

## Welcome!

*Dear Faculty or Staff Member,*

Thank you for your service as an advisor to a student organization. The University of North Texas provides students with a wide variety of opportunities to become involved on campus and throughout the community. There are over 425 registered student organizations here at UNT including academic, athletic, cultural, religious, political, service, honor societies, social groups, and fraternities and sororities. As an advisor, you can make a difference to these organizations and the way they impact student life at UNT.

Student organizations offer students an opportunity to expand and enrich their overall educational experience, interact with others, gain self-confidence, take on responsibility, acquire leadership skills and flourish in what they do.

This handbook is envisioned to serve as a resource for you in your efforts to actively advise a student organization. Student Activities works to build stronger student organizations, global citizens, and Mean Green leaders within our community. With your support, these organizations will not only provide a social outlet for students, but also valuable learning experiences.

Student Activities sincerely thanks you for your commitment to the role of advisor. If you have any questions, please contact our office at 940-565-3807 or stop by to see us in Student Union Suite 345.

Sincerely,

Student Activities

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## Introduction

This handbook is intended to be a guide and resource for all advisors of registered student organizations at the University of North Texas. Student organizations are a critical part of the collegiate experience and provide a unique opportunity for students to gain practical skills and out-of-classroom experience.

An advisor is one who gives ideas, shares insight, and provides different perspectives. Advisors serve to guide student organization members through the process of effectively operating an organization. In addition, advisors act as confidants in both individual and organizational-related matters, provide context about the organization's history and traditions, and can be a valuable source of information. The advisory role also entails serving as a representative in an official capacity, but also as a student advocate.

Finally, whether assigned or volunteered, it is important to remember that advisors devote a significant portion of their time to making the students' experience at UNT a rewarding one. This dedication is not only rewarding to the student organization and the students it serves; the advisor will also be rewarded in a variety of ways as a result of working with student organizations.

## Eligibility & Requirements

As per policy 07.019, a student organization advisor is a University of North Texas full-time faculty or staff member, who serves as a UNT resource, provides an educational experience for the individual members, and serves the UNT community by functioning as a UNT representative. Undergraduate or graduate students may NOT officially advise student organizations in the roles of a primary or secondary advisor.

A registered student organization's advisor must:

- Represent the interests of UNT at meetings and activities of the registered student organization with regard to compliance with regulations and policies;
- Provide guidance regarding the operation of the registered student organization and its activities
- Participate in the risk management program in their first year of advising a registered student organization, if required by this policy. An organization advisor is only required to attend the program one time, but organization advisors are encouraged to attend annually with the required representatives of their student organization
- Participate in annual Clery training provided by UNT annually and understand the obligation to report crimes as outlined by the Clery Act (see UNT Policy 12.006, Disclosure of Campus Security Policy, Crime Stats and Fire Safety)

In the event that an organization advisor is removed or resigns, a new advisor shall be selected within 15 school days and reported to Student Activities. The new advisor shall have their information updated within the organization's OrgSync profile during that time span.

## What's in it for you?

- Personal and Professional Development
- Mentoring experience
- Making a difference at the University of North Texas and individual student lives
- Assisting the university with student retention
- Exposure to the evolution of today's students thought process
- Resume builder

## Types of Student Organizations

There are several types of student organizations advisors may choose to advise:

- Academic & Professional
- Creative & Performing Arts
- Cultural & International
- Event Programming
- Graduate Student
- Greek Social-Fraternities
- Greek Social-Other
- Greek Social-Sororities
- Honorary
- Religious/Spiritual
- Residence Halls
- Service
- Social/Political Awareness
- Special Interest
- Sport Club
- Sports Recreation
- Student Governance

## Advisor Responsibilities

The following responsibilities should be kept in mind when advising student organizations:

- Responsibility to the individual group members
- Responsibility to the student organization
- Responsibility to the institution—University of North Texas

Responsibility to the individual group members

- Help the students find a balance between their academic pursuits and co-curricular activities
- Encourage individuals to participate in and plan organization events
- Encourage students to accept responsibility for specific roles within the group

### Responsibility to the student organization

- Help the students develop realistic goals, strategic planning, and training for the academic year
- Be aware of plans and programs the organization has planned, and inform them of institutional policies
- Be available to regularly meet with organization officers and some members
- Encourage teamwork
- Be familiar with the student organization, its history, and constitution in order to provide continuity in the organization
- Offer ideas for projects and programs
- Assist in organization evaluation

### Responsibility to the Institution—University of North Texas

- Help the organization during an emergency
- Report organization violations to Student Activities

*Adapted from the Resources and Policy Manual, Virginia Commonwealth University*

## 10 Guidelines of Effective Advising

1. Be an educator and a challenger
2. Know or help develop the goals of the organization
3. Know the members of the organization and their needs
4. Be sincerely committed to the organization
5. Be available and approachable
6. Provide appropriate feedback
7. Guide the organization to success—share in successes and failures
8. Be open to learning yourself
9. Know resources available
10. Have FUN! It's college, not rocket science. Don't ever forget this!

