

Table of Contents

Welcome	4	Policies and Procedures:	
Hours of Operation.....	4	Student/Employee Organizations.....	12
Statements	5	Pertinent Information	
Getting a Club Started.....	6	Delegation of Authority	
Getting Started		Operating Requirements	
Application		Performance Indicators	
Forms			
Club Requirements	6	Publications Standards	15
Club Constitution		Basic Marketing Standards	
Community Service Project		Student Promotional Items	
Fall Leadership Conference		Writing Style	
Forms		Use of the TSTC Seal	
Academic Standards		Protecting TSTC’s Image	
Risk Management		Contact	
Advisor Duties	7	Food Health & Safety	17
Student Life Online	8	Public Notice	
Where to find the Student Life Web site		Food Protection	
Student Clubs		Personal Hygiene	
Student Government			
Co-Curricular Transcripts		Policies & Procedures:	
Learning to Lead		Student Travel	18
Student Wellness Program		Pertinent Information	
Behavioral Intervention Team (BIT)		Delegation of Authority	
Fundraising	10	Operating Requirements	
Financial Procedures for Clubs.....	11	Safety Recommendations	
Getting Started		Performance Indicators	
Deposits & Withdrawals		Code of Student Conduct	21
Requirements for Selling Tickets		Sample Documents	24
		Student Travel Request Form Sample	
		Field Trip Release Form Sample	
		Club Constitution Sample	
		TSTC Mission Statement	back cover
		Alternate Format.....	back cover

Welcome

Dear Students & Advisors,

The Office of Student Life is excited about your interest in student clubs and organizations. Students, I congratulate you for choosing to invest in yourself by taking advantage of the many opportunities available to you while at TSTC. Advisors, I applaud you for your commitment and your willingness to guide and mentor our students.

Involvement in student organization is a great way to get connected to the college, build leadership and critical thinking skills, meet people, and have fun. Student organizations exist to build upon and enrich the classroom experience. Working together as a group will empower you and allow you an opportunity to change and grow.

As you represent your club and organization, remember you are representing TSTC. Please review and pay close attention to our guidelines. Feel free to contact the Office of Student Life if you have any questions, concerns or suggestions.

Best of Luck,
Adele M. Clinton

Director of Student Life

Hours of Operation

The Office of Student Life
Monday - Friday
8AM - 12PM and 1PM - 5PM

Student Development Division Mission Statement

Student Services Office • Student Center • 956.364.4300

In support of the college mission to provide excellent student services in a welcoming and supportive atmosphere, the Student Development Division assures equitable access to coordinated essential services that meet the needs of a diverse student body and address students' technological preferences. The division strives to create, in collaboration with all faculty and staff, a stimulating and productive educational environment that promotes a sense of community and treats students as individuals responsible for their own choices and lives.

Innovative programs and events built upon student learning and development outcomes are designed and enhanced to enrich the whole student and engage students meaningfully in college life. Student Development prepares students for personal and career success, ethical leadership, healthy and balanced lifestyles, and engaged citizenship fostering a global perspective and an appreciation of cultural differences.

Student Life Department Mission Statement

Office of Student Life • Student Center • 956.364.4304

The Student Life Department supports the mission of the College and the Student Services Division, by providing programs and services for students through a wide variety of activities and events, in order to enhance their educational experience and personal growth. Consistent with the teaching and social mission of TSTC the department encourages student involvement in co-curricular activities through participation in student activities, membership in campus organizations, participation in Student Government, leadership development, marching in graduation ceremonies, and serving on decision-making campus committees.

An assessment of activities and services provided by the Student Life Department is conducted through student satisfaction surveys. The results are used to improve, modify, or re-establish the quality and types of activities and services offered at TSTC Harlingen.

The Student Life Department works very close with Student Government Association in planning and coordinating the various student events that are provided during the year.

The Student Life Department develops activities that support the following learning development outcomes:

- Grow intellectually
- Establish meaningful relationships
- Develop leadership skills
- Appreciate cultural diversity
- Communicate effectively and responsibly
- Commit to ethics and integrity
- Demonstrate independent and collaborative work styles
- Function in socially responsibly ways

Affirmative Action

Equal opportunity shall be afforded within the Texas State Technical College System to all employees and applicants for admission or employment regardless of race, color, sex, religion, national origin, age or disability.

Getting a Club Started

Getting started

1. Find a TSTC faculty or staff member who is willing to be the club advisor.
2. Have five (5) established club members. This may include the club officers.
3. Go to the Office of Student Life and pick up a Club/Organization Annual Application Form, also available on line at www.harlingen.tstc.edu/studentclubs.

Application

1. Fill out application form. The form must have students MyMail e-mail address.
2. Once filled out, submit it to the Office of Student Life with Club Constitution and By-Laws (By-laws are optional). The Constitution must have an equal opportunity statement.
3. Once application is filled out correctly and complete, the Office of Student Life will decide to approve or deny the club or organization.
4. Student Life will then E-mail the club advisor to inform them of their decision.

Forms

1. All forms are in the Office of Student Life, located in the Student Services Building (SC). All forms are also available online at www.harlingen.tstc.edu/studentclubs.

Club Requirements

Club Constitution

1. Each club must submit a constitution and/or by laws with club application. Constitutions must have an equal opportunity statement. *See Attachment C.*

Community Service Requirement

1. One community service project per semester must be completed
2. A community service project form must be submitted no later than one week after completing project.
3. For ideas please visit the Office of Student Activities or the SGA office, located in the Student Center.

Fall Leadership Conference

1. At least one club officer and advisor must attend the Fall Leadership Conference hosted by the Office of Student Life.

Forms

1. Activity Request form must be turned in at least 1 week prior to activity taking place.
2. A Club Update Form must be submitted to the Office of Student Activities at the beginning of each semester, and when there are any changes in club membership.
3. End of the Year Report must be turned in at the beginning of every fall semester, no later than three weeks after the semester has started.

