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# STUDENT ORGANIZATIONS FUNDING REGULATIONS HANDBOOK

2023-2024

This handbook is developed for organizations as a service by the TTUHSC Student Government Association and Office of Student Life. The regulations contained in the handbook are subject to change, as determined by TTUHSC and Student Life policies and procedures.

## PREFACE

This handbook explains the policies and procedures that govern the funds allocated by the TTUHSC Student Government Association. The policies and procedures that govern these funds extend beyond the SGA and Student Senate to TTUHSC policies, and state and federal laws. It also helps to ensure there are consistent internal processes in management of all student organization spending. The documentation of expenditures is both necessary and appropriate in order to make qualified responses to official inquiries from such offices as the Internal Revenue Service, State of Texas Auditors, Texas Tech System Board of Regents, and TTUHSC Administration. The regulations set forth in this publication are in compliance with the operating policies approved by the Board of Regents.

In addition to the rules applied by the Board of Regents, the Senate Committee on Budget and Finance has prescribed further condition, limitations, rules and procedures for allocated funds. These same regulations are outlined in the Funding Regulations Handbook.

The Finance Committee recognizes that students attending Texas Tech University Health Sciences Center are required to pay a student service fee. A portion of this fee is allocated to qualified organizations through the funding process and approved through the Student Senate Appropriations Bill. However, this allocation does not provide sufficient funds to support all the activities of every organization. Accordingly, the reallocation of such funds is a judgement process undertaken by the Committee within the framework of an overall philosophy that includes that student service fees are allocated to qualified organizations to supplement their activities, not as sole support for the organizations.

You may contact the Office of Student Life or the Student Government Association for further information.

- Office of Student Life, 806.743.2302, [Student.Life@ttuhsc.edu](mailto:Student.Life@ttuhsc.edu), <https://www.ttuhsc.edu/student-life/>
- Student Government Association, [TTUHSC.SGA@ttuhsc.edu](mailto:TTUHSC.SGA@ttuhsc.edu), <http://www.ttuhsc.edu/student-government>.

**NOTE: The policies and procedures found within this Funding Handbook apply only to the use of funds allocated to your organization by the TTUHSC Student Government Association (Senate Funds).**

## ABOUT THE FUNDING REGULATIONS HANDBOOK

### PURPOSE OF THE FUNDING REGULATIONS HANDBOOK

This manual is written for the financial officer of the registered student organization and their advisors to inform them of the policies and procedures of the TTUHSC SGA so that they can manage their TTUHSC SGA funding efficiently. This handbook covers the basic financial policies of the TTUHSC SGA and outlines the responsibilities, restrictions, and penalties related to the use of TTUHSC SGA funds. The manual will be updated as changes occur.

**AUTHORITY AND EFFECT OF THE FUNDING REGULATIONS HANDBOOK** The policies and procedures outlined in this manual are a compilation of the rules and laws that govern the operation of the funds allocated by the TTUHSC SGA. There are rules, policies, procedures, and laws that govern these funds that extend beyond the policies of the TTUHSC SGA to Texas Tech University Health Sciences Center policies, state, and federal law. Failure to comply with the procedures and rules laid out in this handbook may result in the suspension of eligibility of TTUHSC SGA funding to a student organization. These regulations are in place to prevent the misuse of TTUHSC SGA allocated funds and to provide equal access for all students to the benefits of TTUHSC SGA funding.

## STUDENT GOVERNMENT ASSOCIATION FUNDING

The TTUHSC Student Government Association administers the allocation of a portion of Student Service Fees. Student Service Fees are collected by Texas Tech University Health Sciences Center as a component of tuition and fees.

The Student Senate administers the allocation of the portion of funds received by the Student Government Association for allocation to student organizations. This allocation takes place through a very strict budget process, where annual amounts are allocated to supplement the budgets of student groups throughout the fiscal year. **Allocation may also occur through the Special Projects Fund Request process, which furnishes new student organization funds and emergency funds to organizations for needs not anticipated during the budget process at the discretion of the Student Government Association Finance Committee.**

The Student Government Association advisor is available to answer any question, concerns, or problems you may have. Feel free to contact the Office of Student Life at [Student.Life@ttuhsc.edu](mailto:Student.Life@ttuhsc.edu).

