

# *Student Life and Development* **Handbook**

**2026–27**

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# **Grayson College Student Life and Development Handbook**

**2026-2027**



Division of Student Services

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**Publication Note**

Although the contents of the Student Organizations Handbook were prepared on the basis of the best information available at the time of printing, the programs, policies and statements contained herein are subject to continuous review and evaluation. GC reserves the right to make changes at any time without notice. If necessary, the College website carries addendums to this publication. Grayson College is an equal opportunity institution.

# Welcome

Dear Students, Student Leaders, Advisors, and Campus Partners,

The Office of Student Life and Development exists to help students discover their place, their people and their potential. Whether you are joining a student organization, attending campus events, competing through Viking Esports, serving in a leadership role, living on campus or simply looking for ways to get connected, we are glad you are here.

Research continues to show that students who become involved beyond the classroom are more likely to succeed in college. Through involvement, students build relationships, develop leadership skills, discover new interests and create experiences that stay with them long after graduation. Every event, organization meeting, leadership opportunity, service project, competition and conversation helps strengthen our campus and enrich the student experience.

Thank you to the student leaders, advisors, employees and campus partners who invest their time and energy into supporting our students. Your commitment helps create an environment where students feel welcomed, connected, challenged and supported.

The Office of Student Life and Development is here to walk alongside you. We believe that open communication, collaboration and a willingness to try new ideas are key to building a thriving campus community. Please do not hesitate to reach out with questions, suggestions or opportunities to partner together.

We look forward to another year of learning, growth, leadership and connection. Let's make it a great year.

## Go Vikings!



**Shantee Siebuhr**

Director of Student Life and Development  
Life Center, 2nd Floor  
[siebuhrs@grayson.edu](mailto:siebuhrs@grayson.edu)  
903.463.8693

# 1. Purpose

## Purpose of the Student Life and Development Handbook

The Student Life and Development Handbook serves as a guide for students, student leaders, advisors and employees who participate in programs, organizations and engagement opportunities sponsored by the Office of Student Life and Development.

This handbook outlines the policies, procedures, resources and expectations that support student involvement outside the classroom. Whether participating in a student organization, serving in a leadership role, engaging in campus traditions, competing through Viking Esports, living in campus housing or attending Student Life and Development programs, students will find information designed to help them navigate opportunities for involvement and success.

The handbook is intended to promote a safe, welcoming and engaging campus environment while supporting leadership development, personal growth, community connection and student success.

## Student Life and Development Philosophy

At Grayson College, we believe that learning extends beyond the classroom. Student involvement provides opportunities for students to develop leadership skills, build relationships, explore interests, strengthen their sense of belonging and connect their educational experience to their personal and professional goals.

Student Life and Development is committed to creating experiences that are welcoming, developmental and accessible to all students. We recognize that every student's journey is unique and strive to provide opportunities that encourage growth, engagement and success at every stage of the college experience.

## Student Life and Development Outcomes

Through participation in Student Life and Development programs, services, organizations and leadership experiences, students will have opportunities to:

- Develop a strong sense of personal identity, including an understanding of their interests, values, strengths and goals.
- Build positive and collaborative relationships with others through teamwork and communication.
- Engage with their college and surrounding community through purposeful involvement and service.
- Strengthen practical skills such as planning, problem-solving and time management that support lifelong learning.
- Connect their student engagement experience to their academic and professional journey.

## 2. Getting Started with Student Organizations

Student organizations play an important role in campus life at Grayson College. Through involvement in organizations, students have opportunities to build friendships, develop leadership skills, explore personal and professional interests, serve their community and enhance their overall college experience.

Student organizations contribute to a vibrant campus community by creating opportunities for engagement, learning, service and connection outside the classroom. The Office of Student Life and Development supports recognized student organizations by providing resources, guidance, training and opportunities for collaboration.

### Types of Student Organizations

Grayson College supports a variety of student organizations. Each type serves a different purpose and follows specific guidelines:

- **Registered Organizations**  
Officially recognized groups that complete annual registration. These organizations have full access to all benefits and support services.
- **Academic/Department-Sponsored Organizations**  
Groups tied to specific academic programs, departments or instructional pathways. These must meet registration requirements and often have academic eligibility criteria.
- **Club Sports**  
Student-led groups formed around recreational or competitive sports activities. Club Sports offer opportunities for skill development, fitness and team participation outside of varsity athletics.

### Benefits of Being a Registered Student Organization

Registered organizations gain access to valuable tools and support from the Office of Student Life and Development, including:

- Use of campus facilities and equipment for meetings and events
- Access to organization storage space (first come, first served)
- Ability to open and manage a student organization financial account
- Support for event planning, marketing, and promotion
- Participation in campus-wide programs like SCORE and Homecoming
- Eligibility for fundraising, travel and start-up funds
- Representation in the Student Government Association (SGA)

## Annual Registration Checklist & Requirements

Each year, all student organizations must complete the Annual Registration Process to remain active and in good standing with the Office of Student Life and Development. Annual registration ensures that organizational records, leadership information and advisor information remain current and that organizations continue to meet College requirements. The Student Organization Advisor completes all items on the Annual Registration Checklist.

**Annual Registration Opens:** July 1

**Deadline to Submit:** August 31st

*(New student organizations may complete this process anytime during the academic year.)*

### Annual Registration Checklist:

To maintain active status and eligibility for student organization privileges, organizations must:

- Complete the Annual Registration Form
  - Submit the online registration form through the Employee Form Tile in Planner or the Connection Hub.
- Submit an Updated Leadership Roster
  - Provide the names, student ID numbers, email addresses, and positions of all officers.
  - Organizations must notify Student Life and Development of leadership changes throughout the academic year.
- Verify Officer Eligibility

- All officers must:
  - Maintain a minimum cumulative GPA of 2.0.
  - Be enrolled in at least six (6) credit hours during the semester of service.
  - Remain in good academic and conduct standing with the College.
- Submit the Current Constitution
  - Upload the organization's most current constitution.
  - Constitutional amendments must be approved according to the organization's governing procedures and submitted to Student Life and Development for final institutional approval.
- Submit an Advisor Agreement Form
  - The Advisor Agreement Form must be completed and signed by both the advisor and the advisor's supervisor.
- Complete Advisor Orientation
  - Advisors must complete the annual Advisor Orientation by August 31.
  - Orientation includes updates regarding College procedures, organizational expectations, compliance requirements, and the Student Organization Recognition of Engagement (SCORE) program.

Organizations that do not complete annual registration requirements by the established deadline may be designated as inactive and lose access to organizational privileges until registration requirements have been completed.

## Organizational Good Standing

To maintain active status each semester, student organizations must:

- Complete annual registration requirements by established deadlines
- Maintain at least two eligible officers and an approved advisor
- Follow all Grayson College policies and procedures
- Submit required event, travel and activity documentation
- Maintain accurate organizational records and leadership information
- Participate in organizational activities that support the organization's stated purpose

Organizations that fail to maintain good standing may be placed on probation, have access to resources restricted or be designated as inactive until deficiencies are resolved.

# Communication with Student Government Association

To ensure student organizations remain informed about campus initiatives, funding opportunities, leadership development programs and student concerns, the Student Government Association (SGA) includes a Student Organization Representative who serves as a liaison between SGA and registered student organizations.

Student organizations are not required to send representatives to SGA meetings. Instead, organizations are expected to maintain communication with the Student Organization Representative and provide timely updates regarding organizational activities, accomplishments, concerns and upcoming events when requested.

Information shared through the Student Organization Representative helps ensure that student organizations remain connected to campus-wide initiatives and that organizational perspectives are represented within SGA discussions.

Additional information regarding SGA structure, roles and responsibilities can be found in the Appendix: Student Government Association Guide.

# 3. Chartering a New Organization

Students are encouraged to create organizations that support shared interests, academic pursuits, service initiatives, leadership development, recreational activities and community engagement. Student organizations enrich campus life and provide valuable opportunities for involvement beyond the classroom.

## Definition of a New Organization

A new student organization is any group seeking official recognition as a Registered Student Organization at Grayson College. This includes:

- Newly formed student organizations.
- Previously inactive organizations seeking reinstatement.
- Affiliate organizations seeking recognition through a regional, state or national organization.

Official recognition provides access to campus resources, organizational support, event planning privileges, fundraising opportunities and promotional assistance through the Office of Student Life and Development.

## Requirements for Recognition

To be considered for recognition, a proposed student organization must:

- Have a minimum of five currently enrolled student members.
- Identify at least two eligible student officers (not part of the 5 members).
- Secure a qualified (full-time) faculty or staff advisor.
- Establish a purpose that supports the mission and values of Grayson College.
- Submit all required organizational documentation.

## Chartering Process

### Step 1: Organize Your Membership

- Recruit at least five currently enrolled students who share a common interest or purpose.
- Identify a full-time employee willing to serve as the organization's primary advisor.

### **Step 2: Complete the New Organization Registration Form**

- Submit the New Organization Registration Form available through the Connection Hub in Canvas.
- Provide the organization's proposed name, purpose, leadership information and contact information.

### **Step 3: Submit a Constitution**

- Submit a constitution that outlines the organization's structure, governance and operational procedures.
- A sample constitution template is available in the Handbook appendix.

### **Step 4: Meet with Student Life and Development**

- Schedule a meeting with the Director of Student Life and Development to review the organization's application and supporting documents.
- Revisions may be requested to ensure compliance with College policies and organizational standards.

### **Step 5: Receive Approval**

- Upon approval, the organization will be recognized as a Probationary Registered Student Organization and may begin operating on campus.

Upon recognition, new organizations may be eligible for organizational funding opportunities and support resources available through the Office of Student Life and Development.

## **Constitution Requirements & Signature Page**

Each organization must maintain a constitution that includes:

- Organization name
- Mission or purpose statement
- Membership requirements
- Officer positions and responsibilities

- Election and succession procedures
- Advisor role and expectations
- Meeting requirements
- Amendment procedures

The constitution must include a signature page signed by the organization's president and advisor acknowledging compliance with College policies and the Student Life and Development Handbook.

## Probationary Recognition Period

New organizations are placed on probationary status for one academic year. During this period, organizations are expected to:

- Maintain active membership
- Conduct regular meetings and activities
- Follow all College policies and procedures
- Complete required forms and documentation
- Participate in Student Life and Development training and support opportunities

At the conclusion of the probationary period, Student Life and Development will review the organization's activity and determine whether full recognition will be granted, probation will be extended or recognition will be discontinued due to inactivity or non-compliance.

## Organization Name Changes

Organizations wishing to change their name must obtain approval from their membership in accordance with their constitution and submit the proposed change to the Office of Student Life and Development. Final approval is granted by the Vice President of Student Services.

# 4. Student Leadership and Membership

## Member Eligibility (Academic Standing, Conduct)

Membership in a registered student organization is open to currently enrolled Grayson College students.

### Academic Standing

- No minimum GPA is required for general membership unless otherwise specified in the organization's constitution.

### Conduct Standing

- Students on Discipline Probation may participate as members of student organizations but are not eligible to serve in leadership positions.
- Students who are suspended from Grayson College are not eligible to participate in student organizations or other extracurricular activities during the period of suspension.

Some organizations, such as honor societies or program-specific organizations, may establish additional membership requirements. Any additional requirements must be clearly outlined in the organization's constitution.

## Officer Eligibility & Requirements

To support successful and responsible leadership, student officers must meet the following requirements:

### All Officers Must:

- Be currently enrolled in **at least 6 credit hours or in a Career Ready Program** during the long semester (fall or spring)
- Maintain a **minimum 2.0 GPA**

- Be in **good conduct standing** with the College
- Be committed to fulfilling their role for the full academic year (unless otherwise specified)

*Officers must remain eligible throughout their term of service.*

## **Recommended Additional Expectations:**

- Strong communication and time management skills
- Ability to represent the organization in meetings and official functions
- Willingness to attend leadership training and work collaboratively with the advisor

The Office of Student Life and Development may review officer eligibility at any time and reserves the right to remove students who do not meet these standards.

