



# Student Organization Handbook

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## **What is the purpose of registering as a Registered Student Organization?**

The purpose of Registered Student Organizations (RSO's) at TC is to complement academic programs of study, and to enhance the overall education experience of students through development of, exposure to, and participation in social, cultural, intellectual, and recreational activities. Registration if students groups are necessary before College funds, facilities, and/or services will be available. Registration is facilitated through the Dean of Student's Office.

Registration of an organization does not constitute College endorsement or approval of organization's policies, message, or activities. It does signify a willingness on the part of the organization to comply with state and federal laws, college rules, regulations, and policies. It is also important to note being a RSO at TC is a privilege and not a right.

## **REGISTERED STUDENT ORGANIZATION**

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Dean of Students.

Registered student organizations shall abide by College District policies and procedures and applicable law. Registered status shall not imply that the College District endorses a student organization's opinions and activities

An eligible group of students shall be entitled to register as a student organization. Approval for registration of an organization on any one campus or center shall be effective College District wide.

## **Benefits of being a RSO**

As a RSO you are eligible to:

- Use on campus facilities for meetings and events
- Post information and publicize events on campus
- Reap the benefits of a faculty/staff advisor
- Access to RSO advisor and leadership training

## **ELIGIBILITY**

A group shall be eligible for registration if:

- Its membership consists of seven or more students.
- It does not deny membership to anyone on the basis of sex, disability, age, color, race, nationality, or religion.
- It has an advisor who is a member of the faculty or the staff.
- It is not under a disciplinary penalty prohibiting registration.

- It conducts its affairs in accordance with College District policies, procedures, rules, and regulations; as well as with local, state, and federal laws.
- Its membership is limited only to students, staff, and faculty of the College District.

## **REJECTION OF APPLICATION**

If the Dean of Students does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the College President.

The College President may take one of the following actions:

- Affirm the Dean of Students's decision.
- Reverse the Dean of Students's decision.
- Appoint a committee to conduct a hearing and report its findings to the applicant and the College President, who shall then take final action.

## **RIGHTS AND DUTIES**

Each registered student organization shall adopt a written charter, constitution, or other governing document. A copy shall be filed with the College District.

A registered student organization may conduct meetings, events, performances, and similar activities in accordance with College District facilities use policies and procedures. [See FLAA] The organization shall not advertise, promote, or represent that an event or activity is associated with the College District unless prior approval is obtained in accordance with applicable procedures. [See FK]

A registered student organization may distribute written or printed materials or other visual or auditory materials in accordance with College District literature distribution policies and procedures. [See FLA] The organization may not represent that visual or auditory materials are sponsored by the College District unless prior approval is obtained in accordance with applicable procedures. [See FKA]

In accordance with state law, officers of a registered student organization shall attend a risk management program provided by the College District.

## **REQUIRED SUBMISSIONS**

Each registered student organization shall submit the following:

At the beginning of each semester, a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College District on behalf of the organization. The list shall be kept current and accurate by the organization.

At the beginning of each semester, an affidavit stating that the organization or group does not, and will not, accept any member who is not a student or a member of the faculty or staff of the College District.

A financial statement form supplied by the business office to be filed on the first workday of July and January.

## **LOSS OF REGISTRATION**

Upon written notice, a student organization's registered status may be revoked by the Dean of Student because of the following:

- Failure to submit the mandatory RSO renewal paperwork
- Failure to submit annual officers/membership roster updates
- Failure to maintain at least 7 current student members
- Violation of campus policy or violation of the College core values and mission
- No full-time faculty or staff advisor
- Submitting false information to the Dean of Student Office
- Failure to adhere to College District policy or local, state, or national laws

A student organization whose registered status has been revoked may appeal to the College President, who may take appropriate action regarding the issue. If the organization is not satisfied with the decision, it may appeal that decision to the Board.