## REGISTRATION WITH HSC OFFICE OF STUDENT LIFE

- A TTUHSC Student Organization is a group of students joining together for a common mission, purpose, cause, and/or any other association and are, registered with the Office of Student Life.
- All student organizations are required to renew their registration with The Office of Student Life each fiscal year.
- Officers and advisors should make sure their organization has completed their registration requirements and attended the required student organization trainings.
- All outgoing officers should make sure incoming officers are aware of the registration policies and have all of this information.
- Application for funding from the Student Government Association cannot be accepted if your organization is not registered with The Office of Student Life.
- Funds allocated to your student organization CANNOT be utilized if your organization is not registered with The Office of Student Life or if your organization is not in good standing with Student Life. Good standing includes having an updated roster of officers, advisor(s), and members on HSC Net.

## DUTIES OF STUDENT GOVERNMENT ASSOCIATION FUNDED STUDENT ORGANIZATIONS

- A. Each student organization funded through the TTUHSC SGA must obtain a copy of and is responsible for compliance with the TTUHSC SGA Funding Regulations Handbook and the TTUHSC SGA regulations regarding funding allocation and transactions. This handbook can be accessed on the SGA and Student Life website.
- B. Financial officers of each student organization must turn over all financial materials to their successors and make them aware of all policies and procedures at the end of their term in office.
- C. Financial officers are required to participate in financial training, which is arranged by the Office of Student Life.
- D. Update any officer or advisor changes through the student organization HSC Net roster within 10 business days.

## STUDENT GOVERNMENT ASSOCIATION FUNDING GENERAL GUIDELINES

- A. The student organization must be officially registered with the Office of Student Life. Any unregistered student organization or any student organization not in good standing with the Office of Student Life may not submit any purchase request or travel request.
- B. Organizations must re-register each year to complete eligibility requirements.
- C. Groups must have at least 5 active members on their roster in order to receive Student Service Fee funds.
- D. The President, Treasurer, and Advisor of each student organization are required to sign the Funding Contract each fall semester before use of the new fiscal year's funds can be spent. Signature acknowledges understanding and agrees to comply with TTUHSC SGA funding policies and procedures.
- E. All required forms can be found on HSC Net under FORMS.

### DEADLINES

- A. DEADLINE FOR ALL MAJOR EXPENDITURES - JUNE 2, 2024.
- B. DEADLINE FOR REMAINING EXPENDITURES - AUGUST 2, 2024.

Purchase requests must be submitted by the deadline listed above.

**There are no exceptions to these deadlines.**

## SGA FUNDING PROCESS

There will be a Fall Student Organization Training to instruct the incoming president, treasurer, and advisor of each student organization regarding the Funding Regulations Handbook and spending policies. Future meetings will be determined by the Office of Student Life and the SGA Budget & Finance Committee on a need basis only.

### BUDGETS

Every student organization who meets eligibility requirements may submit a request for Senate funding by an announced date each year. The SGA Advisor and SGA Vice President of Finance will work with the TTUHSC Student Services Fee committee to identify the total amount available per campus before the budget request process and then submit the SGA's final total budget for all student organizations.

The budget process is the primary means by which funds are allocated by the TTUHSC SGA to student organizations. Student organizations typically will be notified of their annual budget allocations at the start of the fall semester.

### REQUIREMENTS FOR FUNDING ELIGIBILITY:

- A. The student organization must be officially registered with the Office of Student Life through HSC Net.
- B. A current copy of the student organization's constitution must be on file and must state that membership is open to all HSC students.
- C. The student organization must have a current and complete roster in HSC Net.
  - a. The roster MUST be up to date, even if electing officers after the deadline.
- D. Re-registration and budget requests are submitted by the required deadline.

### FINANCIAL STATEMENT

Financial Statements for registered student organization are available through the HSC Net portal

under Finances.

