



**Welcome to Student Life at Houston Community College**

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**Welcome to Student Life at Houston Community College!**

The engagement opportunities with Student Life help compliment the academic experience that extend learning pass the classroom. Our mission is to enhance the student experience through co- curricular programs, humanitarianism and civic engagement, and campus government; develop leadership skills; and positive interpersonal relationships, while being exposed to diverse ideas through participation with student clubs and organizations.

We offer programs, events and services that contribute to a student’s holistic education. It is not enough for a student to excel academically and we encourage student participation and

engagement outside of the classroom so that students are offered opportunities for personal and professional growth and development.

Our programming promotes cultural awareness, diversity, and leadership development. We aim to produce well-rounded leaders, industry professionals, and key contributors to society.

Learning does not stop once a student has left the classroom. Student involvement includes the opportunity to participate in co-curricular activities, community service and campus government; develop leadership skills; and positive interpersonal relationship skills, while being exposed to diverse culture and ideas. Student Life supports the institutional mission by promoting retention and success while in college.

We want students to take an active role in their personal development while also enjoying their experience at the college and we are here to help students do just that.

#### Houston Community College Student Life Coordinators

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Main Office:

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**Central College:**

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Main Office:

San Jacinto Building 1300 Holman Street

Houston, TX 77004

**Online College:**

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Main Office:

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# PURPOSE OF THE HANDBOOK

The handbook serves as the primary resource for Organization Officers and Advisors. The handbook is a compilation of important procedures, policies, forms, and helpful information.

The answers to the majority of your questions can be found in the handbook.

The handbook is not meant to be a complete listing of all rules, regulations, and policies of Houston Community College, but rather a resource for the basic functioning deemed relevant to student organizations. The Office of Student Life has included only those policies that were deemed relevant to student groups.

The Office of Student Life looks forward to working with you, and we hope the handbook will be a useful tool in making this year a success.

As leaders in the HCC community, your efforts are important not only for your organization, but also for the college as a whole. There is no limit to what you can accomplish, and we hope that you will find the handbook a useful tool in making this a successful year.

# ORGANIZATION GUIDELINES & EXPECTATIONS

As part of being recognized by the college, you assume leadership responsibilities. These responsibilities pertain to both your group collectively as well as individually as a member.

* If you are an existing student club/organization you must complete the annual recognition form via Microsoft Forms <https://forms.office.com/r/t0c7vcUwUb> that will be due ***September 30th*** of every year to the Student Life Office.
* If you are wishing to form a new student club/organization you must apply for recognition through The Student Life Department. **New Organizations can be formed at any time.**
* Uphold good academic standing each semester by maintaining a 2.0 cumulative GPA for organization officers (SGA/USC must maintain a cumulative of 2.75).
* Maintain good standing with HCC and preserve the atmosphere of HCC as an exceptional institution of higher education.
* Actively serve the college by providing involvement opportunities to new and returning students, as well as participating in required campus events.
* Honor the name and all other associations of HCC with the utmost dignity and respect which means conducting your organization business and behavior in a manner that speaks highly of and uplifts the HCC experience.
* Adhere to all municipal, state, and federal laws, the HCC student Code of Conduct, and all university rules and procedures.
* Keep the Student Life Department informed of changes to governing documents and organizational leadership and advisor(s) in a timely fashion
* Consult with the appropriate university departments, offices, or representatives when planning large, unusual, or potentially complex events.
* Ensure continuity in leadership from year to year by training newly selected leaders and maintaining good records and transition materials.
* Be open in membership unless otherwise permitted under applicable state or federal law.

# STUDENT ORG CLASSIFCATIONS

**College Student Organization**

***Definition-*** A college student organization is an organization where all officers attend classes at and represent one respective college. All Officers of a college student organization must be taking at least one or more classes at their respective college.

###### \* For example, if a student is an e-board member with a Northwest College Student Organization, they must be attending a class at either of the Northwest colleges: Alief- Hayes, Alief-Bissonnet, Katy, and Spring Branch.\*

***Funding-*** College Student Organizations may apply for funding through their respective College Activity Board.

**Intercollege Student Organization**

Definition- An intercollege student organization is where the e-board is comprised of students from various HCC Colleges. They do not have chapters at all six colleges. The organization will declare and register their home college where the primary advisor is housed.

###### \* For example, the organization president attends Central College, the Vice President attends Northwest College and the Treasurer attends Northeast College and the primary advisor is housed at Southwest College.

*\*****Funding****-* Intercollege Student Organizations may apply for finding through the college where they are registered (college where the primary advisor is housed).

**District Wide Student Org**

***Definition-*** A district-wide organization is an organization that has a chapter housed at all six Houston Community Colleges. Each chapter has their own e-board and advisor a who represents the organization at their respective college.

***Funding-*** Each chapter of a district-wide organization may apply for funding through their respective College Activity Board.

**Online Student Org**

***Definition-*** An organization that consists of students who take 75% of their academic program within the online college and meet virtually only. The club must have an online employee (full-time exempt staff or full-time faculty member) to serve as their organization advisor.

***Funding-*** Each online organization may apply for funding through their respective College Activity Board.

# TO JOIN OR CREATE AN ORGANIZATION

Each college has its own set of student organizations however, as an HCC student, you have access to joining any one of the organizations the college as a whole has to offer. Each Student Life Office can give you information for the student organizations at each college.

For questions or additional information on organization goals/missions, etc. feel free to directly contact each organization advisor. Best of luck in your new journey!

BENEFITS

* Reserve space for meetings, posting fliers, etc.
* Reserve college facilities for meetings, events, fundraisers, etc.
* Advisors can reserve college media equipment (computers and projectors)
* Access to Office of Student Life supplies. (Can vary by campus- paint, markers, butcher paper, tape, glue, popcorn machine, PA systems, etc.)
* Leadership and Organizational Development
* Funding Opportunities
* Student Leadership Training

MEMBERSHIP

* Membership is open to all HCC students who are in good standing with the institution.
* Membership and leadership positions may not be denied on the basis of race, religion, gender, age, sexual orientation, nationality, marital status, or physical ability.
* Academic or special interest groups may restrict membership only on the basis of a student’s GPA and/or program enrollment.
* Any organization found violating the membership policy will lose organization benefits and recognition status.

