



UNIVERSITY OF ARKANSAS
PULASKI TECH

Registered Student Organization Handbook

Office of Student Life
Updated July 2025

Table of Content

Student Life and Leadership, Registered Student Organization Mission, and Staff	2
UA-PTC Registered Student Organizations ...	3
Renewing a Registered Student Organization ...	5
Annual Report ...	5
Administrative Termination ...	5
Constitution and By-laws ...	5
Advisor Form ...	5
Registration of Events / Meetings ...	7
Catering / Refreshments ...	7
Room Reservations ...	8
Travel ...	9
Disability Accommodations ...	11
Travel Conduct ...	11
Publicity / Publications ...	12
UA-PTC Logo and Name ...	12
Business Cards ...	12
Printing / Duplicating ...	12
Campus Posting Policy ...	13
RSO Funds / Agency Funds ...	14
Student Life Funding for RSO'S ...	15
Non-Discrimination ...	17
Hazing ...	17
Termination of a Registered Student Organization ...	18
Roles and Responsibilities ...	19
Forms ...	21
Organization Renewal Form ...	21
Year-End Report ...	22
Advisor Form ...	23
Roster of Membership ...	24
Registration of Student Organization Event ...	25
Student Organization Student Life Funds Request ...	26
Student Organization Funding Request Application Detailed Budget Form ...	27
Funding Request Application Instructions ...	28

STUDENT LIFE AND LEADERSHIP

The Office of Student Life and Leadership provides oversight and direction to all Registered Student Organizations (RSO) at UA-Pulaski Technical College (UA-PTC). The Registered Student Organization Handbook has been developed as a resource and guide for UA-PTC RSO advisors and members. It is the responsibility of each member/advisor to be familiar with the policies and procedures listed in the RSO Handbook as well as the UA-PTC Student Handbook. The policies and procedures of the RSO Handbook govern each RSO at UA-PTC. All UA-PTC registered student organizations must comply with the policies and procedures outlined in the RSO Handbook and Student Handbook. We are committed to the success of each organization at UA-PTC. If we can ever be of help or assistance, please do not hesitate to contact us.

Braden Taylor
Student Life Coordinator
Campus Center Building 110A
501-812-2881 (office)
btaylor@uaptc.edu

Michelle Anderson
Dean of Student Life and Wellness
Campus Center 306C
501-812-2756 (office)
manderson@uaptc.edu

Student Life and Leadership Mission

It is the mission of the Office of Student Life and Leadership to complement the academic programs of study at the college and to enrich and supplement student-learning experiences outside the classroom.

Student Life and Leadership events and student organizations offer opportunities for social, cultural, and intellectual growth and development as well as providing opportunities for not only learning but also leadership development, community building, creative expression, volunteerism, and civic engagement.

Important Dates to Remember

October 15	...	Fall Semester Organization Roster and Renewal Form
February 15	...	New Organization Application Deadline
May 1	...	Year-End Report

Disclaimer

This handbook presents policies and procedures current at the time that the handbook went to press. Because all policies and procedures are subject to a continuing evaluation process, the college reserves the right to make revisions at any time. Changes will be posted within the electronic version of the Registered Student Organization Handbook, which is posted online. The provisions of this publication do not represent, in any way, a contract between the student, prospective or otherwise, and should not be regarded as such. This handbook does not take the place of the academic catalog or student handbook. The academic catalog and student handbook may be found on UA-PTC's website.

UA-PTC REGISTERED STUDENT ORGANIZATIONS

College Health and Nutrition Club

The College Health and Nutrition Club promotes awareness and education about health, nutrition, and overall wellness for college students. We support and encourage healthy lifestyle choices and provide students an opportunity to learn, discuss, and engage in activities and events related to health and nutrition. Membership is open to all students.

Fine Arts Club

Art Club aims to promote, educate, and appreciate all avenues of the Fine Arts including, but not limited to: Visual Arts, Performing Arts, and Creative Writing.

Health Occupations Students of America (HOSA)

HOSA's mission is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience. HOSA actively promotes career opportunities in the health industry and to enhance the delivery of quality health care to all people.

Metro Baptist Ministries

The purpose of Metro Baptist Ministries is to encourage student fellowship, to develop student leadership skills, to provide opportunities for the study of the Bible and to practice its teachings, to organize students for service and ministry projects, to assist students in communicating the meaning of their faith in significant ways, and to offer guidance as students face crises and critical choices in life. Membership always is open.

Phi Theta Kappa

Phi Theta Kappa is an international honor society that promotes academic excellence. Members are eligible to compete for scholarships, to participate in regional, national, and international meetings and institutes, and to attend workshops on leadership and scholarship. Phi Theta Kappa strives to create an intellectual climate that fosters academic excellence, protects academic integrity, and develops leadership.

Each fall and spring semester invitation to membership is extended by the chapter to students who have completed a minimum of 12 credit hours at UA-PTC that are clearly applicable to an associate degree with a minimum 3.25 cumulative grade-point average. The minimum 12 credit hours must include at least three (3) credit hours of general education courses applicable to the associate degree being pursued.

