



Campus Organizations Handbook

**Office of Student Engagement
and Leadership**

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This Handbook offers an overview of information relevant to student organizations.

Please keep in mind:

- It doesn't cover all University rules, procedures, or regulations.
- The University can update any procedure, policy, or program in this Handbook without notice.
- Individual divisions or departments may have their own rules that also apply to student organizations.

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Introduction & Purpose

This handbook serves as a comprehensive guide for student organizations at West Texas A&M University (WTAMU). It outlines the requirements, privileges, and resources available to support student-led groups in creating meaningful experiences, promoting leadership development, and engaging the campus community.

Rights and Responsibilities

Privileges

- Access to campus facilities
- Access to Campus Organization Funding
- Support from the Office of Student Engagement and Leadership (OSEL)
- Listing in the Buff Link Directory
- Use of West Texas A&M University name to signify campus affiliation
- Involvement opportunities such as; NSO Involvement Fairs, Buff Branding events, Join the Herd, the WT Block Party Tailgating experience, etc.
- Check-out equipment such as; yard games, popcorn machine, 360 rotating photo booth, karaoke machine, etc.
- Program planning, marketing, graphic design, and printing services

Responsibilities

- Abide by procedures and regulations pertaining to campus organizations found in the current *Student Handbook* and *Campus Organizations Handbook* and to state and federal laws
 - Update your executives and advisor's contact information.
 - Complete the Risk Management process for all new advisors and presidents.
- Re-register **ANNUALLY** (starting in January) in Buff Link by February 27.

Advisor Selection and Responsibilities

University regulations require each campus organization to have a primary advisor, a full-time WTAMU faculty or staff member. It is in the organization's best interest to have a secondary advisor if your primary advisor is frequently unavailable. We hope the following will help you select an advisor and understand his/her function in your organization.

The Role of the Advisor

An advisor adds to the continuity of your organization by making sure that successive officers of the organization understand the responsibility they share with the officers, as well as explaining to the officers the policies established for campus organizations.

Duties of an Advisor

- To be aware of and understand those rules pertaining to organizations at WTAMU and rules and procedures governing WTAMU students.
- To be aware of liability issues (i.e. hazing, alcohol, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
- To attend meetings of the organization whenever possible.
- To be available to the officers and members of the organization on a regular basis for advice and consultation.
- Take all necessary trainings that are required by the state of Texas.

Hints for Recruiting an Advisor

- Before making a selection, keep in mind the following:
 - Find someone who believes in the organization's mission and values.
 - Find someone who will have the time to devote to your organization.
 - Find someone who will take the role willingly and seriously.
- When approaching your potential advisor for the first time, make sure that he/she understands your organization's mission and values as well as what will be required of them in their role, duties and time commitment.
- Allow the person a reasonable length of time to consider his/her decision.
- If possible, choose someone who shares some of the same interests of your organization, and someone with which members are in contact.
- When starting a departmental club or organization, it can be helpful to find someone in that department as the advisor.

How to Work with Your Advisor

- It is best to meet with your advisor prior to your meetings to review the agenda and topics to be discussed.
- Be open to suggestions and criticisms from your advisor. Their knowledge and experience will help in solutions and organizational procedures.
- If an advisor cannot attend all your meetings, be sure to meet with them after the meeting to provide an update on what happened.

Student Organization Management

Annual Re-Registration for Existing Student Organizations (REQUIRED)

Becoming a registered campus organization is a required process at West Texas A&M University. It provides a terrific opportunity to serve the campus community, develop skills within a large group and have a good time in the process. A WTAMU registration involves privileges and responsibilities as listed below.

Existing organizations **MUST** re-register once per year (February Deadline).

- Access your organization in BuffLink (Buff Connect > BuffLink > Sign In > click on your org icon circle on the left-hand side of the page > Manage Home > click the blue Re-Registration button)
 - If the above steps don't work, it is possible that you don't have access to your organization because you are not listed on the current roster. Email us at WTOSEL@wtamu.edu and we will get you set up.
 - Make sure to check your email. You will receive approval if all requirements are met, or you will be contacted by one of our Student Life Coordinators with the corrections needed for approval.
- You will have an opportunity to update the org profile, roster (must include all members), and the organization profile.