## Advising Do's and Don'ts

Do:

- Become familiar with the organization's purpose, constitution, policies and procedures.
- Address situations that might lead to poor public perception of the student group or the university.
- Familiarize yourself and be fluent with the organization's financial structure, including where the treasury is derived (dues, fundraising, etc.), how the money is allocated and used, and how the money is budgeted, as well as assisting in budget development.
- Develop clear expectations about your role as an advisor and your relationship with the organization.

- Learn when to speak up and when to be passive. Remember to let the students make their own decisions while you support them with advice and guidance.
- Strive to know as many of the members as you can on an individual level. Keep current records of officers and members.
- Encourage feedback and a continued evaluation process.

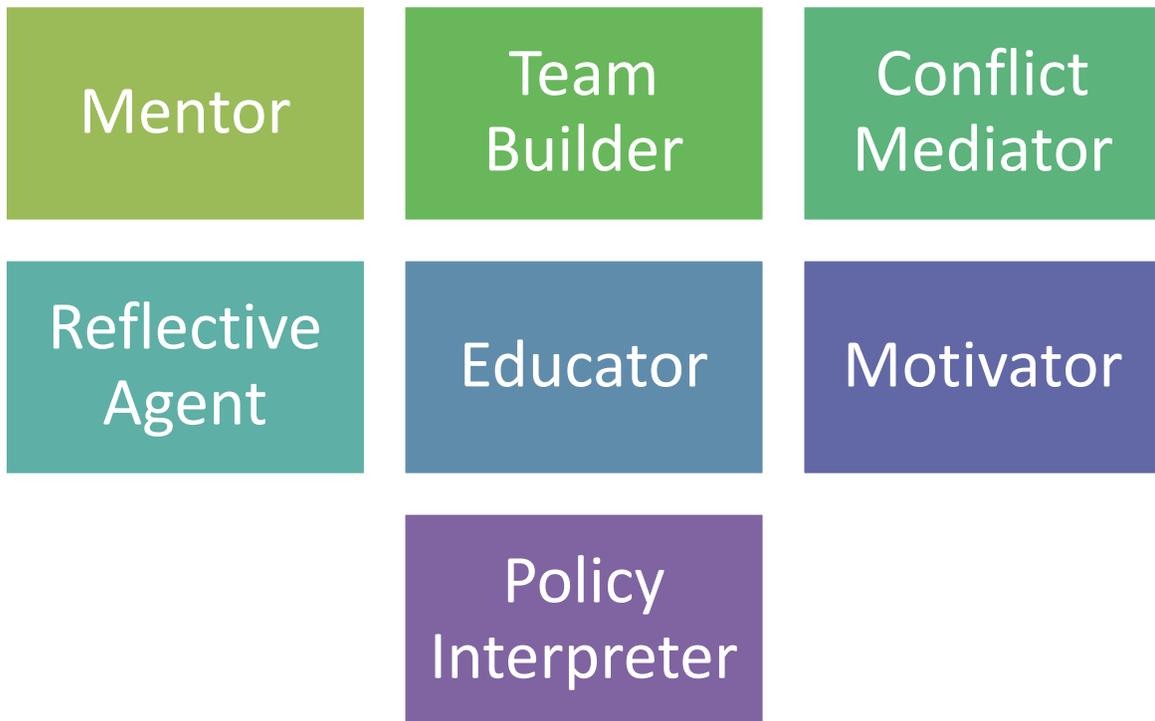
#### Don't

- Say "I told you so"
- Manipulate or force your personal opinions/beliefs on the group or individual members.
- Miss any events that you previously committed to attend.
- Be afraid to let the organization try new ideas.
- Assume that the organization handles everything and that they don't "need" you.
- Do everything
- Micromanage the organization
- Veto organization decisions

*Adapted from the Advisor Manual, Pennsylvania State University*

## Advisor Roles

The following graphic below displays different roles you will assume as an advisor.



**Mentor**

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

**Team Builder**

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Positive relationships help the organization succeed and to work through conflicts and difficult times.

As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

**Conflict Mediator**

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission, and ask how their conduct is helping the group achieve its mission.

**Reflective Agent**

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions.

**Educator**

As an advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas.

**Motivator**

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

**Policy Interpreter**

Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans.

*Adapted from Student Organization Advisor Guide, University of Nebraska—Lincoln.*

*To the student organization, you represent the institution. In some cases, to the institution, you represent the student organization.*

## Setting Advisor Expectations

All student organizations are not the same, so each one will have a different set of expectations. Each year after the transition to new officers, the officers and members will have their own individual sets of expectations. It is important for the advisor to talk to the organization in order to develop a set of expectations for both sides.