## **Leadership Expectations**

Student leaders are expected to:

- Serve as positive representatives of their organization and Grayson College
- Communicate effectively with members, advisors, and Student Life and Development
- Fulfill organizational responsibilities in a timely manner
- Support a welcoming and respectful environment
- Uphold College policies and organizational standards

## **Officer Roles and Responsibilities**

While each organization may define officer roles differently, the following are common expectations across all groups:

### **President**

- Leads meetings and sets agendas
- Serves as the primary contact for the organization
- Ensures the organization meets deadlines and follows campus policies

## Vice President

- Assists the president and takes over responsibilities as needed
- Often oversees committees or project-based tasks

## Secretary

- Takes meeting minutes
- Manages official communication, records, and documents

## Treasurer

- Tracks the organization's budget and expenditures
- Works with Student Life and Development staff and Advisor to submit spending requests and manage accounts

## Time Commitment:

The time commitment associated with leadership positions varies based on the size, activity level and goals of the organization. Officers should expect to dedicate sufficient time to meetings, communication, planning activities, training opportunities and organizational responsibilities.

## Leadership Role Removal

Student leaders are expected to uphold the standards of Student Code of Conduct established by Grayson College (refer to the [Grayson College Student Handbook](#)) and serve as positive representatives of their organizations and the College community.

Students placed on Disciplinary Probation through Grayson College Conduct are ineligible to serve in leadership positions within student organizations, Student Government Association, Viking Esports, Residence Hall Association or other extracurricular leadership roles. Students removed from a leadership position due to disciplinary action must remain free of additional conduct violations for one long academic semester before becoming eligible to hold a leadership position again.

Students who are placed on Probation with Restrictions or Disciplinary Suspension through Grayson College Conduct are ineligible to hold leadership positions or participate in student organizations for the duration of the suspension.

## 5. Advisor Guidelines

Every registered student organization is required to have a faculty or staff advisor who is actively employed by Grayson College. Advisors play an important role in supporting student success by serving as mentors, institutional resources and advocates for student leadership development.

Student organizations are intended to be student-led and student-driven. Advisors provide guidance, encouragement and continuity while empowering students to make decisions, solve problems and develop leadership skills through their organizational involvement.

### Advisor Eligibility

Each registered student organization must maintain at least one approved full-time employee as its primary advisor.

To serve as an advisor, an employee must:

- Be a full-time employee of Grayson College
- Be in good standing with the College
- Receive approval from their direct supervisor to serve as an advisor
- Complete the Advisor Agreement Form each academic year

Adjunct faculty and part-time employees may serve as co-advisors when paired with an approved full-time employee.

### Special Considerations for Hourly Employees

Hourly employees serving as student organization advisors should work closely with their direct supervisor to ensure advising responsibilities are balanced with their primary job duties and scheduled work hours.

When advising activities occur during scheduled work hours, hourly employees must obtain supervisor approval and follow departmental procedures regarding work assignments and time management.

Travel requests involving student organizations and participation in activities that may result in additional work hours will be reviewed on a case-by-case basis by the employee's supervisor and the Office of Student Life and Development.

Employees are encouraged to discuss anticipated advising commitments with their supervisor at the beginning of each academic year to establish clear expectations and support successful involvement with student organizations.

## Advisor Responsibilities

Advisors serve as mentors, resources, and institutional guides for student organizations. While organizations should remain student-led, advisors help students navigate challenges, understand College processes and develop leadership skills.

- Serve as a mentor and resource to student leaders.
- Support organizational planning and leadership development.
- Help ensure compliance with College policies and procedures.
- Review and approve organizational forms, expenditures, and requests as required.
- Encourage responsible decision-making and risk management practices.
- Communicate concerns regarding organizational inactivity or significant challenges to the Office of Student Life and Development.
- Support officer transitions and organizational continuity.

## Campus Security Authority (CSA) & Title IX Responsibilities

Student organization advisors are considered Campus Security Authorities (CSAs) and Responsible Employees under the Clery Act and are mandatory reporters under Title IX.

As part of these responsibilities, advisors must report information related to incidents that are disclosed to them in their role as an advisor that may be related to Clery Act crimes and/or Title IX.

## Title IX Reporting

Advisors are mandatory reporters of any Title IX violations or incidents. This includes, but is not limited to sexual misconduct, sexual harassment, dating violence, domestic violence, stalking, discrimination and related prohibited conduct. Advisors are also required to provide contact information to the College's Director of Title IX to any student that discloses they are pregnant.

Director of Title IX and Conduct

Dr. Erin Howard

903.415.2614

Life Center, Second Floor

For additional information regarding Title IX policies and reporting procedures, visit the [Title IX webpage](#) or contact the Title IX Office at [TitleIX@grayson.edu](mailto:TitleIX@grayson.edu).

## Clery Act and VAWA (Violence Against Women Act) Reporting

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Grayson College adheres to the Clery Act by the following activities:

- Publishing an [Annual Security Report \(ASR\)](#) including the Campus Hazing Transparency Report
- Provides public access to the [College Crime Log](#) and Security Reports (updated regularly)
- Discloses crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities
- Issues timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees
- Devising an emergency response, notification and testing policy
- Enacting policies and procedures to handle reports of missing students

As required by the Jeanne Clery Act, the College discloses statistics for specific criminal offenses to provide transparency about campus safety in the annual ASR. The reportable incidents are divided into four main groups:

- Criminal Offenses
- VAWA Offenses
- Hate Crimes

- Arrests/Disciplinary Referrals
- Hazing (as of 2026 ASR)

Advisors who become aware of crimes , threats to campus safety, or other Clery-reportable incidents must report that information to the [Grayson College Police Department](#).

Grayson College Police Department  
[police@grayson.edu](mailto:police@grayson.edu)  
903.814.3343

Additional information regarding Clery Act reporting requirements is available through the Grayson College Police Department and the [Grayson College Clery Act and VAWA web page](#).

Advisors are required to complete annual CSA and Title IX training to review responsibilities and should consult the appropriate office if questions arise about Title IX or Clery Act/VAWA.

## Advisor Expectations

The time commitment associated with advising varies based on the size, activity level and goals of the organization. Advisors should be prepared to provide guidance and support throughout the academic year and participate in organizational activities as appropriate.

Advisor involvement may include:

- Attending meetings and organizational events
- Meeting with officers to discuss organizational planning, programming and leadership development
- Assisting with goal setting and organizational continuity
- Supporting fundraising and other organizational initiatives
- Reviewing and approving required forms, requests and publicity materials
- Providing guidance regarding College policies and procedures

Advisors are expected to:

- Complete all required annual training
- Respond to student communications within a reasonable timeframe

- Maintain communication with the Office of Student Life and Development as needed
- Review and approve organizational publicity prior to submission and distribution
- Support leadership development while encouraging student ownership of organizational activities

If an advisor becomes unable to continue serving, they should notify the student organization and the Office of Student Life and Development as soon as possible so a transition plan can be developed.

## Advisor Resources and Support

The Office of Student Life is here to support advisors with:

- **Advisor Orientation & Annual Update Sessions**
- A dedicated **Advisor Resource Guide** (available on Canvas)
- **One-on-one consultations** for guidance or troubleshooting
- Pre-made templates for event planning, constitution writing, meeting agendas and more
- Regular email updates about policy changes, deadlines and campus happenings

## 6. Risk Management

Student organizations share responsibility for creating safe, responsible and respectful experiences for members, guests and the campus community. All organizations are expected to understand and comply with College policies related to risk management, student conduct and organizational activities.

### Annual Risk Management Acknowledgement

To maintain active status, student organization leaders and advisors must annually:

- Review the Risk Management Statement for Student Organizations
- Review policies related to safety, conduct, discrimination and organizational accountability
- Sign the Risk Management Acknowledgement Form
- Submit the completed Risk Management form to the Office of Student Life and Development by September 1.

The Risk Management Statement is available through the Student Life and Development Connection Hub and in the Handbook appendix.

### Topics Covered in the Risk Management Statement

The Risk Management Statement addresses topics including:

- Alcohol and drug policies
- Hazing prevention
- Sexual harassment and discrimination
- Fire and life safety
- General health and safety practices
- Travel and transportation requirements
- Financial agreements and contracts
- Accessibility and accommodations
- Advisor responsibilities
- Risk management education and communication

Student leaders and advisors are responsible for understanding and following all requirements outlined in the Risk Management Statement.

## Key Organizational Compliance Reminders

All student organizations are required to adhere to the following core policies, subject only to specific exceptions authorized by official College policy:

### Alcohol and Drugs

Alcohol and illegal drugs are prohibited at student organization activities, events and functions except where specifically authorized by College policy.

### Hazing

Grayson College maintains a zero-tolerance approach to hazing. Activities that endanger, harass, embarrass, intimidate or harm another person are prohibited.

## Discrimination and Harassment

Student organizations must comply with all College policies related to discrimination, harassment and Title IX.

### Travel

Student travel must comply with College travel policies and procedures. Additional requirements are outlined in the Travel section of this handbook.

### Contracts and Purchases

Students and student organizations are not authorized to enter into contracts or make financial commitments on behalf of the College. All agreements and purchases must follow established College procedures.

*Student leaders should immediately report concerns involving student safety, threats, injuries, criminal activity or emergency situations to Grayson College Police Department and notify their organization's advisor.*

# 7. Planning Events and Activities

## Event Approval Process

All student organization activities and events, including meetings, social gatherings, service projects, travel, fundraisers and campus programs, must receive approval from the Office of Student Life and Development prior to taking place.

Organization advisors must submit a Student Organization Activity/Event Approval Form at least ten (10) business days before the proposed activity or event.

The Activity/Event Approval Form is available through The Connection Hub in Canvas.

Approval may be contingent upon facility availability, risk management considerations, staffing needs and compliance with College policies.

## Facilities and Resource Requests

Official student organizations may reserve College facilities, vehicles and equipment for meetings, programs, fundraisers and campus events.

- Reservations for technology can be made by submitting a technology ticket.
- Reservations for the College vehicles can be made by submitting a facilities ticket with the vehicle request form filled out. You must be an approved driver. To become an approved driver, please work with Human Resources.
- Reservations for the Center for Workplace learning can be made by contacting the Academic and Workforce Instruction administrative assistant.
- Reservations for the Life Center Conference Room, Viking Room, TV Room and other areas in the Life Center may be made by completing the Activity/Event Approval Form.
- If other classrooms/conference rooms are needed, please contact the Office of Student Life and Development to get connected to the proper contact.

# Marketing and Promotion

Student organizations are encouraged to promote their events, activities and initiatives to increase awareness and engagement across campus.

## Promotion Guidelines

All printed and digital promotional materials, including flyers, posters, table tents, digital signage, and similar items must be approved by the Office of Student Life and Development before being displayed or distributed on campus.

Promotional materials should:

- Include the event name, date, time, location, sponsoring organization and contact information
- Use professional and respectful language
- Reflect positively on the organization and Grayson College
- Comply with all College policies and procedures

Organizations requiring assistance with promotional design should submit a Marketing Request through the Office of Marketing and Communications.

## Posting Printed Materials

Student organizations may post approved materials only on designated bulletin boards and approved display locations.

Organizations may not:

- Post materials on doors, windows, walls, bathroom stalls, vehicles or other unauthorized locations
- Remove, cover or alter another organization's approved promotional materials
- Leave outdated materials posted beyond the conclusion of an event

Promotional materials should be removed within 24 hours following the event or activity.

# Social Media and Branding

Social media provides student organizations with valuable opportunities to communicate with members, promote activities and engage with the campus community. Because student organizations operate under the Grayson College umbrella, social media accounts must follow College branding and communication standards.

## Social Media Accounts

Generally, social media accounts for student organizations are prohibited at Grayson College. Exceptions may be possible. See the Director of Marketing and Communications for additional information.

Student organizations may not operate unofficial social media accounts that represent the organization or Grayson College without prior approval.

All approved student organization social media accounts remain subject to College oversight.

## Branding and Logo Use

The Grayson College name, logos and branding elements may only be used with approval from the Office of Marketing and Communications.

Organizations may not:

- Alter official College logos or branding elements
- Use College logos as profile images, banners or account branding without approval from the Marketing and Communications Department.
- Create usernames, handles or descriptions that imply official College representation without prior written authorization by the Vice President of Community Engagement.

Inactivity, misuse or violations of College branding standards may result in the revocation of social media account approval.