The president and any new advisors (depending on the semester) **MUST** also complete the Risk Management process. It's Texas Law!

- [Risk Management Online training](#)

Constitution and By-Laws. Every campus organization must have an up-to-date constitution or by-laws (cannot be older than 3 years) uploaded in BuffLink.

- There is a template available on the Office of Student Engagement and Leadership's BuffLink profile.

Registration of New Student Organizations

If there is not already an organization on campus that meets your needs, the Office of Student Engagement and Leadership can help you through the process required to create a new one.

These are the items you will need to collect and prepare prior to registering:

- Constitution and By-Laws. Every campus organization must have an up-to-date constitution and/or by-laws. This will help in the development of a new organization and in the stability of an existing one. Important things to remember about the constitution are (1) it must be voted on and approved by the general membership, and (2) it must be uploaded into Buff Link at the time of registration and anytime it is changed. You can find a sample constitution [here](#).
- Secure an advisor for the organization. The University requires each campus organization to have at least one advisor. The advisor must be a full-time faculty or staff member at WTAMU.
- Secure four (4) WT students to be added to the organization roster. (You will need each members' WT email address and Student ID). Always, include all members on the roster.
- Of the above members you will need to elect three (3) officers: president, vice president, and treasurer.
- Become familiar with WTAMU policies concerning campus organizations.

When the above items are available you can register your new organization in Buff Link. (Buff Connect > Buff Link icon > Sign In > Organization icon (symbol of two people) > Register an Organization > Scroll down to the bottom of this page and you will see the blue Register a New Organization button)

- Make sure to check your email. You will receive approval if all requirements are met, or you will be contacted by one of our Student Life Coordinators with the corrections needed for approval.
- As soon as the organization is registered, it can begin operating and meeting.

The president and any new advisors (depending on the semester) **MUST** also complete the Risk Management process. It's Texas Law!

- [Risk Management Online training](#)

Herd Huddle – Student Organization Orientation/Training

Mission

The mission of the Herd Huddle is to enhance campus life and provide support to student organizations. We encourage the executive member whose role best relates to the session content to attend each Herd Huddle—for example, the treasurer attending the financial session. Monthly Herd Huddle sessions will be held to review the goals and objectives, listed below.

Goals and Objectives

- To provide a network for organizations to support and promote themselves and other organizations.
- To market major campus events and promote joint programming efforts among organizations.
- To provide leadership training.
- To promote community awareness.
- To increase communication flow to organizations.
- To guide and direct through the *Campus Organizations Handbook*

Grade Point Release Form

(Required **only** for groups that have GPA requirements in their constitution.)

The release of student grades to other students is prohibited unless written permission is obtained from each student, as indicated on the Grade Point Release Form. This form is available [**here**](#).

Grade reports are compiled by the Office of Student Engagement and Leadership at the end of each semester. Groups submitting the Grade Point Release Form must do so by the established deadlines (**Fall: December 1; Spring: May 1**).

Grades will not be disclosed unless the release section of the form is signed. Grades will only be released to the organization president, advisor and national office, as needed, to complete national reports, provide academic assistance, and recognize academic excellence. Grade reports released to organization president, advisor and national office may not be released to any other students.

Student Organization Finances & Fundraising

Recommended Guidelines for the Management of Funds

Most registered campus organizations at WTAMU are self-funded and do not receive direct financial support from the University. These organizations typically raise money through dues, donations, and fundraising activities.

All registered campus organizations are required to maintain an on-campus account for managing their funds. Exceptions apply for Greek and religious organizations that already have an established account with their state or national organization.

The Office of Student Engagement and Leadership (OSEL) can assist you in opening an on-campus account. Please reach out when you are ready to start.