SUMMER INVOLVEMENT

Organizations at Houston Community College are encouraged to plan ahead and prepare for the following academic year following a spring semester. We also acknowledge that numerous organizations have elections in the Spring Semester for the following year so you will be able to organize your organization and be prepared for the next year.

***Organization involvement during the summer is limited.***

Your organization is able to be active, have meetings, plan events, get together and be social, but the Office of Student Life **will not** have funding available for organization meetings, events, or activities during this time. Organization funds are currently only available during the Fall and Spring semesters.

If you have any questions or need clarification, please reach out to your campus Office of Student Life.

CHARTERING A NEW STUDENT ORGANIZATION

If after you’ve explored the list of organizations that we have to offer and you’re still not satisfied, it only takes 5 students and an exempt **full-time faculty/staff advisor** to create your own student organization! The next several pages will walk you through the application packet and process.

Student organizations are for students to promote, advocate and champion issues of interest within the collective student population.

Only Houston Community College students are permitted to form student organizations. Outside entities not directly affiliated with Houston Community College CANNOT start a student organization.

These organizations must adhere to HCCS policies, procedures and the institutions education mission.

All Student Life Offices are designed to assist the needs of these student organizations.

## The Role of the Advisor

The Student Life Department requires all registered student organizations to have at least one fulltime faculty/staff member as an advisor. The Student Life Department believes that by sharing both your knowledge about HCC and personal experience, the advisor can be an integral part of the organizations success. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered.

By sharing both knowledge about HCC and personal experience, the advisor can assist the organization in its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered.

The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the organization. It is important that the advisor and the organization communicate their expectations to each other. The advisor should be very clear about the things she or he will do, and the things she or he will not do. The expectations will vary according to the needs of the organization and the advisor.

An advisor should:

* will be held responsible for any code of conduct violations that take place during meetings, events & travel;
* recognize and support participation in student organizations for its contribution to the educational and personal development of students;
* attend mandatory risk management training session;
* work with student organizations but not dictate the group’s programs or activities;
* be frank in offering suggestions, considerations or ideas, and discussing possible consequences;
* be well informed about the plans and activities of the organization;
* attend all meetings and events and consult frequently with the organization’s officers;
* know the goals and directions of the organization;
* help the organization evaluate its progress;
* be aware of the constitution and bylaws of the organization and help with interpretation, if applicable;
* provide a source of continuity within the organization and be familiar with the organization’s history;
* be familiar with university policies and procedures and help the organization comply with them;
* be aware of the general financial condition of the organization, and encourage good record keeping;
* help train and develop the leadership skills of new officers;
* be prepared to deal with major problems or emergencies within the organization; and monitor group functioning and encourage members to fully participate while maintaining a balance between academic and co-curricular activities.

The Organization’s Responsibilities to the Advisor

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization’s responsibility to inform the advisor on the activities of the organization. The Texas state legislature has mandated that student organization advisors participate in risk management training in order to serve as an advisor. Dates and locations of the training will be sent via email each semester.

An organization should:

* notify the advisor of all meetings and events;
* consult your advisor in the planning of all activities;
* consult her or him before any changes in the structure of the organization, or in the policies of the organization are made, and before major projects are undertaken;
* understand that although the advisor has no vote that she or he should have speaking privileges;
* remember that the responsibility for the success or failure of the organization project rests ultimately with the group, not the advisor;
* talk over any problems or concerns with the advisor;
* acknowledge the advisor’s time and energy are donated, and express appreciation;
* be clear and open about your expectations for your advisor’s role; and
* evaluate your advisor and give appropriate feedback at the end of each semester.

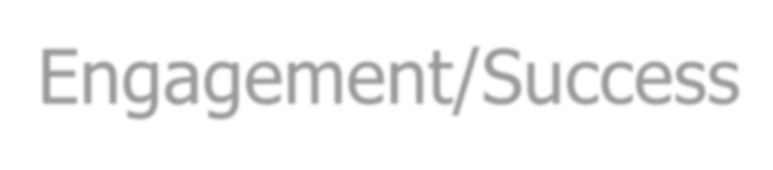
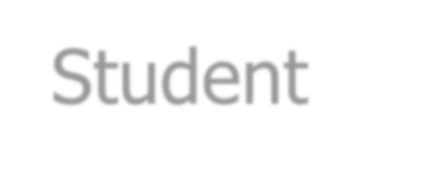
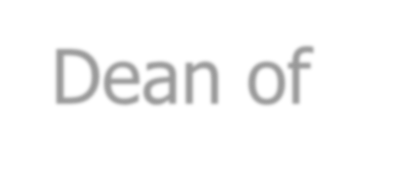
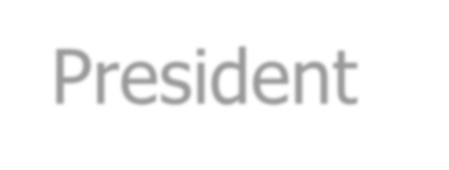
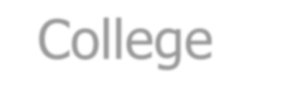
Suggestions for Effective Advising

The maturity and/or skill level of the organization and its members should dictate your style of advising. If members have beginning skill levels, you may need to be more actively involved with the organization. As the leaders’ skill level matures, you can then decrease the amount of direction you need to provide the organization. Below are some suggestions for effective advising.

* Express sincere enthusiasm and interest in the group and its activities.
* Be open to feedback from the group. Talk with them regarding your role as advisor.
* Be willing to admit mistakes.
* Provide feedback to the group and the leaders regarding their performance.
* Be familiar with this manual so that you can be a knowledgeable resource for the group.
* Participate with the organization and get to know the members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
* Following organization meetings, discuss any problems encountered during the meeting with the officers.
* Be careful of becoming too involved with the organization. Remember that you are not a member. Your role is to advise, assist, and facilitate.

## Chain of Command When Reporting Issues with A Student Organization

A key characteristic that students gain while participating with student organizations is conflict management. These traits are gained and are transferable into the world of work. If any issues arise the Student Life Department would like all students to follow the chain of command when trying to resolve any issues that may arise. Please see the workflow below.