Politics and History Club

The mission of the UA-PTC Politics and History Club is to empower students to work for the public good by engaging with politics and history in an environment that fosters civil mindfulness.

Rainbow Alliance

The mission of the Rainbow Alliance is to provide a welcoming and inclusive environment for LGBTQIA+ students, faculty, and staff at UA-PTC. Our goals are to support, educate, and provide a social environment for our campus through advocacy, professional development, and community building.

Science Club

The UA-PTC Science Club is open to any current student who is interested in science or STEM-related careers or activities. The club offers activities to attend special events and lectures, network with professionals in the field, meet other students, and have fun.

Sigma Kappa Delta – English Honor Society

Sigma Kappa Delta (SKD) is the National English Honors Society for Two-Year Colleges. SKD strives to create cultural stimulation, promote interest in literature and the English language, and exhibit high standards of academic excellence among its members. Each fall semester, invitation to membership is extended by the chapter to students who have completed a minimum of one college course in English language or literature and who have also completed a minimum of 12 credit hours at UA-PTC. The candidate shall have no grade lower than a B in English and must have a 3.30 cumulative grade point average.

Student Ambassadors

Membership in the UA-Pulaski Technical College Student Ambassadors organization is based on academic achievement, involvement in extracurricular activities, leadership abilities and recommendation of faculty and professional staff. Student Ambassadors represent UA-PTC at various functions such as orientations, campus tours, school visits, speaking engagements and other special events. Ambassadors also perform community service, assist in student recruitment and support development efforts. Ambassadors participate in college activities and represent Pulaski Tech both on and off campus.

Student Senate

Student Senate is an elected body of students who participate in the shared governance of UA-PTC. Student Senate represents the student voice on campus and works with both faculty and staff to advocate on behalf of UA-PTC students.

Virtual Finance Club

The VFC is a great way for students to grow their skills and professional network. Students have an opportunity to network with business and finance professionals. Topics include (but are not limited to) budgeting, taxes, loans, home buying, investing, and many more.

RENEWING A REGISTERED STUDENT ORGANIZATION

Each fall all Registered Student Organization's (RSO) should decide if they want to continue to remain active RSO's. If the organization wants to continue, then the RSO Renewal Form and Roster of Membership must be filed with the Student Life and Leadership Office.

The renewal deadline for fall semester is October 15.

Should an organization decide to disband, a statement disbanding the organization, with the signatures of current members and advisors, should be submitted with all remaining funds to the Student Life Coordinator.

An organization that does not have an advisor is not eligible to continue as an RSO. Any student organization that finds themselves without an advisor should immediately contact the Student Life Coordinator for assistance in finding a new campus advisor.

Annual Report

Each RSO must file a Year End Report by May 1st of each academic year in order to be considered in good standing with the Student Life and Leadership Office.

The Year End Report should include all meeting agendas, a copy of meeting minutes, a final membership list for the academic year, and a list of events. Events include community service activities, programs, and activities sponsored by the organization. Also, include any awards or recognition the organization may have received. The report should include the final balance in the RSO's agency account and any grants or funding opportunities received throughout the year.

Administrative Termination

Organizations failing to submit all renewal materials for two (2) consecutive years will be administratively terminated by the Student Life Office. Once terminated, the organization must re-apply to be recognized as a registered student organization.

Constitution / By-Laws

The constitution or by-laws of an organization contains the fundamental principles that govern its operation. All groups must have a constitution or by-laws on file with the Student Life Office.

If an organization makes changes to the constitution/by-laws, then an updated electronic copy of the constitution/by-laws must be submitted to the Student Life Office. This review is done in conjunction with the organization advisor and organizational officers and ratified by a membership vote.

Advisors should ensure every new member of the organization has a copy of the constitution/by-laws. This will help unify the members by informing them about the opportunities that exist for participation and the procedures they should follow to be active, contributing members. A thorough study of the constitution/by-laws should be a part of officer training and transition.

Advisor Form

Any time an organization has a change in advisor(s), a new Advisor Form must be turned in to the Student Life and Leadership Office. The advisor should obtain their supervisor's permission before agreeing to advise a student club. The signature of the advisor's immediate supervisor is required on the Advisor Form.

Advisors are subject to all rules and expectations set forth by the RSO Handbook and the Employee Manual or Faculty Handbook. Advisors exhibiting behavior that violates UA-PTC policy will be removed as the advisor of the RSO and possibly disciplined for their actions.

