



**Explore. Experience. Excel.**

Office of Campus Life

**New STUDENT  
ORGANIZATION HANDBOOK**

Dear ENMU Student Organization,

Eastern New Mexico University (ENMU) is committed to student success. An integral part of your success as a student is being invested in the University—the best way to get invested is to get involved! Involvement in student organizations is a great way to build leadership skills, meet new people and not to mention, have fun! Recognizably, the Office of Campus Life is excited for another year with student organizations!

The ENMU Student Organization Handbook has been established for the purpose of assisting student organization leaders. It is a valuable resource for organization officers, advisors and members. The information is intended to help new student organizations “get started,” help existing organizations continue to grow, assist advisors and officers in their leadership roles, as well as explain rules and guidelines for student organizations. Student organization members and advisors are responsible for becoming familiar with the contents of this handbook, and for following all University policies, rules and regulations, as they pertain to student organizations.<sup>1</sup>

If you or your organization need anything, please contact Director or Coordinator of Campus Life.

We look forward to a successful year,  
Campus Life

<sup>1</sup> The documents contained in this handbook and other information pertaining to student organizations at ENMU can be found on the Student Life webpage: <<http://www.enmu.edu/current-students/orgs/>>.

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## **Campus Life Department Directory**

The Office of Student Activities and Organizations is located in the Campus Union Building (CUB). For more information concerning student organization please stop by the CUB, Room 104. For any questions regarding the information provided in this handbook, please contact the director of Campus Life, the coordinator of Campus Life, or the graduate assistant.

### **Office of Campus Life Office**

CUB, Room 104

575.562.2108

[Campus.life@enmu.edu](mailto:Campus.life@enmu.edu)

## Rules and Guidelines

An Eastern New Mexico University organization, in which membership is limited to current students, may become a registered student organization by complying with the registration procedures established by the Office of Campus Life, as administered by the vice president of Student Affairs.

A group composed of five or more students and one ENMU employee, as their advisor, is entitled to register as a student organization. (On a case by case basis the director of Campus Life may approve a part-time staff or faculty member to be the advisor of a student organization.)

### Eligibility

A group shall be considered eligible for registration if:

1. Its membership consists of three executive officers (president, treasurer, and other officer), and at least two additional students.
2. Its membership is limited to active ENMU students, staff, and faculty of the University.
3. It has an advisor, who is employed by the University.
4. It is not under disciplinary penalty prohibiting registration.
5. **It conducts its affairs in accordance with University policies, procedures, rules, and regulations; and with local, state and federal laws.**
6. It does not deny membership to anyone on the basis of sex, disability, age, color, gender, nationality or religion.
7. Student members must fill out a Student Organization Registration Form/ Re-Registration Form for existing organizations along with a Constitution and/or bylaws. These will be kept on file in the Campus Life Department.
8. Every student organization must have at least one (1) student representative attend:
  - a. Monthly President Student Advisory Council (PSAC). Meetings are held on the first Wednesday of each month of the semester.
    - I. To be counted as present, each organization representative must sign in.
    - II. One member can represent multiple organizations. In order for each organization to be counted as present, the student must sign in for each organization.
  - b. It is mandatory for each student organization to attend LEAD ENMU events.
  - c. Each student organization is required to attend the Student Awards Banquet held in April of each year by Student Affairs and Campus Life.

### Organization Advisor

All student organizations must have an active faculty/staff advisor. The advisor helps the group to achieve the organization's purposes. The advisor must be familiar with University policies. Advisors accept this role with the understanding that they will:

1. Become acquainted with the Handbook and understand all University policies and procedures.

2. Meet regularly with the organization president.
3. Take an active role in advising the student organization by attending social functions and meetings held by the organization.
4. Give counsel and guidance when necessary.
5. Remain current on the organization purpose, constitution, by-laws, activities and current officers.
6. Approve and sign all request forms.
7. In the case that any organization's activities violate University policies, immediately report to the director of Campus Life.
8. In the case of an emergency, the advisor will assume control of the organization and event.
9. Ensure that the student organization is submitting mandatory paperwork, to include, but not limited to: registration packets, all documentation of leadership, professional development and community service.

