



STUDENT ORGANIZATION  
HANDBOOK

# STUDENT ORGANIZATION HANDBOOK 2022-2023

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## ***STUDENT ORGANIZATIONS***

Being involved in student organizations can be a rewarding experience that provides opportunities to make an impact and leave your mark on Lubbock Christian University. Through the years, students have learned about responsibility and making changes through participation in student organizations. This manual is here to support and assist you in your role in your organization, as well as help broaden student impact on campus.

Student organizations must be chartered by Lubbock Christian University. To be chartered as an official campus organization, the Founder(s) must present to the Office of Student Life a letter requesting recognition as an official campus group, a proposed constitution, a proposed advisor and a list of prospective members. The official advisor must be full-time employees of the University.

All student organizations must uphold the ideals and principles of Lubbock Christian University. Any organization which does not adhere to these ideals and principles will be subject to disciplinary action. Disciplinary action may include placing the organization on probation or the suspension of the organization's charter.

## ***RISK MANAGEMENT***

Students have the opportunity to participate in a variety of social, professional, and service clubs as well as become involved in a broad spectrum of intercollegiate and intramural sports at LCU. Each organization has been created to enhance student life in a safe environment. Students are encouraged to work closely with their organization advisors and the Student Life Office to make sure they are managing the risk that may occur in the course of the organization's activities.

The following are rules, regulations and other tips to help organizations manage risks and stay safe:

## ***TRAVEL FOR STUDENT ORGANIZATIONS***

Student organizations may travel for many reasons. Because student travel is an integral part of some student organizations, the university has set up regulations to help students minimize risk and stay safe.

Student Organizations choosing to travel off campus for events do so at their own risk. Organization leaders are advised to ensure drivers have a valid driver's license and automobile insurance. Leaders should also advise against traveling late at night, early in the morning, or without a good night's rest. Leaders and members should remember to assist drivers in knowing when they should not be driving.

Student Organizations choosing to travel out of town must complete the following for trip approval. All paperwork must be turned into the Student Life Office at a minimum of 24 hours before leaving for a trip.

- Secure an approved advisor to accompany the trip.
- Provide a travel itinerary complete with hotel contact information if applicable.
- Provide a travel list of all those attending the trip including advisor.
- Provide contact information for those on the trip.
- Provide copies of valid driver's licenses and insurance for those driving on the trip if applicable.
- Insure that all those traveling with the group have signed and turned in a conduct agreement and release of liability form.

A sales tax exemption certificate and a hotel occupancy tax exemption certificate are available in the Business Office. These should be obtained and duplicated in sufficient quantities before travel, for use with restaurants, hotels and vendors that require a copy of the certificate(s).

## ***FIRE PREVENTION AND AWARENESS***

LCU considers fire safety extremely important, and student organizations have an obligation to adhere to university regulations as well as city and state statutes.

Student organizations wishing to host events in which fire may be necessary (i.e. cookouts,

camp fires, etc.) should first discuss plans with the office of Student Life. Organizations will be responsible for appropriate equipment, licenses, permits, and materials. The office of Student Life will require names and contact information of students conducting such events. Students should also be aware of the location of fire safety equipment and procedures.

### ***LCU WEAPONS POLICY***

#### ***Purpose***

Lubbock Christian University places a high priority on safety, seeking to create a safe and secure environment on its campus for students, faculty, staff, and guests.

#### ***General Policy***

Consequently, pursuant to section 30.06 of the Texas Penal Code, no person may enter onto Lubbock Christian University property with a handgun (concealed or open carry) at any time. Property of Lubbock Christian University includes:

- a) All land and buildings owned or leased by Lubbock Christian University;
- b) Grounds where an activity or event sponsored by Lubbock Christian University is being conducted;
- c) Passenger transportation vehicles owned by Lubbock Christian University.

In addition, carrying or possessing a weapon of any kind is prohibited on campus and at school-sponsored events. Any LCU student, faculty member, staff member, or contractor violating this policy is subject to disciplinary action, up to and including expulsion, dismissal, or termination of employment. While LCU has opted to prohibit the concealed carry of a handgun, the university reserves the right to grant approved employees, who hold a License to Carry, to do so as deemed appropriate and necessary.

