you will then be able to:

- Be listed in the Student Handbook, LeTourneau University Catalog, and the Student Organization Directory
- Receive a copy of the Student Organization Handbook which includes detailed information regarding university policies and procedures
- Reserve and utilize University equipment (vehicles, meeting rooms, copiers, etc.)
- Request funds from Student Senate in accordance with the budget set forth
- Set up an account in the Business Office to organize your finances
- Publicize events on-campus including flyers, campus mail, Chapel, MSC-TV, and the YellowJacket (and be included in Student Activities calendars at your request)
- Create your own web pages on the University servers (or have a link on the Student Organizations homepage to your site)
- Hold fundraising events in accordance with published guidelines
- Participate in the annual organizational fair (STOMP) to recruit members at the beginning of every year
- Have access to the educational materials offered by the Office of Student Activities to improve leadership, organizational, and personal skills
- Be held accountable to set organizational goals and to provide benefits to the campus community

3.3. Writing a Constitution

All organizations must have their basic structure and methods for operating in writing. This assists the organization with continuity, consistency, and unity of the group. A constitution allows members (and potential members) to have a better understanding of what the organization is about and how it functions. It is also good idea for each member to have a copy of the constitution; this allows them to become familiar with the group's procedures and encourages full, active participation.

The purpose of a constitution is as follows:

- To define the primary characteristics of the organization
- To prescribe how the organization functions
- To include all rules that the group considers important enough that the rules cannot be changed without previous notice to the members and the vote of a specified majority

Organizations often spend far too much time developing constitutions. The outline below is an example of a well-organized constitution that includes just the amount of information that is appropriate. If an article doesn't apply to your organization, just skip it entirely; however, most of these should be addressed in your constitution.

CONSTITUTION GUIDE FOR STUDENT ORGANIZATIONS:

Constitution of _____ (Official Name of Organization)

Adopted _____ (Signature of President, Adviser, and Date)

Article I – Name

What is the exact title to be used in addressing the organization? What is the significance about the name?

Article II – Purpose

What is the purpose of the organization? Why was the group founded? What are the general goals? How do you anticipate benefiting the campus as a whole and/or the students within the organization? Is the purpose political, cultural, religious, service-oriented, etc.?

Article III – Membership

Who is eligible for membership? Are there any restrictions? How does one become an official member? What are the rights of members? How may a member be removed?

Article IV – Officers

How many officers are there? What are their titles and duties? Who is eligible to become an officer? What procedure will be followed in the case of a vacancy? How may an officer be removed? How long do officers serve?

Article V – Elections

Who will be elected? How often are elections held? How are nominations made? How do nominees present their qualifications? Who is eligible to run for a position? How is an election to be determined? By what means and how far in advance will nominations and/or elections be announced and members notified?

Article VI – Meetings

How often will meetings be held? How will members be notified of meetings? How will organizational decisions be made? Who is eligible to vote and what constitutes a quorum at meetings? How will meetings be run?

Article VII – Finances

How will the organization finance its activities? How will financial records be kept? Who is responsible for developing the budget? Will dues be required? If so, how much will they be? To whom are they paid? Who is responsible for collection and disbursement of funds? Who may authorize expenditures?

Article VIII – Adviser

What is the adviser's role in the organization? How is the adviser selected? What expectations does the organization have of the adviser?

Article IX – Committees

Define and explain the purposes of any committees in the organization. How and when will they be formed?

Article X – Affiliations

What is the affiliation, if any, with local, state, national, or international organizations? What is the relationship of the organization to the affiliate?

Article XI – Amendments

How are amendments to be proposed and by whom? How are amendments to be voted upon? How will amendments be incorporated into the constitution?

Article XII – Ratification

State how the constitution will be approved by the organization members.

4. ADVISERS

4.1. Why Be an Adviser?

Becoming an adviser will provide opportunities for developing new relationships with students. An adviser can experience the satisfaction of making a difference in students' lives by influencing and guiding students during an important phase of their life. A successful adviser/student relationship results in growth and can make a difference in the student's college experience.

