

Campus Organizations HANDBOOK

Office of Student Engagement and Leadership
Jack B. Kelley Student Center, Suite 103
806.651.2313
WTOSEL@wtamu.edu
www.wtamu.campuslabs.com

Why Does Your Group Need to Register?

Becoming a registered campus organization is a required process at West Texas A&M University. It provides a terrific opportunity to serve the campus community, develop skills within a large group and have a good time in the process. A WTAMU registration involves privileges and responsibilities as listed below.

Privileges

- Access to campus facilities
- Access to Campus Organization Funding
- Support from the Office of Student Engagement and Leadership (OSEL)
- Listing in the Buff Link Directory
- Use of West Texas A&M University name to signify campus affiliation
- Involvement opportunities such as; NSO Org Fairs, Buff Branding events, Join the Herd 2.0, the WT Block Party tailgating experience, etc.
- Check-out equipment such as; yard games, popcorn machine, karaoke machine, etc.

Responsibilities

- Abide by procedures and regulations pertaining to campus organizations found in the current *Student Handbook* and *Campus Organizations Handbook* and to state and federal laws
- Update your executives and advisor contact information.
- Complete the Risk Management process for all new advisors and presidents.
- Re-register **ANNUALLY** (starting in January) in Buff Link by February 1.

How To Re-Register an Existing Organization

- Existing organizations **MUST** re-register once per year (every January).
- Access your organization in Buff Link (Buff Connect > Buff Link > Sign In > click on your org icon circle on the left hand side of the page > Manage Home > click the blue Re-Registration button)
 - If the above steps don't work it is possible that you don't have access to your organization because you are not listed on the current roster. Email us at WTOSEL@wtamu.edu and we will get you setup.
 - You will have an opportunity to update the org profile, roster (must include all members), and org profile.

- Make sure to check your email. You will receive an approval if all things were done correctly or you will receive a denial if you need to make any corrections.
- **Constitution and By-Laws.** Every campus organization must have an up-to-date constitution or by-laws (cannot be older than 3 years) uploaded in BuffLink.
- Once the registration process is complete, the campus organization is eligible for all the privileges afforded to registered campus organizations at WTAMU.

How To Register a New Organization

If there is not already an organization on campus that meets your needs, the Office of Student Engagement and Leadership can help you through the process required to create a new one.

- These are the items you will need to collect and prepare prior to registering:
 - Constitution and By-Laws. Every campus organization must have an up-to-date constitution and/or by-laws. This will help in the development of a new organization and in the stability of an existing one. Important things to remember about the constitution are (1) it must be voted on and approved by the general membership, and (2) it must be uploaded into Buff Link at the time of registration and anytime it is changed. You can find a sample constitution [here](#).
 - Secure an advisor for the organization. The University requires each campus organization to have at least one advisor. The advisor must be a full-time faculty or staff member at WTAMU.
 - Secure four (4) WT students to be added to the organization roster. (You will need each members' WT email address and Student ID). Always, include all members on the roster.
 - Of the above members you will need to elect three (3) officers: president, vice president, and treasurer.
- When the above items are available you can register your new organization in Buff Link. (Buff Connect > Buff Link icon > Sign In > Organization icon (symbol of two people) > Register an Organization > Scroll down to the bottom of this page and you will see the blue Register a New Organization button)
 - Make sure to check your email. You will receive an approval if all things were done correctly or you will receive a denial if you are missing any of the pieces.
- Become familiar with WTAMU policies concerning campus organizations.
- As soon as the organization is registered, it can begin operating and meeting. A representative of the organization, preferably the president, should attend Org Rally each semester.
- The president and any new advisors (depending on the semester) **MUST** also complete the two step Risk Management process. It's a Texas Law!
 - [Risk Management Online training](#)
 - Risk Management statement – an electronic version can be emailed. Please email us for a copy, wtosel@wtamu.edu.

Advisor Selection and Responsibilities

University regulations require each campus organization to have a primary advisor, a full-time WTAMU faculty or staff member. It is in the organization's best interest to have a secondary advisor if your primary advisor is frequently unavailable. We hope the

following will help you select an advisor and understand his/her function in your organization.