Acceptable Financial Practices

- Debit cards are not available for student organization accounts. Instead, Procurement (Pro) Cards are available through the organization's advisor to assist with purchasing needs and to maintain a proper paper trail.
- Venmo and other cash apps are not permitted for collecting money. OSEL provides an online dues form (linked [here](#)) that will deposit funds directly into your organization's account.
- All financial obligations should be paid promptly.
- Deposits should be brought to OSEL to be made into your account. Cash will not be accepted. Cashier's checks, money orders, and checks made out to WTAMU are acceptable.
- Receipts should be issued for any money collected by the organization.
- Balance your account monthly.
- Always have a budget for each semester and stick to it. Establish a budget committee to set guidelines for dues and fines and to develop the semester budget. A budget template is available [here](#), on the OSEL BuffLink page to help your organization plan effectively.
- The treasurer is strongly encouraged to submit monthly reports to the appropriate executive officer and/or the advisor.

Third-Party Fundraising Vendors

Student organizations wishing to partner with any outside or third-party fundraising vendor must first receive approval from the **Office of Philanthropy and External relations**.

IMPORTANT: Gifts collected through unapproved third-party vendors are not considered gifts to West Texas A&M University or the WT Foundation, are not charitable contributions for tax purposes, and do not provide donor credit to WT. In addition, most third-party vendors retain a percentage of each donation (some as high as 30%)

All third-party vendor agreements must go through the University contract process before any fundraising begins. Organizations that do not obtain proper approval may be required to notify donors that their gifts were not made to WT and offer refunds, including vendor fees.

The Office of Philanthropy and External Relations is available to assist student organizations in planning successful fundraising efforts using approved methods.

Campus Organization Funding

Campus Organization Funding is available to support certain activities sponsored by recognized student organizations. To be eligible, an organization must:

- Be officially recognized by the University and in good standing with the Office of Student Engagement and Leadership.
- Not have received other forms of campus funding for the same activity.
- Demonstrate the benefit of the allocation to the University community.

How to Apply

- Requests must be submitted to OSEL at least two weeks prior to the event.
- The Student Judicial Board (SJB) reviews proposals for approval during its weekly meetings.
- Applications and funding guidelines are available on Buff Link under the Office of Student Engagement and Leadership page.

Funding Schedule

- Fall Activities: Requests accepted from the first day of class through the last day of finals in December.
- Spring Activities: Requests accepted from the first day of class through the last day of finals in May.

Funding Priorities

Funding is awarded on a first-come, first-served basis. Higher consideration will be given to activities that:

1. Are widely publicized on the University Student Events Calendar and other campus-wide media (copies of flyers/advertisements should be submitted with the application).
2. Are predominately funded by the sponsoring organization.
3. Are held on campus.
4. Encourage academic enrichment.
5. Have no admission charge for WTAMU students.

Restrictions

Campus Organization Funds may not be used to purchase items intended for resale or fundraising events.

Allocation Process

Funds for all tiers are allocated based on demonstrated need as shown on the application and during your presentation to the Student Judicial Board.

- Presentations should address:
 - A description of the organization and its purpose.
 - The reason for funding and amount requested.
 - The organization's retention rate.
 - Other contributions the organization will make to the event.
 - How the event will benefit the University and/or students.

Disbursement & Accountability

Once approved, funds will be deposited into the organization's on-campus account. Receipts for all expenditures must be submitted after the event; failure to do so will result in a hold on the organization's account.

Raffles

Per the definition below, student organizations are NOT allowed to have raffles, "opportunity to win", etc. The ONLY way to have a raffle is by collecting participants information to win a prize but no money can be collected. For example, giving away a pair of earbuds for all guests at an event would be allowed. However, the organization cannot collect money as an entry to qualify for the drawing.

Raffles What is a raffle?

The Charitable Raffle Enabling Act defines a raffle as "the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize."

- More information available [here](#).

Solicitations of Private Donations

To protect WT's donor relationships, all new fundraising efforts should be coordinated with the Assistant Vice President for Leadership Gifts & Development, Lesly Bosch Annen, at (806) 651-3252. This coordination ensures private support to WTAMU is not jeopardized.