## SENATE FUNDING ALLOCATIONS GUIDELINES

- A. The Student Senate Finance Committee shall review all financial records from the applying Student Organizations requesting allocations. The following items should be considered for allocation purposes:
  - 1. Bringing recognition to and enhancing the image of TTUHSC
  - 2. Community Service and Involvement
  - 3. Providing developmental opportunities for TTUHSC students
  - 4. Providing support for cultural activities, speakers, and conventions
  - 5. Number of active members
  - 6. Financial support from other sources
- B. Student Organizations are not eligible for more than a 10% increase or decrease from one funding year to the next unless the Student Services Fees available are lower than what was requested.
- C. If a Student Organization does not use all its allocated funds, a 50% deduction of the remaining funds will be applied to the following year.
- D. The Finance Committee shall write the Funding Bill to be presented to the Student Senate as a whole for its approval no later than the second-to-last meeting of the Student Senate.
- E. The final vote for approval from the Student Senate shall be held at the final meeting of the year.
- F. With the recommendation of the SGA Senate Finance Committee, senators may amend the Funding Bill subject to approval of the Senate.

## SPECIAL PROJECT FUND REQUEST PROCESS

- A. The Special Projects Fund is under the management of the SGA Vice President of Finance and the Student Senate Finance Committee.
- B. This process exists to allow allocation of funds throughout the year for new student organizations and events or projects not previously anticipated.
- C. All requesting groups must exhaust all other external funding sources before seeking funds from the Special Projects Fund.
- D. Student Organizations must comply with all rules and provisions of the Funding Regulations Handbook.
- E. Brand new student organizations (who have not applied for funding in 3 years) are only eligible for up to \$500 of contingency funding.
- F. Student Organizations will be considered "First Year Student Organizations" and subject to the first-year cap if one of the following applies:
  - 1. If a student organization ceases to exist on campus (due to Funding Handbook violations) and then returns.
  - 2. The student organization is newly formed/started.
  - 3. Student Organizations who have not applied for general funding in the 3 previous years.
- G. Student Organizations are exempt from the first-year cap if one of the following applies:
  - 1. If a student organization only applies for funding every other year.
  - 2. If a student organization skips a year of funding. However, if the student organization will be eligible for funding up to the same amount as the last year they were funded but will not be eligible for an increase.
- H. The process for requesting these funds is as follows:

1. Funds must be requested at least 4 weeks before the event is scheduled to occur or at least two weeks before the last Senate meeting of the year, whichever is first.
2. Submit a "Request for Additional Funding – SGA Special Projects Funding" form, which is available in HSC Net under FORMS.
3. The Finance Committee will review the request and submit its recommendation to the Director of Student Life for confirmation.
4. The student organization will be notified by e-mail when a decision is made regarding the request.

***NOTE: No requests for additional funding will be considered after the last Student Senate meeting of the 2023-2024 School Year and the first meeting of the 2024-2025 School Year.***

## RESTRICTED PURCHASES ON SENATE FUNDING

- A. Activities/Purchases which **CANNOT BE FUNDED** include (but not limited to):
1. Research Presentation, Abstract, Poster Presentation or Paper Competition Travel not related to the student organization.
  2. Advisor Travel Expenses
  3. Alcoholic beverages
  4. Lobbying
  5. Religious Activities and Materials
  6. Support of a candidate for public office
  7. Loans, gifts, gift certificates, gift cards, scholarships, awards, or prizes. (This does not apply to plaques, certificates, trophies, or banquets intended to recognize achievement and service.)
  8. Paintings, prints, fixtures, or furniture to decorate offices.
  9. Computers, printers, scanners, digital cameras, or hardware.
  10. Social Media Marketing
  11. National biased material (any campaign material promoting a candidate for public office.)
  12. Donations of any kind
  13. Books, Handbooks, or Textbooks unless authorized by the Director of Student Life.
  14. We will not reimburse student organizations for speakers' travel expenses or speaker fees. These expenses are reimbursed to the speaker only. Please contact The Office of Student Life prior to the event to purchase the speakers' travel/hotel arrangements.
  15. Membership dues for your local, state, or national affiliations.