Registration of Events / Meetings

All student organization events, both on and off campus, must be approved by the Coordinator of Student Life

1. Complete the Registration of Organization Event form and return it to the Student Life Coordinator.
2. On-campus events requiring use of campus facilities must be reserved with the Coordinator of Events and Hospitality. Use of classrooms must be approved by the Records Office.
3. If the event is canceled, the advisor should cancel the facility/classroom reservation immediately.
4. Organizations and advisors may not sign contracts or agreements with off-campus facilities.
5. All orders for chairs, tables, and other equipment must be submitted at least one (1) week prior to the event. This may be done through the UA-PTC Team Dynamix system, located on the UA-PTC Facilities Webpage under the “submit a ticket” link.
6. Depending on the nature of the event, additional campus security may be required. Cost for additional campus security staff will be the responsibility of the organization. Any event requiring additional campus security requires at least two (2) weeks advance notice.
7. Events may not be scheduled for times that the College is closed or during Finals Week.
8. The College is not responsible for any lost or damaged personal equipment or personal property.
9. Please leave the facility as it was found. If damage occurs to any college facility or off-campus facility, the organization will be responsible for the cost to rectify the damage.
10. The organization advisor is required to attend all organization events/activities/trips for the duration of the event. This includes supervising set-up and clean-up. If the organization advisor is not present, then the organization must cancel the event/activity/trip. If the organization advisor is unable to attend, the advisor may appoint a designee. The designee must be approved by the Dean of Student Life and Wellness prior to the start of the event/activity/meeting.
11. Smoking and alcohol/drug use is not permitted on campus or at any campus-sponsored student event. The event must comply with all policies and procedures of UA-Pulaski Technical College and the UA-PTC Student Handbook.

Catering / Refreshments

UA-PTC CAHMI is the exclusive caterer for UA-PTC. Potlucks and homemade meals are not permitted for food safety reasons. Catering requests may be made online via the UA-PTC Catering Request Form. The UA-PTC Advisor will also need to complete an Official Function Form for any event where food is being requested.

Specific exceptions may be warranted from time to time. If UA-PTC Catering declines a request for catering services because of the nature or location of an event or because of heavy demand for catering services at a particular time, then a student organization may use an off-campus vendor.

Requests for exceptions may be made to the CAHMI Executive Director, who serves as the UA-PTC contact administrator for food service. Approval of an exception for an event does not carry forward as an approval for an exception for the same or similar event the following year or term.

Payment for Catering/Refreshments is made by submitting an Internal Service Delivery in Workday.

Room Reservations

UA-PTC facilities are reserved first and foremost for educational use. If facilities are available for rental, priority will be given to faculty, staff, and current students. Reservations may be made online via the UA-PTC Catering and Facility Rental webpage.

Classrooms may be reserved through the UA-PTC Records Office by the Club Advisor.

Please remember the following:

1. Keep within the time scheduled. Events should start and end on time.
2. Groups using the UA-PTC Campus rooms must keep the premises clean. All trash must be placed in the disposal container provided.
3. No open flames, glitter, sequins, or confetti may be used.
4. No decorations may be attached to the walls it is the RSO's responsibility to remove all their decorations from the room at the conclusion of the event. Failure to do so may result in additional charges.

TRAVEL

Travel Request

The RSO advisor should complete the following forms prior to travel:

- Field Trip Form located on the UA-PTC Provost Webpage
- Spend Authorization in Workday (meals, hotel, registration etc.)

All travel, both in-state and out-of-state, must be registered and approved at least six (6) weeks prior to travel. This will allow the travel request to move through the appropriate channels for approval. Approval must be received prior to the trip and expenditure of any funds.

Waiver of Liability

A Waiver of Liability Form must be filled out and a copy must be submitted to the Travel Coordinator prior to each trip. All individuals going on the trip must sign, or they are not allowed to attend. Forms are available from the Travel Coordinator.

Travel Reservations and Registration

Organizations are required to book travel arrangements (hotel, airfare, shuttles, vehicle rentals, etc.) through the UA-PTC Travel Coordinator. For overnight travel, Travel Authorization Forms are required. These should be coordinated with the department/organization requesting travel.

Usage of UA-PTC Vehicles

UA-PTC vehicles should be used for all travel unless prior approval for a rental vehicle, or different method of travel, has been approved. UA-PTC vehicles may only be driven by approved faculty/staff. Approval of drivers is done by Human Resources. Students may not drive UA-PTC vehicles.

Travel Advance

Students are eligible to receive 90% of the daily per diem in advance of the trip. Any student requesting a travel advance must notify the RSO advisor at least three (3) weeks in advance of the overnight trip. The RSO Advisor will provide the name, student ID, and mailing address for each student requesting a cash advance to the UA-PTC Travel Coordinator at least two (2) weeks in advance of the travel. A cash advance request form must be filled out by each traveler before a travel advance will be issued. Cash Advance Request Forms are available from the Office of Procurement.

A travel advance is a direct loan to the traveler and must be repaid in full, either by the processing of a travel claim where the amount to be reimbursed exceeds the travel advance, or by repayment of any travel advance amount still owed after reimbursement. Any portion of the travel advance that is lost or stolen is the responsibility of the traveler. Remember to keep all your receipts!

The College is authorized to withhold the full amount of any past-due travel advances from a student payroll check. For this reason, the Cash Advance Agreement (Promissory Note) is required by all travelers requesting a cash advance. The college is also authorized to restrict registration and diplomas until the full amount is paid. If a deduction or student restriction occurs twice within any twenty-four-month-period, the student will not be eligible for travel advances for the next twenty-four-month period.