The Role of the Advisor

An advisor adds to the continuity of your organization by making sure that successive officers of the organization understand the responsibility they share with the officers, as well as explaining to the officers the policies established for campus organizations.

Duties of an Advisor

- To be aware of and understand those rules pertaining to organizations at WTAMU and rules and procedures governing WTAMU students.
- To be aware of liability issues (i.e. hazing, alcohol, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
- To attend meetings of the organization whenever possible.
- To be available to the officers and members of the organization on a regular basis for advice and consultation.
- Take all necessary trainings that are required by the state of Texas.

Hints for Recruiting an Advisor

- Before making a selection, keep in mind the following:
 - Find someone who will have the time to devote to your organization.
 - Find someone who will take the role willingly and seriously.
- When approaching your potential advisor for the first time, make sure that he/she understands your organization's purpose and what will be required of them in their role, duties and time commitment.
- Allow the person a reasonable length of time to consider his/her decision.
- If possible, choose someone who shares some of the same interests of your organization, and someone with which members are in contact.
- When starting a departmental club or organization, find someone in that department to be an advisor.

How to Work with Your Advisor

- It is best to meet with your advisor at least one day before your meetings to go over the agenda and topics to be discussed.
- Be open to suggestions and criticisms from your advisor. His/her knowledge and experience will help in solutions and organizational procedures.
- If an advisor cannot attend all your meetings, be sure to meet with him/her after the meeting to brief him/her on what happened.

Grade Point Release Form

(Required only for groups that have grades checked.)

The release of student grades to other students is prohibited unless written permission is obtained from each student, as indicated on the Grade Point Release Form. Grade reports are compiled by the Office of Student Engagement and Leadership at the end of each semester. Groups submitting the Grade Point Release Form must do so by the established deadlines (**Fall: December 1; Spring: May 1**).

Grades will not be disclosed unless the release section of the form is signed. Grades will only be released to the organization president, advisor and national office, as needed, to complete national reports, provide academic assistance, and recognize academic excellence. Grade reports released to organization president, advisor and national office may not be released to any other students.

Org Rally

Mission

The mission of the Org Rally is to enhance the quality of campus life and provide support to campus organizations. A representative, preferably the org president, and advisor of all registered campus organizations are encouraged to attend Org Rally. A workshop for all organizations will be held at the beginning of each semester.

Goals and Objectives

- To provide a network for organizations to support and promote themselves and other organizations.
- To market major campus events and promote joint programming efforts among organizations.
- To provide leadership training.
- To promote community awareness.
- To increase communication flow to organizations.
- To guide and direct through the *Campus Organizations Handbook*

Reserving University Facilities

reservations.wtamu.edu

Directions to make a reservation can be found on the home page once you are logged in and your name is in the top right corner. If you have any questions about the reservation process, please reach out the Jack B. Kelley Student Center at JBK@wtamu.edu or at (806) 651-2394.

Posting Marketing Guidelines

Any University Facility

- Materials may not be racist or sexist in content; contain obscene words; promote alcohol or other drug usage or any unlawful activity; or violate University rules, Texas A&M University System policies, or local/state/federal laws.
- Your marketing, if applicable, should comply with university graphic standards and should contain the name of the sponsoring organization/department and the name, date and place of the event and contact information.
- Post your marketing, one per event, on the open bulletin board with a thumbtack (no staples, glue guns, tape, etc.). Do not post on doors, windows, ceilings, walls, etc., in any building.
- Please remove your marketing the day after the publicized event.
- Be aware of the posting guidelines in each building. Not all buildings allow you to post your marketing.
- Use this link, <https://www.wtamu.edu/SEESMarketing>, or click [here](#) for more resources and places to post your marketing.

University Graphics Standards

The University's image – a sum of beliefs, ideas and impressions – is extremely important to the continued growth and development of West Texas A&M University. We want to be seen as a quality institution that emphasizes teaching, research and community service. In order to convey that image to our external constituents, we must present a unified and consistent message. To accomplish this goal, we must rely heavily on coordinated visual materials that comply with published graphics standards.



The Office of Communication and Marketing has the primary responsibility for all campus design work that uses the University seal, logo or word mark, and any printed piece that bears these University “signatures” must be cleared for publication through the Office of Communication and Marketing.