Academic Standards

1. All club officers shall maintain at least a 2.0 cumulative Grade Point Average. Each student organization must have procedures defined in their constitution or bylaws concerning academic deficiency and must be responsible for monitoring an acting upon any officers academic deficiencies.

Risk Management

1. To be in compliance with Senate Bill 1138 at least one club member and one advisor must take the Risk Management Training offered during the Fall Leadership Conference.

General Duties for Advisors of TSTC Organizations

1. **Role Model**
Promote good business ethics, morals and values and teach accountability.
2. **Educator**
Train officers/members in leadership, meeting conduct, fund-raising organization and food safety, and provide opportunity for professional growth.
3. **Facilitator**
Ensure that all meetings, fundraisers and events are conducted in an orderly manner to maximize productivity.
4. **Resource Provider**
Keep updated records of TSTC policies and regulations, calendar of events and relevant news.
5. **Liaison**
Provide a bridge of communication between outside community, TSTC administration, TSTC departments and students.
6. **Counselor**
Motivate, support and guide students throughout their endeavors.
7. **Public Relations**
Keep the public and TSTC community informed of the organization's activities and achievements, while upholding TSTC's image. Provide opportunities for community service activities.
8. **Recruiter**
Promote involvement by encouraging students to join and hold officer positions.
9. **Chaperone**
Assist with travel arrangements and accompany students on all functions.
10. **Driver**
To be the driver during club activities outside TSTC premises where transportation is needed.

Requirements

1. Must attend the Fall Leadership Conference hosted by the Office of Student Life.

Student Life Online

Web Site Information

Where to find the Student Life Web site

1. Go to the TSTC Harlingen home page www.harlingen.tstc.edu
2. Look for the Quick Links drop down menu on the right-hand side of the home page.
3. Scroll down to Student Life and click on it.
4. On the left hand side, you have your choice of links to visit.

Student Clubs

www.harlingen.tstc.edu/studentclubs

Includes:

- Student Club Handbook,
- A list of all current TSTC clubs and contact information,
- Club forms, Club Application, Club Update, End of the Year Report, Community Service Project and Activity Request form. *Withdrawal and Deposit forms are not available online.*
- Club Point System,
- Leadership Banquet Award Applications.

Student Government Association

www.harlingen.tstc.edu/SGA

Includes:

- Officers contact information and quick biography,
- SGA meeting times and previous minutes.
- Annual events and how you can get involved with SGA.

Co-curricular Transcripts

www.harlingen.tstc.edu/cocurricular

Includes:

- Co-Curricular form
- Frequently Asked Questions

Learning to Lead

www.harlingen.tstc.edu/studentlife/Learning_to_Lead

Includes:

- Link for registration
- Calendar
- Speaker's information

Student Wellness Program

www.harlingen.tstc.edu/studentlife/Student_Wellness_Program

Includes:

- An overview of the six dimensions of student wellness

Behavior Intervention Team

www.harlingen.tstc.edu/bit

Includes:

- Incident Report Form
- Members
- Incident Report Update

Notes: _____

Fundraising

General Fundraising Guidelines:

Any registered TSTC Student Organization is allowed to fundraise on campus by selling food, merchandise and other items. You must submit a Club Request Form 7 days before the scheduled event. Form can be submitted to the office of Student Activities, located in the Student Center building office 121.

Fundraiser must comply with Texas Tax Code § 151.321:

1. A taxable item sold by a qualified student organization and for which the sales price is \$5,000 or less, is exempted from the taxes imposed by Subchapter C, except that a taxable item manufactured by or donated to the organization is exempt from the taxes imposed by Subchapter C regardless of sales price unless sold to the donor, if the student organization:
 - a. sells the item at a sale that may last for one day only and the primary purpose of which is to raise funds for the organization; and
 - b. holds not more than one sale described by Subdivision (1) each month for which an exemption is claimed for an item sold.
2. In each calendar year, the first \$5,000 of a qualified student organization's total receipts from sales of taxable items not otherwise exempt under Subsection (a) is exempt from the taxes imposed by Subchapter C.
3. A student organization qualifies for the exemptions under Subsections (a) and (b) if the student organization:
 - a. is affiliated with an institution of higher education as defined by Section 61.003, Education Code, or a private or independent college or university that is located in this state and that is accredited by a recognized accrediting agency under Section 61.003, Education Code;

Procedures:

- When planning your activity always remember that TSTC Business Office has a contract with Coca-Cola; all products sold or donated must be Coke or Coke Products.
- Fill out a Student Club/Organization Fund-raising Activity Request Form, found on line at www.harlingen.tstc.edu/studentclubs Form must be submitted 7 days prior to activity.
- Complete the form, the form must then be e-mailed from the advisors official TSTC e-mail to Lissete Z. Muniz, Supervisor of Student Activities at Lissete.zavalamuniz@harlingen.tstc.edu
- Once e-mailed check out the student Club Calendar to see if your request has been approved, www.harlingen.tstc.edu/studentclubs
- For Student Life to approve a fund-raising activity, the activity must be the only fund-raising activity of its kind for that day. Student Life has a calendar with date's availability. There is an online calendar you can also view on www.harlingen.tstc.edu/studentclubs
- If selling food, clubs must obtain a health permit from the city of Harlingen. Packaged food does not require a permit if sold as originally package. If any cooked food is sold, food permit is required and must be cooked on campus. Home prepared food products are strictly prohibited, except baked goods. (Permit application are found in the office of Student Activities)
- Once all is approved the activity may take place.
- Remember that you are only allowed to sell what you sign up for in the Activity Request Form.
- Deposits/Withdrawal forms must be submitted to the Business Office and Student Life no later than 24hrs after fund-raiser, if fund-raiser is held Friday it must be turned in the next business day.