Travel Expense Reimbursement Form

Travelers must keep itemized receipts for reimbursement of travel. All receipts and any remaining travel advance funds should be turned in to the Travel Coordinator within three (3) business days of the trip. You must attach a detailed receipt for meals, hotel/motel, taxi, parking (self only), vehicle and gasoline for rented vehicle. Tips, flowers, and valet services of any kind including valet parking, laundry, etc. are not permissible and will not be reimbursed.

Meals are allowed only in connection with overnight travel, unless prior approval is given by the Director of Procurement and the UA-PTC Chancellor for non-overnight travel. An Official Function form is required for student meals not pertaining to overnight travel. Reimbursement for meals is limited to the actual cost of meals or maximum stated in the federal travel directory for that location, whichever is less. Lodging is limited to the Federal Per Diem Rate listed in the Federal Travel Directory. The Travel Coordinator will provide you with this information prior to the trip.

Travel expenses without receipts will not be reimbursed. The organization advisor will complete a Travel Reimbursement Form with the Travel Coordinator. Forms are due to the Travel Coordinator within five (5) business days from the last day of travel.

Training will be provided to student groups prior to traveling overnight by the UA-PTC Travel Coordinator. All students and advisors are required to attend the training.

Conference and Registration Fees

Registration receipts must have the attendees name, dates of the conference, name of the conference and amount charged. Payment of Conference and Registration Fees are made by the UA-PTC Travel Coordinator with the college travel card.

Air Travel

Per federal regulations, you are required to have a REAL ID or Passport for Air Travel. When providing booking information, please provide your name exactly as it appears on the REAL ID or Passport. When booking, the Travel Coordinator will need your date of birth and legal name, as it appears on your REAL ID or Passport.

Rental Vehicles and Charter Buses

The UA-PTC Travel Coordinator will assist with club advisor with vehicle and charter bus rentals, as needed. Please make requests six (6) weeks in advance of any trip.

Baggage Fees

All baggage receipts must be from the airline. They must have your name on the receipt and dates must match the date of travel. The college will only pay for one checked bag for your departing and arriving flights.

Ground Transportation and Parking

All Ground Transportation receipts must include the “to” and “from” location, date, and time. Toll fees, Uber, taxi, bus, subway, shuttle etc. are allowable. Transportation tips are not reimbursable. Valet parking is NOT allowed.

Lodging and Reservations

The UA-PTC Travel Coordinator will book and reserve all lodging associated with the trip. The RSO Advisor will provide a rooming list with names at the time travel is requested. Students will be roomed by biological sex in compliance with Arkansas law.

The number of students housed in each room will be determined by the number of beds available within each room. The Travel Coordinator will book one bed for each student.

Credit Card/Debit Card for Incidentals

Many hotels require a credit card or debit card to be on file for each room to cover charges outside of the room rate and taxes associated with the room. This varies between hotel brands. Before presenting a card, please make sure that you understand the amount required, if it will be charged at the time of check-in, and how soon after check-out can you expect the charges to be reversed.

Check-Out

Remember to get your folio upon checkout. It must show the name of the hotel, name of occupant(s) and must include all charges, taxes, and fees.

Meals

Meal receipts should only include one (1) entrée, one (1) appetizer, and one (1) dessert. If there are multiple of each for the traveler, one must be marked through and calculations redone on the receipt including recalculating the tax based on that location.

All meal receipts for reimbursement should be itemized listing date, business name, pricing, and all the items purchased by name. Only YOUR items should be on the receipt.

Notify the restaurant staff, that you will all be on separate receipts. If they do not allow this, you will need to choose another restaurant.

Please remember that the college only reimburses up to 15% for tipping. If you tip over 15%, you will need to recalculate the tip on your receipt to reflect 15%.

Alcohol is not allowed to be purchased or consumed on college-sponsored trips.

Disability Accommodations

Accommodation requests related to travel such as airfare, transportation, lodging, etc. may be requested through the Disability Services Office. Accommodations are not retroactive and must be made ahead of travel. Visit the Disability Services webpage for more information related to requesting accommodations or call 501-812-2738 or e-mail disabilityserv@uaptc.edu.

Travel Conduct

The UA-PTC student code of conduct applies to all students while traveling on official school business. The UA-PTC Staff and Faculty Handbook and Policies apply to all employees traveling with students. The Student Code of Conduct, Faculty Handbook, Staff Handbook, and UA-PTC Policies may be found on the UA-PTC Website.

PUBLICITY/PUBLICATIONS

News Media

All contact with the news media must go through the Office of Public Relations and Marketing. This includes all contact with radio, television, and print media, including online entities and blogs. Organization advisors and members should not contact any of the above-mentioned outlets, nor should they represent the college or organization in any capacity via the above-mentioned outlets, without permission of the Office of Public Relations and Marketing. Organizations wishing to publicize or notify any media outlet must work with the Office of Public Relations and Marketing.