Campus Services

Office of Student Engagement and Leadership Services

Programs offered through OSEL provide WTAMU students opportunities to engage on campus, build lasting relationships, develop support networks, and participate in educational and entertainment activities. The primary purpose of OSEL is to foster leadership development, cultural awareness, and community service.

Hours of Operation

Jack B. Kelley Student Center, Suite 103

Monday-Friday: 8:00 am to 5:00 pm

Copy Services

Each registered organization is eligible to have copies made by the OSEL (JBK 103) to copy minutes, agenda, flyers and other materials. The OSEL will provide the first 100 copies each long semester at no charge. If an organization wants colored paper, the organization must provide the colored paper. The cost for copies over the 100 limit is .10 per copy.

Program Planning Assistance

If you need help planning an event or activity, your student life coordinator can offer you experienced advice. The staff can help find efficient means of publicity, budgeting, advice, less expensive means to obtain services, food services advice, and any other aspect of successful programming planning.

Campus Organizations Directory

Each semester every organization is required to re-register on BuffLink. When the re-registration is complete then your organization is added back to the BuffLink directory. The purpose of this directory is to have an updated listing of all campus organizations, their presidents and advisors. This is available to all potential and current students. It may be viewed by going to www.wtamu.edu > click on Student Life > Student Orgs

Standards of Excellence Checklist & Recognition Program

The Standards of Excellence (SOE) Checklist is a recognition framework designed to support student organizations in developing meaningful engagement, leadership growth, and organizational excellence.

Participation is not mandatory, but strongly encouraged for all registered student organizations. Groups that complete a majority of the checklist items will be recognized at the annual Honors Banquet and may qualify for Gold, Silver, or Bronze standings.

The checklist focuses on:

- Practical Skills
- Financial Responsibility
- Personal Well-Being
- Healthy Relationships & Community
- Community Engagement
- Reflection & Recognition

What You Need to Know:

- Orgs track their progress throughout the year using the checklist and optional templates provided by the Office of Student Engagement and Leadership.
- Documentation should be saved in the org's BuffLink folder for easy access.
- Final submission is made through the SOE Submission Form on BuffLink each spring.
- Groups falling below 50% completion may enter a support-based recovery process called *Path to Progress*.

Benefits of Participating:

- Recognition at Honors Banquet
- Stronger advisor engagement
- Improved event planning, member retention, and leadership development
- Early access to select leadership trainings and resources
- Access to campus organization funding

Helpful Links & Resources:

- Toolkit: <https://wtamu.campuslabs.com/engage/submitter/form/start/690101>
- Submission Form:
[\[https://wtamu.campuslabs.com/engage/submitter/form/start/690101\]](https://wtamu.campuslabs.com/engage/submitter/form/start/690101)

Check-out Items

Registered organizations can check out miscellaneous items from the OSEL free of charge unless the items are not returned or they are returned damaged. Here is a short list of items that we have but if you don't see what you need contact the OSEL at 806-651-2313 to inquire if we have what you need.

- Tablecloths
- Bose speaker
- Various board and card games
- Yard games
- Popcorn machine
- 360-degree rotating photo booth
- Canopy tent
- Chalk boards
- Large dry-erase board
- Miscellaneous decorations

Events & Activities On-Campus

Reserving University Facilities

Student organizations have priority access to reserve University facilities. The reservation book opens each year on **April 1** for the upcoming academic year, allowing organizations to secure preferred spaces early.

Reservations can be made at reservations.wtamu.edu. Directions for submitting a request are available on the BuffLink homepage once you are logged in (your name should appear in the top right corner).

For questions about the reservation process, contact the Jack B. Kelley Student Center at JBK@wtamu.edu or **(806) 651-2394**

Food Services/Catering

By contract, ARAMARK Food Services shall provide, or provide and serve, all food items on the WTAMU campus. Student groups are not allowed to sell or distribute any food item on the campus unless written permission has been granted by the Director of Food Services (whose office is located in the Dining Hall). The On Campus Catering Exemption Form can be found [here](#).