Raffles:

According to the Charitable Raffle Enabling Act, a raffle means the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize.

In Texas, only the following kinds of organizations may conduct raffles:

- An association organized mainly for religious purposes that have been in existence in Texas for at least 10 years
- A volunteer emergency medical service that does not pay its members other than nominal compensation;
- A volunteer fire department that operates fire fighting equipment and does not pay its members other than nominal compensation
- A nonprofit organization that: has existed for at least three preceding years, during which it has had a governing body duly elected by its members and is exempt from federal income tax under Section 501(c), Internal Revenue Code; does not distribute any of its income to its members, officers or governing body; does not devote a substantial part of its activities to attempting to influence legislation; and does not participate in any political campaign.

Student organizations are not allowed to conduct raffles for their benefit unless they are one of the organizations mentioned above. Student organizations may, however, sell raffle tickets on behalf of organizations that are eligible to conduct raffles, as long as 100% of proceeds benefit the eligible organization.

Financial Procedures for Clubs

Club Requirements

Getting started

1. All clubs must be registered with the Office of Student Activities (located in the Student Center).
2. Once registered, a club account card will be issued and used for deposits and withdrawals of funds.
3. It is the responsibility of club leaders and club advisors to submit all completed forms to the Cashiers **with copies to the Office of Student Activities**.

Deposits and Withdrawals

1. Request forms must be completed before Cashiers accept money or before staff initiates checks payable to clubs. Mandatory items include: Name of Club, Name of Officer (printed and signature), Name of Advisor (printed and signature), and Advisor phone number, Student Life signature.
2. Deposit/Withdrawal forms are found in the Office of Student Activities (located in the Student Center). Deposit/Withdrawal forms must be submitted to the Cashiers no later than 24 hours after a fundraiser. If a fundraiser is held Friday, the Deposit/Withdrawal form must be turned in the next business day.
3. Clubs requesting checks should do so 3-5 business days prior to check being needed.
4. When requesting a reimbursement, attach copies of receipt of payment to the club request form. If a staff or member of the club paid with a credit card, Accounts Payable needs a copy of credit card payment. If payment is made by check, attach a copy of the check or receipt stating "paid with check."

Requirements for selling of tickets for fundraisers:

1. Submit Activity Request form to Office of Student Activities.
2. The school's (TSTC) tax exempt status does not extend to student clubs.
3. Must reconcile tickets with money and sales.
4. For publication of tickets, look at the Publication Standards on page 15.

Policies & Procedures

TEXAS STATE TECHNICAL COLLEGE SYSTEM: SYSTEM OPERATING STANDARD ES 3.21

Student/Employee Organizations

It is the policy of Texas State Technical College to encourage groups of students or employees interested in a common purpose to organize and seek official recognition as a student or employee organization, providing the following policies are followed:

1. All student and employee organizations shall have a constitution, including a stated purpose and bylaws. No student or employee organization may be established for secret purposes;
2. Prior to substantial operation, student and employee organizations must submit and receive approval of the following documents from the President or his designee: (1) a campus student/employee organization charter; (2) a constitution; and (3) the organization's bylaws;
3. A current copy of a student/employee organization's constitution and bylaws shall be resubmitted for approval to the President or his designee within three (3) days of any changes adopted by the organization;
4. Membership in student/employee organizations shall be open to all students/ employees respectively of Texas State Technical College without regard to race, color, sex, religion, national origin, age or disability, except in cases of designated fraternal organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex;
5. Each student/employee organization shall maintain a current list of its officers on file with the office of the President or his designee;
6. All student organizations must maintain a sponsor who is a current faculty or staff member of Texas State Technical College;
7. All student/employee organizations must comply with all applicable federal, state and local laws;
8. All student organization fund raising activities must be pre-approved by the President or his designee;
9. Student organizations desiring to hold more than one fund raising event per month and/or on more than one day per month must comply with state law and regulations regarding the collection and remittance of any applicable sales tax to the state treasury;
10. All employee or student organizations shall maintain their student funds on deposit with the college Business Office where they will be maintained as "agency" funds and be subject to audit; The President may grant permission, on a case-by-case basis, for student/employee organizations to utilize checking accounts at an outside financial institution provided: (1) only organization-raised funds are maintained in outside checking accounts; (2) the Vice President for Student Development has signatory authority for the account; (3) TSTC's tax identification number is not used; (4) the organization's advisor agrees to assume responsibility for the account including: (a) primary signatory authority; (b) making timely deposits; (c) ensuring that disbursements are made for only authorized purposes; (d) providing a semesterly accounting to the college Business Office for the account; and (e) all tax consequences for any profit or income. All such accounts shall be subject to audit.
11. All student and employee organizations must comply with all Texas State Technical College policies, procedures, rules and regulations as applicable to student/employee organizations;
12. All officers of student organizations shall maintain at least a 2.0 cumulative Grade Point Average. Each student organization must have procedures defined in their constitution or bylaws concerning academic deficiency and must be responsible for monitoring and acting upon any officers' academic deficiencies;
13. In accordance with the Texas State Technical College System Operating Standard ES.3.05 pertaining to Alcohol/Drug Possession and Use, the possession, sale or use of all nonprescription drugs on any property of Texas State Technical College and at any student event sponsored by Texas State Technical College is expressly prohibited. Also, the sale or consumption of alcohol at any student organization or social event, on or off campus, is prohibited, except where expressly permitted; and,
14. The creation and operation of any student/employee organization is not an established right and a student/employee organization's recognition may be withdrawn, withheld or denied at any time by the

administration or Board of Regents of the college. The Board of Regents will approve the purpose of TSTC student/employee organizations annually at the November Board meeting and will specifically approve the establishment, constitution, bylaws or any amendments thereto for Faculty Senate and Student Government organizations when proposed.