The benefits of an advising relationship in a student organization include:

- allowing the adviser and the students to relive and rehearse events and issues at the same time
- advising presents an additional strategy for multiplying the mentor's ministry by dividing himself/herself among a select group of students
- advising allows for the development of the whole person
- motivating students to strive for and maintain academic excellence (i.e. honor societies, departmental organizations)
- promoting closer contact with faculty, staff, and other influential role models
- teaching the student to work effectively with and within a group
- improving leadership and communication skills
- acts as an arena for testing beliefs, values, attitudes, and morals

Student Organizations are a vital part of campus life at LeTourneau University, and they afford students the opportunity to interact with a large portion of the University community while fostering special interests outside the classroom. The Office of Student Activities believes that the participation in a student organization is one of the most meaningful and rewarding experiences in which an adviser can be involved.

4.2. Role of Advisers

Advisers are an integral part of the LeTourneau University Student Organizations. Advisers have the opportunity to work with students outside the classroom, assisting them in the planning and development of the organization's programs. An adviser can use his/her unique abilities and experiences to serve as a valuable resource for students. In addition, serving as an adviser will provide opportunities to assist students in their education - on both an academic and a personal level.

The role of the adviser is determined, in large part, by the person fulfilling the role. He/she must consider the level of priority that will be given to the role. The effort and time allotted will be determined by other demands on the adviser's schedule. Whatever the situation, an adviser should not advise an organization unless he/she feels the rewards are sufficient to merit the time and effort invested.

The University's expectations for advisers is clear: every adviser should play an active role in the life of the organization, including attending regular meetings, providing official support and representation in all activities and events sponsored by the organization, being active in all financial dealings of the group, and participating in the active recruitment of members and potential leaders.

Qualities of an Adviser:

The following four elements are key factors in developing a productive adviser/organization relationship.

- Respect for Students - Advisers should accept students as they are, recognize the achievements they have already made, and seek to maximize the strengths they already possess. At the same time, the adviser can work to support the fostering of new attitudes, behaviors, ambitions, and goals.
- Personal Commitment - Advisers must be clear as to the time and extent of their commitment to the organization and then carry out their commitment.
- Willingness to Listen - Listening without being judgmental to the student is essential to developing a successful relationship.
- Promote Growth - Improving the effectiveness of the group and helping it progress toward its goals by teaching and modeling leadership.

4.3. Functions of an Adviser

The adviser's role is not static but dynamic. A close working relationship between the adviser and the organization is critical. Such a relationship provides the opportunity for the adviser to serve as an educator/consultant, encourager/friend, and representative. The adviser should be interested in the collective welfare of the organization and in the individual members. The adviser should recognize and accept the fact that this function is not to produce direct results. The adviser works through the organization officers and members. In this manner, they gain experience and self-confidence. An adviser's function is three-fold:

1. Educator

- To clarify his/her role as an adviser to the group, once understood, there should be clearly defined roles.
- To be informed of university policies that govern student organizations.
- To assist members in improving leadership skills.
- To incorporate classroom learning into group activities when possible.
- To understand the organization, to be aware of its purposes and to assist in formulating goals and in planning for the organization.

2. Encourager

- To encourage students and support them during periods of trial.
- To promote involvement and discussion.
- To provide constructive feedback where appropriate.
- To challenge the students to strive for more, then support them in their efforts.
- To believe in the organization and to manifest the enthusiasm necessary to help the organization work toward its potential.

3. Representative/Consultant

- To represent the organization in staff or faculty meetings when appropriate and to serve as a liaison with the University.
- To serve where necessary as an arbitrator or impartial observer.
- To serve as a resource and provide ideas when needed.
- To help the organization evaluate group projects and programs, always asking the question, "Does this fit our mission statement as an organization?"

4.4. Tips for Advisers

These are not rendered with guarantees that, if followed, will always yield complete success. They should, however, enhance the adviser's effectiveness, rapport with students, enjoyment and satisfaction.