## Great Western Dining (GWD)

Great Western Dining is the official food service provider for Grayson College and offers a variety of catering options for student organization meetings, programs and special events. Catering services may include full meals, refreshments, snacks and other event-related food needs.

Organizations interested in catering services should contact Great Western Dining directly for menus, pricing and availability.

Great Western Dining

- Phone: 903.463.8632
- Email: [grayson@gwdining.net](mailto:grayson@gwdining.net)

## Event Compliance and Special Considerations

Student organizations are expected to conduct all activities in accordance with College policies and procedures. The following requirements apply to organizational events and activities.

### Alcohol and Drugs

Grayson College generally prohibits the possession, distribution or consumption of alcohol and illegal drugs at College-sponsored activities and events, whether on or off campus. Exceptions may be approved for specific events in accordance with College policy.

## Freedom of Expression and Organizational Speech

Censorship is not compatible with the goals of higher education. The College reserves the right, however, to place reasonable time, place and manner restrictions on freedom of expression. See FLA for current policy.

## Expressive Activities

Students and student organizations may engage in expressive activities in accordance with this policy. “Expressive activities” means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs and the circulation of petitions.

## Prohibited Speech and Activities

The term “expressive activities” does not include the following speech and conduct, which is prohibited on College facilities and grounds and through the use of College technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment or antisemitism (see Local College Board policies DIAA, DIAB, FFDA, and FFDB for additional information);
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College operations at any time, including from 10pm to 8am and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10pm to 8am, and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College employee’s or a peace officer’s lawful performance of a duty.

5. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the Vice President of Student Services in accordance with administrative procedures, for special events.
6. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the Vice President of Student Services or a law enforcement officer, to:
  - a. Obstruct the enforcement of law or College policies and regulations by avoiding identification;
  - b. Intimidate others; or
  - c. Interfere with a College employee's or a peace officer's lawful performance of a duty.
7. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
8. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College that available law enforcement officials could not control with reasonable efforts.
9. Damaging or defacing property.

## **Distribution of Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes or other visual or auditory materials not sponsored by the College shall not be sold, circulated, distributed or posted on any College premises by any student or registered student organization [see FKC], except in accordance with this policy.

The College shall not be responsible for, nor shall the College endorse, the contents of any materials distributed by students or registered student organizations that are not sponsored by the College District.

## **Amplified Sound**

The College may establish reasonable time, place and manner restrictions regarding amplified sound to protect the educational environment and minimize disruption to campus operations.

## **Contracts and Agreements**

Student organizations are not authorized to enter into contracts or agreements on behalf of Grayson College.

All agreements involving guest speakers, entertainers, vendors, equipment rentals, catering services, or other contractual arrangements must be reviewed and approved through the Office of Student Life and Development prior to any commitment being made.

## **Sponsorships and Donations**

Organizations seeking sponsorships, donations or external financial support must receive approval from the Office of Student Life and Development and the Grayson College Foundation before requests are made. Should a student organization be approached about a gift, the Office of Student Life and Development and the Grayson College Foundation should be contacted before acceptance of the gift.

## **Copyright Compliance**

Organizations are responsible for complying with all applicable copyright laws related to music, movies, performances, publications and other copyrighted materials.

While the Office of Student Life and Development maintains licensing for music used at many campus events, organizations are responsible for securing any additional permissions or licenses required for films, performances or other copyrighted content used during organizational activities.

Organizations with questions regarding copyright compliance should contact the Office of Student Life and Development prior to the event.

## 8. Travel Policies

Grayson College recognizes the value of student travel as an extension of the educational experience. Travel opportunities may support academic learning, leadership development, cultural awareness, professional growth, service, competition and representation of the College.

The purpose of these travel procedures is to promote safe, responsible and well-planned travel experiences for students participating in College-sanctioned activities while ensuring compliance with College policies and applicable regulations.

### Student Travel Standards

The following standards apply to all College-sanctioned student travel, regardless of whether the travel is sponsored by a student organization, academic department, athletic program, residence life or other College-affiliated activity.

- An employee acting in their official capacity must accompany students during all College-sanctioned travel
- Students may not ride in a personal vehicle operated by a Grayson College employee under any circumstances
- All College policies, procedures and expectations remain in effect during travel.
- Required travel documentation must be completed and approved prior to departure

### Definition of “College-Sanctioned Travel”

College-sanctioned travel occurs when students participate in an activity, event, competition, conference, program or experience that is sponsored, organized, funded, approved or otherwise supported by Grayson College.

Travel is generally considered College-sanctioned when one or more of the following conditions apply:

- A College department, program, athletic team, residence life program or registered student organization organizes, sponsors or promotes the activity.

- A Grayson College employee is participating in an official capacity as an advisor, instructor, coach, sponsor, chaperone or representative of the College.
- College funds, organizational funds, Foundation funds or other College resources are used to support participation.
- Students are representing Grayson College at a conference, competition, performance, service project, leadership event or similar activity.
- Participation is required for a course, program, organization, team or other College-affiliated activity.

When travel is considered College-sanctioned, all applicable College policies, procedures and expectations remain in effect for both students and employees throughout the duration of the activity.

The fact that students may arrange their own transportation, lodging or meals does not automatically remove an activity from being considered College-sanctioned travel if any of the conditions above apply.

## **Travel Not-Considered College-Sanctioned**

The following activities are generally not considered College-sanctioned travel for purposes of these procedures:

- Students independently attending events, conferences or activities without College sponsorship or employee involvement
- Voluntary gatherings of students that are not organized, sponsored, promoted or funded by the College
- Optional off-campus meetings or activities where students are solely responsible for arranging and managing their own participation and no employee is serving in an official capacity

Questions regarding whether travel qualifies as College-sanctioned travel should be directed to the Office of Student Life and Development prior to making arrangements.

# Travel Procedures

To support student safety, risk management, emergency response and institutional accountability, all College-sanctioned travel must be reviewed and approved prior to departure.

The Office of Student Life and Development serves as the central coordinating office for student travel and maintains records of College-sanctioned travel involving students. This includes travel sponsored by student organizations, academic departments, residence life, and other College-affiliated activities.

Employees planning College-sanctioned travel are responsible for ensuring that all required approvals and documentation are completed before travel occurs.

## Required Travel Procedures

### Step 1: Submit a Student Travel Request Form

- Employees must submit a Student Travel Request Form prior to making final travel arrangements.
- The form provides information regarding the purpose of travel, destination, dates, participating students, transportation plans and employee supervision.
- Submission of the form allows the Office of Student Life and Development to review travel plans and provide guidance regarding required documentation and procedures.

### Step 2: Complete Required Student Documentation

- Each participating student must have a current Student Activity, Travel and Representation Agreement on file.
- Additional documentation, waivers or approvals may be required depending on the nature of the trip, destination or activities involved.

### Step 3: Arrange Transportation and Employee Supervisor

- College-sanctioned travel requires employee supervision throughout the duration of the activity. Employees sponsoring, advising, instructing, coaching or otherwise leading student travel are expected to travel with students and utilize approved College transportation.

- In most circumstances, students and employees will travel together in approved Grayson College vehicles or authorized rental vehicles.
- Requests for alternative transportation arrangements must be submitted in advance and will be reviewed on a case-by-case basis by the Office of Student Life and Development and Executive Leadership. Approval is not guaranteed and will be based on factors including risk management, supervision needs, distance traveled and the nature of the activity.
- Students may not ride in a personal vehicle operated by a Grayson College employee under any circumstances.

#### **Step 4: Obtain Required Travel Approvals**

- Employees are responsible for obtaining all departmental, supervisory, financial and institutional approvals required for the trip.
- Travel arrangements should not be finalized until appropriate approvals have been secured.

#### **Step 5: Travel and Representation**

- Employees are responsible for supervising students throughout the duration of the College-sanctioned activity, serving as the College representative for the trip and ensuring compliance with College policies, procedures and expectations.

#### **Step 6: Complete Post-Travel Requirements**

Following the completion of College-sanctioned travel, employees are responsible for completing all required post-travel documentation and financial reconciliation processes.

This may include:

- Submission of receipts and supporting documentation
- Reconciliation of Emburse transactions
- Submission of reimbursement requests
- Reconciliation of travel advances
- Submission of incident reports, if applicable
- Notification of any concerns, accidents, injuries or policy violations that occurred during travel

Employees should complete all post-travel requirements in accordance with College procedures and established deadlines.

## Employee Responsibility While Traveling

Employees participating in College-sanctioned travel are responsible for the supervision, safety and well-being of students throughout the duration of the activity.

Employees are expected to:

- Travel with students to and from College-sanctioned activities unless an exception has been approved
- Remain available and accessible to students throughout the travel experience
- Enforce College policies and expectations through the entirety of the approved travel period.
- Respond appropriately to emergencies, behavioral concerns or safety issues.
- Serve as the primary College representative during the activity

The responsibility of the employee extends beyond transportation and includes the overall supervision of students participating in the College-sanctioned activity.

## Student Responsibility While Traveling

All College policies, procedures and regulations apply to student travel. The Student Code of Conduct, as found in the Grayson College Student Handbook, is in effect at all times while students are traveling. Students are responsible for making wise decisions about their health and safety. Students will sign the Student Travel and Representation Agreement form each academic year.

# Transportation Standards

Grayson College employees may only drive students in Grayson College vehicles or rented vehicles under the Grayson College Enterprise Contract or another vehicle rental center. No student may ride in a personal vehicle of an employee at any time.

1. **Minimum Driver Qualifications- Only GC employees may drive College vehicles.** Each driver must:
  - Be at least 18 years of age
  - Hold a valid license for the vehicle being driven.
  - Meet the driver requirements of the College's insurance carrier if driving a College vehicle or vehicle leased using College funds; or have insurance coverage as required by law if driving a personal vehicle
  - Have passed the required drug test to operate College vehicles
2. **Driver Conduct and Responsibility-** The driver is responsible for the safe operation of the vehicle and for maintaining safe conditions within the vehicle. The driver must:
  - Comply with all applicable traffic laws and regulations
  - Not smoke or vape in the vehicle
  - Not use radar/laser detection devices
  - Confront rowdy or disorderly behavior by passengers that may cause driver distractions
3. **Safety Rules**
  - Travel planners/Advisors are encouraged to consider the number of participants traveling, distance to be traveled and time frame of the travel (day versus night) when determining whether College vehicles or other forms of transportation are needed.
  - Travelers should be aware of the fact that most highway accidents occur as a result of driver fatigue.
  - Advisors should be careful not to place too many passengers and luggage items in vehicles.
  - Seatbelts, when available, should be worn at all times.
  - Cell phone use should be avoided while driving.

# Student Organization Travel Funding and Financial Procedures

The following procedures apply specifically to registered student organizations. Academic departments and other College units should follow their respective budgeting and travel procedures.

- Student organizations at GC are responsible for generating their own monies for travel.
- Travel advances and/or travel reimbursements are the two methods used to obtain funding; however, please note that travel reimbursements can only be made to those who have submitted the proper prior approvals.
- Proper documentation (invoices or receipts) are required.
- Organization funds are available for purchases needed prior to the trip by completing the Student Organization Expenditure Request Form.

# 9. Finances and Fundraising

## Financial Responsibility

Student organizations are responsible for planning, managing and utilizing their financial resources in a manner that supports the organization's mission and goals while complying with Grayson College policies and procedures.

Organizations that raise funds, collect money, accept donations or incur expenses must work closely with the Office of Student Life and Development and the Business Office to ensure all financial activities are conducted appropriately and accurately.

Each organization should designate a Treasurer or another officer responsible for assisting with financial recordkeeping and communication regarding the organization's finances. Advisors are expected to provide oversight and ensure compliance with College financial procedures.

Student organizations are encouraged to develop budgets, plan expenditures in advance, maintain accurate financial records and use organizational funds responsibly. All funds raised or received on behalf of a student organization must be used to support the organization's approved activities, programs and operations.

Sound financial stewardship helps organizations remain sustainable, achieve their goals, and provide meaningful opportunities for their members and the campus community.

## Student Organization Financial Accounts

Registered Student Organizations are provided with an organizational account through the Grayson College Business Office for the purpose of receiving, maintaining and expending organization funds.