A student organization whose registered status has been revoked shall be prohibited from reapplying for registered status for a period described in the revocation notice. The prohibition shall be for a period of not less than four months following the date of the notice and may be permanent. The revocation shall be effective College District wide

Recognition of student groups shall not be denied on the basis of the views expressed by the group. Recognition of student groups may be denied if they violate reasonable campus rules, interrupt classes, substantially interfere with the opportunity of other students to obtain an education, or if it is reasonable to believe that the group poses a substantial threat of material disruption to the campus. Recognition may be withdrawn if the organization refuses to comply with any valid campus rules. *Healy v. James, 408 U.S. 169 (1972)*

## **DISCIPLINARY VIOLATIONS**

In addition to the revocation of registered status, violations of College District policies and procedures or local, state, or federal law shall subject the student organization and its individual members to disciplinary action in accordance with policies FM and FMA.

## **HAZING OFFENSE ORGANIZATION**

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. *Education Code 37.153(a)*

## **HAZING OFFENSE PERSONAL**

A person commits an offense if the person:

- Engages in hazing.
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
- Has first-hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, including a college district, or first-hand 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.

## **HAZING DEFINITION**

Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution by one person alone or acting with others, directed against a student, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- 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.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Education Code 37.151(6); 51.936(a)

## **ORGANIZATION**

"Organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students. *Education Code 37.151(5); 51.936(a)*

## **STUDENT**

"Student" means any person who:

1. Is registered in or in attendance at an educational institution;
2. Has been accepted for admission at the educational institution where the hazing incident occurs; or
3. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

*Education Code 37.151(4); 51.936(a)*

## **OFFICER DUTIES**

### **General Duties**

All officers are responsible for upholding the student organization recognition requirements and completion of leadership development activities. If it is not outlined in detail in your constitution it, is also the responsibility of the President and Vice President to develop a detailed list of task, duties and expectations for each position. All Officers are responsible for keeping an individual calendar to track the events and meetings in which their participation is required.

### Recruiting Officers:

All of the Officer positions created by an RSO should be designed to mesh and complement each other. Recruit officers for your leadership team to fulfill roles that may fit their background, experience or program of study. When you notice someone with potential, give them encouragement. Get them thinking about taking a leadership role. Good leaders start early looking for emerging leaders in order to groom them to take their place next term.

## **ADVISORS DUTIES**

The role of Advisor may vary from organization to organization based on the organization's needs and goals. The Advisor of a student group should never be considered just "a signature" in order to receive recognition. The leadership of the organization and the advisor should meet to determine the role and expectations of the advisor and the advisor's expectations of the students.



### Characteristics of a good advisor:

- Outgoing, friendly and student centered
- Supportive of the RSO mission and help recruit members, advertise events, etc.
- Has a general knowledge of the policies and procedures of the college.
- Can be present for at least two Officers Meetings per semester and at All on-campus events held outside of normal business hours.
- Dedicates a mutually agreed upon amount of time per month for the group.

### Most advisors generally perform the following tasks:

- Assist the group with the formulation and/or revision of the organization's constitution and bylaws, if needed.
- Serve as a liaison between the college and the student organization when/if appropriate. Serve as a resource person at meetings with the Officers, as well as at on-campus events of the organization, as needed.
- Encourage and assist the organization to carry on an active and significant program. Assist in orienting new officers to their positions and developing leadership skills for members.
- Mentor the officers and promote efficient and effective administration of the organization.
- Co-sign deposit and expense forms with President/Treasurer. Assist Treasurer in maintaining accurate accounting procedures, create an annual or event budget and creating expenditure reports, if necessary.
- Reserve campus facilities for student organization meetings or events.
- Request tables/chairs, special room seating arrangement, or other maintenance.
- Request special use of media services/technology equipment.

### Advisors should/do Not:

- Have to attend all student organization meetings
- Handle fundraised or other money for the RSO, at ANY time.
- Sell tickets, goods or services to fundraise on behalf of the organization unless the payment transactions are handled separately.

## **CO-ADVISORS**

Running a successful student organization requires a significant commitment of time and other resources. The Dean of Students Office encourages organizations to pursue Co-advisors relationships to assist with the growth and development of their organization. Co-advisors can be any full-time or part-time TC faculty or staff member.