UA-PTC Logo and Name

Use of the UA-PTC Logo and Diamond Dog is not authorized for use by registered student organizations. Student Organizations may use the UA-PTC name. Use of the UA-PTC name on promotional materials requires approval from the Director of Public Relations and Marketing.

Business Cards

Business cards are not authorized for use by registered student organizations. Individuals within the organization, including the advisor, may not order or print business cards that display a UA-PTC organization name, UA-PTC organization title, UA-PTC logo, or the name “UA-Pulaski Technical College”, “UA-PTC”, “University of Arkansas-Pulaski Technical College” or “Pulaski Tech”. Production of unofficial business cards by any organization member or advisor is a violation of the RSO Handbook, and violators will be subject to disciplinary action.

T-Shirt/Polo/Promotional Items

The Office of Public Relations and Marketing must approve all t-shirt/polo/promotional items before they are ordered. This applies to all orders that require the use of college funds or agency accounts. It also applies to all items that will display the UA-PTC name.

Printing/Duplicating

The advisor may make a request for printing or duplicating programs, flyers, brochures, and other materials via the “Creative Request Form” located on the Public Relations and Marketing webpage. Please allow plenty of time for rewrites and review. All publications require final approval from the Director of Public Relations and Marketing.

Members may not use college resources, including copy machines and paper, for organizational business without approval from the club advisor.

Any costs associated with printing or duplicating programs, flyers, brochures, and other materials will be charged back to the Student Organization.

CAMPUS POSTING POLICY

Definition

Unless context specifies a different meaning:

1. “Sign” is defined as any printed material 8.5” x 11” or smaller including, but not limited to decals, photographs, posters, placards, index cards, notebook paper, handbills, brochures, announcements, and advertisements. A “properly posted” sign is one which has been displayed in accordance with posting regulations.
2. “Poster” is defined as a sign constructed of foam core board measuring 18” x 24”.
3. “Banner” is defined as any sign larger than 18” x 24” and constructed of heavy outdoor vinyl.
4. “Posting” is defined as any means for publicly displaying a sign other than carrying by hand.
5. “Authorizing Official” means the Dean of Student Life and Wellness or his or her designee.

Approval Process and Requirement

1. All signs must be approved and stamped with an expiration date by the Authorizing Official prior to posting. Posting period for signs may not normally exceed 30 days. Persons or organizations that post are responsible for removal of the signs within 24 hours after the expiration date. Persons or organizations that habitually fail to remove their signs within 24 hours following the expiration date may lose posting privileges.
2. All signs and/or items should be submitted to the UA-PTC Student Life Office on the Main Campus. Please allow 24 hours for approval by the Student Life Coordinator.
3. Only currently enrolled students, registered student organizations, college employees, recognized employee organizations, college departments, contracted vendors, non-profit organizations, government agencies and persons previously approved by the Office of Student Life and Leadership may post a sign on college property. Only authorized college departments or offices may post a banner.
4. Improperly posted signs will be removed and discarded without notice. Persons or organizations responsible for improperly posted signs are subject to disciplinary action.
5. All bulletin boards are under the jurisdiction of the Dean of Student Life and Wellness. Bulletin boards that are labeled “For Official Use Only” are under the jurisdiction of the college department that maintains the bulletin board. (No sign may be posted on an official bulletin board without the permission of the department or organization that maintains it.)

Size/Location Restrictions

1. Signs must be posted only on bulletin boards. Only thumbtacks or pushpins may be used to attach signs to bulletin boards. Stapled signs are not allowed and will be removed immediately.
2. Signs must not be posted so as to overlap or conceal other properly posted signs. Properly posted signs may not be removed without permission from the Authorizing Official or the person or organization authorized to post the sign.
3. There will be a maximum of one sign per announcement/event/topic per bulletin board. Display stands may only be used to display posters, and approval for poster display must come from the Authorizing Official.

RSO FUNDS/AGENCY ACCOUNT

Any organization that collects dues or fundraises is required to open an agency account with UA-PTC. All RSO funds and disbursement transactions must go through the UA-PTC Procurement Department and Bursar Office.

Organization funds may be deposited into the agency account at the Cashier window between 8am and 4pm Monday-Friday. The Cashier will give a deposit receipt to the person making the deposit. Retain the deposit receipt for the organization's financial records. The organization advisor may obtain the balance from Accounts Payable.

Agency Account funds may be withdrawn from the account by completing a purchasing requisition or spend authorization (travel-related expenses) within Workday. The UA-PTC Procurement Services Office offers requisition and travel training each month for all employees of the college.

Agency Funds may be used to support RSO activities and events, including social activities, organizational dues to affiliate with national, state, and regional chapters, and philanthropic activities.

STUDENT LIFE FUNDING FOR RSO'S

The Student Life and Leadership Office offers organizations an opportunity to apply for funding for travel, conferences, programs/events, club tablecloths, printing/copying, and supplies when funds are available. Institutional funds may only be used for educational purposes.