### **Privileges<sup>3</sup>**

Eastern New Mexico University provides privileges to active student organizations. These privileges include:

- The use of campus facilities at no cost.
- Opportunities to advertise, sale and solicit on campus.
- Banner privileges in Crossroads Dining Hall.
- Participation Campus Life events.
- Ability to post events and organization information in ENMU communication publications (Chase, Hound Waves, Gazette), website and other media outlets.
- The use of the University branding.

### **Benefits**

ENMU provides benefits to active student organizations.

These benefits include:

- Eligible for SGA (Student Government) Funding.
- Access to an organization email.
- Use of the campus-wide email<sup>4</sup>.
- ENMU post office box.
- Leadership, guest speakers and trainings.

<sup>3</sup> All of the appropriate forms must be completed in advance, before the director of Campus Life can approve the above listed privileges.

<sup>4</sup> All mass emails must be submitted to the director of Campus life in the CUB for approval at least 48 hours in advance. Please refer to page 15 for email format.

## **Leadership Opportunities**

There are many leadership opportunities associated with being involved in student organizations. These include:

- Attending President's Student Advisory Council
- Attending L.E.A.D ENMU speakers and events
- Executing a vision, mission and focus
- Positively impacting ENMU and its campus
- Empowering students
- Representing and serving an organization that betters ENMU
- Contributing to the community
- Making important connections with the students, campus, faculty and staff
- Enhancing interpersonal skills
- Developing as a person

## **Scheduling**

During certain times of the year student's priority should be on studies. In order to encourage student's focus, campus wide events will not be scheduled during finals or dead week (the week before finals). The director of Campus Life reserves the right to make exceptions, and will consider events that are geared toward studying and tutoring for upcoming exams. Events will not be scheduled at times or in locations that are disruptive to regularly scheduled classes at any time of the year.

## **Failure to Adhere to Rules and Guidelines**

A registered student organization may have its registered status cancelled by the director or coordinator of Campus Life if it:

1. No longer meets the eligibility requirements set forth herein.
2. Violates the rights and duties of organizations set forth herein.
3. Violates the Student Code of Conduct or any other code designed to regulate behavior.

## **Violations**

Violations for not abiding by the Rules and Guidelines

1. The first violation may be a warning and will be administered in writing through an email and letter to the current president and advisor of the student organization.
2. The second violation within the same academic year may result in loss of the organization's active status and of privileges.
3. Loss of the organization's active status may result from one violation if the director of Campus Life deems that violation to be of a serious nature or a threat to the well-being of the students.

# Creating a New Student Organization

## Registering a New Student Organization

- Make an appointment with the director of Campus Life at 575.562.2108 to submit your Temporary Status Form and discuss your proposed organization.
- Find an advisor: The advisor must be a faculty or staff member of ENMU.
- Create a constitution. If needed, an example of an organizational constitution is included in this handbook.
- Fill out a New Student Organization Registration Form.
- Return the completed New Student Organization Form, your constitution and any other required documents to the director of Campus Life.

## Developing Your New Organization

- Conduct planning sessions to discuss goals and objectives, then create your program calendar for the year.
- Formulate a budget and brainstorm about fundraising.
- Devise marketing strategies for membership and event participation.

# Re-Registration for Existing Organizations

## Continuing Your Organization

- A Re-Registration form can be obtained several different ways
  - o At the Campus Life office located in the Campus Union Building, Room 104.
  - o Online at [http://www.enmu.edu/currentstudents/orgs/tools/student\\_organization\\_re-registration.pdf](http://www.enmu.edu/currentstudents/orgs/tools/student_organization_re-registration.pdf)
  - o By email [Campus.life@enmu.edu](mailto:Campus.life@enmu.edu).
- An updated copy of the organization's constitution and/or bylaws. If needed, an example of an organizational constitution is included in this handbook.
- A current list of student officers (at least two), student members (at least three), and the advisor must be submitted each semester.