## **Categories of Registered Student Organizations**

In an effort to most efficiently and effectively communicate and develop a relationship between the College and its students, the Dean of Students Office has developed designations for student organizations. All organizations that are approved by the appropriate parties are Registered Student Organizations (RSOs). RSOs are separated into 8 organizational categories: Academic, Arts, Culture, Honor Society, Political, Religious, Special Interest, and College Organizations.

### **ACADEMIC**

Academic organizations are those in which the primary purpose is to further students' knowledge in regard to their academic pursuits. Activities may include attending seminars and conferences, business meetings and social activities. (Example: Chemistry Club, Journalism Club, Cosmetology Club, Phi Beta Lambda, TC Players, TC Student Nursing Association, TC Together, and Explorers.)

### **CULTURE**

These groups are those with the purpose of promoting culture and cultural differences among students at the College.(Example: Black Student Association and Cultural Awareness Student Association)

### **HONOR SOCIETIES**

These organizations are selective in nature and require a certain GPA for acceptance.(Example: Phi Theta Kappa)

### **POLITICAL**

Political organizations are those that are focused on the political development or support of its members based upon political affiliation.(Example: TC Conservatives)

### **RELIGIOUS**

Religious organizations are those focused on the spiritual development or support of its members based upon religious affiliation or denomination.(Example: Baptist Student Ministries)

### **SPECIAL INTEREST**

Special Interest organizations are those by which students come together because of a shared activity or interest.(Example: Earth Club, Fencing Club, Texarkana College Debate League, and TC Veterans Association)

## **COLLEGE ORGANIZATION**

Many groups such as faculty-initiated academic interest groups, faculty/student governing committees, musical organizations, College athletic teams, and theatrical activities are not student, but College Organizations. As such, they are directed or chaired by a regular College faculty or staff member, and responsible to campus academic or administrative authorities. Membership in a College Organization is subject to various internal requirements and regulations. The College faculty or staff member, by virtue of his or her expertise, is responsible for directing the organization. Students may often participate in the organization's decision-making process, however, the final decision making authority falls to the faculty or staff advisor.(Example: Student Government)

## **PUBLICATION**

Each public institution of higher education shall distribute to each student during the first three weeks of each semester a summary of Education Code Chapter 37, Subchapter F and a list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the previous three years. If the institution publishes a general catalogue, student handbook, or similar publication, it shall publish a summary of the provisions of Education Code Chapter 37, Subchapter F in each edition of the publication. *Education Code 51.936(c)–(d)*

## **FUND RAISING**

As used in this policy, "student solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

## **LIMITATIONS ON SOLICITATION**

Student solicitation shall be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the vice president for the conduct of such activity;

The sale or offer for sale of any food or drink item in an area designated in advance by the vice president or a designated representative for the conduct of such activity;

The collection of membership fees or dues by registered student organizations at meetings of such organizations scheduled in accordance with the College District's regulations on use of facilities; [See FLAA]

The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and are scheduled in accordance with College District regulations; or

The sale of raffle tickets by a registered student organization that can present to the vice president written evidence from the Internal Revenue Service that the organization

has been granted an exemption from taxation under 26 U.S.C. 501(c)(3), Internal Revenue Code.

No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the vice president.

### **TIME LIMIT**

No organization shall solicit under this policy for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

### **USE OF DISTRICT NAME**

Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fund-raising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the vice president in accordance with procedures developed for that purpose.

### **CONDUCT DURING SOLICITATION**

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.

The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.

The solicitation shall not harass, embarrass, or intimidate the person or persons being solicited.

### **SANCTIONS**

If a student or registered student organization is alleged to have violated this policy, the student or organization shall be subject to a reasonable investigation conducted by the vice president.

If the vice president determines that a solicitation is being conducted in a manner violating this policy, the vice president may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate.