See some important questions advisors should ask organizations below:

1. How much involvement is expected or needed from me?
2. How often does the organization meet?
  - a. Will I need to be present at all meetings?
3. How many major activities does the organization plan per semester?
4. How experienced are the student leaders?
5. How do your skills meet the needs of the organization?
6. What are some areas where the organization specifically needs guidance? Ask for examples of past problems.
7. What are some ways the advisor could be more helpful to the organization?
8. Do they expect the advisor to be a silent observer or an active participant?
9. Is the advisor expected to give feedback?
10. Are there areas of the organization that are 'hands off' to the advisor? If so, which ones?
11. Does the national organization (if applicable) require an affiliated advisor? If so, what is his or her role?

Likewise it is important that the advisor set their own expectations of the officers and organization.

*Adapted from the Advisor Handbook, University of South Florida*

## Advisor Expectations Worksheet

The following table outlines expectations to go over with your organization president and/or officers as a whole. Rate the expectations on a scale of 1 through 5 (1 being a strong disagreement and 5 being a strong agreement).

Check one—I am an: Advisor  Organization Officer

Expectations	Strongly Disagree	Disagree	Neither	Agree	Strongly Agree
1. Both Advisors and organization presidents should have a structured, scheduled time to meet one on one	1	2	3	4	5
2. Advisors should attend all of the student organization meetings.	1	2	3	4	5
3. Advisors should be a part of the programmatic decision making processes	1	2	3	4	5
4. Advisors and organization presidents should undergo periodic performance evaluations	1	2	3	4	5
5. Advisors should be prepared to attend events outside of typical working hours (8am-5pm)	1	2	3	4	5
6. Organization members should be able to voice concerns or opinions to the advisor	1	2	3	4	5
7. Organization members should be allowed to talk to whomever they like regarding a conflict with their advisor	1	2	3	4	5
8. Organization members should seek approval prior to making financial or contractual decisions	1	2	3	4	5
9. Organization members can make decisions concerning a large project without advisor approval	1	2	3	4	5
10. Organization members should keep the advisor informed of all projects, programs, meetings, upcoming events, etc.	1	2	3	4	5
11. Advisors should give feedback on each project, program, meeting, previous events, etc.	1	2	3	4	5
12. Advisors should give advice on personal matters	1	2	3	4	5
13. Advisors should help the students develop realistic goals, strategic planning, and training for the academic year.	1	2	3	4	5
14. Advisors should offer ideas for future programs and events	1	2	3	4	5
15. Advisors should socialize (professionally) with the student organization	1	2	3	4	5
16. Advisors should be present at officer transition meetings and organization retreats	1	2	3	4	5
17. Other: _____	1	2	3	4	5
18. Other: _____	1	2	3	4	5

## Advisor Approvals

- Any time the student organization you advise updates any information or submits an Event Application, Checking Account Verification Request Form or Eagle Mail Request your approval will be required. The most common approvals are:
- Event Application approval:
  - Any event (e.g. tabling, meetings, formal, etc.) that your organization would like to host on-campus will need to be submitted online using the Event Application in OrgSync. Once the event application has been submitted, you will receive an email from OrgSync requesting your approval. Again, please review all of the information submitted thoroughly as the event application can be very detailed. All event applications/room reservations will be filled out and completed through OrgSync.

## Motivating Your Student Organization

The following list includes ways advisors can help motivate the officers and members of student organizations.

### Enhance Potential

Recognize the talents in each of your students, and help them reach their potential by expressing this attitude.

### Give Praise

People need positive reinforcement and appreciation, so give praise when it is due.

### Communicate

Make sure members keep you informed of organization activities, and you (as the advisor) keep members informed about activities.

### Give Security

Students will look to you for advice without judgment, respect, and acceptance. As an advisor, be sure you develop a safe environment for students to come and talk to you.

### Develop Purpose

Explain why your student organization members are needed, and share ways that their participation can help the organization grow.

### **Encourage Participation in Organization Goal Development**

Include all members in the planning process, and encourage them to consider each other's suggestions in planning.

### **Develop a Sense of Belonging**

When students feel like they belong, they will invest more time in the organization. Make sure all students feel included and a part of the overall group.

*Adapted from Student Organization Advisor Guide, University of Nebraska- Lincoln.*

## **Student Organization Conduct/Responsibility**

Registered student organizations ("RSO") are expected to conduct themselves in a manner consistent with the University's function as an educational institution. Student organizations must observe all international, federal, state and local laws and university policies, including the Code of Student Conduct, both on and off campus. A student organization will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Student organizations found in violation of the Code will be subject to conduct procedures and sanctions in the same manner as individual students, except that student organizations cannot be permanently removed from the University.

Any notice of complaint regarding alleged misconduct involving a student organization will be delivered to the student organization's local address that is on file with the University. A Notice of Complaint will be sent to the attention of the president or other leader of the student organization with a copy to the faculty/staff advisor and/or other advisors as appropriate. Student organizations are responsible for responding to all notices of complaint and failure to respond may result in resolution of the matter in the absence of any representative of the student organization.

A complaint filed against a student organization does not preclude the possibility of complaints being filed individually against any or all individual students involved in alleged misconduct.