- Meet regularly with officers and members.
Discussions about agenda, projects, goals, etc. offer an opportunity to develop a rapport and provide an opportunity to make suggestions to members.
Informal settings often allow members and the adviser to share information not directly related to the organization and become better acquainted.
- Let the situation determine the advising style.
Often it will be necessary for the approach to fall somewhere between non-directive and very directive.
As the skill of the organization's leadership increases, the need for a directive style of advising decreases.
- Lead by example.
The adviser should assume the task or responsibility for some aspect of the organization's program.
At the same time, a healthy distance should be maintained in order for the students themselves to make mistakes, to succeed, and thus to grow.
- Offer feedback to members.
Suggest alternative approaches when planning a project.
Constructive criticism or praise presented at the appropriate moment can be very instrumental in the development of members and of the organization.
- Keep informed of University policies, procedures and resources.
This can be very beneficial. Being aware of policy and procedure updates can save time and frustration.
- Let officers and members know what is expected of them and determine their expectations of you.
Develop a written understanding and review it periodically. A good understanding can make the advising experience more rewarding.

5. UNIVERSITY PROCEDURES

5.1. Reservation and Use of Facilities/Facilities Services

Agreement for use of LeTourneau University facilities:

1. Furniture and equipment are expected to be returned to their original placement/arrangement. All materials (i.e. decorations) and equipment shall be removed from the facility within an hour after the even has concluded. Any extension must be granted by the Office of Student Affairs.
2. A minimum of five working days will be required for all set-ups, though two weeks are preferred. The more advance given, the greater opportunity there is to reduce stress for all parties and achieve the results you desire.
3. No individual may request the reservation of facilities for use by groups other than those for which he/she is authorized to represent.
4. Misrepresentations by authorized representatives regarding facility reservations, or the failure of officers, members, or guests of organizations to observe the policies and regulations, may subject the organization to a loss of privileges for future requests.
5. If a reserving organization determines that it will not require the use of a reserved facility, an authorized representative must promptly cancel the reservation.
6. The University reserves the right to terminate the use of any facilities at any time prior to, or during, an event if it is determined that the organization is being negligent with the use of the facility.
7. Facilities authorized for use by an organization may not be transferred, re-assigned, or lent to another organization.
8. The organization agrees to meet all publicity and posting guidelines.
9. The organization will be held liable for any damage to furniture, fixtures, or any other property within the reserved facility
10. The University has the right to enter any part of the premises for making repairs and to check if the organization is complying with the terms of the agreement.
11. The organization agrees to comply with all University smoking and alcohol policies.
12. The organization agrees that admission to the facility shall be limited to the capacity of the event space as determined by the University.

All reservations (date, times, set-ups) will be handled through the online reservation system "ASTRA Web." Confirmation will be sent out upon approval along with an Event Information Form. The form will be filled out to request needed services for the event such as Sodexho Catering services, Facility Services (set up), and ITS (audio/visual). Never assume reservations are confirmed if an event is listed on the activities calendar. With meeting space in such high demand, it is important to be respectful of others and cancel reservations as soon as possible. Assistance with event scheduling is available through the Facility and Event Coordinator at x3072.

5.2. Reservation and Use of Audio/Visual Equipment

Instructional Technology Services (ext. 3275), located in the lower level of the library, has the following equipment and services available for student organizations: camcorders, TVs, VCRs, audiocassette recorders, slide projectors, digital cameras, DVD recorder, multimedia projector, laptop computers, tripods, easels, blank videotapes, video editing, video and audio tape copying. Student organizations should call in advance to reserve equipment or utilize services. Account numbers will be necessary for rental or purchases, and each organization is responsible for any damages to the equipment.

Procedures

- To reserve equipment online, please fill out the ITS equipment checkout form.
- If equipment is needed for a scheduled event, specify needed equipment on the "Event Information Form" which will be sent to you with confirmation of room reservation through the university's online reservation system "ASTRA Web." You may also contact the Facility and Event Coordinator at x3072.
- If equipment is needed for a special project or a non-scheduled event, e-mail ITS at its@letu.edu or call x3275 to request the equipment. Reservations must be made at least 24 hours in advance. Students requesting equipment must obtain documented authorization (i.e., an email or signed note) from an RD, organization sponsor, or instructor. Equipment may be picked up at the ITS department, located in the back right corner of the Margaret Estes Library. The person picking up the equipment will be required to sign an equipment checkout form.