A student determined to be in violation of this policy shall be subject to disciplinary measures as described in policies FM and FMA. In the case of a registered student

organization, the vice president may revoke the registered status of the organization in accordance with policy FKC.

## **ORGANIZATION FUNDS**

The College District shall serve as the depository and fiscal agent for all registered student organizations. [See FKC] The College President or designee shall develop procedures for the budgeting and accounting for income and expenditures of each organization's funds.

RSOs should strive to be self-supporting and are therefore expected to fund raise for any operating costs needed to run the organization. All student organization monies (whether allocated or student generated) must be deposited into and maintained through the campus Business Office, and are subject to the guidelines set forth herein.

## **TRANSPORTATION**

- Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.
- A driver who is transporting students in College District-owned or -leased vehicles must:
  - Be an employee or other approved driver of the District.
- Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.
- Have an acceptable driving record.
- The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.
- A driver shall not drive for more than two consecutive hours without taking a fifteen-minute break or relief from driving.

## **RSO USE OF COLLEGE FACILITIES**

The grounds and facilities of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting student or student organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the director of facilities.

## **REQUESTS**

To request permission to meet on College District premises, interested students or registered student organizations shall file a written request with the director of facilities in accordance with administrative procedures.

The student or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

## **APPROVAL**

The director of facilities shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;

The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;

The proposed use includes non-permissible solicitation [see FI];

The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;

The applicant owes a monetary debt to the College District and the debt is considered delinquent;

The proposed activity would disrupt or disturb the regular academic program;

The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or

The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The director of facilities shall provide the applicant a written statement of the grounds for rejection if a request is denied.

## **FREE SPEECH AREAS**

The director of facilities shall designate one or more areas of the College District for use by students and registered student organizations by posting signs identifying each designated area in conspicuous locations in and around each area.

A student or registered student organization may use an area designated for public discussion without prior permission and for peaceful public assembly or demonstration without prior permission.

Public assembly, discussion, or demonstration exercised in accordance with the above paragraphs shall not disturb or interfere with a program, event, or activity approved by the director of facilities prior to the public assembly, discussion, or demonstration and shall not materially and substantially interfere with College District activities or the rights of others.

## **ANNOUNCEMENTS AND PUBLICITY**

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

## **IDENTIFICATION**

Students or registered student organizations using College District facilities shall provide identification when requested to do so by a College District representative.

## **VIOLATIONS**

Failure to comply with the policy and procedures regarding student use of College District facilities shall result in appropriate administrative action, including but not limited to, suspension of a student's or a registered student organization's use of College District facilities and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

## **APPEALS**

Decisions made by the administration under this policy may be appealed in accordance with FLD(LOCAL).

# **APPENDIX**

## **RSO Guidelines for Student Organizations Forming A Constitution**

**All student organizations wishing to register with the Dean of Students Office are required to submit a constitution and by-laws. The constitution on file with the Dean of Students Office serves as the official governing document for the organization.**

**It is recommended that each officer of your organization have an up-to-date copy of the constitution and by-laws. Additionally, all members should be familiar with the document. This information will help ensure that all members are aware of the organizations function.**

**The constitution should include the:**

- **Structure for the organization**
- **Purpose of the organization**
- **Definition of the duties and responsibilities of the officers and members**

**The constitution is subject to review and changes by the Dean of Students.**

### **Developing a Constitution**

**The following is an outline of information to be included in a constitution. The object is to draft a document that covers the following topics in a clear and concise manner.**

#### **Article I Name**

***“The name of this organization shall be \_\_\_\_\_.”***

#### **Article II Affiliation (local, state, national)**

***“ABC group shall be affiliated with \_\_\_\_\_ through paid membership, etc.”***

#### **Article III Purpose, Aim and Functions of the Organization**

**What is the purpose? Is it fostering a broad educational goal? Is it social, cultural, political, etc.? Why was your group founded?**

#### **Article IV Membership Requirements and Limitations**

##### **Section A. Eligibility for membership**

**All organizations must include the following statements:**

***“Organizations must be comprised of active members who are students, A student is defined as someone who is currently-enrolled at TC and who is in good standing in terms of behavior and conduct that represents the organization and College well. Students must be enrolled in at least three credit hours.”***