## **Responding to Student Organization Challenges**

Below are some challenges of student organizations and suggestions for addressing and fixing the issues.

### **Leadership Challenges**

#### **The leader does not consult with the organization before making significant decisions**

Have a meeting with leaders to discuss the importance of letting members be a part of the decision-making process. This helps build consensus in the group and develops ownership.

**The leader appears incompetent because they do not have self-confidence, is non-assertive, and/or lacks an interest in the organization**

Try to work closely with the leader to help build his/her skills and confidence. If the leader lacks interest, then ask why they are in the position and help them understand how it is affecting the organization.

**A rivalry exists between leaders in the organization**

Have the leaders reflect on their roles and effectiveness in the organization. Highlight the issues that have come up, and how to resolve what is currently going on. Allow the student leaders to take ownership of their actions and encourage them to work together in the best interest of the organization.

**The leader has work overload and too many time-conflicts**

Talk to the student and see how you can help, but do not take on his/her responsibilities. Instead teach them the importance of delegation and sharing responsibilities, time management, or focusing on more important things—even if that means losing the student leader.

**Membership Challenges****Low attendance at meetings and events**

There are many reasons why attendance can be low, but there are three basic reasons why this happens: low recruitment efforts, disorganized meetings, or members not feeling included. Help student members identify what is happening or not happening in the organization, and then determine how to fix the problem.

**Members have low satisfaction and morale, are bored, do not communicate well, feel left out, are apathetic, or appear to be incompetent**

Meet with the student leaders to discuss how they can improve satisfaction and morale. Suggest leaders holding more social functions instead of meetings to reenergize members, recognizing member efforts in the organization, or hosting a team-building activity or retreat for all members.

**An individual member's goals differ from those of the organization**

Hold a meeting to review the organization mission and to set goals. This way the members feel a part of the planning process.

**Lack of trust among members**

Find the root of the problem, and try to work with the members and student leaders in order to find a solution.

**Programs that fail**

Reflect with the organization on why the failure happened and ways they can improve the next time.

**Lack of help from members**

Follow up with members who did not help with programming in order to see what went wrong. Attend a meeting and discuss the importance of teamwork, and why the organization needs members to help with programming.

**Lack of ideas**

When members are not interested or feel like they do not have a voice in their organizations, then they are less inclined to contribute their ideas. Meet with the members and see what the student leaders or you can do to help them feel valued.

**Organization Challenges****Organization suffers from financial problems**

If the organization has low funds, then discuss ways to fundraise with members. If the organization is embezzling funds, then refer to the UNT Student Code of Conduct.

**There is no continuity from one year to the next**

Work with student leaders to recruit and train new members and leaders who will be able to run the organization the next year. Encourage officers to create binders or folders containing manuals or important information new officers need to know.

**No organization goals**

Encourage the members and officers to have a goal setting meeting at the beginning of each semester, and to hold evaluation meetings at the end of each semester to reflect on those goals.

**Intra-Organization Challenges****Disagreements between the organization and other student organizations**

Encourage leaders of both organizations to meet and discuss their issues with both advisors acting as mediators. If the problem is not resolved, contact Student Activities.

**Advisor Challenges****Organization members avoid the advisor**

Slowly connect with members one-by-one in order to integrate yourself in the organization.

**Members do not pay attention to advisor's advice**

Members will not always listen to you, and it is your job to allow them to make their own decisions and to learn from their mistakes. If they disregard your advice regularly, reflect on your delivery. Make sure you are communicating in a way that lets the students know you have their best interest in mind.

**Advisor is overwhelmed by their responsibility**

Work with students to balance the tasks and responsibilities of the organization. They have to run the organization, not you.

**The advisor assumes a leadership function**

Your responsibility is to advise the organization, not to assume leadership. Let the students make their own choices.

*Adapted from Student Organization Advisor Handbook, University of Wisconsin-Milwaukee*

**Maintaining Professionalism**

Advisors are responsible for setting boundaries between themselves and their student organizations. Let students know when their behavior is unacceptable, otherwise they will think certain behaviors are acceptable. Keep your interactions with the students limited to work and school-related activities. It is okay to be friendly and caring; however, remember you need to maintain appropriate relationships.

*Adapted from Morrell, E. (2006). Advising student organizations: Strategies for establishing and maintaining successful advisor/student relationships. Campus Activity Programming, Nov/Dec 2006. Retrieved from <http://www.k-state.edu/osas/advisor/Nov%2006%20Advising%20Student%20Orgs.pdf>*

**Risk Management Policy**

According to state law, organizations should adopt a risk management policy or plan. This should include standards to guide the organization in reducing risks at community service activities, socials, when traveling, and any other activity that your specific organization is likely to encounter.