This prohibition against weapons possession is in effect to the fullest extent allowed under Texas laws, including laws pertaining to weapons generally (Texas Penal Code § 46.03) and to those with a license to carry (Texas Penal Code § 46.035). When appropriate, anyone violating this policy may also be subject to prohibition from the campus and/or criminal prosecution.

Please see the complete policy in the Student Handbook. For additional information about any policy in the Code of Community Standards section, please contact the Dean of Student or Associate Dean of Students in the Student Life office located on the second floor of the SUB.

### ***HAZING POLICY (STUDENT HANDBOOK)***

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report, in writing to the Dean of Students, first hand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.

Students are advised that “hazing” is a crime in the State of Texas. The university does not condone or allow hazing and will sanction students allowing, condoning, or participating in hazing or other dangerous acts. Students are responsible to know and comply with the law against hazing in its entirety. (This section has been directly copied from the Texas Law Handbook including Penal Code and Code of Criminal Procedure. Chapter 51 section 51.936 & Chapter 37, Sub chapter F. Hazing, sections 37.151 through 37.157.)

51.936. Hazing.

(a) Sub chapter F, Chapter 37, applies to hazing at an educational institution under this section.

(b) For purposes of this section, in Sub chapter F, Chapter 37, “educational institution” means an institution of higher education.

(c) Each post secondary educational institution shall distribute to each student during the first three weeks of each semester:

(1) a summary of the provisions of Sub chapter F, Chapter 37

(2) a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the preceding three years.

(d) If the institution publishes a general catalogue, student handbook, or similar publication, it shall

publish summary of the provisions of Sub chapter F, Chapter 37, in each edition of the publication.  
(Added by L.1995, chap. 260(18)  
eff. 5/30/95.)

#### SUB CHAPTER F. HAZING

##### 37.151. Definitions.

In this sub chapter:

- (1) "Educational institution" includes public or private school.
- (2) "Pledge" means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.
- (3) "Pledging" means any action or activity related to becoming a member of an organization.
- (4) "Student" means any person who:
  - (A) is registered in or in attendance at an educational institution;
  - (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
  - (C) intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
- (5) "Organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.
- (6) "Hazing" means any intentional, knowing, or reckless act, occurring on or off campus of an education institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.

The term includes:

- (A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- (B) any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (C) any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- (D) any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or
- (E) involves coercing, as defined by Section 1.07, Penal Code, the student to consume:
  - (i) a drug; or
  - (ii) an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

##### 37.152. Personal hazing offense.

(a) A person commits an offense if the person:

- (1) engages in hazing;
- (2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- (3) recklessly permits hazing to occur; or
- (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Dean of Students or other appropriate official of the institution.

(b) The offense of failing to report is a Class B misdemeanor.

(c) Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.

(d) Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor.

(e) Any other offense under this section that causes the death of another is a state jail felony.

(f) Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Section 11, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

##### 37.153. Organization Hazing Offense.

(a) An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

(b) An offense under this section is a misdemeanor punishable by:

(1) a fine of not less than \$5,000 nor more than \$10,000; or  
(2) if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

Examples of Hazing:

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and Drills/Tests on meaningless information
- Name calling
- Requiring new members/rookies to refer to other members with titles (e.g. "Mr.," "Miss") while they are identified with demeaning terms
- Expecting certain items to always be in one's possession
- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others (forced or coerced) alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

Any organization participating or tolerating any hazing offense will be subject to disciplinary action.

### **ALCOHOL AND DRUGS**

Simply put, alcohol abuse among college students, both traditional and nontraditional, is one of the most pressing problems facing institutions of higher education today. Lubbock Christian University has established policies to provide a framework which affords all students the best possible opportunities for success in their pursuit of higher education. It is the responsibility of student organizations to be aware of the Community Alcohol and Drug Policy as stated in the Student Handbook.

The consumption or possession of alcoholic beverages or beverage containers on any university property, at any university or university sponsored event, or associated LCU function is strictly prohibited. Off-campus alcohol consumption and a subsequent return to campus for the purpose of viewing, supporting, or otherwise participating in campus events is also prohibited. All student organization events are considered an associated LCU function.