Arrangements for food and beverage requirements are to be made with the Catering Manager, Ollie Sims, in the Dining Hall, at 651-2707 or osims@wtamu.edu. The complete catering guide for student organizations, including menus and rates, is available from the Catering Manager.

Promotion & Publicity of Events

Posting Marketing Guidelines - **Any University Facility**

West Texas A&M University's visual identity reflects our shared beliefs, values, and commitment to academic excellence. Consistent, professional use of university marks, such as the seal and logo are essential for reinforcing that image.

- All materials displaying University marks must adhere to published graphic standards and obtain approval from the Office of Communication and Marketing.
- Official, ready-to-use artwork for the University seal and logo is available at wtamu.edu/graphicstandards.
- Recognized student organizations may use University marks, names, and logos as part of their materials.
- However, such organizations may not formally represent West Texas A&M University or speak on behalf of the institution.
- Student organizations are not authorized to enter into contracts on the University's behalf and are solely responsible for all financial and legal obligations tied to any agreements they sign.
- All contracts involving University entities must be reviewed and executed in coordination with the Contract Administration Office to ensure proper delegation and compliance.
- Student organizations must comply with the Student Handbook and related rules governing operations, recognition, and accountability.

To clarify the scope of authority and prevent misinterpretation, include the following clause in all contracts:

“(Organization Name) is a recognized student organization of West Texas A&M University and does not represent, nor has the authority to contractually obligate, the University. As (Position Title) of (Organization Name), I enter into this agreement solely on behalf of the organization.”

University Graphics Standards

West Texas A&M University's image reflects the collective beliefs, values, and impressions of our community. Consistent and professional use of University marks—such as the seal, logo, and wordmark—helps reinforce WTAMU's commitment to academic excellence, research, and community engagement.

To maintain this unified image, all materials using University marks must comply with the published graphic standards and receive approval from the Office of Communication and Marketing.

Official, ready-to-use artwork for the University seal and logo is available at wtamu.edu/graphicstandards

For questions, guidance, or assistance in promoting and marketing your event, contact: **Evelyn Montoya, Marketing Coordinator for Student Success and Engagement**

Jack B. Kelley Student Center, Suite 103

WTAMU Box 60775

Canyon, Texas 79016-0001

Phone: 806-651-2051

Fax: 806-651-2926

Email: emontoya@wtamu.edu

Risk Management

Organizational Risk Management

Effective risk management helps protect your members, guests, and organization.

Leaders and advisors are responsible for minimizing risks during planning and programming, but proactive preparation is key.

West Texas A&M University encourages student organizations to follow the **PREFF model** when planning events:

- **Physical** - Prevent injuries and ensure food, alcohol, and venue safety.
- **Reputational** - Avoid actions that may harm the image of your organization or the university.
- **Emotional** - Consider how events may affect the mental well-being of attendees.
- **Financial** - Plan realistic budgets and maintain accountability.
- **Facilities** - Use spaces appropriately and in line with university policies.

There is no substitute for good planning. Thinking through your event from start to finish allows you to anticipate challenges and create a safer experience for everyone. For a detailed overview of risk categories, insurance requirements, and event safety practices, refer to the **Risk Management and Insurance Matrix** (pictured below) and the full **WTAMU Social Events Practices** guide linked [here](#).

West Texas A&M University Risk Management and Insurance Matrix

Exposure To Be Reviewed: _____

Instructions: **Step 1** - List all event activities and be as inclusive as possible. **Step 2** - Honestly identify risks associated with each activity. **Step 3** - Use the matrix below to assess your activities. Tally the severity and probability scores for evaluation. **Step 4** - Brainstorm methods to manage risks. See if you can reduce the probability or severity of something going wrong. **Step 5** - Submit the Risk Management and Insurance Matrix Form with your Risk Assessment Form for further review. If you have questions, please contact Richard Smith via email at rcsmith@wtamu.edu.