5.3. Reservation and Use of Campus Vehicles

Facilities Services is responsible for coordinating vehicle usage. The following are general rules and regulations regarding the use of LeTourneau University vehicles.

1. Complete a Vehicle Request Form and deliver it to Facilities Services. Forms are available in the Office of Student Activities. Vans and buses will be reserved on a first-come, first-served basis for organizations. Priority will be given to athletic teams and academic programs.
2. All drivers must be at least 21 years of age and on the approved driver's list and demonstrate proof of personal auto insurance.
3. The keys, gas cards (if necessary), and a trip report must be picked up by 4 pm on the day of rental (or by the Friday before for weekend usage) at Facilities Services.
4. All University vehicle use will be charged on a per day and per mile basis. Gas and oil changes are incorporated into the rates.

VEHICLE TYPE	PASSENGERS	CHARGES
Car (Honda Accord) 1 Car available	5 (including Driver)	\$40.00 a day – Plus .22 cents a mile
Minivan (Honda Odyssey) 2 Vans available	7 (including Driver)	\$40.00 a day – Plus .27 cents a mile
Truck 1 truck with hitch available	6 (including Driver)	\$40.00 a day – Plus .32 cents a mile
Trailers	0	\$20.00 a day
<p>Bus 2 Buses and 1 Mini Bus available. The Bus Drivers can not drive more than 10 hours following 8 consecutive hours off duty; or for any period after having been on duty 15 hours following 8 consecutive hours off duty. (Off duty is away from the bus and not on call.) The Bus Driver may not drive for any period after having been on duty 60 hours in any 7 consecutive days. If the driver has to stay out longer than the allowable driving time, that group will be responsible to put the driver up in a motel/hotel for the evening with their group, or pay for a second driver to spend the night and drive the next day. This includes (Hours, Hotel and meals for both drivers).</p>	<p>Red Bus – 47 Gray Bus – 46 Mini Bus - 24</p>	<p>\$50 a day Plus \$10.30 an hour for bus driver (actual paid time) Plus 5 mpg at going rate of fuel (Take miles ÷ by .5, X actual cost of fuel per gallon) Plus Driver's meals and Hotel (if needed)</p>

5. Bus reservations must be made at least two weeks ahead of the scheduled date needed so that a driver may be secured. Drivers may not exceed 600 miles or 10 hours driving time per day (whichever is shorter).
6. Vehicles must be returned to the parking lot in Facilities Services. To meet scheduling demands, all materials must be returned by the specified time. Please keep in mind that the vehicle being returned may be scheduled to leave again the same day.
7. Vehicles should be returned clean and emptied of all trash and with a full gas tank.
8. When not needed, vehicle reservations must be canceled 24 hours in advance. An organization may be charged a one-day rental if not canceled before the deadline.
9. Student Organizations must have an approved account number to use for charging the rental expense; vehicles may only be used for official University business.
10. Please report any problems with the vehicle to Facilities Services as soon as possible. Do not authorize any major purchases or repairs without Facilities Services approval. All accidents should be reported immediately.

5.4. Financial Procedures and Allocations

Student Organizations should act with utmost integrity when dealing with student and University funds. The following are a few expectations and guidelines regarding financial procedures.

1. For greatest accountability, registered clubs and organizations should keep their funds in a University account rather than personal checking or savings accounts.
2. Advisers should play an extremely active role in fund activity, and all funds deposited and withdrawn must receive adviser approval.

5.5. Purchasing

The University has a purchasing agent (Jana Campbell) in the Business Office who should be your first resource for significant purchases. With this official, centralized University support, you will receive tax exempt status, the buying power of the University, and consistency across the University.