- Sample event: Hosting a skit night open to anyone
- Identify risks that occur for each activity
  - Ex: Injury on stage or even in audience
- Identify ways to reduce risks/prevent potentially harmful things from happening
  - Ex: Check equipment prior to use, make sure cords are taped down
- Create a plan for what to do if something harmful does happen
  - Ex: Information on nearest hospital, training event staff on exit locations, first aid kit

In a court of law, if you can show that you made an effort to reduce risks and followed protocol listed within your plan, your personal and organizational liability will be decreased.

For more information on risk management, please visit the following webpages:

[studentactivities.unt.edu/risk](http://studentactivities.unt.edu/risk),  
[riskmanagement.unt.edu](http://riskmanagement.unt.edu), and  
[policy.unt.edu/policy/07-019](http://policy.unt.edu/policy/07-019)

## Risk Management

All student organizations must attend the risk management program put on during Student Organization Orientation; however, student organizations associated with the Office of Greek Life and Recreational Sports (Sport Club Committee) are required to send at least the president (or equivalent leader) or the risk manager (or equivalent leader). Any other member of a student organization who is not otherwise required to attend may also attend. If the position of president or risk manager is vacant at the time the risk management program is offered, the student organization must designate another student in a leadership position and must contact Student Activities to identify the role of the student leader in the student organization.

A registered student organization's advisor must participate in the risk management program in their first year of advising a registered student organization, if required by this policy. An organization advisor is only required to attend the program one time, but organization advisors are encouraged to attend annually with the required representatives of their student organization.

Effective June 14, 2013, the 83rd Texas Legislature enacted HB 2639/SB 1138/SB1525, adding section 51.9361 to the Texas Education Code regarding risk management training of members and advisors of student organizations at postsecondary educational institutions. A copy of the law can be found on <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9361>

The law requires specified student organization officers and advisors be trained in eight different areas of risk management. These areas include:

1. Possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use
2. Hazing
3. Sexual assault and other forms of sexual misconduct and harassment
4. Fire and other safety issues, including the possession and use of a firearms or other weapons or explosive devices
5. Travel to a destination outside the area in which the institution is located
6. Behavior at parties and other events held by a student organization
7. Adoption of a student organization risk management policy
8. Issues regarding persons with disabilities, including a review of applicable requirements of federal and state law, and any related policies of the institution, for providing reasonable accommodations and modifications to address the needs of students with disabilities, including access to the activities of the student organization.

Failure of a student representative to attend this program by the deadline set by Student Activities may result in denial, suspension, or revocation of registration.

## Alcohol and Illegal Drugs

The legal drinking age in Texas is 21. Because a large percentage of UNT students are not of legal drinking age, the university has established specific policies for drinking on campus:

- Individuals under the age of 21 may not use or possess alcoholic beverages in or on any property under the control or jurisdiction of the university.
- Alcoholic beverages may not be served, consumed, or possessed by persons of legal drinking age in or on any property under the control or jurisdiction of the university except at specific locations, time, and under conditions designated by the university.
- Employees may not use or possess alcoholic beverages while on active duty and are prohibited from working while intoxicated.
- In regards to alcohol, *UNT Code of Student Conduct (07.012)* states that a violation of the alcohol policy or laws can be grounds for disciplinary action.

### Drugs and Inhalants

- Students and employees may not use, possess, sell, manufacture, or distribute illegal drugs, inhalants, or controlled substances (narcotics or dangerous drugs), be in possession of drug paraphernalia, or misuse any legal drug or other substance in or on university owned or controlled property or as a part of any university sponsored activity.

### Penalties

- Penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol are: probation, payment for damage to or misappropriation of property, loss of rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

## Sexual Misconduct

It is the policy (Policy 16.005) of the University of North Texas that acts of sexual harassment, as defined herein, toward guests of and visitors to the campus or any member of the University community including faculty, staff, students and candidates for positions at the University (regardless of the individual's gender) will not be tolerated. All members of the administration, faculty, staff and students will be subject to disciplinary action for violation of this policy. Members of the public doing business with the University who violate this policy may be subject to sanctions.

## Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (regardless of gender), even if carried out under the guise of humor, constitute a violation of this policy when:

- a. Submission to or tolerance of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or

- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions (including admissions and hiring) affecting that individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, or educational environment.

Sexual harassment takes many forms; examples of conduct which might be considered sexual harassment under this policy include but are not limited to:

- sexual exploitation of a relationship between individuals of unequal power and authority,
- sexual exploitation of a relationship between peers and students that could affect the workplace or educational environment,
- repeated and unwanted requests for dates, sexual flirtations, or propositions of a sexual nature,
- subtle pressure for a sexual relationship,
- sexist remarks about a person's clothing, body or sexual activities,
- unnecessary touching, patting, hugging, or brushing against a person's body,
- direct or implied threats that submission to sexual advances will affect or be a condition of employment, work status, grades, or letter of recommendation,
- physical assault,
- conduct of a sexual nature that causes humiliation or discomfort, such as use of inappropriate terms of address,
- sexually explicit or sexist comments, questions or jokes, and
- conduct of a sexual nature that creates a hostile work or educational environment

Conduct constituting sexual harassment, as defined herein, toward another person of the same or opposite sex is prohibited by this policy.