An organization must be an active Registered Student Organization and be in good standing with the Student Life and Leadership Office to be eligible for funding opportunities.

Good Standing:

1. Current Constitution and By-Laws on file with the Coordinator of Student Life
2. Organization Renewal Form on file for current semester
3. Annual Report submitted for previous academic year
4. Current membership roster on file
5. Current Advisor Form on file and active advisor
6. Executive Officers and Advisor(s) have completed Anti-Hazing Education and Awareness Training
7. Advisor attended Advisor Training during PD Week

Eligible organizations start the funding process by filling out the Student Organization Funding Request Application. The completed applications are to be returned to the Student Life Coordinator at least three (3) weeks prior to the expenditure of funds. Filling out an application does not guarantee funding will be awarded.

Student Life Funding for RSO's are not available for the payment of individual membership dues to national, regional and campus organizations. Additionally, funding is not available for the payment of organizational dues to affiliate campus organizations with national, state and regional chapters.

If approved, the organization must follow all UA-PTC and State of Arkansas purchasing/travel guidelines. All receipts and forms must be turned in to the appropriate channels within five (5) days of event/trip. Failure to follow travel/purchasing/state guidelines or to meet deadlines may result in the denial of Student Life funds in the future.

Fund-Raising

Organizations desiring to conduct fundraising activities on or off-campus must complete a Registration of Organization Event Form two (2) weeks prior to the scheduled activity. The Dean of Student Life and Wellness must approve all fund-raising or donation activities. All raffles or gambling activities of any kind are prohibited.

Fundraisers that involve the sale of food will also require written permission from the UA-PTC Chancellor.

Student Organizations must have a UA-PTC Agency Account established with the Bursar Office before fundraising activities may be approved. All funds that are raised through a fundraiser must be deposited into the UA-PTC Agency Account.

Student Organizations should make clear that they are not raising funds on behalf of the College.

Funds raised by student organizations for philanthropic purposes may only be transferred to nonprofit, charitable entities in good standing recognized by the Internal Revenue Service. Funds raised for a philanthropic purpose shall not be made directly available to an individual or individuals.

The club advisor is responsible for approving club expenditures and ensuring that all expenditures follow UA-PTC policies and procedures.

NON-DISCRIMINATION

All registered student organizations should strive to include and accept a multitude of members from diverse backgrounds. No student should be excluded from the participation of or acceptance in any organization for reasons based on age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated.

Hazing

Any requirement imposed upon prospective, new, or current members, that is not related to the organizations purpose is prohibited and will become the subject of a College investigation once the practice is brought to the attention of the Office of Student Life and Leadership. If you have questions or concerns related to hazing, or activities that could constitute hazing, please do not hesitate to report those concerns to the Dean of Student Life and Wellness at 501-812-2756.

Arkansas Hazing Law

Hazing, defined but not limited, to any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by Ark. Code 6-5-210 and Ark. Code Ann. 6-5-204.

Arkansas Code Ann. 6-5-210

Arkansas Hazing Definition

1. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him or her with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his or her fellow students, and acts calculated to produce such results;
2. The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him or her;
3. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him or her from remaining in that school, college, university, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or
4. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.
 - a. The term “hazing” as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and

situations created in connection with initiation into or affiliation with any organization.

History. Acts 1983, No. 75, § 2; A.S.A. 1947, § 80-5502. Ark. Code Ann. 6-5-204

Nothing in the subchapter shall be construed as in any manner affecting or repealing any law of this state respecting any other criminal offense.

History Acts 1983, No.75, § 6; A.S.A 1947, § 80-5506

Hazing Education

All student organization executive board members and advisors are required to complete Hazing Awareness and Prevention Training at the start of each academic year. Organizations not completing the required training will not be eligible for Student Life funds and will not have access to Agency Account Funds until the training is completed.

Termination of a Registered Student Organization

Violations of any written UA-PTC policy will be dealt with on an individual basis using the student and/or employee disciplinary process and procedures. In cases where inappropriate conduct by an organization is so severe that it becomes disruptive to the College community, inhibits the proceedings of the College community, or becomes threatening to other persons and organizations, College Administration has the authority to suspend the rights of the RSO pending employee or student disciplinary actions. The College Administration reserves the right to terminate any RSO proceedings at which time the Administration feels the actions of the RSO are so egregious that they endanger the welfare and/or reputation of UA-Pulaski Technical College.