College

President

Dean of Student

Engagement/Success

Student Life

Coordinator

Organization Advisor

**START HERE FIRST**

# STUDENT LEADERSHIP TRAINING

All organization officers and advisors are required to attend their perspective colleges Student Leadership Training and/or College Activity Board training. It is important that to stay in compliance with HCC as well as the Student Life Office, that you follow up with your campus Student Life Coordinator to obtain the date/time and location of the training meeting(s). If your organization does not have members present, you run the risk of not being recognized and not having access to funding as well as other organization benefits and services.

# PLANNING EFFECTIVE MEETINGS

Meetings have several functions. They give members a chance to discuss and evaluate goals and objectives, keep updates on current events, provide a chance to communicate, and keep the organization cohesive. But most of all, meetings allow organizations to pull resources together for decision-making. Meetings have the potential to meaningful and effective, or a complete waste of everyone’s time. A thoughtfully crafted plan can help you make your next meeting successful, productive, and fun.

Before The Meeting

1. Define the purpose of the meeting.
2. Develop an agenda with the officers and advisor.
3. Distribute the agenda and circulate background material, lengthy documents or articles prior to the meeting so members will be prepared and feel involved and up-to- date.
4. Choose an appropriate meeting time.
5. If possible, arrange the room so that members face each other, i.e., a circle or semi- circle. For large groups, try U-shaped rows.
6. Choose a location suitable to your group’s size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.
7. Use visual aides for interest.
8. Vary meeting places if possible to accommodate different members. Be sure everyone knows when and where the next meeting will be held.

During The Meeting

1. Greet members and make them feel welcome.
2. If possible, serve light refreshments; they are good icebreakers and make your members feel special and comfortable.
3. Start on time. End on time.
4. Review and follow the agenda and set priorities for the meeting.
5. Encourage group discussion to get all points of view and ideas.



1. Encourage feedback. Ideas, activities, and commitment to the organization improve when members see their impact on the decision making process.
2. Keep conversation focused on the topic.
3. Keep minutes of the meeting for future reference in case a question or problem arises.
4. As a leader, be a role model by listening, showing interest, appreciation and confidence in members.
5. Summarize agreements reached and end the meeting on a unifying or positive note. For example, have members volunteer thoughts of things they feel have been good or successful or reiterate the organization’s mission.
6. Set a date, time and place for the next meeting.

After The Meeting

1. Write and distribute minutes within 3 or 4 days. Quick action reinforces importance of meeting and reduces errors of memory.
2. Discuss any problems during the meeting with other officers; come up with ways improvements can be made.
3. Follow-Up on delegate’s decisions. See that all members understand and carry-out their responsibilities.
4. Give recognition and appreciation to excellent and timely process.
5. Put unfinished business on the agenda for the next meeting.

PLEASE BE MINDFUL THAT THIS IS A HELPFUL TOOL BUT MAY NOT BE APPLICABLE TO YOUR INDIVIDUAL STUDENT ORGANIZATION!

**SAMPLE AGENDA**

1. Call to Order
2. Roll Call and Establish Quorum

Name of Organization Date

Time Location of Meeting

1. Reading and Approval of Minutes
2. Reports
3. President
4. Vice President
5. Secretary
6. Treasurer
7. Advisor
8. Committee Reports
9. Unfinished Business (from previous minutes) a.

b.

c.

1. New Business

a.

b.

c.

1. Announcements

XIIV. Date, time, and place of next meeting

1. Meeting Adjourned

HOW TO WRITE MINUTES

The outline of the minutes should follow the same outline as the agenda. Head minutes with the same name of the organization, date, time, and location of meeting. Minutes should be written in the third person, should be brief, and should record action only, not opinions.

Additions and corrections to the minutes should be noted in the left margin. Deletions should be lined through nearly. The official minutes of each meeting should be kept in a binder or file for easy reference.

# EFFECTIVE EVENT PLANNING CHECKLIST

Below is a guideline to assist you in planning your next event. As a reminder, this may/may not apply to your individual student organization. There is also a detailed checklist included at the end of the manual.

**Come up with an idea**

* What do you hope to accomplish?
* What population will your event or activity attract?
* Does the event reflect your group’s mission? If not, what are some downfalls or benefits to this?
* What type of event is it?
  + Social
  + Emotional
  + Environmental
  + Multicultural
  + Intellectual
  + Spiritual
  + Physical
  + Occupational
  + Community Service
* Does this event have any safety concerns? Should you contact Risk Management before proceeding?

**Choose a date and reserve a room/space**

* Have you discussed the dates and time with your Advisor?
* What other events are going on this week? Is there a conflict?
* Does this date give you enough time to plan, request funding and advertise?
* Can you get a room on your desired date? For outdoor events, be sure to also reserve an indoor space in case of inclement weather! Consider your Audio/Visual needs

**Budgeting**

* Is the event cost effective?
* If costs are too high, could you collaborate with another Student organization or department?
* As you continue planning your event, make sure you secure all entertainment invoices, quotes, etc.

**Event Details**

**Having food?**

* Have you worked with the Student Life Coordinator to help with America-to- go quotes?

**Bringing an entertainer/speaker/musician to campus?**

* Do they have a contract that needs to be reviewed and signed? If so, please present it to the Student Life Coordinator in advance.

**Showing a movie?**

* Have you spoke with the Student Life Coordinator to purchase the necessary public viewing rights to be able to show the movie?

**Having a raffle or giving away prizes at the event?**

* NO GIFT CARDS MAY BE PURCHASED!

**Other details:**

* What kind of decorations will you have?
* Do you need to print signage, programs request additional security, etc?



* Confirm your final room set-up with the Campus Management 1 week prior to the event.

**Advertising your Event**

* What methods are you going to use to advertise?

 Tabling on the campus– (This requires a facilities request)

 Digital Signage – must work with the Student Life Coordinator so they can request through communications.

 Hang posters around campus –

 Word of mouth – ask your professors to make an announcement in class!

* When are you going to start advertising?
* How much money are you willing to allocate for advertising?

**Day of Event Activities**

* Make sure the event is properly staffed and everyone knows their job, where they’re supposed to be, and when.
* Arrive early to set up and meet your audience.

**After the Event**

* Clean up appropriately, return any rented/borrowed items.
* Evaluate your event and decide what needs to be improved in the future.
* Reconcile all financial records.

## Marketing Guidelines

All flyers/advertising documents MUST be approved by the Student Life Coordinator and Campus Administration Office. (See Student Life Coordinator for campus specific details/approval.)

# FILM POLICY

Student Organizations may show movies and similar products protected by copyright if they follow the law and HCC procedures.