***Personal reimbursements for food and/or supplies WILL NOT be allowed. These purchases must be coordinated through the Office of Student Life.***

## FOOD EXPENDITURES

- A. No more than two (2) meetings per fiscal year will come out of your student organizations' budget allocated by the Student Senate Finance Committee.
1. The meetings can either be two (2) in the fall, two (2) in the spring or one (1) in the fall and one (1) in the spring.
  2. A \$13.00 per person cap applies based on the RSVP list submitted. A Purchase Request Form must be submitted through HSC Net at least two (2) weeks prior to the meeting which will include: **1) an RSVP list of members that have signed up to attend the meeting, 2) vendor name, 3) contact name; 4) telephone number;**

- name the order is under; and 5) speaker name and topic.
3. **ITEMIZED RECEIPTS MUST BE TURNED INTO THE OFFICE OF STUDENT LIFE IMMEDIATELY AFTER THE MEETING HAS OCCURRED TO AVOID PENALTIES.**
  4. Any person attending a meeting and that has requested a meal is required to attend the meeting and stay until the meeting ends or until the schedule time for the meeting has elapsed, whichever comes first.
  5. The officers of the student organization are required to enforce the attendance policy as outlined in the food section. The officers shall work to place food lines so that students cannot easily take food and leave the meeting (i.e. have the serving tables funnel into the meeting room, etc.).
- B. **State mandates the use of a procurement card whenever possible, therefore your organization needs to comply with the following guidelines:**
1. Select a food provider that honors Master Card and will take the credit card number over the phone.
  2. Contact the Office of Student Life with information **prior** to the purchase by submitting the Purchase Request Form through HSC Net no later than 2 weeks prior.
  3. Payment can be done by either having the vendor contact The Office of Student Life at 806-743-2302 OR a representative for Student Life calling the vendor to obtain the necessary information to complete the Master Card transaction.
  4. **No student service fee monies can be used for the purchase of alcoholic beverages.**
- C. A "Facilities Request to Use TTUHSC Premises Form" located at <https://app4.ttuhs.edu/PremisesRequest/> **MUST BE** filled out at **least 7 business days prior** to your meeting and uploaded in the Purchase Request in HSC Net.
- D. Vendors that do not take the procurement card over the telephone to pay for food will not be approved on Senate funds.

## TRAVEL POLICY

*Failure to abide by these regulations may result in your student organization and/or its members assuming full liability for all expenditures, past, present, and future, and will automatically subject your student organization to future funding probation.*

*PRIOR to any travel reimbursement from the SGA Senate, the student organization officers shall submit a Purchase Request with a list of approved travelers and total travel reimbursement amount. All travelers must submit a Travel Request Form in HSC Net prior to their trip.*

***In accordance with IRS regulations, any travel voucher not approved by the Travel Office that is over 60 days old will be taxable to the traveler. The Travel System will calculate based on the trip end date and will automatically record the taxable expense to Payroll.***

1. Pursuant to TTUHSC OP 77.08, Student Travel Policy, students are required to fill out the Travel Release and Indemnification Agreement and Authorization for Emergency Medical Treatment Forms (See Office of Student Life website) for any travel that is more than 25 miles from the Health Sciences Center **AND** must be submitted to the Office of Student Life before the travel is to occur. **FAILURE TO COMPLY WITH THIS REGULATION MAY JEOPARDIZE FUNDING FOR THE EVENT.**
2. Student service fee monies may be used for travel to conferences or workshops that are related to the student organization and not related to individual academic work.

3. Your request for travel reimbursement from your allocated funds **MUST** be for travel expenses that are in accordance with your allocation's specific restrictions and the institution's travel policy (OP 79.06). These restrictions are disclosed to your organization at the same time you are informed of the amount of your allocation.
4. Hotel and airline arrangements can be made through The Office of Student Life if there are 10 or more travelers and there is not adequate funding available to wait for personal reimbursements (usually 7-10 days after the Travel Voucher is received in HSC Student Life after the trip).