Recognized student/employee organizations may use the name of the college in correspondence and advertisements, may use appropriate campus facilities and may otherwise represent themselves on and off campus as recognized campus organizations.

Pertinent Information

House Bill 596, 74th Legislature, 1995, exempts certain sales by student organizations from sales tax. A qualified student organization must file with the Comptroller of Public Accounts a certification issued by the institution showing that the organization is affiliated with the college. A college may designate one of its departments to compile a list of certified student organizations and submit the list to the Comptroller. The certification is valid for two years after the date the Comptroller receives it. After the two-year period, the organization must recertify with the Comptroller.

Delegation of Authority

The Presidents are authorized to create Campus Operating Standards to implement the policy and operating requirements of this System Operating Standard.

Operating Requirements

1. No Secret Purposes

No student/employee organization may be established for secret purposes.

2. Non-Discrimination

All student/employee organizations must include a standard nondiscrimination statement in the organization's constitution. This statement is: "Membership in this organization shall be open to all students (employees) without regard to race, color, sex, religion, national origin, or disability." If the organization is exempt by federal law from discrimination based on sex, the word "sex" may be omitted from this statement.

3. Student/Employee Organization Recognition and Documentation

Each campus shall maintain the documentation required by Board policy on each student/employee organization officially recognized.

4. Fund Raising Activities

All student and employee organizations must obtain the approval of the President or his designee prior to initiating fund raising activities, in accordance with campus procedures. TSTC administration and/or the Board of Regents reserve the right to withdraw approval of any fund raising activity.

5. Management of Student/Employee Organization Funds

Each campus shall maintain authority over student/employee organization funds as required by Board policy whether these funds are maintained in the Business Office or in outside checking accounts as specifically authorized by the President. Only funds raised by the organization may be deposited in an outside checking account when such account is expressly permitted by the President.

Policies & Procedures

6. **Student Organization List/Sales Tax Exemptions**

A. The Vice President for Student Development will compile a list of recognized student/employee organizations and submit that list to the System Director of Student Accounting by October 1 each year. This list shall include the name of the organization, the program with which it is affiliated, if any, and the statement of the organization's purpose. Additions to the list of student/employee organizations shall be submitted when recognized by the college.

B. The System Director of Student Accounting shall submit a list of student organizations eligible for sales tax exemption to the Comptroller of Public Accounts by January 31 of each even-numbered year.

7. **Monitoring Academic Progress of Student Organization Officers**

Each campus shall establish and implement procedures to ensure that the academic progress of student organization officers is reviewed semestery and that student organizations take appropriate action in the event of academic deficiency.

8. **Affiliations**

Each student/employee organization may, at its option, affiliate with a regional or national organization that performs the same or similar services.

9. **List of Officers**

All student/employee organizations shall maintain a current list of its officers on file with the office of the President or his designee.

10. **Annual Approval of Active Student/Employee Organization Purpose Statements**

The System staff member for the Board of Regents Committee on Instruction and Student Services shall submit a Minute Order enumerating active student/employee organizations and their purpose statements for Board approval at the regular November meeting each year.

Performance Indicators

1. All student/employee organizations' constitutions shall contain the standard nondiscrimination statement.
2. All student/employee organizations comply with TSTC policies, procedures, rules and regulations and all applicable federal, state and local laws.
3. The campus maintains a current and complete file of all required documentation for student/ employee organizations.
4. All student organizations monitor officers' cumulative Grade Point Average on a quarterly basis and take corrective action for academic deficiencies as appropriate and necessary. Campuses implement review procedures to ensure compliance.
5. All student/employee organization fund-raising activities are pre-approved by the President or his designee.
6. The Vice President for Student Development of each campus submits the required list of approved student/employee organizations to the System Director of Student Accounting on a timely basis and submits additions to this list as new organizations are recognized.

Basic Marketing Standards

1. Any usage of the TSTC name, abbreviated, logo or marks (mustang, star) must be submitted for review and approval to the Marketing Department (see publication standards for all regulations by Marketing Department).
2. Once approved by the Marketing Department, club posters can go up on campus property.
3. Any hand made posters must be approved by building secretary.
4. Must be in good taste and represent your activity.
5. For all standards see Publication Standards, page 17.

Clarifying the TSTC Publications Standards

TSTC marketing and public relations standards apply to everyone.

The TSTC marketing and public relations standards are found online at <http://system.tstc.edu/services/marketing/mstandard.asp>.

1. There are basic identity standards, logo usage, name, official TSTC colors, seal usage, business cards and stationery.
2. There are components to the standards manual that address integrated marketing communications of sharing a common theme to manage the TSTC brand. The fonts, colors, layout, tagline are all specifically defined here. Not everything done at TSTC must follow the defined marketing look, but major marketing and recruiting pieces do.

Student Event Fliers, Posters, T-shirts and Other Promotional Items

This includes fliers and tickets for club fundraisers and events.

1. These items can follow the TSTC brand, but it's not a must. Student fliers, posters, banners and t-shirts may follow the theme of the event.
2. As a TSTC club or organization, these items represent TSTC and must reflect the quality standards of the Marketing Department; such as no clip art from Word or Word Art. Effective use of white space is important, correct grammar, proper logo, etc. Any usage of the TSTC name, abbreviation, logo or marks (mustang, star) must be submitted for review and approval to the Marketing Department.
3. The Marketing Department has the final say - not the department paying for the event. TSTC's president, vice presidents and department heads respect and support the marketing department's decision to protect TSTC's image/brand.

Internal brochures

Any club brochures should meet the approval of the Marketing Department. These brochures should reflect a positive TSTC image.

Publications Standards

External brochures

All program brochures will definitely follow TSTC's brand and standards.

Invitations

If the invitation is for an event, which will include family, friends and community members, it should be designed and approved through the Marketing Department.

Writing Style

Will follow AP style for communication pieces and must be approved through the Marketing Department.