Licensing information and a quote or invoice should be obtained through one of these three agencies

<http://www.swank.com/> <http://www.mplc.org/>

<http://www.criterionpic.com/CPL/lcl_movielicence.html>



Failure to comply with copyright laws may result in personal liability and jail time. If you are not sure whether material is protected by copyright (YouTube videos, for example) contact the Student Life office. Free broadcast or online streamed programming that is not recorded may be shown at any time. (For example live TV from a local station or CNN International stream on Roku.)

Netflix, Hulu, HBO, and other online services that have a subscription fee cannot be shown in lounges and other public places without additional licensing. It doesn't matter whether you invite three people or three hundred people to watch a movie or TV show from a subscription service or rental. The number of attendees doesn't matter. If you are in a public place such as a student lounge using HCC equipment, it is considered a public viewing that is controlled by copyright. You may, however, watch movies, TV shows, and other programs on your own devices while in the lounge.

Students, faculty, and staff may not bring in and show publicly DVDs, downloads, etc. of movies, TV shows, and other copyright material that they have bought or rented without licensing.

# FUNDING OPPORTUNITIES

Any HCC student organization, or faculty/student/staff can apply for funding from the College Activity Board. In order to be granted funding student organizations must complete a CAB request form. ***Please note that an advisor may not complete the CAB forms if there are no members currently in the student organization***. All CAB proposals will be submitted via Microsoft Forms <https://forms.office.com/r/TUL8g5pFV1>.

**Student Activity Fee Guidelines**

The Houston Community College, Student Activity Fee shall be used as an operating budget for the Student Life Department. The fee is allocated to each individual college based on enrollment percentage and in accordance with the following categories;

##### Campus Activities Board (CAB)

A. Because these funds are accumulated by the Student Activity Fee, the stipulations for funding are in accordance with the Texas Education Code.

* + 1. **Definition**- A student activity is defined as an organized, supervised, extracurricular activity, which is separate and



apart from the regularly scheduled academic functions of the institution. **Students must be involved in the conception, planning and implementation or directly benefit by participation.**

* + 1. The Student Activity Fee funds shall be used on behalf of all Houston Community College students, to enhance their educational, social, and recreational experience at Houston Community College. This fee will support activities outside of the regular academic curriculum, which in the final analysis, are to the direct benefit of the student body.

##### Categories for event funding:

* + - * 1. **Student Government Activities**: These are activities or initiatives sponsored by the student body or parts thereof. These include student government organizations and any registered student clubs of the HCC.
        2. **Conference Activities** (Conference Fund): These activities involve support for students of the College attending lectures, conferences, symposia, or similar activities. ***If you are***

***approved for funding you must receive approval from the Student Life, Dean***

***and President’s office to attend before booking any travel or conference***

***registration.***

* + - * 1. **Special Activity Funding**: Available to student organizations to provide financial assistance when holding activities and events.
        2. **Service Activities**: These are activities whose primary purpose is to provide volunteer service to the College community, outside the College community, or both.
        3. **Co-curricular Activities**: These are activities, which promote, supplement, or enhance curricular activities of the students. To be included in this category, the activity



for which funding is requested must be clearly linked to those of academic departments, programs, or schools and they must be in the direct benefit of the students.

* + - * 1. **Cultural Activities**: These are activities, which consist of programs that are designed to increase cultural awareness, and these activities must be for the benefit of and open to the entire college community.
        2. **Interscholastic Activities**: These are activities, which involve competitions, exchange of ideas, or simulations with students of other institutions of higher education.
        3. **Peer and Public Education Activities**: These are activities, which promote knowledge and information within and/or outside the College Community regarding subjects of importance or interest to the community. Funding for political, or religious based programs must be funded on a viewpoint neutral perspective.
        4. **Humanitarian Activities**: These are activities, which, through student action, promote or encourage the humane treatment of people or animals.
        5. **Hobby Activities**: These are activities which promote, enhance, or encourage the hobbies of students at the College.

##### The following activities should not be funded through revenue generated by the Student Activity Fee:

* + - * 1. Politically partisan activities in support of or in opposition to a candidate or political party are not fundable regardless of viewpoint.
        2. Religious worship ceremonies and devotional activities are not fundable regardless of viewpoint.



* + - * 1. Activities for which academic credit is received.
        2. No alcoholic beverages or tobacco products will be funded.
        3. Activities with the intent of excluding students from free participation of membership.

##### HCC specific guidelines:

* + - * 1. Funds cannot be used to purchase items which will be sold as fundraising items. (EX: cannot purchase cookies, cupcakes, etc. and resell in a fundraiser.)
        2. Funds cannot be used to host events/programs in which there is an admissions fee to enter/participate in the event/program. (EX: by paying the Student Activity Fee, students have already paid, so they cannot be recharged to enter events. All events should be free and open admission.)
        3. Appeals to grant funding decisions should be submitted to the Student Fee Advisory Committee within 5 business days of receiving your official denial email. All decisions regarding appeals made at the college-level are final.
        4. All Equipment that is purchased through CAB must be returned after the event valuing over

$50.

In order to apply for College Activity Board funding…

* Student Organization applicants must be a Student Life registered student organization.
* Student organizations must send at least **1 representative** to one Student Government General Assembly meeting per month.

CAB will not fund or approve events occurring at the end of the Spring semester through the end of August or the month of December

* Organizations cannot re-apply for additional CAB funds for the same event.
* CAB will not distribute cash.



* CAB will not pay for the following:
  + Any alcoholic beverages or tobacco products, or receipts that include alcoholic beverages
  + State sales tax (HCC is tax exempt)
  + Any personal expenses (i.e., toiletries, food, living expenses, gas, etc.)
  + Events not open to all HCC students
  + Any events used to make a profit (i.e., fundraisers)
  + Programs that support a candidate for public office, the outcome of legislation, or organizations acting as “fronts” (people participating in information exchange, presentations, internships, or forums are not considered “fronts”)
  + Classes, credit, or room and board at any institution
  + Charities and scholarships
  + Any items, programs, events or professional development not in compliance with the HCC Student Code of Conduct
  + Gift Cards
* Organization advisors may not apply for CAB funds on behalf of the organization if there are no members in the organization.