5.6. Risk Management and Other Policies

5.6.1. Contracts

Officers of student organizations need to exercise great caution when negotiating contracts with outside agencies. The organization becomes legally liable once an agreement is signed between the two parties. Faculty and staff advisors must be consulted before any contract is signed. Contracts and purchase orders in excess of \$200.00 must be co-signed by the Associate Dean for Student Life.

LeTourneau University accepts no responsibility for unauthorized contracts between student organizations and outside agencies.

5.6.2. Copyrights/Trademarks

Student organizations wanting to use trademarks or logos owned by commercial entities, in conjunction with any activity promoted or conducted on campus, must receive prior approval by the Vice President of Student Affairs.

5.6.3. Demonstrations

All students have a right to lawful and peaceful demonstration provided the demonstration does not disrupt class work, other university business, create substantial disorder, or invade on the rights of others.

5.6.4. Film/Video Performances

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither rental nor the purchase of a videocassette carries with it the right to show the tape outside of the home. No license is required to view a videotape inside the home by a family or social acquaintances. Home videocassettes may also be shown, without license, in certain narrowly defined face-to-face teaching activities. For non-classroom showings of movies at LeTourneau, a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

5.7. Fundraising Guidelines

There are many ways an organization can raise funds for events and activities; however, it is important to be knowledgeable of the guidelines governing fundraising. The following summarizes the LeTourneau University fundraising policy.

1. Any registered student organization, University department, or affiliated group can sponsor fundraisers on campus. Some groups may decide to sponsor food sales such as bake sales, boxed candy, or Final's Week care packages. In addition, merchandise such as T-shirts, posters, mugs, and flowers are common sale items. Another idea would be the sale of a service such as leaf-raking, grass cutting, car washing, or cleaning services.
2. All fundraising efforts by student organizations must receive prior approval from the Director of Student Activities (ext 4424).

To achieve maximum potential for your group and the University as a whole, it is important to coordinate campus fundraising events. Before approaching any major corporation or local company for funding, please contact the Vice President for Advancement (ext 3810) for prior approval.

3. Solicitation by non-registered and/or off-campus groups is prohibited without prior permission from the Vice President for Student Affairs.
4. A designated member of the organization must be present during any fundraising activities conducted by the organization. This applies even if a professional organization is conducting the actual fundraising event.
5. Raffles, lotteries, or other games of chance (gambling) are prohibited. Any questions should be directed to the Director of Student Activities.
6. Fundraisers may not be conducted for the private gain of individuals.
7. All fundraisers that use the name of the University or any of its trademark symbols will be reviewed by the Office of Student Activities to ensure compliance with University regulations.

5.7.1. Do's of Fundraising

- Do make the most of every opportunity.
- Do "piggyback" work – sell refreshments at another group's activity.
- Do keep records of everything you do and keep every receipt.
- Do your research on immediate needs and final goals.
- Do plan thoughtfully – too many events are the product of impulse.
- Do get the organization together after the event to applaud successes, evaluate results, and plan strategies for future efforts.
- Do utilize multiple marketing approaches.

- Do give donors something tangible for their donation.
- Do make successful fundraisers a yearly event, making a list of regular supporters.
- Do be energetic, creative, and enthusiastic.
- Do follow University fundraising policies.

5.7.2. Don'ts of Fundraising

- Don't allow fundraising to disrupt the regular business or programs of the organization.
- Don't ask anyone to make a donation because you "need" money.
- Don't ask for fixed prices in a situation where any donation will do.
- Don't assume all pledges will be fulfilled – you may have to send several reminders.
- Don't allow the Treasurer to handle all the responsibility – spread it around; it's smart to have more than one person to verify transactions.