## Re-Registration period

- The re-registration period will end the week after the first PSAC meeting. Student organizations are only required to register with Campus Life once a year, unless an officer or advisor change takes place. When an officer/advisor change happens, an updated re-registration form must be turned in.

# Effective Student Organization Tips

## Common Officer Description

### President (required):

- Conducts all meetings in an unbiased manner, and allows all member voices to be heard.
- Often needs to meet with the advisor prior to executive meetings or general group meetings to develop a plan for the academic year reflecting the ideas and input of the membership, while adhering to all University policies that impact the organization.
- Willing to attend all events and functions, and dedicating as much time as needed to the organization.
- Accountable for funds.
- Accurately represents the organization to the University and public.
- Motivate members to remain active, recruit and participate.
- Make ethical decisions.

### Vice President:

- Will assume the duties of the President in case of absence, resignation or incapacity.
- Typically oversees all committees or special projects as the organization liaison, offering assistance to other officers for all projects.
- Perform other duties as directed by the president.

### Secretary:

- Responsible for the written records of the meeting, including typing the agenda; typing, preparing and distributing minutes
- In some organizations, also responsible for press releases, making advertisements, or a club social media page.

### Treasurer (required):

- Responsible for collection, safekeeping and expenditure of all funds in the organization account.
- Report accurate financial record of authorized transactions, balances and funds.
- Collect and disburse funds only as directed by law, all applicable ENMU policies, and the organization membership.
- In some organizations, also in charge of fundraising events.

All officers need to attend all general group meetings, executive officer meetings, as well as organization functions. When an organization expands it is natural to have more officers or committee heads to shoulder the additional demands on current officers.

## **Meetings**

Typically groups meet biweekly or monthly, and have executive meetings twice as often to make sure information is prepared for the general meetings. Groups decide how often they will meet and what activities they plan.

- Sample Schedule:
- Monthly general meetings
- Monthly major activity
- Bi-weekly executive meetings

At meetings the officers should facilitate both fun and productive for those attending.

Student organizations officers who need help in creating a standard for their organization can consult with the director of Campus Life.

## **Community Service Events**

Each organization will submit community service documents to the Office of Campus Life. The Campus Life office will record the details of each organization's community service projects, including a brief description, recipients/beneficiaries of the project's services, location, time and total hours. It is **highly** suggested that all effective student organizations participate in community service. The president of ENMU is proud of organizations that participate in community service, and is delighted to publicize their works through different media outlets.

## **Student Organization Web Access/Email**

### **Web Access**

Student organizations wanting free web space to host their official organization web page can do so on the student server or any other web host provider. All rules and regulations for using the ENMU website or any electronic media must be followed.

### **Campus-Wide Email**

Campus wide emails are permitted to all active/recognized organizations. The following format must be used for your email:

Sponsoring Organization: (Organization Name)

Event:

Date:

Time:

Location:

Highlights: (benefits, prizes, etc.)

## **Agency Accounts**

An agency account is an account that is held by the University for an organization. An organization's money is deposited in an ENMU account and checks are issued from ENMU on behalf of the organization. ENMU is the fiscal agent for the organization's agency account, therefore, University policies and procedures must be followed. With an agency account, transactions are recorded on ENMU's general ledger, thus providing a history of activity. Also, when following ENMU purchasing guidelines, an agency account falls under the umbrella of the University's tax exemption status.

As part of University guidelines, individuals cannot be reimbursed for purchases; a purchase order must be used to order from a vendor. If members of the organization plan to travel, a Travel Voucher must be completed.

### **To Open an Agency Account:**

- Schedule an appointment with the ENMU Business Office.
- Obtain a request form from the Business Office. Complete and sign the form—two student officers and the advisor need to sign. Return the form to the Business Office. This form will need to be updated each time there is a change in officers or advisor.
- Within five University business days the registered student organization will be assigned an account number.