A student in the company of others who are drinking or in possession of alcoholic containers or paraphernalia on campus may expect to be called into the Student Life Office during the investigation. In short, an entire organization may be held responsible for alcohol consumption at organization events.

## **COMMUNITY DISRUPTION**

Student organizations are to refrain from behavior that is inconsistent with the mission and values of Lubbock Christian University. Any disruption to the University, housing community at large, or the City of Lubbock will be cause for disciplinary action against the entire student organization.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

Sexual harassment violates federal civil rights laws and University policy against discrimination. Lubbock Christian University is committed to creating and providing an atmosphere in which students can engage fully in the learning process without fear of sexual harassment or sexual violence. Toward this end, all members of student organizations must understand that any form of sexual harassment or sexual violence will not be tolerated, and that they are required to abide by Sexual Harassment and sexual violence policy as stated in the Student Handbook.

Sexual Harassment Includes:

### **1. Quid Pro Quo Sexual Harassment and Sexual Violence**

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes “quid pro quo sexual harassment” when 1) submission by an individual is made by either an explicit or implicit term or condition of academic standing, or 2) submission to or rejection of such conduct is used as the basis for academic decisions affecting that student.

As defined here, “quid pro quo sexual harassment” normally arises in the context of an authority relationship. This relationship may be direct as in the case of teacher and student or it may be indirect when the harasser has the power to influence others who have authority over the individual bringing the complaint.

### **2. Hostile Environment Sexual Harassment and Sexual Violence**

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute “hostile environment sexual harassment” when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of 1) creating an intimidating, hostile, or offensive academic environment, or 2) unreasonably interferes with another’s work or academic performance. Sexual harassment does not refer to occasional compliments of a socially acceptable nature.

It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, as a result, interferes with work or academic effectiveness in determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered.

Every effort will be made to consider the complaint on the basis of what a reasonable person would consider as sexual harassment; however, standards applied go further to maintain conduct appropriate to Christian ideals and consistent with the stated values of the university. Students or organizations who believe they have been victims or witnessed sexual harassment or violence should report the incident to the Title IX Coordinator.

(Please see all reporting procedures in the Student Handbook.)

Student organizations should maintain environments free of sexual connotations, harassment, or violence. Any and all such behavior will subject the entire organization to disciplinary action.

## **OFFICIAL ADVISORS**

Selecting an Official Advisor

When selecting an Official Advisor, find a full-time employee of the University who will have the time to devote to your organization. Make sure that this person will take the role willingly and seriously, and find someone who has knowledge or skills related to the mission/purpose of the organization. With all advisors, make certain that she or he has a clear understanding of the organization’s purpose. Discuss with the potential advisor what is required of her or him, her or his duties, and the time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate.

Allow the person a reasonable length of time to consider her or his decision. If possible, choose someone who shares some of the same interests as the organization, and who has previously interacted with the leadership of the organization.

### ***The Role of the Advisor***

By sharing both knowledge about the university and personal experiences, the advisor can assist the organization in the conduct of 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. Of course, the expectations will vary according to the needs of the organization and the advisor.

Requirements of the Official Advisor:

- Must be a full time employee of Lubbock Christian University.
- Over 25 years of age.
- Attend advisor/risk management training.
- Cannot be a student of Lubbock Christian University.

Requirements of Adult Advisors:

- Over 25 years of age or an employee of LCU.
- Not a student of Lubbock Christian University.
- Attend advisor/risk management training.

### ***BENEFITS OF BEING A REGISTERED STUDENT ORGANIZATION***

Being a registered student organization at LCU has many benefits. Student organizations have the privilege of using on-campus facilities, banking services, raising funds, sponsoring speakers and public performances, and distributing literature. One of the most important benefits of being a registered student organization is access to the Student Life staff for assistance in program planning, risk management, conflict resolution, fund raising, or other issues related to your student organization.