# CHECKING OUT STUDENT LIFE EQUIPMENT

To check out supplies and equipment from Student Life, a student must complete a check out request form (one week prior to check out) and submit an HCC ID. All supplies must be used for HCC Purposes. All equipment must be returned to the Student Life Office within **24 hours** after each event in the condition it was checked out in. After the equipment is returned and checked in, the student’s HCC ID will be returned. In the event that equipment is damaged, lost, or stolen, all disciplinary actions will be followed as stated in the Student Handbook in the following semester.

Any equipment purchased by the use of funding from the Student Activity fee valuing

$50 or more, must be checked out with the Student Life office. Since Summer Involvement is limited, the Student Life Office will house all items during the summer semesters.



# FUNDRAISING

Houston Community College Student Organization Sales Tax

**Definition**

A *sales tax* is a consumption *tax* imposed by the government on the *sale* of goods and services. A conventional *sales tax* is levied at the point of *sale*, collected by the seller (HCC Student Org) and passed on to the State of Texas Comptroller’s Office. However, there are exemptions for which an organization might qualify determined by the organization’s purpose, activities and its formation. The Texas Tax code provides tax exemptions for certain qualifying educational institutions such as HCC. Exemption from state taxes are based on the student organization’s affiliation with HCC, the parent entity, assuming the student organization is a recognized subordinate under the parent entity organization’s group exemption; HCC meets the exemption requirements of the State of Texas.

Responsibility

Student Organization Officers are responsible for conducting the business of the student organization. They may initiate and approve at the student level the idea of sponsoring a fund raiser and must know all the rules and regulations that impact the taxation of the fund raising processes; therefore they must be knowledgeable of tax laws as mandated by the State of Texas and or IRS.

Faculty may be selected or appointed as Student Advisor or an Advisor’s Supervisor and is responsible for reviewing and approving all fund raisers pertinent to a specific Student organization. In many cases, the Student Advisor is also responsible for reviewing and approving a fund raiser and seeking final approval form the Advisor Supervisor who also oversees the deposit of funds on behalf of the student organization. Those assigned to oversee collections of funds generated by an organization must be knowledgeable of tax laws as mandated by the State of Texas and or IRS so that compliance is maintained in adherence to Houston Community College policy.

Staff may consist of College Presidents, Deans, Staff Advisor, Advisor Supervisor, Student Life Coordinator, Student Government Officers, etc. These members may also be selected or appointed and are assigned the responsibility of reviewing and approving



all fund raiser activity and deposit of funds generated that are pertinent to a specific student organization. Those assigned to oversee collections of funds generated by a student organization must be knowledgeable of tax laws as mandated by the State of Texas and or IRS. Additionally, they must ensure compliance to Houston Community College regulations when collecting and depositing student organization funds.

Rational

This policy is written to provide reference to rules and regulations pertaining to student organization fund raising and the taxation of those funds all in accordance to State of Texas Tax Code, IRS and Houston Community College policy.

Procedures

A sale of a taxable item by a qualified student organization is exempt from sales tax if all of the instructions stated in the following paragraph are adhered to:

* The student organization sells the items at a sale that lasts for one day only, and the primary purpose of the sale is to raise funds for the organization;
* The student organization holds not more than one fund-raising sale each calendar month for which the exemption is claimed;
* The student organization has as its primary purpose a purpose other than being engaged in business or performance of an activity that is designed to make a profit; and
* The sales price of the taxable item is $5,000 or less, except that a taxable item that the organization manufactures or has received by donation may be sold tax free during the one-day sale, regardless of sales price, if the item is not sold to the donor.
* A taxable item acquired tax free is exempt from use tax on its storage, use, or consumption until the item is resold or subsequently transferred.
* The first $5,000 of a qualified student organization's total receipts from sales of taxable items in a calendar year that are not exempted under paragraph (1) of this subsection are exempt from sales tax.
* The qualified student organization must be affiliated with HCC, an institute of higher education as defined by Education Code, §61.003, and must be accredited by a recognized accrediting agency.
* HCC’s student organizations must file with the comptroller a certification issued by the HCC.



* HCC has designated HCC Tax and Finance Compliance to compile a list of registered or certified student organizations and submit the list to the comptroller in lieu of having each student organization submit individual certifications. Upon designation of the student organization, a copy of the certification must be submitted to Tax and Finance Compliance.
* The certification is valid until HCC Tax and Finance Compliance receives notification from the President of the Student Government notifying them of termination. Tax and Finance Compliance will notify the comptroller that a student organization is decertified, suspended, or otherwise has lost its campus privileges or affiliation with HCC.

The Department of Tax and Finance Compliance will seek the College Operations Officer or the Student Government President’s participation in compiling the list of all student organizations for each campus and they will submit the list to the HCC Tax Compliance Department to certify and forward to the State of Texas Comptroller’s Office identifying each certified student organization as a subordinate of Houston Community College.

Having obtained a tax certificate number from the State of Texas, student organizations selling items more than once a month or for longer than one day must pay the appropriate sales tax on the item sold.

If the student organization charges sales tax , it must be submitted to the State of Texas Comptroller’s Office. HCC has an established account with the Comptroller’s Office; this same account will be used by student organizations to submit sales taxes to the State of Texas. If sales tax is charged, the sales tax will be deposited into account 6110-2xxxx-0000-000-000 (contact Tax and Finance Compliance for approved account). The organization collecting the sales tax will complete the sales tax report and submit it to HCC General Ledger Accounting and HCC Tax Compliance Department, monthly. It is only required that the Sales Report be submitted if a sales activity was conducted during a given month. See Attachment 1 for sales tax report to be submitted. The HCC Accounting Department will be responsible for sales tax payment to the State of Texas.



Nontaxable Sales

There are some items that are not subject to sales tax no matter who sells them. Below are various examples of items that eliminate the concern for sales tax.