Use of the TSTC Seal

The seal is reserved for official and formal pieces, such as commencement programs, graduation invitations, catalogs, and selective commemorative specialty items of high quality, such as portfolio tablets with a gold seal. The TSTC seal may NOT be used on specialty items, such as T-shirts, bumper stickers, pens, pencils, key chains, etc., without prior approval.

Approval procedure: In order to ensure that all items (fliers, posters, banners, tickets, t-shirts, brochures – anything needing approval from the Marketing Department) are produced and printed in a timely manner, please contact Marketing two weeks prior to the time the item is needed.

NOTE: The time factor of anything to be printed off campus is dependent upon the vendor.

How can club advisors, instructors and all TSTC employees help protect TSTC's image?

1. Don't make commitments to student designs.
2. Be aware of proper logo, name, tagline and colors.
3. Make sure to have items proofread by your marketing officer before publication.
4. Understand that program specific "logos" dilute the brand message and are not an option.

Who to contact for approvals, questions?

The Marketing Department:

- Keri Gutierrez, Director
- Melani Zuniga, Coordinator of Publications

Any requests for exceptions to the standards will be made through the Harlingen Marketing Department to:

Eliska Flores, Associate Vice Chancellor Marketing & Communications
Texas State Technical College System

City of Harlingen Health Department

118 E. Tyler • P.O. Box 2207 • Harlingen, TX • 78551

Public Notice

Pursuant to the City of Harlingen Code of Ordinance Sections 111.01-111.99, any person or organization, including non –profit fund-raisers, etc., who plans to sell any type of food to the public, must first obtain from the Health Department a Temporary Food Handler Permit.

The cost for the permit is \$50 and can be used for four functions in one calendar year (January – December), or \$15 for a one time event. Failure to obtain such a permit may result in issuance of a citation to court by the Health Department for violation of Code of Ordinance Sections 111.01-111.99 (Operating without a permit) and fined up to \$2,000 for each day in violation.

Please contact the City of Harlingen Health Department at 956.216.5220 or visit us at www.myharlingen.us for more information or to make arrangements to obtain such a permit.

The following information is provided by the City of Harlingen Health Department and is intended as a general guide for operation of a temporary food booth.

Food Protection

- Food items from an approved source only, or prepared on site. Absolutely no home food preparation.
- Potentially hazardous foods must meet temperature requirements during storage, preparation or display.
- Food products must be kept covered when not being served. This also includes all drink vendors.
- Cakes, cookies, sweet bread, etc., must be individually wrapped.
- Necessary equipment must be provided to maintain product temperatures.
- Food products must be stored at least six inches off the ground.
- Ice must come from an approved source. Must be stored in a clean container and ice scoop must be provided for dispensing.
- Ice used to maintain product temperature cannot be used for consumption.
- Only single service articles will be allowed.
- Potable water must be provided for cleaning of utensils and hand washing.
- Spray bottle with sanitizing solution should be provided for sanitizing the counter tops or other food or non-food contact surfaces.
- Thermometer must be provided to check P.H.F. temperatures while on storage, display or preparation.
- No wooden cutting boards.

Personal Hygiene

- Hair restraints must be used, i.e.: caps, hair nets, scarves, etc.
- Person handling the money cannot dispense food unless he/she washes hands before handling the food.
- Avoid wearing jewelry and keep all fingernails clean and unpolished.
- Food handlers should wear disposable gloves.
- Only authorized members, no children.

Policies & Procedures

TEXAS STATE TECHNICAL COLLEGE SYSTEM: SYSTEM OPERATING STANDARD ES 3.22

Student Travel

It is the policy of Texas State Technical College to pre-approve college-sponsored student travel for trips of more than twenty-five miles from the college or primary campus location of students regardless of the means of travel utilized, including use of personal vehicles, college owned motor vehicles, state owned aircraft, and public modes of transportation. Students and employees are required to comply with all applicable motor vehicle and aircraft safety operating standards (i.e. use of seat belts or other passenger seat restraints, passenger and weight limitations, cargo and luggage security, locked doors, etc.). Only employees of the college are authorized to operate state-owned motor vehicles, and employees operating state-owned motor vehicles must be eligible to be insured under the college's motor vehicle liability insurance policy. During college-sponsored student motor vehicle trips, operators of motor vehicles shall not begin travel if fatigued, and shall take a minimum ten-minute rest break every two hours of driving to avoid driver fatigue.

Pertinent Information

Student travel is often required in order to fulfill an important part of the overall educational experience by allowing students to participate in both curricular and co-curricular activities at events that take place at off-campus locations. In order to ensure that student travel is necessary and related to TSTC activities, approval for a sanctioned trip and signed liability releases must be completed prior to any officially sanctioned student travel.

For purposes of this SOS, "Student travel" includes travel involving one or more students traveling to an event or activity that is organized or sponsored by the college and is located more than 25 miles from the college or primary campus location of the student.

The General Appropriations Act allows travel expenditures from state funds only for employees and where appropriate, prospective employees. No state funds may be expended for student travel reimbursement. Expenses for students while participating in formal academic training such as, but not limited to, clinicals, co-ops, etc. may not be reimbursed from any college funds.

International travel is not permitted.

Delegation of Authority

The Vice President of Academic Affairs has final authority for approval of student travel related to course curricula for educational credit, for departmental recruitment, or job placement. The Vice President of Student Development has final authority for approval of student travel for all co-curricular activities (i.e. student organizations, recreational sports, etc.).