5.8. Scheduling Speakers/Music/Special Guests

As an institution of learning, LeTourneau University seeks to enrich learning by inviting speakers and lecturers that speak to student groups, classes and other constituent groups. Invitations to speakers are made by faculty members, academic and administrative units, and by authorized representatives of recognized and approved student organizations. Student organizations that invite speakers need the specific written approval of their approved sponsor or advisor. Individuals, acting apart from their appropriate roles, are not authorized to invite speakers to the university. LeTourneau University reserves the right to approve the on-campus appearance of guest speakers and lecturers. When in doubt of the appropriateness of inviting a speaker, individuals or groups are expected to reference the proposed invitation with the appropriate Vice President. If the speaker/guest is known for a position or is likely to promote a position inconsistent with the University mission or Christian principles described in the Student Handbook or represents a lifestyle inconsistent with the University mission, the host must take the appropriate steps as a part of that same program to also present a Christian world view. When inviting persons who are either candidates for public office or who represent a person running for public office or who represent a particular partisan political position, it is necessary to have as a part of that program of information, a person representing the other candidate or partisan position. In all cases, care must be given to avoid any implication of the university's involvement with or support of a particular political candidate.

In all invitations to guest speakers and in all communication with guests, great care should be taken to communicate respectfully, clearly stating the perspective of the University while providing a welcome and hospitable environment. All invitations should clearly state the purpose of the invitation, the nature and content of the requested speech, the proposed audience and the time, place and expected length of the proposed address. Please notify the office of University Relations when the speaker provides opportunity for publicity to the University.

5.9. Online Publication/Web Services

See Appendix B Forms and Policies

5.10. Advertisement Guidelines

5.10.1. Written

The Office of Student Affairs assists Student Senate with the implementation of several guidelines for campus publicity. The specific rules are provided in Appendix B, but here is a sample of prominent guidelines:

- Student Affairs must approve campus announcements for all campus locations except residence halls and the Dining Hall; thus, posters and CPO flyers require a stamp of approval, and other creative ideas must be approved in advance. Either the RDs/RAs or the Director of Food Services have complete discretion in their respective buildings.
- Posters in Heath-Hardwick Hall, Longview Hall, Glaske Hall, and MSC should be confined to the large bulletin boards. Advertisements submitted to Student Affairs will be distributed to these boards for you.
- Posters must be placed on interior brick walls—not on glass or painted walls.
- Fall Fest guidelines are unique to that week and are distributed throughout campus in the weeks preceding that event.

5.10.2. Chapel/Convocation

All Chapel announcements must receive the approval of the Chaplain at least one day in advance of the Chapel in which you would like it announced. Please talk with the Chaplain well in advance to coordinate a day for your announcement, since there may be many Chapel/Convocation services where announcements would not be appropriate.

5.10.3. MSC-TV

Please submit all MSC-TV requests in PowerPoint format to yac@letu.edu along with the dates you would like the information to be posted and removed.

5.11. Publication Guidelines, Logo/Motto Usage

5.11.1. Logo/Motto Usage

The latest Graphics Standards Manual is available online, from the Office of University Relations, or each department's administrative assistant. Within this document are very specific guidelines for appropriate usage of all University logos, seals, taglines, etc.

Basic things to remember:

- Check with the manual of the Director of University Relations before using any logos.
- All logos must be kept proportional (they may not be altered from the file in any way, including stretched out, color changing, or separating the name "LeTourneau University" from the bell tower symbol).
- Colors are specific, so look for Pantone color system colors in the manual.

5.11.2. Policies for Off-Campus Materials

All publications or materials produced whose audience includes any individual or group off-campus must be approved by the Director of University Relations.

5.12. Mail Services

Any mailing prepared by an organization must be accompanied by a completed Mail Center Postal Form, found on the [LetNet Start Page under Forms and Publications](#). This form must be completed by the organization's faculty/staff representative. Student signatures are not acceptable. In the event a bulk (discount) mailing is needed, the mailing must conform to the standards set up by the United States Post Office. This information is found on the Postal form itself, and must be followed to the letter. Call the Mail Center for more information when preparing a bulk mailing.

Any on-campus mailing to all student CPO boxes must be approved by Student Affairs prior to presentation at the Post Office. We currently have 1446 boxes with roughly 1400 occupied at the moment. If a mass mailing is directed to specific boxes, please arrange the mailing in numeric order. This will help the Mail Center expedite the sorting and delivery of the mailing. If the mailing is a generic one, the sheet of paper must be folded into thirds (trifold), unless the paper is less than the width of a CPO box prior to mailing

5.13. Printing Services

All copying for student organizations may be done in the Office of Student Affairs. The Administrative Assistant will issue a representative of the organization a copier access code. Specialty copies, or copies of 50 or more, must be printed at the Print Shop located at the South East corner of the Assembly Building. Any student organization which uses the copier for personal reasons will face disciplinary action.