* Non-taxable Food Items
  + Sales tax is not due on nontaxable food items. Examples of such items include cookie dough, pizza kits, cheese spreads, meat sticks, jelly, salsa, fresh fruit and mixes packaged for preparation at home.
* Magazines Subscriptions
  + Subscriptions to magazines enter as periodicals-class mail and sold for more than six months or more are exempt from sales tax.
  + Single issues and subscriptions for fewer than six months are taxable.
* Bakery Items
  + Bakery products (including but not limited to pies, cakes, cookies, bagels and muffins) are exempt unless sold with plates or eating utensils.
* Gift Certificates and Passbooks
  + Sales of intangibles such as gift certificates and coupon passbooks are not subject to sales tax. Retailers should collect tax when the certificate or coupon is redeemed for the purchase of taxable merchandise or services.
  + Gift certificates for a nontaxable service such as a haircut, manicure or facial, no sales tax is due when the certificate is redeemed.
* Car Washes
  + Washing a car is not a taxable service under the Texas Tax Code. Groups holding car washes are not required to collect tax on their charges for this service.
* Cosmetology Services
  + Haircuts, manicures, pedicures, shampoos or facials are nontaxable.
* Donations
  + Donations (gifts) of cash or taxable items or services made to an organization are not taxable sales unless the exempt organization gives the donor a taxable item in exchange for the donation, and the item is of proportionate or equal value to the donation.

##### Information To Know

One Day Sales

For purposes of the exemption, “one day” is counted as 24 consecutive hours. These days should be pre-designated so purchasers are aware of the tax exemptions.

Organizations are prohibited from collecting and keeping taxes on these transactions.

Example of Tax Free Day

The designated one-day, tax-free sale day is either the day the vendor delivers the items to the exempt organization or the day the organization delivers the items to its customers. Persons buying from surplus inventory on the designated date do not owe tax. For example, a church group selling cookbooks may accept pre-orders without collecting tax if the day the cookbooks will be delivered to customers is designated as one of the group’s tax-free fundraisers. Surplus cookbooks sold during the same day also qualify for the exemption. Surplus cookbooks sold on other days are taxable unless sold at the group’s other tax-free fundraiser.

Partnering Tax Free Days

If two or more groups together hold a one-day, tax-free sale, the event counts as one tax-free sale for each participating organization.

Purchasing items for Resale and Taxes

If the HCC student organization is purchasing taxable items for resale during its designated tax-free sale days, and it holds a sales tax permit, the organization may either give the retailer a an exemption certificate, **Form 01-339 (back)**, to purchase the items tax free.

Student Activity/Agency Funds

Student Activity and Agency Funds belong to the students and are used to support student organization and clubs. Students not only participate in the activities of their organization, but are also involved in managing and directing it.

Such funds are recorded in the school’s book of accounts as Agency Funds (6110) and the monies are held in the schools bank accounts in a fiduciary capacity.

Establishment of Student Activity Fund requires proper documentation such as:

* New Org Application or Student Org Renewal Document
* Letter of Recognition from HCC;
* Letter from Student Organization
* Requesting HCC to hold its monies in a fiduciary capacity (signed by the club advisor and club president)
* Listing the Office of Student Life/Student Life Coordinator as the Budget Authority
* Listing Advisor and Student Life Coordinator as authorized officials to withdraw money and make purchases from the fund.

# STUDENT TRAVEL

Student travel is both permitted and encouraged. Student Travel involves different processes. Because Student Travel requires several processes all travel requests must be submitted 6-8 weeks prior to travel.

1. Application for CAB funding
2. Submit Paperwork of Approval for Student Travel
3. Submit Approved Paperwork through Concur for additional approval

Below is an explanation of the documents you will need for travel. When submitting request for CAB to cover student organization travel you must submit the CAB travel application (with lodging, transportation, baggage, food per diem quotes) in addition to the Student Travel Authorization Form, Student Travel release form, Release of Liability waiver, Student Travel Insurance Request. All documents must be completed in its entirety by all students who will be traveling.

**Required Travel Documents**

* Student Travel Authorization Form

The Advisor must complete this form.

* Student Travel Release Form

Each student is required to complete the Student Travel Release form.

* Release of Liability Waiver of Rights

All students travelling must read and sign the Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement form.

* Insurance Request Form

The Advisor must request insurance for all students travelling through completing the Insurance Request form.

* Agenda

A copy of the Conference Agenda must be included with the Student Travel Packet.

***These items will make a complete Student Travel Request Packet, and will need to be signed by...***

* The Student Life Coordinator
* The Dean’s Office
* The President’s Office

Once the Student Travel Request Packet has been approved the Advisor must contact Laura Garcia for Concur Student Travel Training. Once the training has been complete Advisor may book request through Concur for further approval.

\*If travel is 50 miles or under, only a list of students travelling and waivers for each student travelling is necessary. \*

Sample Constitution Appendix B

**Student Travel Authorization Form Appendix G**

**Student Travel Release Form Appendix H**

**Release of Liability Waiver Form Appendix I**

**Student Insurance Request Form Appendix J**

## Sample Constitution

##### ARTICLE 1 - Name

State the official name. You are permitted to use Houston Community College as part of your official name.

##### ARTICLE 2 – Purpose/Mission

State the reasons for the formation of the organization and it objectives. The purpose/mission should be very clear and descriptive as well as unique to your specific organization.

##### ARTICLE 3 - Membership

State who is qualified for membership (assuring that no discrimination shall exist).

State what an individual must do to be recognized as a full member. For example—are there GPA requirements? Specific major?, etc.

State what rights & privileges a full membership. Discuss how voting will be covered and how students run for office positions, etc.

##### ARTICLE 4 - Meeting

State how meetings of the membership will be held (regularly scheduled meetings? Special meetings to be called by President only, etc.) during the school year and when they are to be held. (as in monthly, weekly, etc. DO NOT assign a numerical value to the occurrence of meetings… For example, refrain from stating, “10 meetings a semester.” Also, do not assign specific days of the week, For example, refrain from “meetings will be held every other Monday.” You do not want to assign days of the week because what works for this current set of officers/members, may not work for future officers/members.)

State the procedure for calling regular and/or special meetings. (Define quorum

{normally majority plus 1} and discuss what percentage of members must be present in order for a meeting to begin.)

##### ARTICLE 5 - Executive Board

State what officer positions will make up the executive board and describe what each officer's duties will be. Most common are President, Vice President,

Secretary and Treasurer. (It is not required that your organization have officers however, a few key members/contacts as well as their responsibilities are encouraged. Some student organizations do not require executive members and others do. If you need additional assistance or have questions, contact the Student Life Coordinator.)

State the procedure for handling vacancies within the Executive Board. (What happens if an office position becomes vacant? Will the President appoint positions or will the executive board and/or members help decide the appointment?)