Roles and Responsibilities

Organization Advisor

1. Fill out the Advisor Form and return it to the Student Life and Leadership Office.
2. Be familiar with the UA-PTC Student Organization Handbook concerning policies governing the student organizations and the UA-PTC Student Handbook.
3. Attend student organization meetings and events.
4. Assist with the development of training and orientation programs for members of the organization.
5. Assist with the formation/revision of the organization's constitution and by-laws.
6. The advisor is the final authority in matters of meeting conduct, meeting management, and parliamentary procedure. Persons who disrupt the running of a meeting or event may be asked to leave the meeting or event by the organization's advisor. The organization advisor must report and document the incident to the Dean of Student Life and Wellness.
7. Maintain an accurate account of the organization's financial transactions throughout the year, and complete a Year-End Report. The treasurer of the organization may perform the fiscal transactions of the organization, but the advisor must review the financial status of the organization, as well as approve all expenditures.
8. Assume responsibility for ensuring that all college policies and procedures are followed when conducting club/organization business.
9. Take appropriate action to prevent and correct detrimental incidents or objectionable situations that may arise during a meeting/event/function.
10. Complete Annual Advisor Anti-Hazing Training.
11. The advisor serves as the primary contact for all matters related to the organization.
12. File student liability waivers, field trip forms, and complete spend authorizations for each trip and/or off-campus event with the UA-PTC Travel Coordinator.
13. Assist RSO Officers and members with registering events/meetings and campus room reservations.
14. Follow all institutional and state policies related to travel and expenditures.

Organization Members

1. All members and advisors of a UA-PTC registered student organization will adhere to the rules and regulations set forth by the College in the Academic Catalog and the Registered Student Organization Handbook.
2. All members and advisors of a UA-PTC RSO will present and distribute information to the college and student body that has not been falsified, distorted or misrepresented and may not disrupt the learning environment of UA-PTC.
3. All members and advisors of a UA-PTC RSO will maintain high ethical standards and are prohibited from bestowing favors, making undue use of influence of powers of office, or offer special considerations of any kind in exchange for anything of material or intrinsic value.
4. All members and advisors of a UA-PTC RSO will refrain from hazing as set forth in the RSO Handbook and UA-PTC Student Handbook.
5. All members and advisors of a UA-PTC RSO will practice appropriate meeting etiquette during meetings, college committee/sub-committee meetings and Board of Trustee meetings.

6. All members and advisors of a UA-PTC RSO will conduct themselves in a manner becoming of a student leader or employee of the College.
7. All members of a UA-PTC RSO will maintain a 2.0 cumulative GPA. Organizations having higher GPA standards may set forth the expectation in the organizational constitution.
8. All members of a UA-PTC RSO will refrain from using the organization as an excuse for missing class, tardiness, or incomplete/missed assignments. Members are expected to complete all class requirements as required by the instructor.
9. All members and advisors of a UA-PTC RSO will conduct business openly and will only close a meeting for matters related to the removal of a member or officer if specified by the organizational constitution.
10. All members and advisors of a UA-PTC RSO will obtain approval from the Dean of Student Life and Wellness before conducting any student surveys or polls. This excludes surveys and polls conducted in the classroom by the advisor within their role as a UA-PTC instructor.

ORGANIZATION RENEWAL FORM



Date: _____

Organization: _____

Year: _____ Semester: ☐ Fall ☐ Spring

President: _____ Phone: _____ E-mail: _____

Vice President: _____ Phone: _____ E-mail: _____

Secretary: _____ Phone: _____ E-mail: _____

Treasurer: _____ Phone: _____ E-mail: _____

Other Position: _____ Phone: _____ E-mail: _____

Other Position: _____ Phone: _____ E-mail: _____

Advisor: _____

Advisor: _____

1. Describe the organization's goals for this semester.

2. What activities do you have planned for this semester?

3. Please provide your meeting schedule below:

Note: If advisor is changing from previous one or if one is being added, please file an Advisor Form.

YEAR-END REPORT

This report must be filed with the Student Affairs Office by May 1st.



Organization: _____

Total Membership (attach roster): _____

Club Meeting Information (attach agenda and minutes): _____

Organization Awards and Recognition (attach photos, copies of certificate etc.)

Funding received from Student Life \$ _____

Funding received from all other sources \$ _____

Funds in your agency account \$ _____

Name, Phone Number, and E-mail of Officers for next academic year (if known)

List of club meetings/ programs/event/trips/community service/activities for the year, with attendance numbers and program description for each event, copy of advertising, and pictures. (Attach advertising, photos, surveys/evaluations)

ADVISOR FORM

This is to certify that I agree to serve as faculty/staff advisor to (name of organization)

for the school year of 20__

I have read and understand the responsibilities of an organization advisor, the UA-Pulaski Technical College Student Organization Handbook (rules and regulations governing campus-approved organizations), and the Student Handbook section of the Academic Catalog.

Name (please print): _____

Office (building and room number): _____

Office phone number: _____

UA-PTC e-mail address: _____

Alternate phone number: _____

Advisor Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



ROSTER OF MEMBERSHIP

Organization Name: _____ Date: _____

Is this the charter membership for a new organization? Yes _____ No _____



Name	E-Mail Address	Phone Number	UA-PTC ID Number

REGISTRATION OF STUDENT ORGANIZATION EVENT



Organization: _____

Date of event: _____ Time of event: _____

Location of event

☐ On-campus—where? _____

☐ Off-campus—where? _____

Type of event planned: _____

Advisor Name: _____ Phone: _____

Activities to take place: _____

Food/Catering: _____

Estimated Cost: _____

Student Life Funds or Agency Account: _____

Number of People Attending/Involved?