### **To Make Deposits:**

- Obtain deposit slips from the cashier.
- Complete the deposit slips – make sure the account number is correct.
- Write the account number on the back of each check.
- Take the deposit slip and deposit to the cashier between 8 a.m.–4 p.m., Monday through Friday.
- Please allow one university business day for the deposit to be posted to the account.

### **Purchases and Payments:**

- University purchasing guidelines **must** be followed. If you have questions, please call Purchasing before making any purchases.
- Obtain a requisition form from the ENMU Business Office.
- Complete the requisition form. It is preferred that the form be typed with the complete name and address of the vendor. Give a complete description of the item to be purchased.
- The requisition needs to be signed by one of the two students listed on file at the Business Office and the advisor.

\* The requisition will not be processed if there is not enough money in the account to cover the request.

## **Writing a Student Organization Constitution**

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the by-laws. Eastern New Mexico University policies that apply to recognition of your organization are included in the outline.

### **PREAMBLE**

This section should be a statement of the group's establishment and purpose of the Constitution. The preamble should contain the name of the organization.

### **ARTICLE I. NAME**

Section 1. What is the exact title to be used in addressing this organization?

### **ARTICLE II. PURPOSE**

Section 1. What is the purpose? Is it fostering a broad educational goal? Is it a social, cultural, recreational or political organization? Why was the group founded?

Section 2. This section should include a statement of the group's willingness to abide by established University policies.

### **ARTICLE III. MEMBERSHIP**

Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified?

Section 2. Voluntary withdrawal of membership may be provided. Can a member remain in the organization if the student fails to pay dues?

Section 3. Nondiscrimination clause should be provided for and include the following: race, religion, color, creed, sex, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

### **ARTICLE IV. OFFICERS**

Section 1. How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees should be included in the by-laws. What are the duties of the faculty advisor?

### **ARTICLE V. OPERATIONS**

Section 1. How are officers elected? What type of ballot? When are they elected (month), and for what period? Who is eligible for office? When do officers assume their positions? How many officers can be removed? You may wish to clarify the role of your advisor.

### **ARTICLE VI. FINANCES**

Section 1. How will the organization finance its activities? Will the organization use membership dues and/or receive BAC funding or department support?

## **ARTICLE VII. AMENDMENTS**

Section 1. How are amendments to be proposed and by whom? Do you want to provide for a delay before voting on amendments? How are your amendments to be voted upon? What level of support is required for passage (simple majority, two-thirds, three-quarters, etc.)?

## **ARTICLE VIII. REGISTRATION RENEWAL**

Section 1. In accordance with established registration procedures, this section should contain a statement that specifies a date for annual registration renewal. This date should be soon after your organization's elections.

## **BY-LAWS (Optional)**

Constitutions may also include a "Provision for By-Laws"; Article or a clause pertaining to the establishment of by-laws. The By-Laws might include some of the following items:

- Standing committees of the organization.
- Ad Hoc Committees of the organization, which are established for a single purpose, or 1-year commitment. Such committees will be eliminated from the By-Laws once abolished or defunct.
- Policies pertaining to the time, location of organizational meetings.
- Election procedures, dates, terms of offices.
- Structures/purposes of committees.

## **SAMPLE CONSTITUTION**

A constitution reflects the policies and procedures of organizations. Since every organization is different, constitutions will vary in their content. The following sample constitution contains areas typically addressed in constitutions and possible wording. When writing a constitution, student organizations should be sure that their constitution reflects the policies and procedures of their particular organization.

### **Constitution of "Name of Organization"**

#### **Preamble**

We, the members of "Name of Organization" do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

#### **Article I - Name**

The name of the organization will be "Name of Organization" henceforth referred to as "Abbreviated Name of Organization"

#### **Article II - Purpose**

"Name of Organization" is established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to participate in public affairs.

"Name of Organization" understands and is committed to fulfilling its responsibilities of abiding by Hobart and William Smith policies.