Camera-ready artwork of the University seal and logo is available at <https://www.wtamu.edu/graphicstandards> or click [here](#).

If you would like more information or if you have questions about how you can promote and market your event, contact: Evelyn Montoya, Marketing Coordinator for Student Success and Engagement and

Jack B. Kelley Student Center, Suite 103
WTAMU Box 60775
Canyon, Texas 79016-0001
Phone: 806-651-2051
Fax: 806-651-2926
emontoya@wtamu.edu

Food Services/Catering

By contract, ARAMARK Food Services shall provide, or provide and serve, all food items on the WTAMU campus. Student groups are not allowed to sell or distribute any food item on the campus unless written permission has been granted by the Director of Food Services (whose office is located in the Dining Hall). The On Campus Catering Exemption Form can be found at <https://www.wtamu.edu/webres/File/Purchasing/On%20Campus%20Catering%20Exemption%20Form.pdf> or click [here](#).

Arrangements for food and beverage requirements are to be made with the Catering Manager, Michael Ives, in the Dining Hall, at 651-2707 or mives@wtamu.edu. The complete catering guide for student organizations, including menus and rates, is available from the Catering Manager.

Organizational Risk Management

It is important that leaders of all campus organizations do everything they can to minimize the possibility of accidents and injuries while planning and programming events. Advisors and officers are responsible but there are many practical, common-sense things that your organization can do to minimize the possibilities of problems arising.

There is no substitute for good planning. If the time is taken to think through a certain event logistically from start to finish, you will discover that just a little planning will make a big difference in how things go and you could discover pitfalls which can be planned for rather than destroy your event.

All groups, for social interaction, may plan a skating party or a ski trip, go to a member’s farm to ride horses or impulsively decide to take a swim. You certainly cannot anticipate everything, but just thinking about how accidents and injuries may occur will lead to some good risk management practices.

West Texas A&M University Risk Management and Insurance Matrix

Exposure To Be Reviewed: _____

Instructions: **Step 1** - List all event activities and be as inclusive as possible. **Step 2** - Honestly identify risks associated with each activity. **Step 3** - Use the matrix below to assess your activities. Tally the severity and probability scores for evaluation. **Step 4** - Brainstorm methods to manage risks. See if you can reduce the probability or severity of something going wrong. **Step 5** - Submit the Risk Management and Insurance Matrix Form with your Risk Assessment Form for further review. If you have questions, please contact Richard Smith via email at rcsmith@wtamu.edu.

List of Activities to Occur	Associated Risks*	Severity	Probability	Method to Manage Risks**

*Possible risks include: medical emergencies, food poisoning/allergens, damage to WTAMU reputation, accidents, injuries, and/or death

**Methods to manage risks include: insuring risk, arranging for security, use of administrative procedures, and/or use of PPE or safety devices