All funds raised, collected, donated or otherwise received on behalf of a student organization must be deposited into the organization's official College account. Organizational funds may not be maintained in personal bank accounts, off-campus bank accounts, unofficial organizational accounts or petty cash funds.

To ensure accurate accounting and reporting:

- All organization funds must be deposited through the Office of Student Life and Development.
- A copy of each deposit receipt will be provided to the organization advisor.
- Student organizations may not establish independent checking, savings, Venmo, Cash App, PayPal or similar financial accounts
- Petty cash funds are prohibited

Student organization funds are maintained separately from College operating funds and are tracked through the Office of Student Life and Development and the Business Office. Failure to submit deposit documentation may result in delays in funds being reflected within the organization's available balance.

Organizations are responsible for monitoring their account balances and planning expenditures accordingly. Advisors and organizational officers should work together to ensure accurate financial records are maintained throughout the academic year.

## Deposits

All funds collected on behalf of a student organization must be submitted to the Office of Student Life and Development in a timely manner for processing and deposit through the Grayson College Business Office.

To protect organizational funds and ensure accurate financial records, organizations should follow the procedures below:

- Deposits must be submitted to the Office of Student Life and Development within three (3) business days of receiving funds
- Cash and checks should be counted and prepared prior to submission
- Checks must include a printed or handwritten driver's license number; checks without a driver's license number may not be accepted by the Business Office
- Large quantities of coins should be rolled before being submitted

When submitting a deposit, the advisor or designated organization representative should provide:

- The name of the student organization

- The total amount being deposited
- Any supporting documentation related to the funds collected

The Office of Student Life and Development will process the deposit through the Business Office and maintain documentation for organizational account tracking purposes.

Organizations should not hold cash or checks for extended periods of time. Funds should be submitted promptly to reduce risk and ensure accurate account balances. Student organization funds may not be maintained as petty cash by advisors, officers or members.

## Expenditures and Purchasing

Student organizations are encouraged to plan purchases well in advance and verify that sufficient funds are available before initiating any expenditure request. All purchases made using student organization funds must comply with College purchasing procedures.

Organizations may only spend funds that are available within their organizational account and approved for organizational purposes.

### Spending Organization Funds

To use student organization funds:

1. Identify the item(s), service(s) or materials needed and determine the total anticipated cost
2. Complete and submit a Student Organization Expenditure Request Form
  - a. Submit all supporting documentation, including quotes, invoices, estimates, registration information or other relevant materials
3. Await approval and purchasing instructions from the Office of Student Life and Development
4. Complete the purchase using approved College purchasing methods
5. Submit receipts and any required documentation following the purchase

Organizations should allow a minimum of ten (10) business days for processing purchase requests and payments.

## Purchasing Standards

All purchases made on behalf of a student organization must be approved prior to the purchase being made.

Student organizations may utilize Grayson College's tax-exempt status for approved purchases when College purchasing methods are used. Sales tax exemption documentation may be obtained through the Business Office when needed.

Personal purchases, personal expenses and unauthorized expenditures are prohibited.

Personal reimbursements are generally not permitted. Organizations should work with the Office of Student Life and Development to identify an approved purchasing method before making a purchase.

## Approved Purchasing Methods

Approved purchasing methods may include:

- College-issued checks
- Approved purchase orders
- College-issued credit cards or Emburse cards
- Authorized organizational purchasing cards
- Approved College vendor accounts

Examples of available purchasing resources may include approved vendor accounts such as Amazon, Sam's Club, Hobby Lobby and other College-approved vendors.

The Office of Student Life and Development can assist organizations in determining the most appropriate purchasing method for a specific expense.

## Fundraising

Registered Student Organizations may conduct fundraising activities to support organizational programs, travel, service projects and other approved organizational purposes.

All fundraising activities must receive approval through the Student Life and Development Activity and Event Approval Process prior to the event taking place.

To conduct a fundraiser:

- Submit an Activity and Event Approval Form at least ten (10) business days prior to the proposed fundraiser.
- Provide all relevant details regarding the fundraising activity, including any planned sales, collections, donations, sponsorships, raffles, drawings or auctions.
- Obtain all required approvals before advertising or conducting the fundraiser.

When funds are collected:

- A Grayson College employee must be present during the collection of funds.
- Funds may only be collected through approved payment methods, including cash, check or approved credit card processing options.
- Personal payment platforms such as Venmo, Cash App, PayPal, Zelle and similar services may not be used for organizational fundraising activities.
- All funds collected must be submitted to the Office of Student Life and Development in accordance with organizational deposit procedures.

Funds generated through fundraising activities must be used solely for approved organizational purposes.

## Donations and Sponsorships

Student organizations may receive monetary donations, in-kind donations and sponsorship support to assist with organizational activities and initiatives.

Prior to soliciting or accepting donations, sponsorships, goods, services or other contributions, organizations must coordinate with the Office of Student Life and Development and, when applicable, the Grayson College Foundation.

Organizations seeking donations or sponsorships must:

- Submit the appropriate Student Life and Development Donation Form
- Obtain required approvals before requesting support from individuals, businesses or community organizations
- Ensure all donated funds are processed through approved College financial procedures

The Office of Student Life and Development can assist organizations with donation requests, sponsorship opportunities and Foundation-related processes.

# Raffles and Drawings

Student organizations must obtain approval before conducting any raffle, drawing or similar game of chance.

Under Texas law, raffles are highly regulated and may only be conducted by qualified organizations that meet specific legal requirements. Because Grayson College student organizations generally do not independently qualify under Texas law, organizations wishing to conduct a raffle must work through the Grayson College Foundation and the Office of Student Life and Development.

Organizations considering a raffle must:

- Contact the Office of Student Life and Development before advertising or planning the event
- Submit an Activity and Event Approval Form
- Follow all applicable College procedures and legal requirements
- Coordinate with the Grayson College Foundation as required

The number of raffles that can be conducted each year is limited. Failure to obtain proper approval may result in the activity being prohibited and may expose participants to legal consequences under state law.

## Silent Auctions

Silent auctions are generally permitted and are not considered gambling under Texas law.

Organizations wishing to conduct a silent auction must:

- Submit an Activity and Event Approval Form
- Obtain any required approvals prior to the event
- Submit a Donation Form if donated items will be solicited or accepted

The Office of Student Life and Development is available to assist organizations in determining whether a proposed fundraising activity complies with College policies and applicable law.

# Financial Compliance and Important Reminders

To maintain access to organizational funds and financial privileges, student organizations must remain in good standing with the Office of Student Life and Development and comply with all College financial procedures.

Student organizations should keep the following expectations in mind:

- Organizations must be active, registered and in good standing to access and utilize organizational funds.
- All financial forms and requests should be completed accurately and submitted with all required supporting documentation.
- Invoices, receipts and other financial records should only include items purchased for organizational purposes. Personal purchases should never appear on the same receipt as organizational purchases.
- Expenses should be submitted within the same academic year in which they occur.
- Advisors are responsible for submitting expenditure requests, deposit information and other financial documentation on behalf of the organization.
- Students may not checkout College credit cards or make purchases on behalf of the College without prior authorization.

Failure to follow College financial procedures may result in delays in processing, temporary restrictions on account activity or suspension of organizational spending privileges until outstanding issues have been resolved.

Examples of situations that may result in account restrictions include:

- Purchasing merchandise or services without prior authorization
- Failure to submit required receipts or supporting documentation
- Failure to reconcile purchases or financial transactions in a timely manner
- Repeated submission of incomplete or inaccurate financial forms
- Failure to comply with College purchasing, fundraising or deposit procedures

Organizations are encouraged to communicate early and often with the Office of Student Life and Development regarding financial questions or concerns. Planning ahead and following established procedures helps ensure organizational funds remain available and accessible when needed.

# 10. Student Club and Organization Recognition of Engagement (SCORE) Program

The Student Club and Organization Recognition of Engagement (SCORE) Program recognizes and rewards student organizations for meaningful involvement, leadership development, service, collaboration and engagement both on and off campus.

SCORE encourages organizations to contribute to the Grayson College community while providing opportunities to strengthen leadership skills, build partnerships and advance organizational goals.

The goals of SCORE are to:

- Recognize and reward student organizations for engagement and involvement;
- Encourage leadership development and organizational growth;
- Promote collaboration among student organizations, departments and community partners;
- Increase awareness of College resources, opportunities and expectations;
- Support service and engagement efforts that positively impact the campus and surrounding community; and
- Promote the Viking Values of Balance, Clarity, Gratitude, Service, Teamwork and Trust.

## Ways to SCORE:

| Task                                                            | Point Value |
|-----------------------------------------------------------------|-------------|
| <b>Complete Annual Organization Registration</b>                | 20 points   |
| <b>Complete the Risk Management Statement</b>                   | 10 points   |
| <b>Participate in Fall Welcome Week's Get Connected Cookout</b> | 25 points   |

| Task                                                                                                                                                                                                                                                                                                                                                                                                                | Point Value |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Participate in the food drive/creative building event - Stack The Snacks (held mid- to end-of-September). This event is a competition but points are earned for participation.</b>                                                                                                                                                                                                                               | 50 points   |
| <b>Host an event or implement a project that has a direct impact on the campus or community (i.e. host professional speakers or community leaders to discuss current issues, provide leadership training to the student body, etc).</b>                                                                                                                                                                             | 40 points   |
| <b>Co-host an event with Student Life and Development, another student organization, or a college department that is outside your organization's primary mission or focus.</b><br><i>(Example: A major-specific organization partners with Counseling and Social Services to host a mental health awareness event.)</i>                                                                                             | 25 points   |
| <b>Participate in both Senior Days, by hosting a recruitment table with an activity/game</b>                                                                                                                                                                                                                                                                                                                        | 25 points   |
| <b>Participate in Hall-O-Fest with a booth. This can be a game, activity, or food. Participation points can be doubled by participating in Hall-O-Fest on both the Denison and Van Alstyne campuses.</b>                                                                                                                                                                                                            | 25 points   |
| <b>Nominate at least one representative for Homecoming court, held the week prior to the second Saturday in November (they must participate in all aspects of Homecoming Court duties) .</b>                                                                                                                                                                                                                        | 10 points   |
| <b>Participate in the Earth Day Activity in partnership with Student Life and Development and the Science Departments</b>                                                                                                                                                                                                                                                                                           | 35 points   |
| <b>Work a minimum of 60 hours in an organized service activity that meets an identified on- or off-campus need (i.e., volunteer at the mobile food pantry distribution on campus. For example, 10 members volunteer for 2 hours each = 20 service hours.)</b><br><br><b>This refers to direct, hands-on service with the primary goal being the benefit of others in the community or the community as a whole.</b> | 100 points  |

| Task                                                                                                                                                                                                                   | Point Value |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Participate in Spring Welcome Week's Resource and Student Organization Fair</b>                                                                                                                                     | 25 points   |
| <b>Goal Setting - submit at least three goals for the academic year within the first 30 days of the fall semester and then submit an end of the year review within 30 days of the last day of the Spring semester.</b> | 35 points   |

Student organizations may earn up to 425 SCORE points annually. To receive SCORE funding, the organization's advisor must submit all required SCORE documentation by the published deadline each academic year. **Subject to annual funding approval, each earned SCORE point is valued at \$1 and may be used to support approved organizational activities, programs, travel or operational needs.**

# Appendix A. Grayson College Student Government Association Program Guide

## Purpose

The Student Government Association (SGA) serves as the official student voice of Grayson College. SGA exists to represent student interests, advocate for student needs, promote student engagement and strengthen communication between students and College leadership.

SGA members serve as leaders, representatives and ambassadors for the College community. Through collaboration with students, faculty, staff and administrators, SGA helps identify opportunities to enhance the student experience and support student success.

The Student Government Association seeks to:

- Represent and advocate for the interests of Grayson College students
- Foster communication between students and College leadership
- Promote student involvement and engagement across campus
- Support initiatives that enhance the student experience
- Encourage leadership development, service, and civic responsibility
- Build connections among students, student organizations, departments and the broader community

SGA is committed to promoting the Viking Values of Balance, Clarity, Gratitude, Service, Teamwork and Trust while creating opportunities for students to contribute to the continued growth and success of Grayson College.