#### **Article III - Membership**

Active membership shall be limited to persons officially connected with the Hobart and William Smith as faculty, staff or registered students. In addition, the following requirements are necessary to constitute active membership:

Payment in full of financial obligations as determined by organization. (dues, fees, travel expenses,)

Attendance of at least 75 percent of all meetings during a given semester.

Active participation in all activities sponsored by "Name of Organization" unless the activity interferes with either scholastic or financial constraints.

"Name of Organization" openly admits students to its membership and does not discriminate on the basis of race, religion, color, creed, sex, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

#### **Article IV - Officers**

"Name of Organization" will be governed by the following means:

An elected President (or other designated officer) will preside at all meetings of "Name of Organization" the President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present and shall be present at 90 percent of the meetings of "Name of Organization"

"Name of Organization" shall also maintain a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.

Club members shall also elect a Secretary-Treasurer who will handle all dues, accounts, new members, rule observances at stated meetings, protocol, etc.

The role and duties of the faculty/staff advisor shall include attending meetings, providing counsel to the organization's officers, etc.

## **Article V - Operations**

### **1. Voting Eligibility**

Those members meeting all requirements of active membership, as set forth in Article III will be granted voting privileges.

### **2. Election Process**

All officers shall be elected by a majority vote of eligible voting members of "Name of Organization." All elections will be held on an annual basis during the month of\_\_\_\_\_.

The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote.

All voting shall be done by secret ballot to be collected and tabulated by the Secretary-Treasurer and one voting member of "Name of Organization" appointed by the outgoing President.

### **3. Removal**

Any officer of "Name of Organization" in violation of the Organization's purpose or constitution may be removed from office by the following process:

- a. A written request by at least three members of the Organization.
- b. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
- c. A two-thirds (2/3) majority vote is necessary to remove the officer.

### **4. Meetings**

All meetings will occur on a weekly basis or other regular basis at a time selected by Name of Organization and will follow the procedure set forth below:

- Attendance
- Report by the President
- Committee reports
- Vote on all committee motions and decisions
- Any other business put forward by the members of the club
- Dismissal by the President

## **Article VI – Finances**

“Name of Organization” will finance the activities it engages in by the following means:

Membership dues (appropriate amount set by “Name of Organization”)

Name of Organization” will submit a budget to the Budget Allocation Committee (BAC) each semester and request funding appropriate to the effective operation of the organization for each semester.

## **Article VII - Amendments**

The constitution is binding to all members of the “Name of Organization”.

Amendments to the constitution may be proposed in writing by any voting member of “Name of Organization” at any meeting at which 2/3 of the voting members is present.

These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.

Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of active members.

## **Article VIII - Registration Renewal**

“Name of Organization” will apply to the Student Activities Office for registration on an annual basis one month after “Name of Organization’s” new officer elections.

# Forms to Know

## Facility/Activity Requests

Facility/Activity Requests are necessary when a group is going to be hosting an event, and/or needs to use the CUB facilities. Activities may range from regular events to major events, depending on the amount of people attending and the time it takes to prepare a facility. Major activities include, but are not limited to, dances, concerts and large outdoor events. Regular activities may include weekly or monthly meetings. Facilities in the CUB include the Ballroom, Ground Zero, or any of the meeting rooms. Greek Park and other ENMU venues require reservation. Consult the Office of Campus Life for complete reservation information.

The following form will need to be completed in order for approval. The form can be picked up in the CUB room 104 or accessed on the Internet at <[http://www.enmu.edu/current-students/orgs/tools/forms/facility\\_request.pdf](http://www.enmu.edu/current-students/orgs/tools/forms/facility_request.pdf)>. The form requires the organization Advisor's signature. Final approval of the Facility/Activity Request by a student organization remains with the director of Campus Life or coordinator of Campus Life.