<p style="text-align: center;">Severity</p> <p>I: May result in death</p> <p>II: May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for WTAMU</p> <p>III: May cause a moderate illness, injury, property damage, financial loss, and/or result in negative publicity for WTAMU</p> <p>IV: Presents a minimal threat to safety, property, operations, or reputation</p>	<p>Risk Matrix</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Severity</th> <th colspan="4">Probability</th> </tr> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>I</td> <td style="background-color: #f08080;">High Risk</td> <td style="background-color: #f08080;">High Risk</td> <td style="background-color: #f08080;">High Risk</td> <td style="background-color: #ffff00;">Medium Risk</td> </tr> <tr> <td>II</td> <td style="background-color: #f08080;">High Risk</td> <td style="background-color: #f08080;">High Risk</td> <td style="background-color: #ffff00;">Medium Risk</td> <td style="background-color: #ffff00;">Medium Risk</td> </tr> <tr> <td>III</td> <td style="background-color: #ffff00;">Medium Risk</td> <td style="background-color: #ffff00;">Medium Risk</td> <td style="background-color: #ffff00;">Medium Risk</td> <td style="background-color: #90ee90;">Low Risk</td> </tr> <tr> <td>IV</td> <td style="background-color: #ffff00;">Medium Risk</td> <td style="background-color: #ffff00;">Medium Risk</td> <td style="background-color: #90ee90;">Low Risk</td> <td style="background-color: #90ee90;">Low Risk</td> </tr> </tbody> </table> <p style="font-size: small;">High risk areas may be sent to System Risk Management for additional review. Although insurance procurement may not be the answer, discussions should occur regarding self-retention so all parties are aware of the risks associated with the activity.</p>	Severity	Probability				A	B	C	D	I	High Risk	High Risk	High Risk	Medium Risk	II	High Risk	High Risk	Medium Risk	Medium Risk	III	Medium Risk	Medium Risk	Medium Risk	Low Risk	IV	Medium Risk	Medium Risk	Low Risk	Low Risk	<p style="text-align: center;">Probability</p> <p>A: Likely to occur immediately or in a short period of time (6<months); expected to occur frequently</p> <p>B: Likely to occur in the near future (6 months – 1 year); expected to occur periodically over a relatively short timeframe; expected to occur over the life of an event or project</p> <p>C: May occur if given enough time; probability of occurrence is equal to it not occurring</p> <p>D: Unlikely to occur at any point</p>
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List of Activities to Occur	Associated Risks*	Seriousness	Probability	Method to Manage Risks**
BBQ for Private Event	Undercooked food	IV	D	Make sure all food is thoroughly cooked and kept at temperature
	Equipment catches on fire	III	D	Have fire extinguisher on site
BBQ for Open to Public Event	Undercooked food	IV	D	Have temporary food permit
				Keep all food at proper temperature
				Choose menu items that are individually wrapped
Inflatables	Injury to participants	III	C	Waivers will be signed by all participants
Dunk Tank	Injury to person in tank	III	C	Waivers will be signed by person in tank
				Tank will be positioned on solid ground
	Injury to people behind tank	IV	D	Will be positioned to avoid others walking behind
Dodge Ball Tournament	Injury to participants	III	C	Waivers signed by all participants
Cash money will be present	Cash is stolen	IV	D	Safety cash boxes will be used
Minors will be present	Minors with no parents/guardians on site	III	C	All staff members will have background checks on file
Minors will be present	Minors and parents/guardians on site	III	D	Parents/guardians must continually be in supervision
5K Race	Risk of injury to participants	III	C	Waivers signed by all participants
				UPD coordinated route with client
				Event Liability Insurance required
Alcohol Service	Alcohol consumption			Fill out the Alcohol Request Form
Non-University Event with Risk	Any risk event above or not detailed			Event Liability Insurance is required

Form Updated 07/22/22

Alcohol and Illegal Substances

Alcohol and/or illegal substances at an event can be a major cause of problems for any organization. You will be well advised to not include alcohol and/or illegal substances at your events, whether it is brought as part of the event, or by individual participants. In almost every case, alcohol and/or illegal substances can be difficult to supervise and may put student leaders in a situation over which they are responsible but have no control. The Student Handbook states: THE FOLLOWING ARE PROHIBITED:

1. ALCOHOLIC BEVERAGES a. Use, possession, sale, delivery, manufacture and/or distribution of alcoholic beverages, except in accordance with federal, state, local law. b. Being under the influence of alcohol and/or intoxication as defined by federal, state, local law.
2. ILLEGAL SUBSTANCES a. Use, possession, sale, delivery, manufacture, distribution and/or being under the influence of any narcotic, drug, and/or medicine prescribed to another person, chemical compound or other controlled substance, except in accordance with federal, state, local law. b. Possession of drug-related paraphernalia, except in accordance with federal, state, local law.

Equipment Safety

Equipment is another area where good risk management must be practiced. A careful check that equipment is in order is very important, as well as making sure participating students know how to use the equipment. All equipment, sport or non-sport, should be checked and it should be documented that participants were instructed in how to use each piece.

One way to document is by having everyone that attends a certain workshop or demonstration sign a list and make sure that list is kept in the organization’s file for the remainder of the year. There may be other types of equipment that have no connection with a sport. Please remember any type of equipment your organization uses needs to be considered.