**NOTE: The Travel Office of TTUHSC DOES NOT allow for one (1) person to pay for a room shared by more than one (1) person OR rooms they did not stay in. Each person sharing a room MUST pay for their share of the room at departure from the hotel. The hotel will accommodate this practice and each person MUST get a hotel receipt and turn in the receipt for reimbursement.**

5. The Student Senate SUBSIDIZES student travel expenses as follows:
  - a. The approved amount and items the organization will pay for will be up to the discretion of the organization's officers.
  - b. Both the itemized and credit card receipts for meals must be turned in to process a reimbursement.
  - c. Transportation based on the following:
    - Gas expenses if renting a vehicle.
    - State of Texas WILL NOT reimburse insurance paid on rented vehicles (OP 82.06 Vol. II).
    - Payment for Contracted Airfare (if contract is in effect. If no Contract is available, then total airfare if traveling by commercial airlines.)
  - d. Local telephone calls and long-distance calls WILL NOT be reimbursed.
  - e. If an organization needs early registration fees paid, please fill out the purchase request form in HSC Net.
  - f. 15% of the total trip funds must come from the individual student or group, either via clubs' own dues, fundraising, or out of pocket. At least one fundraising event must be documented and included when requesting the Special Projects Request so it can be reviewed by the TTUHSC SGA Senate Finance Committee.
6. If the traveler is attending the event after they have graduated from TTUHSC, a Travel Voucher **MUST** be filled out prior to graduation. (This is because you need to have a valid e-raider address on file to be reimbursed for travel expenses).
7. Upon returning from your trip, the traveler must complete and submit the "Travel Reimbursement Request" form with all receipts and supporting documents. Approval of Traveler by the Organization President is needed for reimbursement to occur. Failure to approve electronically will result in delays for getting reimbursed. **Travel reimbursement must be submitted within 30 days of travel return date.**

**\*\*Receipts and Support Documentation – All receipts MUST BE the original itemized receipts AND Supporting Documentation MUST include a copy of the workshop or conference's agenda listing dates and times of meetings.\*\***

8. **INTERNATIONAL TRAVEL:** International travel must be approved prior to departure date. Reimbursement will not be approved if this is not adhered to. Please check with Michelle Ensminger, Senior Director in the Office of Global Health at least 3 months prior to any anticipated International Travel for proper procedures to follow.
9. **Online booking agencies, such as Orbit, Priceline, Expedia, Hotels.com will not be utilized**

**by the Office of Student Life to book airlines or hotels.**

10. Once organization travelers have returned, the organization is required to fill out the Clery Student Travel Form and provide all required information within 30 days of returning and before being reimbursed for any travel expenses. This form can be found on the Office of Student Life website under Student Travel.

**\*\*\*Under no circumstances can the SGA reimburse a Texas Tech University Health Sciences Center department, Procurement Card, or Corporate Travel Card. These policies are in place due to restrictions placed on the SGA through federal and state law, as well as University policy.\*\*\***

## SPECIAL NOTES

### Guidelines Concerning Safe Travel Practices

1. Each administrative unit approving University-related travel, especially travel that involves students, is encouraged to promulgate guidelines that encourage safe driving and minimize risks of injury during that travel.
2. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Participation in such off-campus trips and activities is at the students' own risk. If personal injury or accident should occur to students or other persons during such activities, TTUHSC will assume no responsibility, financial or otherwise.
3. Faculty and staff sponsors and organization officers are urged to take all possible precautions to ensure the safety and well-being of all persons participating in off-campus activities.
4. There are no official excused class absences for student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors may set their own requirements for class work missed under such circumstances; they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.