## Structure

The Student Government Association is composed of Executive Officers and Student Representatives who work together to represent the broad range of interests, experiences and perspectives of Grayson College students.

## Executive Officers

Executive Officers provide overall leadership for the Student Government Association and help guide the organization's goals, initiatives and operations.

Executive Officer positions include:

- President
- Vice President
- Public Relations Director
- Service Director

Executive Officers work closely with the Office of Student Life and Development to coordinate meetings, initiatives, events, service projects and communication efforts.

## Student Representatives

Student Representatives serve as advocates and communication liaisons for specific student populations, academic pathways and areas of campus life. Representatives are responsible for gathering feedback, sharing information and ensuring that a variety of student perspectives are included in discussions and decision-making.

Representative positions may include:

- Student Engagement Representative
- South Campus Representative
- Dual Credit Representative
- Arts and Humanities Representative
- Business and Entrepreneurship Representative
- Health Sciences Representative
- Industrial Technologies Representative
- Public Services Representative
- STEM Representative
- Athletics Representative
- Residence Hall Association Representative

Representative positions may be added, modified or adjusted as the needs of the College and student population evolve.

# Advisor Support

The Student Government Association is advised by the Director of Student Life and Development. Advisors provide guidance, mentorship, and administrative support while encouraging student leaders to take ownership of the organization's initiatives and goals.

## Roles and Responsibilities

### Executive Officers

Executive Officers provide leadership and direction for the Student Government Association and are responsible for supporting the overall success of the organization.

Executive officers must attend the annual Student Leadership Retreat.

#### President

- Preside over SGA meetings
- Serve as the primary student representative for SGA
- Work closely with the Office of Student Life and Development to establish goals and priorities
- Represent SGA at College functions and events

#### Vice President

- Assist the President in carrying out SGA initiatives
- Preside over meetings in the President's absence
- Support communication and coordination among SGA members
- Assist with special projects and organizational planning

#### Public Relations Director

- Promote SGA initiatives, events and opportunities
- Assist with social media, marketing and communication efforts
- Help increase student awareness of SGA activities

#### Service Director

- Coordinate service projects and volunteer opportunities

- Promote community engagement and civic responsibility
- Encourage student participation in service initiatives

## Student Representative Responsibilities

Student Representatives serve as advocates and communication liaisons for their assigned student populations, academic pathways or areas of campus life.

Representatives are expected to:

- Attend and actively participate in SGA meetings
- Gather feedback, concerns and ideas from the students they represent
- Share important information and opportunities with their constituent groups
- Promote student engagement and participation across campus
- Support SGA events, initiatives, and service projects
- Communicate regularly with the Office of Student Life and Development and fellow SGA members
- Represent Grayson College in a positive and professional manner

While each representative position may focus on a different student population, all representatives share the responsibility of ensuring student voices are heard and represented within SGA discussions and decision-making.

## Membership Expectations

Serving in the Student Government Association is a commitment to leadership, service and representation. SGA members are expected to actively contribute to the success of the organization and uphold the values of Grayson College.

All SGA members are expected to:

- Attend regularly scheduled SGA meetings
- Participate in SGA-sponsored events, programs and service initiatives
- Communicate promptly and professionally with fellow members, advisors and College employees
- Represent Grayson College positively both on and off campus
- Remain informed about student concerns, campus initiatives and opportunities for engagement

- Maintain eligibility requirements established by the College and the Office of Student Life and Development
- Demonstrate the Viking Values of Balance, Clarity, Gratitude, Service, Teamwork and Trust

SGA members are encouraged to be active participants in campus life and serve as ambassadors who help foster connection, engagement and school spirit throughout the College community.

## Meetings and Participation

Regular participation is essential to the success of the Student Government Association. Meetings provide opportunities for members to share updates, discuss student concerns, plan initiatives, collaborate on projects and support the overall mission of SGA.

### Meeting Schedule

The Student Government Association typically meets twice each month during the fall and spring semesters. Additional meetings, training sessions, retreats or planning meetings may be scheduled as needed.

Meeting dates, times and locations will be communicated by the Office of Student Life and Development.

### Attendance Expectations

SGA members are expected to attend all regularly scheduled meetings and actively participate in discussions, planning efforts and decision-making processes.

If a member is unable to attend a meeting, they should notify the SGA President and/or the Office of Student Life and Development as soon as possible.

### Active Participation

Attendance alone does not fulfill the responsibilities of SGA membership. Members are expected to:

- Participate in discussions and planning activities

- Complete assigned tasks and follow through on commitments
- Share feedback and perspectives from the students they represent
- Support SGA events, initiatives, and service projects
- Contribute positively to the goals and mission of SGA

## Absences

Repeated absences, lack of participation or failure to fulfill responsibilities may result in a review of a member's standing within SGA.

Members experiencing circumstances that affect their ability to participate are encouraged to communicate with the Office of Student Life and Development so that appropriate support and accommodations can be considered whenever possible.

## Leadership Retreat

The Student Leadership Retreat serves as the official kickoff to the academic year and provides an opportunity for members to build relationships, develop leadership skills, establish goals and prepare for a successful year of service.

The retreat is designed to help SGA members:

- Develop leadership and communication skills
- Build relationships and strengthen teamwork
- Learn about College resources, policies, and expectations
- Establish goals and priorities for the academic year
- Plan initiatives, events, and service opportunities
- Prepare for their responsibilities as student leaders

Attendance at the Leadership Retreat is expected for all SGA Executive Leadership. Members who are unable to attend due to extenuating circumstances should communicate with the Office of Student Life and Development as soon as possible.

The retreat serves as an important foundation for the success of both individual members and the Student Government Association as a whole.

# Eligibility, Vacancies and Removal

SGA members are expected to maintain the eligibility requirements established by Grayson College and the Office of Student Life and Development throughout their term of service.

## Eligibility Requirements

To remain eligible for service in Student Government Association, members must:

- Remain enrolled at Grayson College
- Maintain the minimum eligibility requirements established for student leaders
- Remain in good academic standing
- Remain in good conduct standing with the College
- Fulfill the responsibilities associated with their position

## Resignations

SGA members who are unable to fulfill their responsibilities are encouraged to submit a written resignation to the Office of Student Life and Development. Resignations may occur at any time during a member's term of service and may result in the revocation of an SGA scholarship.

## Vacancies

When a vacancy occurs, the Office of Student Life and Development may fill the position through an application and interview process or leave the position vacant until the next selection cycle, depending on the needs of the organization.

## Removal from Office

A member may be removed from their position if they fail to meet eligibility requirements.

Prior to removal, the member will typically have an opportunity to meet with the Office of Student Life and Development to discuss concerns and determine whether continued service is appropriate.

# Recognition and Leadership Opportunities

Serving in the Student Government Association provides students with opportunities to develop leadership skills, build professional relationships, contribute to the College community and create meaningful change on campus.

Through their service, SGA members may have opportunities to:

- Participate in leadership development programs and trainings
- Engage in community service and volunteer initiatives
- Collaborate with College administrators, faculty and staff
- Represent Grayson College at campus and community events
- Develop communication, teamwork, problem-solving and organizational skills
- Build professional experience that can be highlighted on resumes, transfer applications and scholarship applications

SGA members may also be eligible for recognition through College leadership awards, scholarship opportunities and other forms of acknowledgment based on participation, service and contributions to the College community.

The skills, experiences and relationships developed through SGA often extend far beyond graduation and serve as a foundation for future leadership, civic engagement and professional success.

# Appendix B. Esports Program Guide

Welcome to Viking Esports!

Whether you are joining a competitive team or simply exploring what the Grayson College Esports Program has to offer, we are excited to have you as part of our community.

Esports is one of the fastest-growing industries in the world and provides opportunities that extend far beyond gaming. Through competition, teamwork, leadership, communication and personal growth, Viking Esports is designed to help students develop skills that will benefit them both inside and outside of the game.

As Esports Lab Manager, I am committed to helping our students succeed. Success is not measured solely by wins and losses, but by the relationships we build, the goals we achieve and the growth we experience along the way. Whether your goal is to compete at a high level, improve your skills, build friendships or simply find a community where you belong, there is a place for you in Viking Esports.

This guide serves as a resource for students participating in the Esports Program. It outlines expectations, opportunities, policies and resources designed to support a positive and successful experience. While this handbook addresses program-specific information, all participants are also expected to follow the policies and procedures outlined in the Student Life and Development Handbook and the Grayson College Student Handbook.

I look forward to seeing what we can accomplish together and am excited to welcome you to Viking Esports.



**Alex Stafford**

Esports Lab Manager  
Life Center, 1st Floor  
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# Purpose & Values

Viking Esports exists to provide students with opportunities for competition, leadership development, personal growth, and community through organized gaming experiences.

As a program within the Office of Student Life and Development, Viking Esports supports the College's commitment to student engagement and success by creating opportunities for students to connect with others, develop valuable skills and build meaningful experiences outside the classroom.

Participation in Viking Esports helps students strengthen skills such as:

- Communication
- Teamwork
- Leadership
- Strategic thinking
- Problem solving
- Time management
- Sportsmanship

Whether competing at the varsity level or participating in one-off gaming events, students are encouraged to develop both personally and professionally while representing Grayson College.

Viking Esports is committed to creating a positive environment where students can pursue their interests, challenge themselves, develop skills, and discover opportunities for growth both in and beyond gaming.

## Viking Esports Values

Viking Esports is committed to fostering a positive, competitive, student-centered environment that challenges students. Members of the program are expected to demonstrate the following values both in and out of competition.

### Integrity

We compete honestly, treat others with respect, and take responsibility for our actions. Team members are expected to demonstrate good character, follow program expectations, and represent Grayson College with professionalism.

## Community

Viking Esports is more than a team, it is a community. We strive to create an environment where students feel welcome, supported, and valued. Members are encouraged to build positive relationships, support one another, and contribute to a culture of belonging.

## Sportsmanship

Competition should bring out the best in us. Team members are expected to show respect to teammates, opponents, officials, and spectators before, during, and after competition. Winning with humility and losing with grace are essential parts of being a Viking Esports athlete.

## Growth

Viking Esports encourages continuous improvement both inside and outside of the game. Members should approach challenges with a willingness to learn, accept feedback, and develop skills that contribute to personal, academic, and competitive success.

## Academic Excellence

Students are students first. Academic success remains the primary purpose of attending college. Viking Esports supports academic achievement and encourages members to take advantage of the many resources available through Grayson College. Participation in the program should enhance the college experience, not replace it.

## Service and Leadership

Esports provides opportunities to lead, mentor, and serve others. Team members are encouraged to model positive leadership, support their peers, and contribute to the growth of the program and the broader College community.

# About Viking Esports

Viking Esports is a competitive gaming program within the Office of Student Life and Development at Grayson College. Through organized competition, the program provides students with a unique way to connect with their peers and enhance their college experience.

## Competitive Opportunities

Viking Esports competes through the National Junior College Athletic Association Esports (NJCAA), providing students with opportunities to participate in structured intercollegiate competition against institutions across the country.

The program may sponsor a variety of game titles based on student interest, competitive opportunities, available resources, and program staffing. Current and future game offerings are determined by the Esports Lab Manager in consultation with the Office of Student Life and Development.

Students may participate in Viking Esports in a variety of ways, including:

- Varsity competition teams
- Intramural teams
- Community gaming events
- Esports leadership opportunities
- Program support and event assistance

Participation opportunities may vary from semester to semester based on program needs and student interest.

## Esports Lab and Equipment

The Viking Esports Lab provides students with access to gaming equipment and resources designed to support both competitive and recreational gaming experiences.

Available equipment may include:

- High-performance gaming computers
- Gaming peripherals and accessories
- Console gaming systems
- Team communication and streaming resources

The Esports Lab is intended to be a welcoming and respectful environment for all participants. Students utilizing the space are expected to:

- Respect other students and their personal space.
- Maintain appropriate noise levels.
- Use equipment responsibly.
- Keep the space clean and organized.
- Follow all College and Viking Esports expectations.

Lab hours may vary throughout the academic year and will be communicated by the Esports Lab Manager.