Beyond the obvious advantages of being a registered student organization on campus, there are many other rewards for students who engage in student organization activities. First, student organizations add an important component to campus life by providing an outlet for the student voice to be heard and a vehicle for students to have a substantial impact on campus. Secondly, students gain valuable experience in the practical aspects of leadership, communication, risk management, and teamwork. Finally, it is our experience that students who are involved on campus are more likely to be successful in college and to gain more from their time at LCU. For all of these reasons, we would like to congratulate you on your decision to get involved and make a difference at Lubbock Christian University.

### ***REGISTERING A STUDENT ORGANIZATION***

Student organizations need to update their registration every Fall and Spring Semester. To do so each organization is required to submit an up to date organization roster to the Dean of Students or Student Involvement Coordinator no later than October 1.

The title and logo of Lubbock Christian University can only be used by organizations that are officially sponsored by a university department and recognized by the university.

### ***PROGRAM AND EVENT PLANNING***

Program and event planning helps your organization achieve its goals, teaches leadership skills, and fosters camaraderie within your organization. However, it takes a great deal of planning and forethought prior to your event to ensure success. The following list will describe some basic programming tips that will help keep you on track.

When planning an event, all organizations are required to seek approval from the Dean of Students or Student Involvement Coordinator at least one week prior to any event or program on campus.



## *Planning an Event or Program*

### Concept

- Determine the goals of the program.  
Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities to socialize.
- Brainstorm the type of event and possible themes that will match your organizational goals.  
Examples: speaker, film, dance, fund raiser, trip, food, festival, athletic event, recreational tournament.
- Decide on a program within your budget.
- Discuss the options within your organization and advisor. Make a group decision.

### Date

- Find a convenient date for members in the group and for the entertainment/speaker.
- Choose a date that does not conflict with other existing campus programs. To check the university calendar and to have your event listed please see the Student Involvement Coordinator in the Student Life Office.

### Entertainment/Speaker

- Determine the type of entertainment/speaker you would like to sponsor.
- Research local, regional and national possibilities and negotiate a fee or honorarium.

### Location

- Project the attendance to make sure that you have reserved an adequate facility. To check availability and reserve campus space please refer to pages 13 and 14 regarding room reservations.
- Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, a cooking area, an outdoor area, lecture hall, etc. Please note that certain equipment and services may require a certificate of liability insurance.

### Time

- Determine a convenient time for your targeted audience. For example, if you want commuter students to attend your program, many are on campus during the day; so plan a time between day classes for a program.

### Budget

- Project all expenses and incomes such as fees, advertising, security, food, etc.
- Stay within the designated budget.
- Brainstorm additional funding sources if you need more money.

### Publicity

- Design publicity strategies for targeted audiences.
- Design your promotion to fit the style and theme of the program. Be creative.
- Make the publicity neat and accurate. Include the name of the program, date, time, place, and ticket information if necessary.
- Distribute publicity in ample time. This allows people to plan ahead. Two weeks advance notice is ideal.

### Food

- Determine food needs. Determine if the program will be a dinner or reception.
- Decide whether organization members will prepare the food or a caterer. Please note that if your event is in the Bozeman Room, Baker Conference Center or the Rip Griffin, you must use Aramark for your food service. Contact Salvador Aguirre, Director of Dining Services, to discuss dining options ([diningservices@LCU.edu](mailto:diningservices@LCU.edu))

### Safety & Security

- Determine safety needs. Consult LCU Public Safety to ensure that you have considered all safety and security concerns for your event.

## Implementation

- Develop a list of tasks that need to occur before, during, and after the event; then determine who will be responsible for each one. For example: ushers, clean-up crew, stage crew, publicity, and hospitality.
- On the day of the program:
  - Arrive early to check on room arrangements and the set up.
  - Prepare a brief introduction statement. For example, "Welcome to tonight's performance presented by \_\_\_\_\_. If you are interested in having more events like this one, please talk to a representative of our organization."
- Do an evaluation of the program at the next meeting and fill out the post-event evaluation.
- Determine if you have accomplished your program goal.
- Record both positive and negative results for future planning.
- Prepare financial statement of actual expenditures.
- Send thank you notes to appropriate people.

Adapted from: Central Connecticut State University, The Success! Series, "ABC's of Programming"

## **CONTRACT TIPS**

Your organization may need to enter into a contract at some point for specific events. While LCU would like for you to enter into contracts as little as possible, the following are guidelines to help you navigate the contracting process.