**All travel payments are at the discretion of the organization officers' approval.**

## PROFESSIONAL AND/OR SPEAKER SERVICES

### SPEAKER PAYMENT PROCEDURE

- A. The Purchase Request Form must be submitted at least 4 weeks before the event to ensure payment. All original documentation (e.g. airline tickets, lodging, meal receipts) must be turned into the Office of Student Life no later than 10 days after the event in order for reimbursement to be made to the speaker.
- B. An Independent Contractor Questionnaire must be filled out for each speaker prior to payment/reimbursement. Payments/reimbursements will not be made to the speaker(s) without this form.
- C. Speakers must be paid directly for their professional/speaker fees.
- D. No cash advances for speaker's fees or expenses incurred in bringing the speaker to campus are allowed.
- E. Only speakers can be reimbursed for speaker fees (based on Form 1099 of the Internal Revenue Service).
- F. Student Services Fee funds can be used to reimburse the speaker for meals personally incurred in conjunction with a presentation made to the organization. Any other food expenses (banquets, receptions, etc.) will not be reimbursed.

- G. Only speakers, not student organizations, can be reimbursed for the speaker's travel, lodging, and meal expenses. A W-9 must be submitted to the Office of Student Life for the speaker to be reimbursed.
- H. A speakers' reimbursement is based on information received from the Internal Revenue Service. See #3 for information.
- I. Student Services Fee funds cannot be used to reimburse expenses or fees for speakers who are Texas Tech University Health Sciences and/or Texas Tech University employees.

REQUIREMENT FOR PAYMENT TO SPEAKERS WHO ARE NOT US CITIZENS OR PERMANENT RESIDENT ALIENS.

- A. **All** payments must meet "eligibility for payment" rules set by the U.S. Citizenship and Immigration Services. The immigration rules are based on the visitor's immigration status (visa type) on the I-94 card, number of days performing services in the U.S. and the type of payment being made to the visitor. You must contact Bob Crosier in the Office of International Affairs at (806-742-3667) **before** inviting the Nonresident Alien visitor to campus to ensure that the visitor will have a payable visa type. Bob will need to know the following information:
  - 1. The visitor's country of citizenship
  - 2. The expected arrival date on campus
  - 3. The expected immigration status
  - 4. The expected number of days the visitor will perform the service
  - 5. The type of payment being made.
- B. When the nonresident alien visitor arrives in the United States, make copies of the following documents and **immediately** fax them over to Bob Crosier at (806-742-1286). Bob will fax an approval or disapproval to the Office of Tax Compliance. The Office of Tax Compliance will then notify the department whether or not they can make a payment to the foreign visitor.
  - 1. Copy of the I-94 Card (Small white card issued at the port of entry to the U.S. indicating the status of the person entering and the length of stay allowed.) or I-94W Card (Small green version of the I-94 issued to persons entering the United States on the visa waiver program.)
  - 2. Passport Pages with the Visa stamp
  - 3. General Information/Picture ID page.

The Pink IAP-66 Form for J-1 Visa Holders (An immigration document issued to a J-1 Exchange Visitor. After processing at the port of entry, the nonresident alien should have the pink copy. This form indicates the names of the sponsoring school, the activity of the participant, and the dates of the program.)

- C. Many countries have income tax treaties with the United States which were developed specifically to encourage the exchange of information and business. Tax treaties allow nonresident aliens to be exempt from U.S. income tax withholding but only if the proper procedures are followed to claim a tax treaty benefit.
  - 1. If there is a tax treaty for the individual's country of residence and there is a provision for "independent personal services," then the Nonresident Alien visitor will need to complete IRS Form 8233 and must have a taxpayer identification number in order to claim a tax treaty benefit. **Contact the Office of Tax Compliance to determine if a tax treaty exists for the individual.**
  - 2. If the Nonresident Alien is eligible for tax treaty benefit, we will not have to withhold