### **Hazing**

The following is an abbreviated summary, in question and answer form, of the contents of the Texas Education Code, section 51.936 & 37.151-157 regarding hazing, and the applicability and implications for students, faculty and staff at the University of North Texas.

TO REPORT HAZING WITH UNT GROUPS, PLEASE CALL (940) 369-STOP(7867).

This is only a summary.

The definitions of hazing:

“Hazing” means any intentional knowing, or reckless act, occurring on or off the campus of the University of North Texas, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization regardless of whether the student victim may have consented to or acquiesced in the activity.

The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
4. Any activity that intentionally intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision;
5. Any activity that induces, causes, or requires the student to perform a duty or task which involves of the Code of Student Conduct; other university policies; or local, state or federal laws.

A person commits an offense if the person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Intentionally, knowingly, or recklessly permits hazing to occur; or
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student of the University of North Texas, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the Dean of Students or other appropriate university official.

### **Nondiscrimination/Equal Opportunity, Affirmative Action, & Non-Retaliation**

UNT (Policy 16.004) does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status in its application and admission process, educational programs and activities, university facilities, or employment policies. The University takes active measures to prevent such conduct and immediately investigates and takes remedial action when appropriate. The University also prohibits and takes actions to prevent retaliation against individuals who report or file a charge of discrimination, harassment, or sexual violence; participate in an investigation, or oppose any form of discrimination, harassment, or sexual violence.

### **Disability Accommodation**

State and Federal law (Americans with Disabilities Act of 2008 as amended and Section 504 of the Rehabilitation Act of 1973) mandate equal access for persons with disabilities. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities, both public and private, that receive federal financial assistance. By policy (16.004), UNT does not unlawfully discriminate on the basis of disability in its educational programs and activities. The university must ensure that the university community, including student organizations, avoids discrimination and provides equal access in its activities. It is therefore the organization's duty to make sure an accommodation is provided if it is needed.

Should your organization recognize the need to accommodate students or receive a request for accommodation (i.e. access to program location, sign language interpreter, etc.) encourage students to contact Student Activities or the Office of Disability Accommodation

## Travel

It is the policy (Policy 07.001) of the University to promote safety and to encourage students to engage in safe conduct when traveling to and from university activities or events. Accordingly, in addition to encouraging students to use good judgment, the university has adopted this policy and authorized the university Office of Risk Management to approve rules designed to encourage safe behavior on the part of students presently enrolled at the university.

This policy applies to all students enrolled in the university who travel to an activity or event that is organized and sponsored by the university when:

1. the activity or event is located more than 25 miles from the campus from which travel originates; and
2. the travel is:
  - (a) required by a student organization properly registered at the university; or
  - (b) funded by and requires use of a vehicle owned or leased by the university.

For purposes of this policy, an activity or event is organized and sponsored by the university when it has been planned, funded and properly approved by the appropriate university official.

This policy generally does not apply to travel to and from field trips, internships and service-learning activities. However, students are encouraged to follow the guidelines set out in this policy and the safe travel rules established by the university Office of Risk Management whenever travel is university-related.

Students traveling to and from university organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow common and mode-specific safety precautions. In addition to following federal and state laws that encourage safe travel, using sound judgment, and following this policy, students traveling to and from events covered under this policy must follow the safe travel rules approved by the university Office of Risk Management. At a minimum, these rules must include provisions concerning:

- Use of seat belts and other safety devices
- Passenger capacity
- Required qualifications and training
- Fatigue and time of travel
- Privately owned vehicles
- Air and other modes of commercial transportation
- International travel
- Alcohol, illegal drugs, and weapons prohibited
- Travel authorization

Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy and the safe travel rules approved by the Office of Risk Management. Departments that permit students to drive any vehicle owned or leased by the university

are responsible for ensuring the student meets the driving requirements established by the Office of Risk Management. Departments must report violations of this policy and safe travel rules to the Office of Risk Management.

University employees who authorize students to drive vehicles rented for any university-related business or activities are responsible for ensuring the student meets driving requirements established by state law and the Office of Risk Management. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of university policy.

Individual students and student organizations who violate this policy and the safe travel rules approved by the Office of Risk Management are subject to disciplinary action, in accordance with the applicable provisions of the Student Code of Conduct which may include disciplinary action and loss of funding.

## Finances

A very important area where you can lend your expertise to student organizations is in the realm of financial situations. Without being overbearing, try to remain involved and up-to-date on the financial status of your group. Student treasurers come and go, but if you know the operations of the organization, you can help in transition and continuity of procedures.

### **Requesting a Tax ID Number/EIN**

The information provided in this section cannot be considered official tax advice. Registered student organizations would need to contact the IRS or a tax attorney/accountant to receive tax advice, and if applicable to see if they are considered as tax-exempt through their state/national organization.

A tax ID (aka EIN), is a unique identifier for an organization, similar to a Social Security Number for a person.