Operating Requirements

1. Student travel is considered an official activity if it is in relation to any activity required as part of a course, to assist with the recruitment of students, for the purpose of departmental job placement, or as part of activities of a recognized student organization. All applicable college policies and practices must be observed during a TSTC sponsored trip, including those regarding the use of Alcohol and Controlled Substances.
2. Throughout the duration of the trip, all members must comply with all College policies and procedures. The possession or consumption of alcohol (regardless of age) and illegal drugs is strictly prohibited during student travel. Please refer to the Student Code of Conduct in the Student Handbook.
3. The faculty/staff member or student organization advisor is responsible for distribution and retrieval of the following forms prior to the travel date:
 - a. **Travel Request Form** (The Travel Request should contain a description of the function or activity, location, inclusive dates and times of the travel. The names and emergency contact information of students in the party and how to contact them will be included. The purpose of the trip, how the student(s) will be representing TSTC, names of individuals in charge of the travel activity, itinerary, planned route of travel, in-route and destination contact information and an estimate of expenses to be incurred will also be stated. The appropriate Vice President will ascertain the validity of the proposed travel and availability of funds. *See Attachment A.*
 - b. **Field Trip Release Form** Students voluntarily participating in elective activities and programs requiring travel will be required to complete a waiver and release form verifying that they understand and accept the risks involved in participating in the travel activity and assume responsibility for their behavior. Students under the age of eighteen must have a release form signed by their parents or legal guardian. (Faculty/staff member or student organization advisor completes Section 1; student and/or parent/guardian signature(s) required). *See Attachment B.*
4. The faculty/staff member or student organization advisor is responsible for the following:
 - a. Must be on the approved list of institutional employees eligible to operate a state vehicle;
 - b. Is responsible for reserving and operating the vehicle at all times;
 - c. Ensures that all vehicle occupants comply with the vehicle safety operating standards (i.e. use of seat belts or other passenger seat restraints, cargo luggage secured, doors locked, etc.);
 - d. Ensures that the total passenger and cargo load does not exceed the manufacturer's recommended vehicle gross weight limits; and
 - e. As the designated driver, take a minimum ten minute rest break every two hours to avoid driver fatigue. On lengthy trips, alternate drivers should be used to avoid fatigue.
5. After travel is completed and expenses incurred, the faculty/staff sponsor or advisor will submit a request for reimbursement. Expenses that qualify for reimbursement are subject to the approval of the Vice President based upon guidelines in Policy 7.09 Official Travel of Employees. Expenses reimbursed may include the following:
 - a. **Mileage.** If transportation is provided by the College and a student elects to take his/her own vehicle, mileage will not be reimbursed. Reimbursement for mileage will conform with college policy.
 - b. **Use of state-owned vehicles.** Only actual gasoline expense will be paid. Only state employees are authorized to drive state-owned vehicles. Receipts are required. If students elect to drive their personal vehicle, they do so at their own risk.
 - c. The use of 12-15 passenger vans is not allowed.

Policies & Procedures

d. **Lodging** can be reimbursed based on actual cost not to exceed state allowable rate. Receipts are required.

e. **Meals.** Reimbursement of meals will conform to college policy. The cost of any meals included in the registration fee is not subject to reimbursement. Clubs and organizations reserve the right to reimburse more or less than the scheduled per diem rate depending upon the availability of club/organization funds.

6. **Registration fees** may be reimbursed. The faculty/staff advisor or sponsor requesting the trip and the approving authority will coordinate with the Director of Student Life for maximum amounts that will be reimbursed for registration fees before the trip occurs.

Safety Recommendations

1. Begin the trip well rested.
2. Notify a designated contact person upon departure and arrival.
3. Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.
4. Plan routes in advance, and carpool and caravan when possible.
5. Divide the trip into segments, stopping for rest as necessary.
6. Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes. Driver should avoid cell phone use or use a hands-free device when driving.
7. Establish a reasonable departure and arrival time to and from the activity or event.
8. Avoid driving between midnight and 6AM
9. Whenever possible, on extended trips using College vehicles, have at least one other approved College driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.
10. Carry a flashlight, approved fire extinguisher and first-aid kit.
11. Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

Performance Indicators

- 1 All student-sponsored student travel is approved before travel has occurred.
2. All student-required forms are completed before travel has occurred.
3. Expense reports are promptly submitted after the travel has occurred.

Office of Responsibility: Vice President for Student Learning Development

President: Dr. Cesar Maldonado, P.E.

TSTC Harlingen encourages fair, efficient, and equitable solutions to problems arising out of the student/college relationship and to meet the requirements of state and federal law. Students at TSTC neither lose the rights nor escape the responsibilities of citizenship. They are expected to obey and conduct themselves in accordance with local, state, and federal law and the Code of Student Conduct as authorized by the TSTC System Board of Regents. They may be disciplined by the college for violating these standards of conduct on the campus or in connection with any college-related, sponsored or oriented activity. The college will hold each student responsible for compliance with these policies, rules and regulations. Each student should be acquainted with all published policies, procedures, rules and regulations of TSTC which are available for review at the College website. This Code is subject to change by action of the TSTC System Board of Regents or authorized college officials.

Students who violate any provision of these laws and regulations are subject to disciplinary action, including expulsion or suspension. Further, related action taken by civil authorities based upon a student's violation is possible. Special care is taken to assure due process under the U.S. Constitution. Students should be advised of their appellate options whenever they feel any of their rights have been violated.