- 30% income tax from his payment.
3. If the Nonresident Alien visitor is going to be paid an honorarium and he is going to claim a tax treaty benefit and the Non-resident Alien visitor does not have a United States Individual Taxpayer Identification Number, you will need to **immediately take** the Non-resident Alien to the Office of Tax Compliance at Drane Hall Room 106 (or Bob Crosier's office) to help the visitor complete the Form W-7 Application for IRS Individual Taxpayer Identification Number (ITIN). This **must** be done in person.
- D. The following three pieces of information will need to be sent to the Office of Tax Compliance at Drane Hall 106 at the same time the above information in Section 2 is sent to the Office of International Affairs. Should you have any questions or need to fax the information; the Office of Tax Compliance can be reached at 806-742-3255-Phone or 806-742-0066- Fax).
1. Individual Taxpayer Identification Number (e.g. copy of social security card, ITIN card, or Form W-7 Application for the IRS Individual Taxpayer Identification Number that was obtained from the Office of Tax Compliance or the Office of International Affairs in person).
  2. IRS FORM 8233 (December 2001) Exemption from Withholding on Compensation for Independent Personal Services of a Non-resident Alien Individual (to determine if this form is needed, contact the Office of Tax Compliance to verify there is a treaty with the non-resident alien's country).
  3. Foreign National Information Form (to be completed by the non-resident alien).
- E. Please bring all of the previous documentation to the Assistant Director in the Office of Student Life to complete the payment.

## VIOLATIONS & PENALTIES

- A. Failure to abide by these regulations may cause cancellation of all remaining funds to your student organization. Therefore, your student organization, advisors, and officers will assume full liability for all expenditures, past, present, and future, and automatically subject your organization to future funding probation and/or suspension.
- B. Failure to abide by these regulations may permanently jeopardize your student organization's ability to receive funding from the SGA.

## ADDITIONAL RULES & REGULATIONS

### Use of TTUHSC Logo:

All t-shirt designs, along with any other product that will have the TTUHSC logo **MUST** be approved by the Office of Communication & Marketing before printing. Submission of these designs can be sent to Deidra Satterwhite at [deidra.satterwhite@ttuhsc.edu](mailto:deidra.satterwhite@ttuhsc.edu). The logo approval will then be sent to the appropriate personnel and notification will be sent once a response is received. This can take time so make sure to submit your design and wait for an approval before your vendor starts to process the order. The university will not pay for t-shirts or products that have been produced without an approval.

\*NOTE: Approval must be done every time a shirt request is submitted, regardless of prior approval.

### Facilities Use Policies:

- TTUHSC Operating Policy 61.07 must be completed (7) university business days prior to

the event. (website: <https://app4.ttuhsoc.edu/PremisesRequest/>)

- Food policies MUST be followed (see below).
- No classrooms are to be used as study areas.
- Doors must not be propped open. Alarm will be set off.
- Temporary collection containers in public areas (see policy below)
- All postings MUST follow HSC OP 61.03.

### Requesting Rooms/Areas in ACB and/or HSC areas

All meetings/events must book a room through Audio Visual/Classroom Support at 806-743-2288 before submitting a Request to Use TTUHSC Facilities form.

\*NOTE: Rental of the Academic Event Center (AEC) requires a different process. Visit their website at [www.ttuhsoc.edu/services/academic-event-center/](http://www.ttuhsoc.edu/services/academic-event-center/).

## TTUHSC FOOD POLICIES FOR CLASSROOMS

Updated 8/29/2023

1. All events requiring additional table, chairs setup and events with food **must** submit the facilities use form seven university business days prior to an event. (See OP 61.07 and Attachment A, B, C)
  - a. Please go to the following website to submit your setup request. You may have a different link depending on your campus location.  
<https://app4.ttuhsoc.edu/PremisesRequest/secure/application.aspx>
  - b. Room must be reserved through classroom support at 806-743-2288 – the rooms are already preset with tables and chairs. If additional tables and chairs are needed, please fill out facilities use form.
2. Responsible groups hosting any meal event must clean up immediately after the event. If additional trash cans or pick up is needed or tables need to be cleaned call housekeeping at 806-743-2060. If the responsible group fails to clean the room and housekeeping or classroom support cleans the rooms, **a fee will be charged to the organization or department sponsor**.
  - a. Any damage to the building, furniture, and finishes it is the responsibility of the event representative or sponsoring department.
3. No coffee machines, open flames, microwaves and crock pots are allowed in classrooms.
4. No food is to be served on classroom tables. The heat will delaminate the table surface and damage the table. All food should be served off the setup tables.
5. No food is to be served on the stage area of a classroom.
6. **No** heated appliances or service trays with burners will be permitted without Fire Marshal approval OP 61.07:
  - a. Request should be made by the sponsoring TTU or HSC department or organization.
  - b. Boxes or sack lunches are preferred.