While organizations (especially ones with bank accounts) have a Tax ID, the number does not imply tax-exemption. However, the number would be required if the organization wants to apply for a tax-exempt status.

To secure a Tax ID#, Student Organizations may request a SS-4 form from IRS by calling toll free 1-800-829-4933 or visiting <http://www.irs.gov>. The SS-4 form may be submitted online. Fill out the form completely. Contact the IRS directly if you have any questions or need additional information. You may open a bank account with the tax ID number immediately and operate as a student organization using this number. This tax ID number identifies your organization and will never change.

If you have any questions regarding Tax ID numbers and tax-exempt status information please refer to the following IRS webpage: <http://www.irs.gov/Charities-&-Non-Profits>

### **Opening an On-Campus Bank Account**

According to the UNT Student Organization Policy, registered student organizations are able to open a bank account on campus. Many student organizations choose to use Wells Fargo bank because of its location on campus, and because of their familiarity with the university student organization checking account process.

To open an account the organization will need a tax ID number (which they can apply for using the following link <http://www.irs.gov>.) using form SS-4.

After the organization has obtained a tax ID number, an officer must submit a Checking Account Verification Request Form on OrgSync. After the form has been completed and approved by the President and Advisor of the organization, a letter will be given to the officer to take to Wells Fargo that will allow the organization to open a bank account.

### **Fundraising**

Registered student organizations shall be permitted to hold functions on-campus and to charge admission for such functions provided:

- The desired facilities are available and the organizations requesting such facilities complete the proper forms and do so within the designated time prior to the date of proposed use (usually at least 15 days in advance),
- Such groups pay the designated costs for the facilities used (if applicable),
- The contractual arrangements made by such groups clearly show that the University is not sponsoring the event (UNT Student Activities, 2011).

If you would like more information on the university solicitation policy, please refer to the following link: [policy.unt.edu/policy/04-013](http://policy.unt.edu/policy/04-013)

Below are fundraising activities that are now allowed at the University of North Texas. Implementation of the following activities is subject to be addressed by the Dean of Students Office. However, there are some exceptions, so if your organization is considering these activities, consult with Union Scheduling Services and Student Activities first.

-Raffles: "Raffle means the awarding 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 (Charitable Raffle Enabling Act, 1990).

-Bake sales: Due to conflict with Verde Catering and the health code, you cannot sponsor any type of bake sales on campus.

-Selling food: The sale of food is not permitted at the university.

After the organization determines the details of a fundraiser they would like to hold on-campus, encourage them to communicate their ideas to Student Activities to ensure the details do not violate university policy or local, state, or federal laws, and to discuss risk management.

If you have additional questions or concerns about fundraising, please contact Student Activities at 940.565.3807 or come to Union 345.

## Student Event Planning Guide: A step-by-step how to

Event planning can be as simple or as difficult as you make it. The secret is to have a flexible plan from conception to the birth of the idea that is followed and applied. The key terms to remember are the five W's: Who, What, When, Where, and What Else. These should be used during each step of the planning process.

### Determine the Event and Purpose

- Think about your audience, and who the event is really going to target.
  - Is it the general student body, a select set of students in a particular major or extracurricular interest, alumni (during Homecoming)?
  - How many people do you expect to attend? (Be realistic)
- What would you want to see out of the program?
  - Determine some expectations or a vision of what you want, and what your audience wants.
  - Develop a theme once you come up with a vision.

### Event Details

- Set a budget for your event.
  - Estimate the amount of money your event would cost by considering different components you need.
  - Create a template or sample budget
- Determine a date and time for your event.
  - Think of the amount of students you would like to attend, and the best times to draw them to your event.
- Think of possible event locations.
  - For Auditorium, outdoor space including Library Mall/Onstead Promenade, and Union: Event Planning and Scheduling Services (Union 418)
  - For classroom space (including ESSC): Student Activities (Union 345)
  - For Housing space (including Crumley Park, and Clark Park): Housing (UNT Welcome Center)
  - For Rec Center, fields, PEB, and Bahnsen Gym space: Rec Sports (Rec Center 103)
  - For Apogee Stadium space: Athletics
  - For Greek Life Center, Fraternity Row, or Sorority Row/Courtyard: Greek Life (Greek Life Center)
  - For Coliseum and Gateway Center: Coliseum 111
  - For the Environmental Building (EESAT) Atrium: ENV 164
- Determine if you will serve food at the event.
  - If you want a catered event, contact Verde Catering.
  - If you are serving food (i.e., from a grocery store or from a vendor/restaurant) at your organization meeting or event, you will need to note that while filling out the event application. This will notify Vickie Coffey in Risk Management who will confirm or deny the request. You can email [Vickie.Coffey@unt.edu](mailto:Vickie.Coffey@unt.edu) for any questions.
- Fill out Event Application on OrgSync
  - Go to your organization's OrgSync portal and go to the Events tool
  - Press the blue button that says "+Create Event"

- You will then fill out information about the event including but not limited to:
  - Date and time
  - Requested Location
  - The activity going on at the event
  - Anticipated attendance
- Once the form is completed it will send out notification emails to specific offices depending on how the questions were answered.
  - Ex: If there will be food at the event, Vickie Coffey will be notified for approval.