**Article V Officers (All organizations must have a minimum of a chief officer often called the “president” or “chair”, a “vice president” or “co-chair”, and a treasurer)**



**The titles, qualifications, method or selection, and time commitment of each office must be outlined. The titles and needs vary by organization.**

**All organizations constitutions must include the following statement:**

***“The officers of the organization must meet the following requirements:***

- ***Have a minimum cumulative grade point average of 2.00 both before taking office and during the officer’s tenure.***
- ***Be in good standing with the College.***
- ***Be currently enrolled in a minimum of nine semester hours at TC.***

***If the officer does not uphold the aforementioned requirements, the student will no longer be able to serve as an officer of this organization.”***

### **Article VI Operations**

**How are officers elected? What type of ballot? When are they elected, and for what period? When do officers assume office? How may officers be removed? Clarify the role of the advisor in officer removal.**

### **Article VII Finances**

**Generally address how finances will be handled by the organization. It is also important to establish a procedure on what will happen to funds if the organization is dissolved.**

**All organization constitutions must include the following statement:**

***“All monies belonging to the organization must be deposited 24 hours after collection. The advisor must approve each expenditure request prior to payment.”***

### **Article VIII Ratification and Amendments**

**The constitution must be voted on and approved by the members of the organization for which it was written. The number of members required to amend the constitution must be outlined in the constitution along with the advisor.**

**It must be outlined in the constitution as how the amendments will be adopted.**

### **Developing By-Laws**

**By-laws are not required, but help an organization detailed procedures that a group must follow to conduct business. The constitution covers the basic foundation of the organization. The by-laws provide further definition to the articles of the constitution and can be changed more easily as the needs of the club changes.**

**By-laws must not contradict the constitution.**

**The topics generally covered in the by-laws are membership, officers, financial procedures, committees, meetings and amendment procedures.**

# Requisition Request Form

<b>Vendor</b> (Who making purchase from):
<b>Quantity Needed</b> (if this is for a product):
<b>Cost of each</b> (if this is for a product):
<b>Product that is being purchased:</b>
<b>If this is for a trip how many nights:</b>
<b>Name of trip and who is going:</b>
<b>Cost of total hotel stay for trip:</b>
<b>Cost of Food for Trip:</b>
<b>Are Tickets into anything needed, if so, how many:</b>
<b>Cost per Ticket:</b>

**This is information that is generally needed to generate a requisition. I will fill in the FOAP information.**

**TEXARKANA COLLEGE**  
**AGENCY FUNDS WITHDRAWAL AUTHORIZATION**

**TO: BUSINESS OFFICE**

**PLEASE ISSUE A CHECK AGAINST THE FUNDS  
OF \_\_\_\_\_**

**ACCOUNT# \_\_\_\_\_**

**IN THE AMOUNT OF \_\_\_\_\_**

**MAKE CHECK PAYABLE TO \_\_\_\_\_**

**FOR \_\_\_\_\_**

**DATE \_\_\_\_\_, 20\_\_\_\_\_**

**AUTHORIZED SIGNATURES:**

\_\_\_\_\_ **TREASURER**

\_\_\_\_\_ **ADVISOR**



**Texarkana College**  
Facilities Reservation Form

Date (s) of Event (include day and extended event's end date): \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Reserved By (initials): \_\_\_\_\_

Room Selection\* (For room fees and information, see page 2): Check appropriate box below:

Great Room	CDC 500	CDC 505
Downstairs	CDC 501	CDC 506
Room A	CDC 502	CDC 507
Room B	CDC 503	CDC 508
Room C	CDC 504	Levi Hall
		Other _____

(None other location(s))  
For all reservations, to customize a room layout, or for information please make special arrangements  
Through the Facilities Services Office  
903-832-5565 ext. 3374 or  
903-832-1611