Another area where groups need to manage their risks is that which relates to products your group may sell. Baskets, which contain a variety of products, architectural or medical equipment, food or any kind of sports equipment may be a problem if someone is harmed. Your group could be held liable for selling or

giving away a faulty product. Make sure your supplier is reliable and use common sense when deciding what products with which you may want to involve your group.

Hazing/Harassment

Preventing hazing and sexual or racial harassment are not usually considered in the context of risk management, but your organization can suffer great consequences if hazing and harassment occur. This is something this University simply will not tolerate. Please read the section carefully. The Student Handbook states this about hazing: HAZING:

Intentional, knowing, or reckless act directed against a student by one person acting alone or by more than one person occurring on or off university premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization or program whose membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes, but is not limited to:

a. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.

b. Any type of physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics.

c. Any activity involving consumption of a food, liquid, alcoholic beverage, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.

d. Any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at the University, or may reasonably be expected to cause a student to leave the organization or the University rather than submit to acts described above.

e. Any activity in which a person solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident to the VPSEES or the University Police Department. f. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing. Students who are recipients and/or victims of hazing (and who have not perpetrated hazing behavior on others involved in the fact pattern for which they are reporting) and who report the activities to the VPSEES and/or the University Police Department, will not be charged with a violation of the hazing rule. NOTE: For more information on hazing see Texas Education Code, Sections 37.151-37.155 and Section 51.936 at

<http://www.statutes.legis.state.tx.us/?link=ED>

Insurance

In many cases, your organization should require students to have some type of medical, accident and injury insurance. In most instances, students are insured by their parents on a family plan. It is a good idea to ask students to furnish a copy of their family insurance card (proof of insurance) or purchase some sort of event insurance. The University does not carry insurance on students and cannot be responsible for medical bills or other related expenses.

Student Activity Release Form

It is important that participants are warned of any dangers inherent in an activity and that they sign a document stating that they understand this danger and will assume responsibility for themselves. A sample form from the Office of General Counsel of the Texas A&M University System is available in the Office of Student Engagement and Leadership for use as a pattern for filling in the parts that are significant to your specific activity. This form is a legal document and should be stated as such. It is a good idea to have everyone sign it at the time they join or pay dues. It is also a good idea to have your members sign a more specific form before each event that carries some risk. This may seem like a lot of paperwork, but very important.

Only students of WTAMU should participate in your activities. If outsiders want to participate, be sure they sign all risk forms, too. If you allow children to participate, it is a good idea for minors to have a release from their parents and require parents to be present at the event.

If your organization has questions regarding risk management or liability, please don't hesitate to contact the Office of Student Engagement and Leadership. We love to help students!

Houses/Lodges, Fire Safety and Equipment

Houses/Lodges, fire safety, and equipment are other areas where good risk management must be practiced. A careful check of each is very important to the overall safety of guests and users of a group's facilities and equipment. Guests and users should be made aware of any potential hazard, taught how to use certain equipment, and informed of proper fire evacuation plans. These measures are necessary to safeguard groups from potential legal action stemming from the use of their facilities or equipment. It is good practice to contact the Fire Marshall to have annual inspections of your facilities.

Student Travel Procedures

West Texas A&M University (WTAMU) is supportive of student activities both on and off campus also recognizes that its students' safety is of utmost importance. The Requirements outlined in this rule apply to student travel over 25 miles from campus to an activity organized, registered, funded, or sponsored by WTAMU. Students traveling on behalf of the university must obtain prior approval through the appropriate vice president or department head.

Before taking any trips in regard to your organization, please make sure to review the [Student Travel website](#).

If you have any questions about student travel and the process, please contact the OSEL at 651-2313 or WTOSEL@wtamu.edu.

Money Matters

Campus Organization Funding

Campus Organizations funds some organization activities. To be eligible for these funds, the organization must be recognized by the University, be in good standing with the Office of Student Engagement and Leadership, have not received any other form of campus funding, and demonstrate the benefits of the allocation. The Campus Organization Funding Guidelines and Application are available on Buff Link within the Office of Student Engagement and Leadership page.