7. Table services food is only permitted in the AEC, ACB lobby and UC 1<sup>st</sup> floor lobby and 3<sup>rd</sup> floor patio.
8. In the ACB and AEC cleaning supplies will be located in the kitchen. Contact Classroom Support (806-743-2288) or housekeeping for access to the kitchen at (806-743-2060).
9. Any food event on the weekend, after hours, and on holidays will require housekeeping personnel for a minimum of two hours for the duration of the event from setup to cleanup. There will be an unscheduled services charge for this event service.
10. No food or drink is allowed in the labs.
11. Spills should be reported to Housekeeping at 806-743-2060 so that the appropriate cleaning may be done.
12. Due to building security, we will no longer be leaving the doors open.
  - a. Access to the building will be badge access only for internal TTUHSC events. (Event representatives should be made available to open doors, etc. for attendees as needed).
  - b. For Events that are sponsored by a TTUHSC department and attended by external non-TTUHSC employees with no badge access:
    - i. All visitors and staff should enter/exit at a pre-determined entry location.
    - ii. The sponsor should have a list of attendees and screen each individual based on the list.
    - iii. An event representative should be available to open doors, etc. for attendees as needed.
    - iv. The caterer must be escorted to and from the event location (no doors are to be propped open or left unattended).

## POLICY FOR USING THE COURTYARD AT TTUHSC

1. All requests to use the courtyard must follow the guidelines established in HSC OP 61.07. The Facilities Request to Use TTUHSC Premises form (per HSC OP 61.07) must be completed seven (7) days prior to the event

## POLICY FOR USE OF TEMPORARY COLLECTION CONTAINERS IN PUBLIC AREAS

The purpose of this policy is to establish requirements for collection containers that will be used for clothing and food drives within the Texas Tech University Health Sciences Center.

### REQUIREMENTS:

- Student Organizations must submit a Facilities Request to Use TTUHSC Premises to receive approval for use of collection containers on campus.

- The applicant on the request will serve as the contact for collection of the items and removal of the containers when the event has concluded.
- Make sure to keep track of the location of all containers and the length of time the container will be at the location.
- Plan for a schedule of weekly collection times to ensure they are properly maintained.
- Containers must be plastic and be labeled with name of collection drives and any pertinent information. The Office of Student Life has purchased collection containers that student organizations in Lubbock can utilize.

## FORMS & LOCATIONS

- Purchase Request – HSC Net Finance (In individual orgs manage menu)
  - Book/Materials/Supplies
  - Conference Registration
  - Event Expense
  - Food
  - Guest Speaker Fee
  - Promotional Items
  - Specialty Service
  - Travel
- Facilities Request to Use TTUHSC Premises - <https://app4.ttuhsc.edu/PremisesRequest/>
  - Contact for Facilities Use Requests at each campus:
  - Lubbock
    - Johnny Castellano or Amie Martinez - 806-743-2952
    - Amie.Martinez@ttuhsc.edu
    - johnny.castellano@ttuhsc.edu
  - Odessa
    - Kendra Lewis +1-432-703-5172
    - kendra.lewis@ttuhsc.edu
  - Amarillo
    - Michal Hodge – 806-414-9393
    - Office: PAC 2210
    - michal.hodge@ttuhsc.edu
  - Abilene
    - Nancy Cook – +1-325-696-0488
    - nancy.cook@ttuhsc.edu
  - Dallas
    - Chris Yancey +1-214-358-9550
    - Chris.yancey@ttuhsc.edu
- Special Project Fund Request Form – HSC Net FORMS Tab
- Travel Request Form/Travel Reimbursement Request form – HSC Net FORMS Tab
- Travel Release and Indemnification Form – [Office of Student Life website](#)
- Authorization for Emergency Medical Treatment – [Office of Student Life website](#)
- Clery Student Travel Form – [Office of Student Life website](#)