##### ARTICLE 6 - Elections

State which officers will be selected by the membership; how long the terms of these offices will last; and how many times a person may hold the same office. State the nominating/appointment procedures and when they will take place. State how the nominees will present their qualifications and how and when elections will be held. State the procedures in case a runoff election is necessary. State the procedures for removing an officer from office. State the procedure if an officer leaves office before his/her term expires (mirroring what’s mentioned above for addressing vacancies in officer positions)

##### ARTICLE 7 - Finance

If your student organization plans to use the Student Organization Grant Program or conduct fundraisers and have an operational budget—a Treasurer is required to administer the program in your student organization.

If the organization will not use the Grant Program and will not use an operational budget, a Treasurer is not required.

Please note: If you are going to have an operational budget at all, you need to discuss the financial *process* and whose responsibility it will be to oversee how these (college) organization funds will be administered.

##### ARTICLE 8 – Committees

State what standing and/or ad-hoc committees will exist within the organization and the function and composition of each.

##### ARTICLE 9 - Affiliations

State any affiliations with local, state, regional, or national organizations.

##### (It is not required that you are affiliated with a local, state, regional or national organization. However, if you are—you would know. In the event that you are, you need to provide documentation from the outside organization on their organization letterhead. If you are NOT affiliated with an outside organization, omit this section.)

**ARTICLE 10 - Advisor**

State the qualifications desired of an advisor. State the selection process and procedures for acquiring and/or replacing an advisor.

##### ARTICLE 11 - Ratification

State how the Constitution will be approved and amended by the membership.

##### \*\*PLEASE NOTE: On a separate sheet of paper, please include an outline your program/event objectives. Your application will NOT be accepted without an event/program outline or proposed campus activities and events.

**You are free to add any additional articles that you deem necessary and specific to your student organization. The Office of Student Life is also available for additional questions and support, should you need it.**

**Student Travel Release Form**

**HCC ACTIVITIES**

***form created Oct.2018***

I, John Doe

(PRINT FULL NAME) agree to abide by the

Houston Community College Code of Conduct while attending this off-campus trip. I also release any and all liability of Houston Community College



While traveling to and from:

Austin, Texas

I hereby state that I'am responsible for my own behavior and will abide by ALL rules and regulations outlined in the Houston Community College Student Code of Conduct during the entirety of this off-campus trip.

**I understand that if I'am in violation of any of these rules, I will be subject to the consequences stated in the HCC Student Code of Conduct handbook.**

Student Signature Date

Trip Advisor Signature Date

**PLEASE FILL IN ALL OF THE FOLLOWING INFORMATION**

**HCC Student ID #:**

000000000

**Student Cell Phone Number:**

832-123-4567

**State Any Medical Condition(s) / Concerns you have**

None

**STUDENT EMERGENCY CONTACT** *(Person to Notify in case of Emergency)*

|  |  |  |
| --- | --- | --- |
| **First Name:**  Jane | **Last Name:**  Doe | **Contact's Relationship to Student:**  Mother |
| **Phone Number:**  832-234-5678 | | |

Appendix H

**Houston Community College**

**RELEASE OF LIABILITY, WAIVER OF RIGHTS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**

**(Domestic Travel – Individual)**

1. **Basic Terms and Definitions.**

The following are basic provisions of this Release and Waiver. Unless the context otherwise requires, the capitalized terms used in this Release and Waiver shall have the meanings attributed to them in this section.

**Participant**: (the *“Participant*”).

**Program Name**: (the *“Program”*).

**Location of Program**: The premises or location where any portion of the Program Activities takes place. See Attachment A for a general list of cities and states where the Program Activities will occur (whether one or more locations, the *“Program Site”*).

**Dates of Trip**: , 20 to , 20 (the

*“Program Dates”*)

**Program Activities**: All activities, currently planned or as may be determined, undertaken as a part of or in connection with the Program. A general, but not comprehensive, list of Program Activities is set forth on Attachment A (collectively, the “*Program Activities*”).

1. **Release, Waiver and Covenants.**

**In consideration of the funding, academic credit or other services provided by Houston Community College (the *“College”)* in connection with the Program, I hereby acknowledge and agree to the following:**

* 1. **Elective Participation.** I acknowledge that while experiential learning credits are required by the College, my participation in this Program involving domestic travel is elective and voluntary and is not required by the College.
  2. **Rules and Requirements.** I agree to conduct myself in accordance with the College policies and procedures, including the College’s Student Handbook. I acknowledge receipt of any applicable rules and requirements of the Program and I agree to abide by them. I acknowledge the College has the right to terminate my participation in the Program if it is determined that my conduct is detrimental to or incompatible with the best interests, comfort, harmony or welfare of the College, my conduct violates any rule of the Program or the College policies and procedures, or for any other reason in the College’s discretion. I understand that in the event my participation in the Program is terminated under this paragraph, I will be solely responsible for the cost of return travel. I further understand and agree that the College is not responsible for any injury or damage that I sustain while participating in the Program. I acknowledge that I am solely responsible for any legal problems I encounter and the College is not responsible for providing any assistance under those circumstances.
  3. **Informed Consent.** I participated in the planning of the Program or voluntarily chose to participate in a Program planned and organized by a third party unrelated to the College and am fully informed of the activities included in it and that those activities will be held in and around the Program Site. I understand the various Program aspects and that travel of any type may be dangerous and I accept the risks of such travel. I have reviewed the travel itinerary for the Program and understand the dangers, hazards and risks inherent in the Program and my participation in it including but not limited to traveling to, within and from the Program Site via private vehicle and common carrier, overnight accommodations, conditions of equipment, facility conditions, language barriers, safety hazards, crime, disease, consumption of food, civil unrest, hostilities, terrorism, war, natural disasters and weather conditions, and negligent, inferior or the unavailability of first aid operations or medical treatment. I further understand that as a Participant in the Program I could sustain personal injuries, property damage, or even death as a consequence of the Program Activities, local transportation to and from the various Program Sites, and travel to and from the Program Site.

I understand that serious injuries could occur during participation in this Program and that as a Participant, I could sustain serious personal injuries, illness, property damage, or even death as a consequence of the actions, inactions, negligence or fault of others and that there may be other risks not known to me or not reasonably foreseeable at this time. I further understand and agree that any injury, illness, property damage, disability, or death that I may sustain by any means is my sole responsibility and that I am responsible for creating my own plans for response to any medical emergency, disaster and all other potential maladies and dangers.