## Campus Union Equipment Rental

If additional equipment is needed for an activity outside of the CUB, in addition to the Facility/Activity Request, an equipment rental request form is necessary. This form will allow an organization to reserve any equipment needed including:

- Room dividers
- Projection Screen
- Flip Chart
- Dry Erase Board
- Easel
- Sign-in Table
- Tables
- Chairs
- Cow

Please notice that this request does not allow reservation for sound equipment.

This form will need to be completed along with the Facility/Activity Request Form in order for approval. The form can be picked up in the CUB, Room 104. The form requires the organization advisor's signature. Final approval of the Facility/Activity Request and Campus Union Equipment Rental Forms by a student organization remains with the director of Campus Life or coordinator of Campus Life.



# Facility/Activity Request

Campus Union, ENMU Station 39, 575.562.2108

Reservation #: \_\_\_\_\_

Today's date: \_\_\_\_\_

Submit this form to the Campus Union, ENMU Station 39, 1500 S Ave K, Portales, NM 88130 or fax to 575.562.4321.

### Required Information (complete all information)

(Please print or type.)

Organization/department name: \_\_\_\_\_

Date of event: \_\_\_\_\_ Type of event (meeting, banquet, etc.): \_\_\_\_\_

Name of event: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Time of event: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. Client decoration time: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Fundraiser for student organization?  No  Yes (If yes, please complete Solicitation Request Form.)

Is Sodexo Campus Services providing food and/or beverages for this event?  No  Yes (If yes, answer both questions below.)

Is this event catered?  No  Yes Going through the cafeteria line?  No  Yes (If yes to either, complete a Catering Request Form.)

### Requesting Group

Please see the Office of Campus Life complete your corresponding contract.

**University:** any University related department/budgeted event, faculty, staff or organization

**Private:** any individual, group or business not affiliated with the University (weddings, parties, seminars, and/or banquets)

**Civic organizations, public service events:** FFA, drama fest, girls/boys state, science fair etc.

### Facilities Required

#### Second floor

- Ballroom
- Ballroom foyer
- Zia

#### Main floor

- Sandia (Smart classroom)
- Aztec
- Pecos (Smart classroom)
- Mesquite
- Table in lobby
- Whole lobby

#### Basement

- Laguna
- Navajo
- Ground Zero
- Zuni

#### Outside

- Dallan Sanders Patio
- South patio
- Bus lane
- Greek Park

### Room Set-Up

- Theatre
- Closed square
- Cleared out
- Banquet (8-foot tables)
- Conference
- As is
- Round tables (circle one) 6 or 8 chairs
- U-shaped
- To be determined
- Open square
- U-shaped plus chairs inside
- Other (see attached diagram)

### Additional Equipment Needed

- Room dividers
- TV/VCR/DVD
- Projection screen
- Smart supplies
- Flip chart
- Dry erase board
- Easel
- PA system
- Podium
- Podium with mic
- Tabletop podium
- COW
- Piano (Ballroom or Zia only)
- Sign-in table
- Extra tables: \_\_\_\_\_
- Extra chairs: \_\_\_\_\_

### Requester Information (please print or type)

Requester's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Requester's address: \_\_\_\_\_

Student organizations must have advisor signature and advisor must be present for entire event.

Advisor's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor's signature (Required for student organizations): \_\_\_\_\_

### Facility Rental Charge (if non-University group)

Deposit fee, half rental fee and security fee due at time of reservation.

|   | Amount    | Due        | Paid  | Received by   |
|---|-----------|------------|---|---------------|
| Deposit fee (refundable based on condition of facility and compliance with all rules and regulations) | Due _____ | Date _____ | Date _____                                      | Initial _____ |
| Half of rental fee (non-refundable due at time of reservation)  | Due _____ | Date _____ | Date _____                                      | Initial _____ |
| Half of rental fee (non-refundable two weeks prior to event)  | Due _____ | Date _____ | Date _____                                      | Initial _____ |
| Security fee (refundable with minimum of 48 hours cancellation)                                       | Due _____ | Date _____ | Date _____                                      | Initial _____ |
| Security needed: <input type="checkbox"/> On-site number of officers _____                            |           |            | <input type="checkbox"/> Close patrol requested |               |