### Advertise

- Think of some places where your target audience will see marketing for your event. Below are some ideas for advertising around campus.
  - Yard signs
  - Posters and Flyers
  - Eagle Mail announcement—fill out the Eagle Mail Request form on OrgSync
  - Social Media (Twitter, Facebook, Instagram, etc.)
  - Residence Halls (per approval)

### Event Safety

- Attend an Event Safety Committee (ESC) meeting
- The purpose of the Event Safety Committee is to make sure all student organization events consider all options if a program may be considered risky. Therefore, your organization may be requested to attend a meeting to identify possible risks and discuss ways to avoid them.
- Visit the "Event Application" tab at [studentactivities.unt.edu/orgs](https://studentactivities.unt.edu/orgs) for more information and to review Event Safety guidelines.

## University Resources

Department	Location	Website	Phone Number
Athletics	1301 Bonnie Brae St.	<a href="https://www.meangreensports.com">https://www.meangreensports.com</a>	940-565-2662
Eagle Student Services	Eagle Student Services CTR	<a href="https://essc.unt.edu">https://essc.unt.edu</a>	940-565-2000

Center for Leadership and Service	Union 345	<a href="https://leadandserve.unt.edu">https://leadandserve.unt.edu</a>	940-565-3021
Career Center	Chestnut Hall 103	<a href="https://careercenter.unt.edu">https://careercenter.unt.edu</a>	940-565-2105
Counseling & Testing Services	Chestnut Hall 311	<a href="https://studentaffairs.unt.edu/counseling-testing-services">https://studentaffairs.unt.edu/counseling-testing-services</a>	940-565-2741
Dean of Students	Union 409	<a href="https://deanofstudents.unt.edu">https://deanofstudents.unt.edu</a>	940-565-2648
Design Works	Union 223	<a href="https://union.unt.edu/retail/design_works">https://union.unt.edu/retail/design_works</a>	940-565-3829
Dining Food to Go	Union	<a href="https://untfoodtogo.catertrax.com/index.asp">https://untfoodtogo.catertrax.com/index.asp</a>	940-369-6057
Event Planning	Union 418	<a href="https://studentaffairs.unt.edu/plan-an-event/student-organization">https://studentaffairs.unt.edu/plan-an-event/student-organization</a>	940-565-3804
Event Safety Committee	Union 341A (Mondays: 1:30-3PM)	<a href="https://studentaffairs.unt.edu/event-safety-committee">https://studentaffairs.unt.edu/event-safety-committee</a>	940-565-4587
Food Safety	700 North Texas Blvd	<a href="https://riskmanagement.unt.edu/public-health/Food-Safety">https://riskmanagement.unt.edu/public-health/Food-Safety</a>	940-565-2109
Greek Life	621 S. Welch Steet	<a href="https://greeklife.unt.edu">https://greeklife.unt.edu</a>	940-369-8463
Housing & Residence Life	UNT Welcome Center	<a href="https://housing.unt.edu">https://housing.unt.edu</a>	940-565-2610
Learning Center	Sage Hall 315	<a href="https://learningcenter.unt.edu">https://learningcenter.unt.edu</a>	940-369-7006
Multicultural Center	Union 335	<a href="https://edo.unt.edu/multicultural-center">https://edo.unt.edu/multicultural-center</a>	940-565-3424
Office of Disability Access	Sage Hall 170	<a href="https://disability.unt.edu">https://disability.unt.edu</a>	940-565-4323
Off-Campus Student Services	Union 345	<a href="https://offcampus.unt.edu">https://offcampus.unt.edu</a>	940-565-3807

Parking and Transportation Services	Highland Street Garage	<a href="https://transportation.unt.edu/">https://transportation.unt.edu/</a>	940-565-3020
Rec Sports	Pohl Rec Center	<a href="http://recsports.unt.edu">http://recsports.unt.edu</a>	940-565-2275
Substance Use Resource and Education Center	Union 376	<a href="https://studentaffairs.unt.edu/sure-center">https://studentaffairs.unt.edu/sure-center</a>	940-565-3177
Student Activities	Union 345	<a href="https://studentactivities.unt.edu">https://studentactivities.unt.edu</a>	940-565-3807
Student Government Association	Union 344	<a href="https://sga.unt.edu">https://sga.unt.edu</a>	940-565-3850
Union	University Union	<a href="https://union.unt.edu">https://union.unt.edu</a>	940-565-3805
University Police	Sullivant Public Safety Center	<a href="https://police.unt.edu/">https://police.unt.edu/</a>	940-565-3000
University Program Council	Union 345	<a href="https://union.unt.edu/upc">https://union.unt.edu/upc</a>	940-565-3825