Each student is expected to act in a manner consistent with the College's function as an educational institution. Specific examples of misconduct for which students could be subject to disciplinary action include, but are not limited to, the following:

1. Engaging in conduct that constitutes a criminal offense under federal, state or local law, whether or not the violation occurs on TSTC property or in connection with college-related, sponsored or oriented activities;
2. Failure to comply with the reasonable directives of an institutional official (including resident/community assistants) acting in the performance of his/her duties, including loitering on college property after being warned to leave by a person in charge;
3. Failure to meet a contractual or financial obligation to the College, or writing a check on an account that is closed or has insufficient funds;
4. Stealing, damaging, defacing, destroying or misusing college property or property belonging to an employee or student of the college;
5. Misuse of fire or other life-saving equipment of the College or in College facilities, including housing facilities;
6. Giving false or misleading testimony or other evidence at a College disciplinary conference, investigation, hearing or other proceeding;
7. Use, possession, exhibition or display of ammunition, or explosive device, firearm, firearm facsimile (including air guns, blow guns, knives, swords, daggers, numchucks, etc.) or any other weapon prohibited or regulated by local, state or federal law enforcement on College property;
8. Conducting oneself in a manner that endangers the health or safety of any person (including guests and visitors) on College property or in connection with a College-related, sponsored, or oriented activity;
9. Conducting oneself in a manner that significantly interferes with or disrupts a College teaching, research, administrative, disciplinary, student service, public service or other College activity, including disruption of class as defined by Vernon's Texas Code, annotated, Education Code 4.33 (Disruption of Class);
10. Possession of, or making use of, college keys for unauthorized purposes or unauthorized access to College facilities;
11. Engaging in hazing in any form or manner or voluntarily submitting to hazing. Any acts against a student by a group will be considered hazing if the act is considered humiliating or degrading to that person(s);
12. Use, possession or distribution of intoxicating beverages (alcohol) on College property, including

Code of Conduct

classrooms, buildings, laboratories, auditoriums, library or faculty or administrative offices, at an intercollegiate or intramural activity, or any other areas of the campus, either managed by the College or under agreement with an outside agency (excluding residential facilities under certain conditions outlined in the Housing Handbook);

13. Being intoxicated in a public area or common area of the campus;
14. Use or possession of intoxicating beverages during or in connection with any college-related, sponsored or oriented activity;
15. Providing minors or any other individual intoxicating beverages in violation of any local, state or federal law, or any illegal possession, use or distribution of alcohol on College property or as part of any of its activities;
16. Violation of College regulations and policies, including residential life policies, housing contracts or motor vehicle regulations;
17. Gambling in any form on College property or in connection with College activities;
18. Possession, use, sale or distribution of any quantity, whether usable or not, of an illicit drug, narcotic, controlled substance or illegal drug paraphernalia or equipment on College property including residential facilities, or as part of any of its activities;
19. Being under the influence of an illicit drug, narcotic or controlled substance on College property or during a college-related, sponsored or oriented activity;
20. Engaging in speech, either oral or written, that is directed to incite or produce lawless action or in writing, that is directed to incite or produce lawless action or is likely to incite or produce such action; advocating or recommending, either orally or in writing, the conscious and deliberate violation of a local, state or federal law or a College rule or regulation;
21. Forgery, alteration, falsification, failure to provide requested information, or misuse of a College document, form, record, or identification card, or providing false information on a College document, form, or record (including, but not limited to, applications for admission, housing, financial aid, attendance verification forms, transcripts, course schedule change forms).
22. Violation of a rule or regulation relating to residential life policies, or breach of housing contract or lease agreement;
23. Unauthorized possession, ignition, or detonation on College property of an explosive device, firework, liquid or object that is flammable or that could cause damage by fire or explosion to persons or property;
24. Unauthorized entry into or use of a College building, facility, equipment or resource, including unauthorized use of telephones or telephone systems;
25. Misuse or abuse of computer equipment, programs or data, including unauthorized use of computer resources or use of computer resources for unauthorized purposes; accessing or copying programs, records or data belonging to the college or another without permission; attempting to breach or breaching the security of another user's account or depriving another user of access to the college's computer resources; using the college's computer resources for personal or financial gain; transporting copies of college programs, records or data to another person or computer site without written authorization; and use of college computers to access lewd, offensive or pornographic material;
26. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by a College disciplinary or appeals proceeding (includes failure to identify oneself to an institutional representative in response to a request), or when acting in the performance of their duty;

27. Failure to maintain a current official mailing address in the Admissions and Records Office, or giving a false or fictitious address to an institutional representative;
28. Knowingly initiating, communicating or circulating a false alarm or report that ordinarily would result in action by an agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury, or prevent or interrupt the occupation of a building, room or mode of conveyance (i.e. bomb threats, false fire alarms, etc.);
29. Harassment by a means in which an individual intentionally threatens to take unlawful action against a person and by this action intentionally, knowingly or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient; or without good cause unreasonably bothers, follows, annoys or interferes with another's privacy. This includes sexual or racial harassment as identified by TSTC Policy and Procedure;
30. Obstruction or disruption of teaching, teaching functions, administrative, or disciplinary procedures or other college activities, including the college's public service functions or other authorized activities on college property;
31. Campus disruptive activities as defined in that section of this publication;
32. Use of vulgar, indecent or abusive language, or use of any language spoken with the deliberate purpose of inciting a breach of peace or lawless action, including the display of offensive or vulgar material, regardless of the medium used to display the material, in a public place;
33. "Disorderly conduct" as defined by state law is any activity that includes, but may not be limited to: physical or verbal abuse, injury to another person, indecent displays or use of indecent language, non-consensual acts of sexual contact or disrespect for the rights and privileges of others;
34. Engaging in any conduct defined as sexual harassment in the college Policy and Procedures Prohibiting Sexual Harassment;
35. Engaging in any conduct defined as racial harassment in the college Policy and Procedures Prohibiting Racial Harassment;
36. Scholastic dishonesty as defined in that section of this publication;
37. Aiding, abetting, conspiring or being an accessory to any act prohibited by this code is to be considered the same as completed violations;
38. Abuse of the campus judicial system, including, but not limited to: failure to obey the summons of a campus official pertaining to a judicial case or falsification, distortion or misrepresentation of information to a campus official or judicial body.
39. Inappropriate dress, grooming, or personal hygiene while attending class or participating in an on- or off-campus college-sponsored event. NOTE: If a student's attire detracts from the learning experience or creates an unsafe condition, the student will be asked to change his/her clothing. If in doubt, ask staff member responsible for class or event.
40. Inappropriate behavior (i.e. insubordination, public display of affection, etc.)
41. Smoking in a designated non-smoking area or building.
42. Psychological or physical abuse intended to insult, intimidate, harass, or injure any person on campus or at an off-campus college-sponsored event.