- If the contract will have LCU's name anywhere on it, then the contract must be submitted to the Student Life Office for approval.
- If the contract is in excess of \$500 it will need to be approved by the Student Life Office.
- Make sure you are comfortable with all terms in the contract; do not sign it if you are not. Remember, contracts are negotiable so discuss areas in which you are uncomfortable.
- Be clear on terms! Especially the following:
  - Time for performance of the contract.
  - Who the parties are.
  - What exactly is the contract for (specific venue, specific service, etc.)
  - Fees-make sure all fees are clearly stated so there are no surprises.
- Know and understand how you may cancel a contract and penalties, if any, for such cancellation.
- It is best to have only one or two people sign on behalf of your organization (President or Vice President).
- If there is term you don't understand or if you need assistance with a contract contact the Student Life Office.

## **ACCOUNTS**

All student organizations must have an agency account set up through the LCU Student Business Office. Any money donated to the organization from LCU will be deposited into the agency account. Please visit the LCU Student Business Office for additional information.

## **ACCESSIBILITY**

It is important that your organization is accessible to all interested students. LCU is a small but diverse community. Groups that are intentional about being inclusive in their recruitment and retention of members have the advantage of being able to interact with students from a variety of backgrounds and experiences, which strengthens the group experience for all students involved.

Student Life is committed to fostering diversity within the student organization community. When we speak of diversity, we are speaking not only about ethnic diversity, but also diversity national origin, ability, age, gender, and socioeconomic status, and other unique characteristics that make us who we are. As a leader in a registered student organization, it is important to consider how you can make your organization as inclusive as possible for all students. Consider questions such as: Where do you hold your meetings?

Consider holding your meetings in locations where all students can feel comfortable, and not in establishments that might make some students feel unsafe.

When do you hold your meetings?

If your organization always holds your meetings at night, you might be excluding commuters or students who have family responsibilities.

Are your meetings and activities accessible to students with disabilities?

Let members know that you are willing to change meeting sites or provide accommodations for persons with disabilities.

What do you talk about in your group? Is your group conversation inclusive, or do people use derogatory or racist language?

Educate yourself and your organization on how racist, sexist, or other forms of hateful language can be very damaging.

How do you advertise your organization and its activities?

If you only advertise in limited areas, it is likely that you are excluding some interested students from your organization. Think about how you can reach out by intentionally advertising in new ways and to new areas on campus. Remember that relying only on word-of-mouth advertising has a limiting effect on diversity! Some ways to advertise may include student announcements and LCU social media pages. For more information, or to discuss issues of diversity, inclusiveness, and equality more in depth, please contact the Student Involvement Coordinator. For specific information about how you can accommodate students with disabilities in your organization, please contact Disability Services in the Center for Student Success.

### ***RETAINING GROUP MEMBERS***

Students stay with organized, dynamic groups that meet their personal goals for membership.

Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members.

### ***COMMUNITY SERVICE***

Community service, volunteerism, and service learning enhance your college experience in many ways. The following are a few of the ways that the members of your organization can benefit from participating in community service.

- A strong sense of self-worth and pride
- New experiences, new friends, new possibilities
- Increased independence and managerial skills
- Improved decision-making abilities
- Visibility and prestige in the community and on the job
- Personal growth
- Contacts for job advancement
- Satisfaction from helping to build a stronger and safer community

Each student organization is required to complete one community service project per semester. Please contact the Student Involvement Coordinator or Deans' office for possible opportunities.

### ***LEADERSHIP TRANSITION***

Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. Here are some reasons why transitioning is important:

- Provides the new leader with significant organizational knowledge.
- Minimizes the confusion of leadership change throughout the entire organization.
- Outgoing leaders gain a sense of accomplishment and closure.
- Helps the incoming leadership take with them some of the special expertise of the outgoing leaders.
- Increases the knowledge and confidence of the new leadership.
- Minimizes the loss of momentum and accomplishments of the organization.
- Provides a sense of continuity among the membership.

The following are suggestions that may prove helpful in your leadership transition.

#### ***Start Early***

- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Help develop skills by delegating responsibility to potential leaders.

- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Let them know that the transition will be orderly and thorough.
- Model effective leadership styles.
- Develop an organizational structure to support leadership development.
- Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Transfer the knowledge, information, and materials necessary for the new officers to function well.
- Ask outgoing officers what they wish someone had told them.

### ***Make the Transition Smooth***

- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review and make current if necessary your constitution and bylaws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the offices your organization needs and uses.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list or membership records.
- Leave behind files that might be helpful to the new person.
- Orient incoming officers to resources used in the past.

### ***Add Your Personal Touches***

- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
- Have the officers go through personal and organizational files together.
- Acquaint the new officers with physical environment, supplies, and equipment.

### ***Share the Organization's Structure***

- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluation of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks, and equipment

## ***DISTRIBUTION OF LITERATURE***

Registered student organizations have the ability to distribute literature on campus. Literature can be used to advertise your organization, publicize information, promote an idea, or for a variety of other purposes. Registered student organizations may sell, distribute, or display literature on campus in accordance with the following guidelines:

- The literature is not distributed by shouting or accosting individuals.
- The literature that is dropped on the ground in the area where it was distributed must be picked up by the sponsoring registered student organization.

Literature is defined as any printed material, including any newspaper, magazine, or other publication, and any leaflet, flyer, or other informal matter, that is produced in multiple copies for

distribution to potential readers. All literature must be approved by the Student Life Office before being distributed.

### **POSTINGS/FLYERS/SIGNS/T-SHIRTS**

The objective of the policy is to ensure that Lubbock Christian University maintains an orderly appearance appropriate to a university campus while providing members of the greater university community with a maximum of publicity outlets. Cooperation is essential to creating an attractive and pleasant environment for students, faculty, staff, alumni and visitors.

The Student Life Office must authorize all materials before they may be posted on campus. All individuals must have approval before posting posters, signs, notices, flyers, banners and announcements or creating t-shirts for a recognized group, organization or event. All printed material must bear the official LCU stamp or be approved by the Student Life Office before being posted or distributed. The stamp may not be copied or reproduced. Materials must be submitted at least 4 days prior to the desired post date. All material must be in line with the university mission and goals and not violate any aspect of university policy and procedures. All efforts will be made to ensure individuals are provided an opportunity to promote events and ideas. The Student Life Office retains the right to deny any individual the right to post or wear materials.

Postings are not allowed on glass and painted surfaces on campus and may not be posted in the McDonald Moody Auditorium and the CDC. Postings not approved or posted in prohibited areas may be removed without warning. Many campus buildings have designated boards for campus postings

### **TABLES**

Using tables to promote your organization is a popular option for student organizations. Tables can be used to display literature, disseminate information, raise money, and for other forms of expression. Any outdoor location and any large, open, indoor location can be appropriate for tables, provided that the tables do not disrupt other university functions or interfere with pedestrian or vehicular traffic and proper approval is given. Please consult with the Dean of Students or Student Involvement Coordinator for approval and information about appropriate locations to place tables on campus.

Some additional things to remember about tables:

- Each table must have a sign or literature that identifies the student organization sponsoring the table.
- The organization sponsoring the table is responsible for cleaning up any litter at the end of each day.
- The table must be staffed by a member of the sponsoring organization at all times.

### **ROOM RESERVATIONS**

To reserve a room, see the list of contacts below.

Academic areas and fountain/mall area: *Sunny.Park@LCU.edu*

Athletic courts, fields, and hospitality: *Kim.Wheeler@LCU.edu*

Baker Conference Center and Bozeman Room: *LCU.edu/resources/baker-conference-center-bozeman-room*

Cardwell Welcome Center Rotunda: *Rhonda.Pool@LCU.edu*

Cardwell Lecture Hall: *Maryjane.Poormon@LCU.edu* and *Sonja.Dixon@LCU.edu*

CDC Theater: *Don.Williams@LCU.edu*

Collier Auditorium: *Sharlan.Proper@LCU.edu*

McDonald Moody Auditorium: *Nathan.Anderson@LCU.edu*

Rec Center and intramural fields: *Amy.Shero@LCU.edu*

### **COLLABORATION**

We encourage registered student organizations to work collaboratively with other university entities for events and programs. Registered student organizations may co-sponsor events with other registered student, faculty, or staff organizations or with university departments, agencies, or academic colleges and schools. Partnership with off-campus persons, agencies or organizations must be approved by the Student Life Office.