## Membership and Eligibility

Viking Esports welcomes students who are interested in competitive gaming, teamwork, leadership, and community. Opportunities may be available for competitive players, alternate team members, event volunteers, and students who wish to engage with the program in other ways.

### Program Participation

Participation in Viking Esports is open to currently enrolled Grayson College students who are in good standing with the College and willing to uphold the expectations of the program.

All participants are expected to:

- Follow the Grayson College Student Code of Conduct.
- Follow all policies outlined in the Student Life and Development Handbook.
- Demonstrate the values and expectations of Viking Esports.
- Represent Grayson College in a positive and respectful manner.

### Varsity Team Eligibility

Students selected to compete on official Viking Esports Varsity teams must meet all eligibility requirements established by Grayson College and the National Junior College Athletic Association Esports (NJCAA).

Eligibility requirements may include:

- Enrollment in the minimum number of credit hours required by NJCAAE competition rules.
- Compliance with NJCAAE registration requirements.
- Maintenance of any minimum academic standards established by the NJCAAE.
- Adherence to NJCAAE rules, regulations, and code of conduct.

Because NJCAAE eligibility requirements may change, students are responsible for completing all required documentation and maintaining their eligibility throughout the competitive season.

## Academic Expectations

Academic success remains the primary purpose of enrollment at Grayson College. Students participating in Viking Esports are expected to prioritize their academic responsibilities and seek assistance when needed.

Failure to maintain eligibility requirements established by Grayson College or the NJCAAE may impact a student's ability to participate in competitive play.

## Team Selection and Tryouts

Viking Esports seeks to provide students with opportunities to compete, develop their skills, and contribute to a positive team environment. Selection to a varsity roster is based on a combination of competitive ability, teamwork, commitment, and overall fit within the program.

### Tryouts

Tryouts for varsity teams are open to all eligible Grayson College students. Tryout dates, times, and application procedures will be announced each semester through Viking Esports communication channels and College marketing platforms.

Students interested in trying out must complete all required application materials and participate in the evaluation process established by the Esports Lab Manager.

### Selection Criteria

Roster decisions are based on a variety of factors, including:

- Individual skill and game knowledge
- Communication and teamwork
- Commitment and reliability
- Attitude and sportsmanship
- Leadership potential
- Ability to contribute to a positive team culture

Selection decisions are made with the goal of creating the strongest and most cohesive team possible.

## Team Placement

Not all students who participate in tryouts will be selected for a varsity roster. Students who are not selected may still have opportunities to participate through:

- Intramural teams
- Practice and scrimmage teams
- Community gaming events
- Program support opportunities
- Future tryouts and roster evaluations

## Roster Changes

Roster decisions may be reviewed throughout the semester based on eligibility, attendance, performance, conduct, or team needs.

The Esports Lab Manager reserves the right to adjust team rosters, designate alternates, or remove players from competitive participation when necessary to support the success of the program and maintain program expectations.

## Leaving the Team

Students who wish to leave a team are encouraged to communicate with the Esports Lab Manager as early as possible. Advance communication allows the program to make appropriate adjustments and continue supporting the remaining team members. An exit interview for student feedback may be implemented.

# Team Roles and Responsibilities

Success in esports depends on teamwork, communication, and shared responsibility. While every team member plays an important role in the success of Viking Esports, some students may be selected to serve in additional leadership or support positions.

## Players

All team members are expected to:

- Attend practices, competitions, and team meetings as required.
- Communicate regularly with teammates and program staff.
- Demonstrate good sportsmanship and professionalism.
- Contribute to a positive team environment.
- Support the academic and competitive goals of the program.
- Represent Grayson College and Viking Esports in a positive manner.

## Captains

Captains serve as team leaders and act as a primary point of communication between players and the Esports Lab Manager.

Captains are expected to:

- Promote teamwork, communication, and accountability.
- Help coordinate team activities and communication.
- Support teammates both inside and outside of competition.
- Model positive leadership and sportsmanship.
- Communicate team concerns, needs, and feedback to program staff.

## Co-Captains

Co-Captains support the Captain and assist with team leadership responsibilities.

Co-Captains are expected to:

- Assist with team communication and organization.
- Support team culture and accountability.

- Help facilitate practices and team activities.
- Assume leadership responsibilities when the Captain is unavailable.

## Alternates

Alternates play an important role in the success of Viking Esports by providing depth, flexibility, and support for competitive teams.

Alternates may:

- Participate in practices and scrimmages.
- Serve as substitutes during competitions.
- Assist with team preparation and strategy.
- Support the development of team culture and community.

All members of Viking Esports, regardless of title or position, are expected to contribute to the success of their team and uphold the values of the program.

## Practices and Competition

Participation in Viking Esports requires commitment, preparation, and communication. Team members are expected to contribute to the success of the team by attending scheduled activities, supporting teammates, and maintaining a competitive mindset.

### Practices

Regular practice is essential for team development and competitive success. Practice schedules will be established by the Esports Lab Manager and communicated to team members at the beginning of each season.

Team members are expected to:

- Attend scheduled practices.
- Arrive prepared and ready to participate.
- Actively engage in team activities, discussions, and skill development.
- Communicate conflicts or absences as soon as possible.
- Demonstrate respect for teammates, opponents, and program staff.

Additional individual practice outside of organized team activities may be encouraged to support player development and team performance.

## Competitions

Viking Esports teams compete through the National Junior College Athletic Association Esports (NJCAAE) and other approved competitive opportunities.

Team members are expected to:

- Attend all scheduled competitions and team events.
- Arrive on time and be prepared to compete.
- Follow all NJCAAE rules and competition guidelines.
- Demonstrate good sportsmanship before, during, and after competition.
- Represent Grayson College in a positive and professional manner.

Competition schedules may vary throughout the season and may include regular season play, tournaments, playoff competitions, and special events.

## Communication and Attendance

Open communication is critical to the success of the team.

If a team member is unable to attend a practice, competition, or team activity, they should notify the Esports Lab Manager and their teammates as soon as possible.

Repeated absences, failure to communicate, or failure to meet team expectations may impact playing time, roster status, or continued participation within the program.

## Team Commitment

Being a member of Viking Esports means committing to both individual improvement and team success. Team members are expected to support one another, contribute positively to team culture, and work collaboratively toward shared goals throughout the season.

# Student Success and Well-Being

At Grayson College, students are students first. Viking Esports is designed to enhance the college experience by providing opportunities for competition, leadership, and community while supporting academic success and personal well-being.

## Academic Success

Maintaining academic progress is an important part of participation in Viking Esports. Team members are expected to attend classes, complete coursework, and take responsibility for their academic performance.

Students experiencing academic challenges are encouraged to seek assistance early. Grayson College offers a variety of support resources, including:

- Success Coaches
- Tutoring services
- Academic support centers
- Faculty office hours
- Student support programs

Viking Esports staff are available to help connect students with resources and develop strategies for balancing academic and competitive commitments.

## Balance and Time Management

Successful student leaders and competitors understand the importance of balance. Participation in Viking Esports requires students to effectively manage their time and prioritize their responsibilities.

Students are encouraged to:

- Maintain a healthy balance between academics, competition, employment, family, and personal commitments.
- Communicate when challenges arise.
- Develop time management and organizational skills.
- Utilize campus resources when additional support is needed.

## Physical Wellness

Competitive gaming requires attention to physical health and wellness. Students should take proactive steps to care for their bodies while participating in gaming activities.

Students are encouraged to:

- Take regular breaks during extended gaming sessions.
- Maintain proper posture and ergonomics.
- Practice healthy sleep habits.
- Stay hydrated and physically active.
- Seek medical attention when experiencing persistent discomfort or health concerns.

## Mental and Emotional Well-Being

Mental health is an important component of overall success. Students may experience stress, frustration, anxiety, burnout, or other challenges while balancing academics and competition.

Students are encouraged to support one another, practice healthy coping strategies, and seek assistance when needed.

Grayson College offers confidential counseling and support services for students. Students who are concerned about their own well-being or the well-being of a teammate are encouraged to reach out to program staff or appropriate campus resources for assistance.

Seeking help is a sign of strength and an important part of maintaining personal well-being and long-term success.

## Code of Conduct

Participation in Viking Esports is a privilege that carries responsibilities both as a student and as a representative of Grayson College. Team members are expected to demonstrate integrity, sportsmanship, respect, and professionalism in all interactions, whether in person, online, during competition, or while representing the College.

All Viking Esports participants are subject to the Grayson College Student Code of Conduct, the Student Life and Development Handbook, and any applicable NJCAA rules and regulations.

## **Sportsmanship and Professionalism**

Team members are expected to:

- Treat teammates, opponents, officials, staff, and spectators with respect.
- Demonstrate good sportsmanship during practices, competitions, and events.
- Accept victories with humility and defeats with maturity.
- Communicate constructively and avoid disruptive or toxic behavior.
- Follow all rules established by the game, competition organizer, and NJCAA.

## **Communication and Team Culture**

A positive team culture is essential to the success of Viking Esports.

Team members are expected to:

- Communicate respectfully and professionally.
- Support and encourage teammates.
- Address disagreements in a constructive manner.
- Contribute to a welcoming and positive team environment.
- Avoid behavior that creates unnecessary conflict or division within the team.

## **Online Conduct**

Because esports occurs in both physical and digital spaces, team members are expected to demonstrate appropriate conduct online.

This includes:

- Social media platforms.
- Streaming platforms.
- Discord and other communication platforms.
- In-game chat and voice communications.

Students may express their personal opinions; however, participants should make it clear that their views are their own and not those of Grayson College. Conduct that violates College policies or reflects negatively on the program may result in corrective action.

## Prohibited Conduct

The following behaviors are inconsistent with the values of Viking Esports and may result in disciplinary action, removal from competition, referral to Student Conduct, or dismissal from the program:

- Harassment, bullying, discrimination, or hate speech.
- Use of offensive, threatening, or abusive language.
- Cheating, hacking, exploiting game systems, or using unauthorized software.
- Gambling on esports competitions involving Grayson College.
- Use of prohibited substances in violation of College or NJCAA policies.
- Conduct that violates the Grayson College Student Code of Conduct.
- Conduct that damages the reputation of the College or the Viking Esports Program.

## Accountability

Violations of program expectations will be reviewed on a case-by-case basis. Depending on the nature and severity of the behavior, corrective action may include coaching, warnings, suspension from team activities, removal from competition, referral to Student Conduct, dismissal from the program, or other appropriate action.

The goal of the Viking Esports Program is to support student growth and development while maintaining a safe, respectful, and competitive environment for all participants.

## Conflict Resolution and Reporting Concerns

Viking Esports is committed to fostering a positive, respectful, and collaborative environment. While disagreements and challenges may occasionally arise, team members are expected to address concerns in a constructive and professional manner.

## Resolving Team Conflicts

Whenever possible, team members are encouraged to address concerns directly and respectfully with one another. Open communication is often the most effective way to resolve misunderstandings and strengthen team relationships.

When conflicts arise, students should:

- Approach conversations with respect and professionalism.
- Listen to and consider the perspectives of others.
- Focus on resolving the issue rather than assigning blame.
- Seek solutions that support the success of both the individual and the team.

## Seeking Support

If a concern cannot be resolved directly, students are encouraged to seek assistance from Esports or Grayson College staff.

Concerns should generally be addressed through the following process:

1. Discuss the concern with the individual(s) involved when appropriate.
2. Seek guidance from a team Captain or Co-Captain, if applicable.
3. Contact the Esports Lab Manager for assistance and support.
4. Contact the Office of Student Life and Development if additional support or intervention is needed.

Depending on the nature of the concern, program staff may facilitate conversations, provide guidance, or connect students with additional campus resources.

## Reporting Concerns

Students are encouraged to report concerns that may impact the well-being of individuals, the team environment, or the integrity of the program.

Examples may include:

- Harassment, discrimination, or bullying.
- Threats to personal safety.
- Violations of College policies.

- Violations of the Viking Esports Code of Conduct.
- Academic, mental health, or personal concerns affecting a team member's ability to participate successfully.

Reports will be addressed in accordance with applicable College policies and procedures. Students may also be referred to appropriate campus resources, including Student Conduct, Counseling and Social Services, Title IX, Grayson College Police Department, or other support services as appropriate.