Sample Documents

TSTC Student Travel Request Form Sample Attachment A

Name of Club, Organization or Program/Department: _____
Name of Advisor, Sponsor or Instructor: _____
Name of Person in charge of activity: _____
Purpose of Travel: _____
Destination Address: _____
Destination Telephone Number: _____
Date of Expected Travel From: _____ To: _____
Time of Expected Travel From: _____ To: _____

Name(s) of Students Who Will Travel:	Phone Number	In case of emergency, please contact: (Name & Relationship)	Emergency contact phone #:

Attach additional sheet if necessary.

Is a state vehicle being used? Yes No

Estimated Cost for Mileage: _____
Estimated Cost for Meals: _____
Estimated Cost for Lodging: _____

Please attach a sheet with trip itinerary, planned route of travel and in-route contact information. Form will not be considered complete without these attachments.

Sponsor/Advisor Signature: _____ Date: _____
Vice President Signature: _____ Date: _____

Field Trip Release Form Sample Attachment B

Section 1 (To be completed by field trip leader/club sponsor)

Club/Class: _____
Field Trip Leader/Sponsor: _____
Trip Purpose: _____
Trip Location: _____
Field Trip Date(s): _____
Equipment/Supplies to be provided:
• By Participant: _____
• By Field Trip Leader: _____
Physical Activities to be Undertaken Include: _____

Section 2 (To be completed by adult student field trip participant or parent/guardian if participant is 17 years of age or younger)

I acknowledge that there are certain risks inherent in field trips. I acknowledge that all risks cannot be prevented and I assume those beyond the control of the college staff. I represent that I am physically able, with or without accommodations, to participate in this field trip and am able to use the equipment and/or supplies described above. **To request disability accommodations for this trip, please contact the Support Services Office at least 10 days in advance of the trip.**

Should I require emergency medical treatment as a result of accident or illness arising during the field trip, I consent to such treatment. I acknowledge that the college does not provide health and accident insurance for field trip participants and I agree to be financially responsible for any medical bills incurred as a result of

Sample Documents

emergency medical treatment. I will notify the trip leader/club sponsor in writing if I have medical conditions about which emergency medical personnel should be informed. **By Signing Below, I acknowledge that I have read and understand the above release of liability.**

If the participant is 17 years of age or younger, this release must be signed by a parent or legal guardian. Emancipated minors (students under 18 classified as independent by Title IV DOE regulations) are exempt from obtaining parent/guardian signature.

Print Name: _____

Signature: _____ Date: _____

Parent/Guardian Name: _____

Signature: _____ Date: _____

Club Constitution Sample *Attachment C*

Movie Fan Club
Constitution

Article I: Name

The name of the organization shall be TSTC-Movie Fan Club.

Article II: Purpose

To promote the viewing of films through screening and discussing of the genres of movies created today, to educate the TSTC community on the finer points of movies and their history.

Article III: Membership

Membership is open to any student currently enrolled at TSTC Harlingen, regardless of age, race, color, creed, sex, religion, national origin or disability. All members must maintain a cumulative Grade Point Average of 2.0 or higher to retain their club membership.

Article IV: Officers

The elected officers shall consist of the President, Vice President, Secretary, Treasurer and Historian.

The officers shall be elected by majority vote of the member voting. The term of the officers shall be for one academic school year. Election of officers shall take place at the second meeting of the Fall semester. Other officers may be appointed by the President as deemed necessary.

Article V: Executive Board

The executive board shall be comprised of the President, Vice President, Secretary, Treasurer, Historian and Advisor. The Executive Board shall conduct all business of the club not requiring action or votes from the members

Article VI: Duties

President:

- a. will have responsibility for all administrative activities of the club
- b. will be responsible for the interaction with faculty and other affiliates
- c. will be responsible for the arranging meetings

Sample Documents

d. will delegate any new duties that arise to the officers

Vice President:

- a. will supervise orientation and induction of new members
- b. will assist the president in his/her duties

Secretary:

- a. will take minutes during all business meetings
- b. will read minutes of meetings as required
- c. will place all records in the official records book

Treasurer

- a. will maintain the club's account
- b. will receive and deposit all funds

Historian:

- a. will keep record of all club events/activities
- b. will maintain website up to date

Article VII: Removal from Office

Section 1: Failure to Meet Minimum Qualification

a. Any member of the club may be removed for failure to maintain minimum qualifications

Section 2: Impeachment

- a. Person(s) proposing the removal of an Executive Board Officer must provide a written proposal to the board at least two (2) days prior to the club meeting that it will be presented at. It shall be placed on the agenda under "New Business"
- b. The person(s) proposing the removal of an Executive Board Officer will be allowed "X" amount of minutes, where "X" is defined as an amount set by the Advisor or parliamentarian unless it is the parliamentarian's office that is proposed for removal, in which case the President shall set the amount, in order to give the reasoning for the proposal, followed by "X" amount of minutes for Assembly discussion. It will then be put to a vote as to whether or not to proceed with a hearing.
- c. If voted "yes"; then the proposal is then tabled and brought up at the next meeting which will serve as the hearing as well.
- d. If voted "no"; then the proposal is dropped and stricken from the minutes.
- e. If a question of ethics, it shall be brought in front of a board. That board will consist of the all the Executive board members not up for removal, plus five (5) representatives of the Legislative branch. These Legislative branch representatives shall be appointed by the highest authority in the executive board.

Article VIII: Replacement:

- a. A replacement member shall be appointed within two (2) calendar weeks after vacancy.
- b. If there is a vacant officer position, the highest authority in the executive Board shall appoint a replacement with the approval of the majority of the Executive Board.