## ***GUEST SPEAKERS***

Registered student organizations may present guest speakers who may make speeches, give performances, or lead discussions in a fixed indoor or outdoor locations. A guest speaker is a speaker or performer who is not a student, faculty member, or staff member. In order to have a guest speaker at an event, you must receive advance permission by the Student Life Office.

Guest speakers may distribute literature to persons who attend the event, but not to others who have not chosen to attend the event. The guest speaker may not accost potential listeners who have not chosen to attend the event. The guest speaker may not help staff a student organization's table or exhibit. Finally, a guest speaker may not solicit for his or her off-campus business, organization, or service. When presenting a guest speaker, the registered student organization must make clear that the organization, and not the university, invited the speaker, and that the views expressed by the speaker are his or her own and do not necessarily represent the views of the university.

## ***FILM POLICY***

Registered student organizations may sponsor slide shows or films on campus provided they do not charge admission nor solicit donations for the showings and comply with all copyright regulations. This policy means that student organizations must obtain permission from the individuals who have the rights to the film prior to showing the film. Remember that your student organization may not charge any money nor accept any donations for the showing of a film. Prior approval of any film showing must also be granted by the organization sponsor and the Student Life Office. In order to obtain the rights to show a movie on campus, contact the Student Involvement Coordinator.

## ***FUND RAISING***

Consultation with the Student Life Office and relevant LCU staff members in the early planning stages of fund raising activities can save time and effort and will ensure compliance with appropriate institutional rules and regulations. Staff members are available to provide advice on planning strategies and the applicability of university regulations. Organizations can host one on-campus fund raiser per semester.

## ***PUBLICITY***

Please contact the Student Life Office for all campus publicity approval.

Publicity is the most critical part of planning a program or event. It takes a lot of strategy and work to let the right people know about opportunities they might be interested in. Below are some suggestions on how to publicize you program or event:

- Create a Facebook event
- Identify high-traffic places on campus to post posters/flyers
- Decorate the chap (must get approval by Dean of Students first!)
- Host an informational table in the Moody after chapel, the SUB, or in the cafeteria.
- Staff this table with representatives to answer questions and hand out information
- Network with student groups, student organizations, faculty and staff.
  - For example: ICC, social clubs, professional organizations, RAs, academic departments, etc.
- Choose specific groups to contact based on the nature of your event and your intended audience (freshmen, general campus population, business students, missions minded students etc.)
- Send them a personalized invitation or contact them in person.
- Contact students/faculty/staff to let them know how they can contribute to your event.
- Find ways to co-collaborate or co-sponsor an event with other student groups or department to increase participation, resources, and audience.
- Partner with other organizations and work together to publicize the event
- Focus specifically on publicizing in the dorms and work with RAs to plan an event

and publicize.

- Attend meetings of student groups and organizations and personally invite them to your event
- Submit a campus announcement through Chaplink
- Contact Joshua Dansby (Joshua.Dansby@LCU.edu) in University Relations to arrange for a LCU photographer to attend your event.
- Be creative! There are many ways to publicize. Think strategically and out-of-the box.
- Develop a centralizing logo, image, theme, or slogan that can connect all of your publicity together
- Other publicity ideas: t-shirts (these can be expensive), fliers to hand out, creative stunts, creative emails and many, many more. Brainstorm with your group.
- Remember to get publicity out early and to be specific about dates, times, locations, and speakers.
- Finally, word of mouth is always the best promotion. This takes time, effort and energy so make sure to give yourself plenty of time to build energy around your event. Work to have a publicity plan in place three weeks prior to your event and post all printed publicity 1 - 2 weeks prior to your event to help make your event successful!
- Contact Reagan Branch (Reagan.Branch@LCU.edu) in the Student Life Office for ideas and information on creating a successful event.



LUBBOCK CHRISTIAN UNIVERSITY  
5601 19th Street  
Lubbock, TX 79407-2099