### Signatures Required for Final Approval

Campus Union secretary \_\_\_\_\_

Date \_\_\_\_\_

Campus Union director \_\_\_\_\_

Date \_\_\_\_\_

## **Food Services**

If you are providing food or drinks at your event, Sodexo catering has a contract to cater **all** events held on ENMU's campus. There are two options available for organizations, catering and the Crossroads Dining Hall. If requesting catering please contact the appropriate number to inform Sodexo of what food the organization wants, where and at what time. If requesting to eat in the Dining Hall, please provide a list so that the organization can sign their name before they get food.

To contact Sodexo:

Catering: 575.562.4050 or Dining Services: 575.562.2190

There is a limited amount of flexibility offered to student organizations. If your organization is serving simple snacks such as chips and soda, you must request a waiver from Sodexo Catering or Sodexo Dining Services located in the CUB Crossroads. If you are granted waiver for a cook-out or an event where food is being cooked and served on site, your organization must obtain a health permit from the Environmental Department. It is your responsibility to meet all requirements.

New Mexico Environmental Department  
100 East Mañana Unit 3  
Clovis, NM 88101  
575.762.3728

The following form will need to be completed to gain approval. The form can be picked up in the CUB, Room 104 or accessed on the Internet at <<http://inside.enmu.edu/forms/sodexho/cateringrequest.pdf>>. The form requires the organization advisor's signature. Final approval of the Sodexo Request Form by a student organization remains with the director of Campus Life or coordinator of Campus Life and the director of Sodexo.



# ENMU Payment Authorization for Dining Services

Invoice No.: \_\_\_\_\_



**Please submit 10 business days prior to event for best service.**

Originating department/group: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact email: \_\_\_\_\_

Phone number: \_\_\_\_\_ FAX number: \_\_\_\_\_ Station number: \_\_\_\_\_

Date of activity: \_\_\_\_\_ Event name/Purpose: \_\_\_\_\_

Participants (check all applicable participants):

Faculty     Staff     Regent     Public     Other: \_\_\_\_\_

## Acknowledgement

I understand Sodexo catering staff needs a **minimum of 10 business days** before an event in order to adequately prepare. Failure to submit this form with all required signatures to Sodexo **at least three business days** before the event could subject it to cancellation and/or may result in additional catering charges associated with the event.

Requestor signature \_\_\_\_\_

Dean/Department head signature \_\_\_\_\_

## Accounts and Approvals

Department index and account number to be charged: \_\_\_\_\_ Billing station No. \_\_\_\_\_

Vice president signature \_\_\_\_\_

Vice president email \_\_\_\_\_

## Catertrax Instructions

1. Complete this document in its entirety making sure to unclude all necessary approval signatures and account information. Incomplete Payment Authorization for Dining Services will no longer be accepted.
2. To order catering services please go to [enmuflavours.catertrax.com](http://enmuflavours.catertrax.com). Existing customers may log in to complete their request. New customers will need to create a customer log in. If going through the line, please order using Catertrax. For assistance please call ENMU Flavours Catering at 575.562.2809.
3. After completing this form and submitting your online order through the Catertrax portal, please send this form to [Donna.Cruz@sodexo.com](mailto:Donna.Cruz@sodexo.com) or fax to 575.572.2173.

**Thank you for assisting ENMU Dining Services in our efforts to reduce paper waste.**

Flavours Catering by Sodexo  
ENMU Station 51 | 1500 S Ave K | Portales NM, 88130  
Phone: 575.562.2809 | Fax: 575.562.2173  
[ENMUFlavours.CaterTrax.com](http://ENMUFlavours.CaterTrax.com)

### **Sales, Solicitation and Advertising**

Most student organizations will want to advertise, sell, and solicit on campus. Sales, solicitation and advertising may include but is not limited to fliers, handbills, super-posters, chalking, and selling organization gear.