Viking Esports is committed to maintaining an environment where students feel supported, respected, and empowered to seek assistance when needed.

# Appendix C. GC Student Organization Constitution Writing Guide

This guide is designed to help student organizations at Grayson College draft or revise their Constitution. While student organizations may structure themselves as they see fit, they must comply with all College policies. All registered student organizations **must** have a current Constitution on file with the Office of Student Life and Development.

**Note:** Required sections are marked with [Required]. Optional sections are marked with [Optional].

## ARTICLE I – INTRODUCTION [Required]

This article introduces your organization. It sets the context and establishes the organization's identity and purpose.

### Section I – Name [Required]

State the full name of the organization and any abbreviations or acronyms to be used.

#### Guidelines:

- Choose a unique name that reflects the group's nature and activities.
- Do not begin with "Grayson College," "GC," "Vikings," or other college identifiers.
- If affiliated with a national or regional organization, include that here.

**Example:** "The name of this organization is Volunteer4Science. This organization will use the acronym V4S in all publicity materials. Volunteer4Science is affiliated with the National Science Outreach Network, based in Dallas, Texas."

## Section II – Purpose [Required]

Clearly describe the organization's mission and intended impact.

**Example:** "V4S is established to promote leadership and encourage Grayson College students to participate in community science education outreach."

## Section III – Objectives [Optional]

List action-oriented goals that support the organization's purpose.

**Example:** "To deliver engaging, hands-on science lessons to middle school students in the Texoma area."

# ARTICLE II – ORGANIZATIONAL STRUCTURE [Required]

Defines the leadership positions and structure of the organization.

## Section I – Leadership Positions [Required]

### A. List of Positions and Responsibilities

**Example:** "The elected officers shall be President, Vice-President, and Treasurer. The President is the chief executive and oversees all activities."

### B. Officer Qualifications

**Example:** "The President must be a currently enrolled student in good standing."

### C. Terms of Office

**Example:** "Officers shall serve for one academic year and assume duties on June 1."

## **D. Filling Vacated Positions**

**Example:** "Vacancies will be filled by appointment or special election as determined by the remaining officers."

## **Section II – Committees [Optional]**

### **A. Standing Committees**

**Example:** "The Fundraising Committee plans events and works with the advisor to ensure alignment with college policies."

### **B. Temporary Committees**

**Example:** "Special committees may be formed by a majority officer vote and will be dissolved once their objective is met."

## **Section III – Advisor [Required]**

### **A. Advisor Roles and Duties**

**Example:** "The advisor is a full-time Grayson College employee who offers guidance, attends meetings, and completes required training."

## **Section IV – Dissolution [Required]**

**Example:** "The organization may dissolve with a majority vote of members. Remaining funds will be donated to the Student Life and Development SCORE Fund."

# **ARTICLE III – MEMBERSHIP [Required]**

Outlines membership eligibility, types, and expectations.

## Section I – Types of Membership [Optional]

**Example:** “Membership includes general members, committee members, and officers.”

## Section II – Membership Eligibility [Required]

**Example:** “Membership is open to all students who are in good academic standing and have paid the Student Activity Fee.”

## Section III – Officer Eligibility [Required]

**Example:** “Only full-time students who have maintained active membership for one year may run for office.”

## Section IV – Committee Eligibility [Optional]

**Example:** “All active members are eligible to serve on committees.”

## Section V – Resignation Process [Required]

**Example:** “Officers must submit a written resignation two weeks in advance to the advisor.”

# ARTICLE IV – OFFICER ELECTIONS [Required]

Details the process for electing officers.

## Section I – Election Timing [Required]

**Example:** “Elections will take place annually in April.”

## Section II – Nominations [Required]

**Example:** “Any member may nominate themselves or another member.”

## Section III – Voting Procedures [Required]

**Example:** "Elections will be by secret ballot and require a majority vote."

## Section IV – Notification of Elections [Required]

**Example:** "Elections must be announced at least two weeks in advance."

## Section V – Grounds for Removal [Required]

**Example:** "A two-thirds vote of members is required to initiate removal proceedings."

## Section VI – Impeachment Procedures [Required]

**Example:** "An impeachment hearing requires notice two weeks in advance and a two-thirds vote of present members for removal."

## Section VII – Appeals Process [Optional]

**Example:** "Appeals must be submitted in writing within four days of removal and reviewed by an appointed Appeals Committee."

# ARTICLE V – MEETINGS [Required]

Defines meeting types, frequency, and procedures.

## Section I – Meeting Types and Frequency [Required]

**Example:** "General meetings will be held the first Tuesday of each month."

## Section II – Special Meetings [Optional]

**Example:** "Special meetings may be called by a majority of the Executive Board."

## Section III – Quorum [Required]

**Example:** “A quorum consists of 50% of the total membership. No voting can occur without quorum.”

## Section IV – Parliamentary Procedure [Optional]

**Example:** “Robert’s Rules of Order will be followed for all official meetings.”

## Section V – Meeting Records [Optional]

**Example:** “The Secretary will distribute meeting minutes within 48 hours and ask for approval at the next meeting.”

# ARTICLE VI – HANDLING OF FUNDS [Required]

Outlines financial management and responsibility.

## Section I – Use of Business Office [Required]

**Example:** “All funds must be deposited and tracked through the Grayson College Business Office.”

## Section II – Role of Treasurer [Required]

**Example:** “The Treasurer is responsible for all financial transactions and maintaining accurate records.”

## Section III – Dissolution Funds [Required]

**Example:** “Remaining funds upon dissolution will be donated to the Student Life and Development SCORE Fund.”

## ARTICLE VII – CONSTITUTIONAL AMENDMENTS [Required]

Defines how changes can be made to the Constitution.

### Section I – Amendment Process [Required]

**Example:** “Amendments must be proposed at least one week prior to a vote and require a two-thirds majority of voting members.”

### Section II – Ratification [Required]

**Example:** “The Constitution becomes effective after a two-thirds vote of members. Updated copies must be submitted to the Office of Student Life and Development.”

## ARTICLE VIII – CONSTITUTIONAL REVIEW [Required]

**Example:** “This organization will review and update its Constitution every three years with the Office of Student Life and Development.”

## ARTICLE IX – STATEMENT OF COMPLIANCE [Required]

**Example:** “This organization shall comply with all Grayson College policies, local, state, and federal laws, and all guidelines set forth in the Student Handbook and Student Organization Handbook.

# Appendix D. Student Organization Marketing Guidelines

## Do

- Get approval from the Director of Student Life and Development for all marketing materials
- Hang posters on approved bulletin boards
- Use appropriate sized paper/signs and be considerate
- Use approved logos and brand your materials
- Promptly remove materials out of date or no longer needed
- Submit an activity/event approval form to chalk campus

## Don't

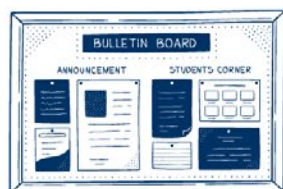
- Hang posters on walls, windows, or doors
- Leave papers loose on tables
- Hang posters on walls windows or doors
- Interrupt classes to hang posters in classrooms. Return when class is over.
- Remove another group's materials
- Seriously, don't hang posters on walls, windows or doors!



# Student Organization Marketing Guidelines



Get approval from the Director of Student Life and Development for all marketing materials.



Hang posters on approved bulletin boards. \*Map on the back of this guide

Use appropriate sized paper/signs and be considerate!



Use approved logos and brand your materials!

Promptly remove materials out of date or no longer needed.



Submit an Activity/Event Approval Form to Chalk campus.



Hang posters on walls, windows or doors.



Leave papers loose on tables.

Hang posters on walls, windows or doors.



Interrupt classes to hang posters in classrooms. Return when class is over.

Remove another groups materials



Seriously, don't hang posters on walls, windows or doors.

# Appendix E. Effective Meetings & Etiquette

Good etiquette in meetings requires all participants to adhere to a number of ground rules. These ground rules provide a framework to guide individual and group behavior, and to explain how the group will function and make decisions.

## Ground Rules

You will find that meeting ground rules fit into three categories

- General Meeting Rules - These rules describe good etiquette, there is not a lot of scope to alter or vary these rules as they reflect social expectations
- Meeting Function Rules - These are rules that describe how your meeting will function
- General Meeting Etiquette Rules for Leaders

## General Meeting Rules

The following suggested rules are universal and should be encouraged at all meetings. It is good practice to share reports or documents that you wish to reference or discuss during the meeting at least three days in advance. This allows attendees to look over said material and feel prepared.

- Prepare well for the meeting by reading all documents distributed before the meeting
- Be on time
- Start and end the meeting on time
- Silence all devices
- Do not interrupt, even if a disagreement is occurring
- Personal criticism is not permitted
- Listen to all contributions
- Keep the meeting focused on the agenda and discussion on the topic

# Meeting Function Rules

The following set of meeting rules require your group to make a decision on how your group would like to address them.

- How are decisions going to be made?
- Is there one chairperson or a rotating chairperson?
- How is the agenda determined?
- Who is keeping minutes?
- When will minutes be distributed?
- How will you deal with conflict?

# Good Meeting Etiquette Rules for Leaders

This final set of meeting rules are things a good leader will do to ensure the success of your group. Encourage all attendees to contribute to the discussion

- Enforce the meeting rules
- Encourage feedback from all members on the effectiveness of the meeting
- Be a leader, show interest in other people's contribution and appreciation for their contribution
- Summarize decision made or progress made at the end of each discussion
- Confirm the date and time of the next meeting.

# Appendix F. Meeting Minutes Resources

Meeting minutes can be defined as the written record of everything that's happened during a meeting. They're used to inform people who didn't attend the meeting about what happened, or to keep track of what was decided during the meeting so that you can revisit it and use it to inform future decisions.

You shouldn't be intimidated by the term "minutes," since it's actually a little misleading. After all, your committee or student organization doesn't want or need a record of its meeting proceedings minute by minute. But it is important to capture the essence of the meeting, including details such as:

- decisions made (motions made, votes, etc.)
- next steps planned
- identification and tracking of action items

Minutes are a tangible record of the meeting for its participants and a source of information for members who were unable to attend. In some cases, meeting minutes can act as a reference point, for example:

- when a meeting's outcomes impact other collaborative activities or projects within the organization
- minutes can serve to notify (or remind) individuals of tasks assigned to them and/or timelines

At the very least, it's important to get a copy of the meeting agenda (the outline of the meeting) and use it as a guide for taking notes and preparing the minutes – with the order and numbering of items on the minutes of meeting matching those of the agenda.

In addition, the agenda and/or meeting notice also provides information that will need to be included in the minutes, such as:

- the names of all the meeting attendees, including guests or speakers
- documents that are sent out with the agenda or handed out in the meeting – copies (digital or hard copy) of handouts should be stored with the meeting minutes for future reference and for sharing with those who were unable to attend the meeting (and others as determined by the meeting's Chair).

## Clarifying Expectations:

When you take on a new role as minutes-taker, or Secretary, be sure to ask the Chair of the committee or leadership what their expectations are of your role during the meeting, as well as the type of detail they expect in the minutes. For example, if they will be dealing with motions, or voting on items/issues, be clear on whether you need to offer names of those making motions, seconding, etc. If you will be dealing with this type of procedure, you (and your Chair) may want to refer to Robert's Rules of Order.