List of Activities to Occur	Associated Risks*	Severity	Probability	Method to Manage Risks**

*Possible risks include: medical emergencies, food poisoning/allergens, damage to WTAMU reputation, accidents, injuries, and/or death

**Methods to manage risks include: insuring risk, arranging for security, use of administrative procedures, and/or use of PPE or safety devices

<p style="text-align: center;">Severity</p> <p>I: May result in death</p> <p>II: May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for WTAMU</p> <p>III: May cause a moderate illness, injury, property damage, financial loss, and/or result in negative publicity for WTAMU</p> <p>IV: Presents a minimal threat to safety, property, operations, or reputation</p>	Risk Matrix				<p style="text-align: center;">Probability</p> <p>A: Likely to occur immediately or in a short period of time (6<months); expected to occur frequently</p> <p>B: Likely to occur in the near future (6 months – 1 year); expected to occur periodically over a relatively short timeframe; expected to occur over the life of an event or project</p> <p>C: May occur if given enough time; probability of occurrence is equal to it not occurring</p> <p>D: Unlikely to occur at any point</p>	
	Probability					
	Severity	A	B	C		D
	I	High Risk	High Risk	High Risk		Medium Risk
	II	High Risk	High Risk	Medium Risk		Medium Risk
III	Medium Risk	Medium Risk	Medium Risk	Low Risk		
IV	Medium Risk	Medium Risk	Low Risk	Low Risk		
<p>High risk areas may be sent to System Risk Management for additional review. Although insurance procurement may not be the answer, discussions should occur regarding self-retention so all parties are aware of the risks associated with the activity.</p>						

Form Updated 07/22/22

Violations of these policies may result in disciplinary action through the Office of Community Standards and/or the appropriate governing council.

More information and guidance on how to host an event with alcohol is available in the [WTAMU Social Events Practices Guide](#).

Equipment Safety

Equipment is another area where good risk management must be practiced. A careful check that equipment is in order is very important, as well as making sure participating students know how to use the equipment. All equipment, sport or non-sport, should be checked and it should be documented that participants were instructed in how to use each piece.

One way to document is by having everyone that attends a certain workshop or demonstration sign a list and make sure that list is kept in the organization's file for the remainder of the year. There may be other types of equipment that have no connection with a sport. Please remember any type of equipment your organization uses needs to be considered.

Another area where groups need to manage their risks is that which relates to products your group may sell. Baskets, which contain a variety of products, architectural or medical equipment, food or any kind of sports equipment may be a problem if someone is harmed. Your group could be held liable for selling or giving away a faulty product. Make sure your supplier is reliable and use common sense when deciding what products with which you may want to involve your group.

Hazing/Harassment

Preventing hazing and sexual or racial harassment are not usually considered in the context of risk management, but your organization can suffer great consequences if hazing and harassment occur. This is something this University simply will not tolerate. Please read this section carefully.

The Student Handbook states this about hazing:

- In accordance with the Campus Hazing Act (H.R. 5646), any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a registered student organization or student group (e.g., a club, athletic team, fraternity, or sorority) and causes or

creates a risk above the reasonable risk encountered in the course of participation in the IHE or the organization, of physical or psychological injury. Examples of physical and psychological injury can include, but are not limited to:

- Misuse of authority by virtue of one's class rank or leadership position, such as assigning acts of servitude.
 - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity.
 - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity.
 - Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances.
 - Causing, coercing, or otherwise inducing another person to perform sexual acts.
 - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct.
 - Any activity that requires a violation of the WTAMU Student handbook.
 - Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.
- For purposes of this definition, a 'student group' means an organization at an institution of higher education in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution. This is in alignment with the Campus Hazing Act (H.R. 5646).
 - In alignment with WT's Amnesty policies, students who are recipients and/or victims of hazing (and who have not perpetrated hazing behavior on others involved in the fact pattern for which they are reporting) and who report the activities to the VP for Student Affairs, or designee responsible for oversight of the student conduct processes and/or the University Police Department, will not be charged with a violation of the hazing rule.
 - Having firsthand knowledge of the planning or occurrence of a hazing incident and failing to report it to appropriate university officials (e.g., the Vice President for Student Affairs, at JBK Suite 102, 806-651-2389, Human Resource Office, 806-651-2114, or the University Police Department, 806-651-2300) is a violation.
 - The hazing rule is not intended to prohibit the following conduct:
 - Customary public athletic events, contests, or competitions that are sponsored by the University or the organized and supervised practices associated with such events; or

- Activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program as defined and approved by the University.
- Hazing is a violation of Federal law (H.R. 5646), Texas state law under Texas Education Code Sections 37.151 and 51.936, and TAMU System Policy 07.01 - Ethics.