* 1. **Release and Waiver of Liability.** I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, **HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE** the College, its governing board, directors, officers, employees, agents, volunteers and any students (hereinafter referred to as *“Releasees”*) for any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys’ fees, litigation costs and expenses of any appeal), arising from any injury, property damage or death that I may suffer as a result of my participation in the Program, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES, UNLESS THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES’ GROSS NEGLIGENCE OR INTENTIONAL ACTS, AND REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH OCCURS WHILE IN, ON, UPON, OR IN TRANSIT TO OR FROM THE PROGRAM SITE.** I further agree that the Releasees are not in any

way responsible for any injury or damage that I sustain as a result of my own negligent or intentional acts.

* 1. **Assumption of Risk.** I understand that there are potential dangers incidental to my participation in the Program, some of which may expose me to the risk of serious personal injuries, property damage, or even death. I understand that these potential risks include, but are not limited to: travel to, within and from the Program Site via private vehicle and common carrier, overnight accommodations, conditions of equipment, facility conditions, disease, consumption of food, civil unrest or hostilities, terrorism, war, natural disasters and weather conditions, negligent, inferior or the unavailability of first aid operations or medical treatment, and other risks that are unknown at this time. **I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE ACTS OF THE RELEASEES, UNLESS THEY ARISE FROM THE RELEASEE’S INTENTIONAL OR GROSSLY NEGLIGENT ACTS,** and assume full responsibility for my participation in the Program.
  2. **Indemnity.** I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless, defend and indemnify the Releasees from any

and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys’ fees, litigation expenses and costs of appeals), arising from any loss, injury, property damage or death that I may cause or suffer as a result of my participation in the Program, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES OR OTHERWISE, UNLESS THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES’ GROSS NEGLIGENCE OR INTENTIONAL ACTS.**

* 1. **Personal Belongings.** I understand and acknowledge that the College is not responsible for the loss of any personal belongings or property that I sustain during my participation in the Program, including but not limited to the loss of credit cards, cash, luggage, and other items.
  2. **Personal Medical Expense and Insurance.** I acknowledge that I am responsible for the cost of any and all medical and health services I may require as a result of participating in the Program. I acknowledge that the College strongly recommends that I purchase and maintain during the term of the Program personal medical insurance.
  3. **Photos.** I consent to the use of my photographs, comments, and photographic likenesses by the College for publicity purposes insofar as the College may in its discretion think fit.
  4. **Independent Activity.** The College is not responsible for my welfare during the Program and I acknowledge that I engage in such travel or absences at my own risk. I further

acknowledge that the College provided monetary support for the Program and that the College’s decision to provide the support was based on a request I prepared. The implementation of the Program is in my control or the control of a person or entity unrelated to the College. I acknowledge the College assumes no responsibility to further assist me in implementing the Program, to supervise me while I am conducting the Program or to provide any services during the Program. I absolve the College from all such responsibility and acknowledge I have no right to look to the College to provide any supervision or assistance during the Program and the College has no responsibility or obligation to provide such supervision or assistance.

* 1. **Property Damage.** If I damage property belonging to the College or any other college, hotel, hostel or other facility providing service to the Program, or belonging to any individual associated with any of the foregoing, I agree to indemnify the injured party, regardless of whether the loss or damage arises out of the joint or concurrent negligence of any other party, and agree to accept such penalty as the College may impose.
  2. **Certification of Fitness to Participate.** I attest that I am physically and mentally fit to participate in the Program and that I do not have any medical record or history that could be aggravated by my participation in the Program.
  3. **Governing Law.** This document is to be construed under the laws of the State of TEXAS, U.S.A. without regard to its choice of law provisions.
  4. **Severability.** If any term or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law governing this Agreement the validity of the remaining portions shall not be affected thereby.

**[SIGNATURE FOLLOWS ON IMMEDIATELY SUCCEEDING PAGE]**

**I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES. I UNDERSTAND I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT**. **BY MY SIGNATURE I REPRESENT THAT I AM AT LEAST EIGHTEEN YEARS OF AGE OR, IF NOT, THAT I HAVE SECURED BELOW THE SIGNATURE OF MY PARENT OR GUARDIAN AS WELL AS MY OWN.**

Signature of Participant Date

**Signature of Parent/Guardian for Participants under eighteen (18) years of age:**

I certify that I have custody of Participant or I am the legal guardian of Participant by court order. **I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES.** I join

with Participant in granting a release to Releasees as set forth in detail above.

Signature of Parent or Guardian Date

**ATTACHMENT A**

1. **Location of Program.**

[List various cities and states where Program Activities will be conducted]:

1. **Program Activities.**

[List general activities in which Participant will be engaged during the Program Dates]:

### Staff/Faculty/Student Travel/Domestic/ International Insurance Request

The following information and documents must be submitted to Risk Management for insurance coverage **5 days prior to the travel date**. Email all requested information to [**alice.lee@hccs.edu**](mailto:alice.lee@hccs.edu) or e-fax to **9**-**713-718-5177.**

**College Department**

**Travel Departure Date Returning Date**

**Name of Event**

**Office**

**Name of Advisor Phone #**

* **List of Student/Staff Name(s), DOB(s) & Copy of Passport for International Travel**
* **Student Waiver**
* **Copy of Conference/Event/Airline Itinerary Check Insurance Coverage:**
  + **Executive Assistance Services** ($35.00)
  + **Trip Travel Accident/Medical Insurance** over 50 miles ($7.00 est. per person per day)
  + International Travel Insurance

(Premium is based on age and # of days traveling)

Transportation to Conference/Event:

**□** Bus **□** Air **□** Rental Vehicle **□** Personal Auto

**\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_**

Purpose of Trip

**No Student will drive on behalf of Houston Community College**

**If you have any questions, please call Alice Lee @ 85101 or Gwen Drumgoole @ 85100.**

## Student List Travel Insurance Request

**Travel Location Travel Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date of Birth** | **Passport No. for** | **Nationality** |
|  |  | **International Travel** |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
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| 12. |  |  |  |
| 13. |  |  |  |
| 14. |  |  |  |
| 15. |  |  |  |

## Staff / Faculty List Travel Insurance Request

**Travel Location Travel Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date of Birth** | **Passport No. for** | **Nationality** |
|  |  | **International Travel** |  |
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