## What Should Be Included in Meeting Minutes?

Before you start taking notes, it's important to understand the type of information you need to record at the meeting. As noted earlier, your student organization may have required content and a specific meeting minute format that you'll need to follow, but generally, meeting minutes usually include the following:

- Date and time of the meeting
- Names of the meeting participants and those unable to attend (e.g., "regrets")
- Acceptance or corrections/amendments to previous meeting minutes
- Decisions made about each agenda item, for example:
  - Actions taken or agreed to be taken
  - Next steps
  - Voting outcomes – (if necessary, details regarding who made motions; who seconded and approved or via show of hands, etc.)
  - Motions taken or rejected
  - Items to be held over
- New business
- Next meeting date and time

## Tips that might help your note taking:

- Create an outline– As discussed earlier, having an outline (or template) based on the agenda makes it easy for you to simply jot down notes, decisions, etc. under each item as you go along. If you are taking notes by hand, consider including space below each item on your outline for your hand-written notes, then print these out and use this to capture minutes.
- Check-off attendees as they enter the room– If you know the meeting attendees, you can check them off as they arrive, if not have folks introduce themselves at the start of the meeting or circulate an attendance list they can check-off themselves.
- Listen for Decisions– Record decisions or notes on action items in your outline as soon as they occur to be sure they are recorded accurately
- Ask for clarification if necessary– For example, if the group moves on without making a decision or an obvious conclusion, ask for clarification of the decision and/or next steps involved.
- Don't try to capture it all– You can't keep up if you try to write down the conversation verbatim, so be sure to simply (and clearly) write (or type) just the decisions, assignments, action steps, etc.
- Record it– Literally, if you are concerned about being able to keep up with note taking, consider recording the meeting (i.e. on your smartphone, iPad, recording device, etc.) but be sure to let participants know they are being recorded. While you don't want to use the recording to create a word-for-word transcript of the meeting, the recording can come in handy if you need clarification.

## The Minutes Writing Process

Once the meeting is over, it's time to pull together your notes and write the minutes. Here are some tips that might help:

- Try to write the minutes as soon after the meeting as possible while everything is fresh in your mind.
- Review your outline and, if necessary, add additional notes or clarify points raised. Also check to ensure all decisions, actions and motions are clearly noted.
- Ensure you're including sufficient detail

- For Student Government minutes in particular, we recommend including a short description of each action taken, as well as the rationale behind the decision
- If there was a lot of discussion before passing a motion, write down the major arguments for and against
- Edit to ensure brevity and clarity, so the minutes are easy to read
- In terms of minutes format, here are a few things to keep in mind:
  - Be objective
  - Write in the same tense throughout
  - Avoid using names other than to record motions and seconds
  - Avoid personal observations — the minutes should be solely fact-based
  - If you need to refer to other documents, don't try to summarize them. Rather, simply indicate where they can be found or attach them as an appendix.

## Do Meeting Minutes Have To Be Approved?

Before you share your meeting minutes, make sure that the leadership team and organization advisor have reviewed and either revised and/or approved the minutes for circulation. They are not an official record of a meeting unless this has taken place. Depending on your Constitution, minutes may also be formally approved at the beginning of the next meeting.

## Enjoy Your New Role!

Meeting minutes are important – after all, they capture the essential information of a meeting. But taking and preparing minutes doesn't have to be a daunting task. If you need additional resources, visit The Club Hub located in the Office of Student Life and Development!

# Appendix G. Grayson College Student Organization Program Planning Guide

Hosting a program or event can be exciting... and daunting... if you don't know where to start! Use this guide to get you started, and work through the process. It's ok to not start with a title and exact details; fill that in later. Get your team together and start brainstorming!

**Title of Program/Event**

| Day/Date | Time(s) | Location |
|----------|---------|----------|
|          |         |          |

**Student Organization**

## 1. Brainstorm

With your student organization members, brainstorm a list of programs you would like to provide for the campus community.

**Questions to consider with your group:**

- What is the mission of our organization?
- What makes us unique at Grayson College – what can we provide that others do not/cannot?
- What will be of interest to the members of the Grayson College community?
- While brainstorming, encourage the volunteers/membership to be creative. Don't narrow down your options or dismiss outrageous ideas too early – they may spark the idea for an outstanding event.
- Make sure to ask others (besides just those in your organization) what they'd like to see or experience!)

## 2. Choose an Idea

Now you can get realistic and decide which event is the right one for your student organization.. Make sure you have consensus and a broad range of student members are committed to the idea.

## 3. Develop your Student Organization Program/Event Goals

- Who is (are) your target audience(s) at Grayson College or within the community?
- If the program is intended to serve off-campus audiences, how do Grayson College student leaders contribute (i.e. philanthropic or volunteerism)?
- Program Goal(s):
- Specific Learning Objectives (what do you want the participating students/employees to learn?)

## 4. Establish a Budget (if necessary)

Determining your budget will help you decide if you need to submit an Expenditure Request with the Office of Student Life and Development. Additionally it will guide if fundraising is needed or if your student organization can cover the expenses. Do not begin purchases for the event until you have finalized confirmed funding sources with the Office of Student Life and Development through the Expenditure Request Form (found under the Forms tile in the Planner and in the Connection Hub).

The following are revenue and costs to consider:

- Catering/Food cost
- Decoration cost
- Performer Fee
- Transportation cost
- Advertising costs
- Poster/Promotion (cost or income)
- Pre-Tickets Sales (income)
- Co-sponsor donations (income)

- Merchandise Sales (income)
- Other Potential revenue/fundraising
- Total Expenses - Actual Net/Deficit

## 5. Complete the Student Life and Development Activity/Event Form for Approval

This form, found under the Forms tile in the Planner and in the Connection Hub, serves as an information and approval form within the Office of Student Life and Development. Additionally it creates the opportunity for Student Life and Development to serve as a resource to the student organization.

## 6. Facilities and Technology Requests

After the approval of your event is received from the Office of Student Life and Development, submit any requests.

- Room Reservations (via email)
  - CWL Auditorium - contact Academic and Workforce Instruction Administrative Assistant
  - Viking Room, Life Center, Under the Bridge, Viking Alley - Contact Diana Kollman
  - Conference Rooms, various locations - Cheryl Hayes and/or Karen Bollinger
  - Cafeteria (via facilities ticket)- Jacob Simons
  - Cruce Stark Auditorium - Theatre Department
  - Classroom Reservations - Administrative Assistant for Academic and Workforce Instruction
- Vehicle Reservations (passenger van or car)- Fill out the form under GC Forms and then submit via Facilities Ticket at [help.grayson.edu](http://help.grayson.edu)
- Technology Needs (presentations, microphones, large speakers) at [help.grayson.edu](http://help.grayson.edu)
- Additional Facilities Needs (ie. tables, chairs, trashcans) at [help.grayson.edu](http://help.grayson.edu)

## **7. Delegate Responsibilities within your Organization**

Make sure to ask for a helping hand from your organization on various tasks needed to make sure the program is successful. Depending on the size of the event, you may need subcommittees or just committed individuals. Make sure new members understand what they're signing on for, and use people's talents and interests to your event and group's benefit.

## **8. Evaluate Liability of the Event**

If your event presents the potential for danger for any participants involved, you will need to submit Activity/Event Waivers for each student to the Office of Student Life and Development. This risk might include traveling off-campus in vehicles, participation in a physical activity (run/walk, sports tournament, etc.), dance/concerts or underage participants. Extra insurance or security may be required for the event and/or the event may need to be changed in ways that reduces the risk. The Office of Student Life and Development will review risks when reviewing the Event/Activity Form submitted and let your organization know if changes need to be made or what expectations will be in place to keep all individuals safe.

## **9. Contract Performers, Vendors, or other Services**

If you have an outside performer or service – speaker, comedian, band, DJ, photographer, bouncy house, portable hand wash stations, etc. – who will need to be paid as an individual or formal vendor, you must complete the appropriate Expenditure Request Form. Supplemental information is required within each form (i.e. driver's insurance, quotes, etc.). After initial paperwork is completed, a purchase requisition or a purchase order will be completed by the Student Life and Development Office.

NOTE: Student Organizations do not have authority to sign contracts on behalf of their organization and/or Grayson College and cannot pay performers/services by cash or personal funds. Consult with the Office of Student Life and Development on questions about the payment process.

## 10. Plan your Marketing Strategy

Be creative and plan your publicity to attract the campus community – online and physical postings. Remember that all forms of publicity – posters, fliers, table tents, yard signs etc. – can be posted in designated areas around campus, but only with the approval of the Office of Student Life and Development or Marketing and Communications. Generally, posters/promotional items need to be out on campus (in the community) at least 2 weeks prior to the event and removed no later than 2 days following the event. The list of bulletin board locations is available in the Club Hub. Remember to include sustainable options in your communication plan. Marketing should include strategies that involve social media, and never underestimate the power of word of mouth or connecting with your professors!

## 11. Order Catering or Food

Discuss how your event can best be complemented by providing food, and what food options are most appropriate for the timing of your program. Remember a well-rounded program also takes into consideration food options for dietary/religious restrictions. Once there is a general idea, meet with the food service staff to arrange food or drink needs for your event. The staff can help you make arrangements appropriate to your budget and program goals. Remember to collect quotes for potential expenses and submit them to the Office of Student Life and Development via the Expenditure Form. If you are looking for food catering on campus, connect with Great Western Dining, [grayson@gwdining.net](mailto:grayson@gwdining.net).

If your organization will be handling food, all members working that event must have their food handlers certificate and follow all food safety guidelines.

## 12. Purchase Decorations and Supplies (if necessary)

Make your event special by putting on the extra touches. Many decorations and supplies can be ordered online with a purchase order or credit card, and should be purchased with ample time prior to the event (consider shipping time/cost). Again, all purchases must be approved through an Expenditure Request Form submitted to the Office of Student Life and Development.

## 13. Accessibility Check

Review your event for accessibility options and/or accessibility requests from your attendees. Consult with the Grayson College Tutoring and Accessibility Services for accommodations, [hodgesj@grayson.edu](mailto:hodgesj@grayson.edu).

## 14. Confirm Room Set-Up & Finalize Arrangements

A week prior to the event, it is a very good idea to confirm all arrangements (room, set up, food/catering, A/V, speakers, etc.) with any of the departments and vendors with whom you have collaborated. Set the final formal agenda for the flow of the event. Consider hosting a walkthrough or volunteer training for larger events. Don't forget to delegate roles for your day-of event by creating an internal agenda.

## 15. Have a Great Event!

After the work you've put in, remember to enjoy the program!

## 16. Thank the People Who Helped

Whether they are volunteers/members, people on campus or outside groups who provided assistance, make sure that they are ready to help you out the next time – thank people personally and/or in writing. Gratitude is a Viking Value that we love to put into practice!

## 17. Evaluate the Program

Ask participants what they thought of the event. Find out from your planning group what went well and what could have gone differently to improve the event.

## 18. Leave a Record for Next Time

Complete the evaluation below as a record for future members of your organization. Send a copy of this planning guide/evaluation to the Director of Student Life and Development and keep a copy for your student organization's records. Program planning is made easier when you can build on the success of those who came before you.

## Appendix H. Grayson College Student Organization Event Evaluation

**Title of Program/Event:**

**Date/Time**

**Location**

**Description of Program/Event:**

**Attendance:**

**Intended Audience/Actual Audience and Reaction:**

**Performer (if any):**

**Performer Contact Information:**

**Vendors Used (if any):**

**Vendor Contact Information:**

**Program Assessment:**

| Category                 | Excellent | Very Good | Good | Fair | Poor |
|--------------------------|-----------|-----------|------|------|------|
| Quality of Presentation  |           |           |      |      |      |
| Cooperation of Performer |           |           |      |      |      |
| Publicity                |           |           |      |      |      |
| Facilities               |           |           |      |      |      |
| Audience Reaction        |           |           |      |      |      |
| Planning Process         |           |           |      |      |      |
| Overall Evaluation       |           |           |      |      |      |

**What outcomes do you think your program achieved? Check-off all that apply:**

| Category                                           | Absolutely! | Potentially/<br>Maybe | Not/<br>Applicable<br>(N/A) |
|----------------------------------------------------|-------------|-----------------------|-----------------------------|
| Academic/Learning beyond the classroom             |             |                       |                             |
| Collaboration                                      |             |                       |                             |
| Belonging/Building Community                       |             |                       |                             |
| Service-Learning/<br>Volunteerism/<br>Philanthropy |             |                       |                             |

| Category        | Absolutely! | Potentially/<br>Maybe | Not/<br>Applicable<br>(N/A) |
|-----------------|-------------|-----------------------|-----------------------------|
| Networking      |             |                       |                             |
| Career/Transfer |             |                       |                             |
| Other:          |             |                       |                             |

**Outside Factors Affecting Program (weather, other events on campus, etc.):**

**List Successes/Positive Feedback:**

**Specific Problems, Frustrations, Concerns:**

**Should this Program be Repeated? Why or why not?**

**Recommendations/Additional Comments:**

| Evaluation Completed By | Date |
|-------------------------|------|
|                         |      |