Insurance

In many cases, your organization should require participants to have medical, accident, or injury insurance. Most students are covered under a family plan, but it is a good practice to request proof of insurance (such as a copy of their insurance card) or to secure event-specific insurance when needed.

The University does not provide insurance coverage for students and cannot be responsible for medical bills or related expenses.

For assistance with purchasing event insurance, contact Richard Smith, Assistant Vice President of Research, Risk & Compliance, at rsmith@wtamu.edu or 806-651-2740.

Student Activity Release Form

West Texas A&M University, in conjunction with The Texas A&M University System Office of Risk Management and Safety, is committed to the minimization of risk and protecting against unpredictable loss by promoting safety awareness on the part of all campus departments. This form is a legal document and should be stated as such. It is a good idea to have everyone sign it at the time they join or pay dues. It is important that participants are warned of any dangers inherent in an activity and that they sign a document stating that they understand this danger and will assume responsibility for themselves. It is also a good idea to have your members sign a more specific form before each event that carries some risk. This may seem like a lot of paperwork, but very important.

- [Waiver, Indemnification, and Medical Treatment Authorization](#)

Only students of WTAMU should participate in your activities. If outsiders want to participate, be sure they sign all risk forms, too. If you allow children to participate, it is a good idea for minors to have a release from their parents and require parents to be present at the event.

If your organization has questions regarding risk management or liability, please don't hesitate to contact the Office of Student Engagement and Leadership.

Houses/Lodges, Fire Safety and Equipment

Houses/Lodges, fire safety, and equipment are other areas where good risk management must be practiced. A careful check of each is very important to the overall safety of guests and users of a group's facilities and equipment. Guests and users should be made aware of any potential hazard, taught how to use certain equipment, and informed of proper fire evacuation plans. These measures are necessary to safeguard groups from potential legal action stemming from the use of their facilities or equipment. It is good practice to contact Fire Marshall's office to have annual inspections of your facilities.

Student Travel Procedures

West Texas A&M University (WTAMU) supports student activities both on and off campus while prioritizing student safety. The requirements outlined in this rule apply to student travel more than 25 miles from campus, or to Palo Duro Canyon, for any activity organized, registered, funded, or sponsored by WTAMU. Students traveling on behalf of the University must receive prior approval from the appropriate vice president or department head.

Before taking any trips in regard to your organization, please make sure to review our [Social Event Procedure document](#) the [Student Travel website](#).

If you have any questions about student travel and the process, please contact the OSEL at 651-2313 or WTOSEL@wtamu.edu.

Campus Resources

Office of Student Engagement and Leadership

Office location: JBK 103

Phone Number: (806) 651-2313

Email: wtosel@wtamu.edu

Website: <https://www.wtamu.edu/osel>

Student Affairs

Office Location: JBK 102

Phone Number: (806) 651-2050

Website: <https://www.wtamu.edu/studentaffairs>

Jack B. Kelly Student Center

Phone Number: (806) 651-2394

Email: jbk@wtamu.edu

Website: <https://www.wtamu.edu/jbk>

West Texas A&M Catering

Phone Number: (806) 651-2709

Email: catering@wtamu.edu

Website: [https://wt.catertrax.com/index.asp?
&intOrderID=&intCustomerID=](https://wt.catertrax.com/index.asp?&intOrderID=&intCustomerID=)

Residential Living

Phone Number: (806) 651-3000

Email: housing@wtamu.edu

Website: <https://www.wtamu.edu/housing>

Career and Professional Development

Office Location: Classroom Center, Suite 113

Phone Number: (806) 651-2345

Email: wtcareer@wtamu.edu

Website: <https://www.wtamu.edu/career>