Recommended Guidelines for the Management of Funds

Most registered campus organizations at WTAMU are not funded by the University. These organizations raise money in a variety of ways, including the collection of dues, soliciting donations, and sponsoring fundraisers. Because campus organizations are registered with the University rather than functional entities of the University, the University will not be involved in the collection, deposit, or maintenance of an organization's funds beyond providing some guidelines related to sound business practice:

- Registered campus organizations should establish and maintain a checking account in the name of the organization. Organizational funds should not be mixed with the private funds of any officer or member.
 - An EIN is necessary to open a bank account. See below for instructions.
- When establishing or renewing an account, two signatures should be required on checks.
- Debit cards are not recommended because it is possible to use a debit card and not have a proper paper trail.
- Venmo and/or cash apps are not recommended because this could cause the mixing of personal and organization funds.
- All financial obligations should be paid promptly.
- Deposits should be made promptly, and appropriate security should be maintained over any cash or checks collected.
- Receipts should be issued for any money collected by the organization.
- Balance the checkbook monthly.
- Always have a budget for each semester and stick to it! Have a budget committee to set guidelines for dues and fines and to develop the semester budget.
- It is recommended that the treasurer be required to submit monthly reports to an appropriate executive officer and/or to the advisor.

Organizational Employer Identification Number

1. Complete the EIN Application that can be found at https://irs.ein-tax-id-number.com/application/?gclid=Cj0KCQjwhqaVBhCxAARIsAHK1tiNI07dOv4-xmCpIdTaygGKX2zW6pTbavcEQm3eY-4JOSMoFx_ay0HAaAnnkEALw_wcB
2. Fill out form completely. Here are some helpful steps:
 - Non-profit organization
 - Use the complete name of the organization no acronyms.
 - Type of Non-profit – Education
 - Responsible party should be the organization advisor.
 - Closest reason for applying – Banking
 - Primary Activity – Other
 - Specific Products/Services – Education
 - General questions – should all be No unless you are reapplying for an EIN
 - Contact the OSEL for any further questions.

Raffles

Per the definition below, student organizations are NOT allowed to have raffles, “opportunity to win”, etc. The ONLY way to have a raffle is by collecting participants information to win a prize but no money can be collected. For example, giving away a pair of earbuds but it doesn’t cost money for people to participate.

Raffles What is a raffle?

CREA defines a raffle as "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."

Solicitations of Private Donations

It is important to coordinate all fundraising efforts so that the private support West Texas A&M University receives is not jeopardized. Many former students, friends, corporate executives, and foundation officials are sensitive about being approached by numerous entities representing WTAMU. As a guideline, any new fundraising effort anticipated by any group associated with the University should be coordinated through the Assistant Vice President for Philanthropy Operations, Lezlie Davis, at 651-2070.

Services Provided by the Office of Student Engagement & Leadership

Copy Services

Each registered organization is eligible to have copies made by the OSEL (JBK 103) to copy minutes, agenda, flyers and other materials. The OSEL will provide the first 150 copies (black and white on white paper) each long semester at no charge. If an organization wants colored copies or colored paper, the organization must provide the colored paper and will be charged. The cost for copies over the 150 limit or for colored copies is .10 per copy.

Program Planning Assistance

If you need help planning an event or activity, your student consultant can offer you experienced advice. The staff can help find efficient means of publicity, budgeting, advice, less expensive means to obtain services, food services advice, and any other aspect of successful programming planning.

Poster Printing Services

Every registered organization is eligible to use the Poster Printer in the Office of Student Engagement and Leadership. The charge is \$7.00 per poster and must be paid when services are rendered.

Campus Organizations Directory

Each semester every organization is required to re-register on BuffLink. When the re-registration is complete then your organization is added back to the BuffLink directory. The purpose of this directory is to have an updated listing of all campus organizations, their presidents and advisors. This is available to all potential and current students. It may be viewed by going to www.wtamu.edu > click on Student Life > Student Orgs

Check-out Items



Registered organizations are able to check out miscellaneous items from the OSEL free of charge unless the items are not returned or they are returned damaged. Here is a short list of items that we have but if you don't see what you need contact the OSEL at 806-651-2313 to inquire if we have what you need.

- Table cloths
- Bose speaker
- Yard games
- Popcorn machine
- Miscellaneous decorations