Profit Non-Profit Room \_\_\_\_\_ + Deposit \_\_\_\_\_ + Options \_\_\_\_\_ Fee(s) Waived - \_\_\_\_\_

Additional Room(s) \_\_\_\_\_ Total Rental Price Quoted: \_\_\_\_\_

Reason for fee waiver (in house, coop. group, e.g.) \_\_\_\_\_

Amount of People: \_\_\_\_\_ Setup Style (Tables & Chairs, Chairs only, Vendor/Open, e.g.): \_\_\_\_\_

Type of Media (Microphone, Powerpoint, TV, e.g.): \_\_\_\_\_

Event Description (include name of Event): \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Deposits are refundable upon inspection of the premises given no damages of Texarkana College have been incurred. Please visit the Business Office in the Administration Building on the business day following your event. Texarkana College is not responsible for unclaimed deposit refunds. Failure to claim your deposit within ninety (90) days may forfeit your return.**

**During the event that an organization chooses to use a Caterer outside of the Food Service provided by**

## Vehicle Request Procedure

1. Complete the Vehicle Request Form (attached). For questions contact Erin Walker or Facilities Services ext. 3374
  - a. All the information in the upper portion of the form must be complete- this includes time you would like to pick up the keys and account information.
  - b. Please know this is to assist in accommodating your need for a vehicle.
2. Once the Vehicle Request Form is complete and Signed by the Division or Department Chair return it to Facilities Services, at least 24 hours before the vehicle is needed. (This is to help ensure you the vehicle. Note: this is a request, not a guarantee, although we will do everything we can to ensure you are taken care of.)
3. After review of your request we will check the availability for the time, date and type of vehicle.
4. Upon completion of the review we will notify the appropriate person to confirm your vehicle and send a verification email from Enterprise Car Rental.
  - a. A gas card(s) will need to be picked up at facilities prior to your travel date

Note: If you are returning from your travel on the weekend or afterhours you will need to drop the vehicle back off at Enterprise and put the keys in the drop box or return the vehicle back to Enterprise on the next business day.

# Vehicle Request Form

Send all request form to Facilities Services [erin.walker@texarkanacollege.edu](mailto:erin.walker@texarkanacollege.edu)  
For questions call extension 3374

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Contact information: \_\_\_\_\_

Destination: \_\_\_\_\_

Reason for travel: \_\_\_\_\_  
\_\_\_\_\_

Type of Vehicle needed and amount:

\_\_\_\_ Car                                  \_\_\_\_ Van (10 Passenger)  
\_\_\_\_ Bus (30 Passenger)                  \_\_\_\_ Van (7 Passenger) Limit 1

Date of Pick up: \_\_\_\_\_ Time of Pick: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Time of return: \_\_\_\_\_

Comments: \_\_\_\_\_

Authorizing Person (print): \_\_\_\_\_

Authorizing Person (signature): \_\_\_\_\_

Fund	Organization	Account	Program
_____	_____	_____	_____

Office use only

Gas Card  Yes  No

Vehicle Number: \_\_\_\_\_

If Yes, Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_  
\_\_\_\_\_

Mileage when leaving: \_\_\_\_\_ Mileage on return: \_\_\_\_\_ Total miles: \_\_\_\_\_

Condition of Vehicle/ leaving: \_\_\_\_\_

Condition of Vehicle/ returning: \_\_\_\_\_

\_\_\_\_\_  
Matt Davidson-Fleet Manager  
Trip Check

\_\_\_\_\_  
Sara Smith- Facilities Services



**Texarkana College**  
**Facilities Services**  
**Work Order Request**

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department / Division: \_\_\_\_\_

Building: \_\_\_\_\_ Room number: \_\_\_\_\_

Additional Location information: \_\_\_\_\_

Type of Issue: Other

Description of issue / Request:

Rate of Urgency: Emergency  
Moderate  
Routine  
Non-Emergency

Additional comments and information:

Please return all Work order requests to \_TC Facilities Services <facilities@texarkanacollege.edu>

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Received by (print): \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Attach WOST upon completion