6. PLANNING ACTIVITIES AND EVENTS ON CAMPUS

6.1. Resources and Ideas

The Office of Student Activities has numerous resources to assist in your organization's programming. Along with support and behind-the-scenes advocacy, we offer:

- A vast library of books containing games, ice-breakers, team-building activities, and fundraisers.
- An online and paper library of "Leading Bits" leadership resources on such topics as planning meetings, setting agendas, fundraising ideas, writing a constitution, etc. available at www.letu.edu/yac or in the Office of Student Activities.
- Experienced staff who can visit your organization or leadership, lead a brainstorming session, plan budgets, or help you think creatively and thoroughly about your activity or event.

6.2. Coordination with Student Activities

While there is not yet an official "master calendar" for the campus, the Office of Student Activities acts as a clearinghouse of a great deal of campus activity information. On a smaller campus, we should be encouraged to work together, eliminate as many conflicts as possible, and coordinate activities for the greatest involvement and best return. In the best interest of everyone involved, please communicate regularly with the Office of Student Activities—especially in the early planning stages—and coordinate your activity with other events on campus.

7. AWARDS SYSTEM

7.1. Purpose

We want to celebrate those individuals and organizations that go above and beyond to meet and exceed the objectives listed above. Effective student organizations are essential to campus life and provide a meaningful experience for all students involved.

7.2. Eligibility

Only registered organizations and their members are eligible for the awards listed below. [Please note: All organizations except Societies are eligible for the “Organization of the Year,” and only societies are eligible for “Society of the Year.”]

7.3. Two Types of Awards

By April 15th of each year, the Student Organizations Committee will meet to read nominations and make recommendations regarding the two types of awards offered through the Office of Student Activities.

7.3.1. Student Organization Achievement Awards

During the Awards Chapel at the end of the academic year, awards may be given to clubs, organizations, and their leaders in the following areas:

- Adviser of the Year
 - This award is presented to the club/organization adviser who has gone above and beyond the basic requirements of the adviser position to impact the lives of students and to improve the campus as a whole.
- President of the Year
 - This award is presented to the student leader of a club/organization who fully embraced and exceeded the expectations of the position, earned the respect of his/her constituents, and positively impacted the entire campus through his/her leadership.
- Event of the Year
 - This award is presented for the one-time event (either unique or traditional) that has met the following objectives:
 - Provided time and space for campus fellowship and opportunities for students to learn about themselves and others;
 - Gave students a significant opportunity to take the primary role in planning, implementation, promotion, and evaluation of the event;
 - Promoted a sense of campus community and school spirit; and
 - Maximized the organization’s available resources, including financial and human resources.
 - The event need not have been flawless, but special consideration will be given to an organization that planned well but overcame obstacles to minimize distractions.
- Society of the Year
 - This award is presented annually to the society at LeTourneau University that best represents the highest standards of excellence. Chapters must exemplify outstanding programs who honor Christ and meet the following criteria:

- Scholarship
 - Membership whole-person development
 - Philanthropic/Community Service
 - Campus Leadership
 - Alumni and Advisery Programs
 - Each society should provide documentation and information to support achievement in the preceding areas to the Office of Student Activities by April 15th.
- Society Member of the Year
 - This award is presented to the individual(s) who has made the most significant contributions to the overall Society community and to LeTourneau University in the past calendar year (April 15th to April 14th of the next year). To be considered for this award, the individual must:
 - Be a member in good standing with his/her chapter and the University (not currently on academic, chapel, or disciplinary probation)
 - Have been an active member of the society for at least two semesters
 - Have a cumulative GPA of 2.75 or greater
 - The award is based on the following criteria:
 - Current leadership roles within the Society and/or InterSociety Council
 - Current and past leadership roles within the University community
 - Academic/scholastic honors and awards won in the past year
 - Current Society and community service activities
 - Any additional information that would aid the committee in the selection process
- Organization of the Year
 - The Organization of the Year award is presented each year to the registered club or organization that distinguishes itself as an example organization for others to follow. All organizations considered for this award should be in good standing with the Office of Student Activities and with applicable representative governing bodies (Student Government, InterSociety Council, or IMPACT).
 - The group should provide documentation and information to support achievement in the following areas:
 - Whole-person development of members, especially leadership skills
 - Major impact on the campus community (and/or the Longview community) through programming and service activities
 - Regular support of campus-wide events and co-sponsorship opportunities
 - Active participation by a majority of its members
 - Seen by others as a role model for other groups to follow
- Rising Star Award
 - This award is presented to the registered organization that has distinguished itself during the first year of the club's existence on campus OR has shown remarkable improvement over the past year. This award is given based on the following criteria:
 - Demonstrated commitment to membership development and outreach
 - Potential for future contributions to campus life
 - Productive involvement of the organization's adviser
 - Effectively planned and implemented several activities for the campus community during the academic year
 - Successful efforts in community outreach and service programs

- Clear understanding of the group's mission and goals
 - Servant Leadership Staff Reward (to compliment Calvin Howe Award)
 - The Servant Leadership Award is presented to one student and one member of the faculty or staff who has served the Lord through consistent service to others in a sacrificial, previously unrecognized, and/or excellent way. This individual has not been limited by his or her role and has succeeded in the following areas:
 - Consistently surpasses expectations of membership, position, and role to assist students, student organizations, or the community-at-large in meeting their needs
 - Lives out their faith in a service-oriented way, serving not for personal glory but for the glory of God
 - Accepts new tasks and challenges with enthusiasm and a positive attitude
 - Strives not only to share thoughts and opinions for new ideas but is also a part of implementing these ideas, often receiving no credit
 - Has had a significant impact on co-curricular life at the University beyond the scope of campus responsibilities

8. APPENDIX A: DIRECTORIES AND MAPS

- A-1. Faculty/Staff Directory
- A-2. Department Directory
- A-3. Directory of Campus Services
- A-4. Campus Map
- A-5. Map of Longview

9. APPENDIX B: FORMS AND POLICIES

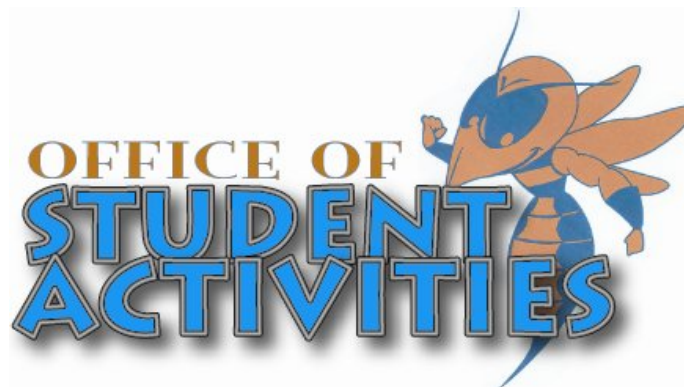
- B-1. Vehicle Request Form
- B-2. Vehicle Policies
- B-3. Print Shop Request
- B-4. Mail Center Postal Form
- B-5. Event Information Sheet - astraweb
- B-6. Event Planning Worksheet and Event Checklist
- B-7. Event Evaluation and Participant Evaluation
- B-8. Assembly Building and MSC-3 Layouts
- B-9. Publicity Guidelines and Request Forms
- B-10. Instructional Technology Services Equipment Procedures
- B-11. Financial Procedures
- B-12. Tax Exempt Letter
- B-13. Student Organization Website Policies
- B-14. Semester in Review worksheets

Student Organization Handbook

FOR STUDENT LEADERS AND ADVISERS

APPENDIX A

Directories and Maps



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FOR STUDENT LEADERS AND ADVISERS

APPENDIX B

Forms and Policies



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