Students: _____ Faculty/Staff: _____ Officials/Guests: _____

Name of Invited Officials/Guests: _____

Advertising/publicity to be used: _____

Name of Person Submitting Form: _____



Student Organization Student Life Funds Request

Organization Name: _____ Number of Members: _____

Event/Conference/Trip Name: _____

Location of Event/Conference/Trip Name: _____

Date(s) and Time(s) of Event: _____

The Semester the Money will be Used: ☐ Fall Semester ☐ Spring Semester

Description of Event/Conference/Trip/Activity: (Please Attach Conference/Event Brochure if Available)

Benefit to the College:

Target Audience: (Please Attach Advertising if Applicable)

We understand that this is a request for funding. Funding is not guaranteed. Funding decisions are made by the Student Life Coordinator. All state and institutional policies related to travel and purchasing will apply to this funding request. Failure to follow travel/purchasing guidelines may result in denial of funds in the future.

President of Organization: _____ Signature: _____

Email/Phone Number: _____

Advisor of Organization: _____ Signature: _____

Email/Phone Number: _____

Does Advisor have UA-PTC P-Card? ... ☐ Yes ☐ No

Student Organization Funding Request Application Detailed Budget Form

Please list all items that you wish to purchase and the estimated cost of each item. Please attach written quotes/contracts from agents/vendors if available. See the Funding Application Instruction Page for an example of this section. (Print Only)

Item	Amount	Possible Vendor	Cost

For Student Life Use Only – Please do not Write Below This Line

Funding Requested by Category				
Category Classification (Code)	Requested Amount	Amount Allocated	Notes	P.O.#
Food/Catering				
Travel (Hotel, Gas, Meals)				
Registration Fee				
Speaker/Talent Fee				
Equipment Rental				
Miscellaneous Supplies				
Other:				
TOTAL REQUEST				

Organization is a Recognized Student Organization in Good Standing with Student Life ☐ Yes ☐ No
Organization Turned in Evaluation Results ... ☐ Yes ☐ No
Organization Turned in All Receipts for Event ... ☐ Yes ☐ No
Organization Completed Travel Paperwork with Travel Coordinator ... ☐ Yes ☐ No

FUNDING REQUEST APPLICATION INSTRUCTIONS

There are two sections that must be completed when making a funding request: The Request Cover Form and the Budget Detail Form. Each program/event/ trip/conference that your organization is requesting must have a separate Detail and Budget Form.

Contact Information and Request Cover Form Instructions (Page 1 of application)

The Funding Request Application form will be the front cover page of your application. Please complete this form as follows:

1. Write the name of your organization.
2. Number of members who are in your organization at the time you fill out the request for funding.
3. The name of your event/conference/trip/activity
4. Date of the event/conference/trip/activity.
5. Location of event/conference/trip. If on-campus, please include which campus and the room. Room reservations need to be made prior to funding application being approved. Rooms at UA-PTC fill up very quickly.
6. Please include your start and end time. Remember to include am or pm.
7. Select which semester you plan to use requested funds.
8. Please print a brief statement outlining the description of the event/conference/trip/activity. Attach conference brochure or event advertisements. Community service project request for funding should include information about the community group you are helping.
9. Benefit to the College – How does the requested activity benefit the college. If possible, link to the UA-PTC strategic plan which is available on the UA-PTC Website under Strategic Plan.
10. Target Audience – students, faculty, staff, community, etc. The target audience may include more than one group listed above.
11. Complete the name and phone numbers section so that if there are questions regarding the request or the organization, the Student Life Coordinator will have contact information. Funding Applications should be supported by the entire student organization, so it is important that the President and Advisor sign their approval on behalf of the organization. Forms that do not have both signatures will be considered incomplete and will be returned to the organization.

Detailed Budget Form (Page 2 of application)

1. Please list all your expenses related to the funding request. Please list expenses by Category. (See #2 for example)
 - a. Food/Catering: UA-PTC Dining Services is the preferred vendor. If requesting an exception,
2. please attach a justification for using an outside vendor.
 - a. Travel: Hotel, Rental Vehicle, Airline, Mileage, Meals, Ground Transportation, Baggage Fee
 - b. Registration Fee: Conference Registration, Admission Fees
 - c. Speaker/Talent Fee: DJ, Musicians, Guest Speakers
 - d. Equipment Rental: Inflatables, Sounds equipment etc.
 - e. Miscellaneous Supplies: Office supplies and non-food items.
 - f. Other: Security, Room Rental etc.
 - i. ** Gift Cards & Phone Cards may not be purchased with these funds**
3. If you are requesting travel. Please list how many people will be attending. Student must be a currently enrolled UA-PTC student in good standing with the college.
4. If you are receiving additional funding from other sources for the conference/event/trip, please note.
5. Please attach written quotes or estimates to support your costs.
 - a. For example, copies of Walmart/Amazon shopping cart estimates, written quotes from agents/vendors your organization intends to use, etc.

Attachments: As Needed