The following forms will need to be completed in advance for approval. The forms can be picked up in the CUB, Room 104 or accessed on the Internet at <[http://www.enmu.edu/current-students/orgs/tools/forms/solicitation\\_request.pdf](http://www.enmu.edu/current-students/orgs/tools/forms/solicitation_request.pdf)>. The forms require the organization advisor's signature. Final approval of the Facility/Activity Request by a student organization remains with the director of Campus Life or coordinator of Campus Life.



# Sales, Solicitation and Advertising Form

## Campus Union

www.enmu.edu

Return to Office of Student Activities and Organizations, Campus Union Office, Room 108, after completion.

### Requestor's Information

Sponsoring organization: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Mailing address: \_\_\_\_\_  
Street City State ZIP

Email address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

### Requestor's Solicitation

Event name: \_\_\_\_\_

Item to be sold: \_\_\_\_\_

Solicitation description:  Flyer  Poster  Table tent  Other: \_\_\_\_\_

Is any item to be sold on campus?  Yes  No

Amount to be charged: \_\_\_\_\_ per \_\_\_\_\_. Proceeds will be used for: \_\_\_\_\_

Note: Please attach exact copy of T-shirt/hat design or bring one for us to view if applicable.

### Requested Location

Campus Union Building  Other: \_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

### Sponsoring Organization

The sponsoring organization agrees to abide by all pertinent University conditions and regulations pertaining to solicitation at Eastern New Mexico University. I, \_\_\_\_\_, certify on behalf of \_\_\_\_\_ that this Solicitation Request meets the requirements of the University's Solicitation Policy.

Applicant's signature \_\_\_\_\_ Phone number \_\_\_\_\_ Date \_\_\_\_\_

Advisor's signature \_\_\_\_\_ Phone number \_\_\_\_\_ Date \_\_\_\_\_

### Solicitation Review (official use only)

Solicitations will be reviewed weekly by the Office of Student Activities and Organizations which reserves the right to approve, change, deny or cancel requests through consultation with various ENMU departments/offices and in accordance with University policies. In accordance with University policies, appeals of Solicitation Requests must be submitted to the Office of Vice President for Student Affairs, Student Academic Services Building, Room 194.

Approved solicitation:  Approved with conditions: \_\_\_\_\_  Denied solicitation

Signature of Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

## **Student Travel**

### Forms to Know

#### Student Travel/Absence Form

Student Travel/Absence forms are necessary when students are traveling outside of the university. Activities may range from regular events to major events. Major activities may include, but are not limited to conferences, field trips, seminars, etc. Regular activities may include meetings, field trips, etc. The Student Travel/Absence form is to be submitted by the advisor or sponsor of the student organization. Upon completion of the form, the form must go through several levels of approval before the student travel is approved by the university. Forms should be filled out and submitted two-three weeks prior to the event, to ensure that the process moves smoothly. This form can be found and completed in the Advisor's, or Sponsor's portal, within the forms and downloads section, under the heading "Student Travel". There is not a paper version of this form; it can only be found online. Please note that every student that is an attendee of the trip **must** be indicated with a student ID on the form.

### **Procedure**

To find the Student Travel/Absence Form, please follow these steps:

- 1.) Login to your *MyENMU* portal.
- 2.) Click "Forms and Downloads in the top, middle section of the page.
- 3.) Scroll all the way down to the heading "Student Travel" (the headings are in alphabetical order).
- 4.) Click "Student Travel" once more upon selecting the heading, where a new page for the Student Travel form will open.
- 5.) Fill out and complete every asterisk (\*) provided on the webpage, and click "next" to confirm information on the form.
- 6.) Confirm that all entries are correct and submit for approval two-three weeks prior to traveling.

(For an example of what the online form looks like, please see the next page.)

Forms / Downloads - MyEN | ssb.enmu.edu | https://ssb.enmu.edu/PROD/stu\_trv\_p\_Menu

## Student Travel/Absence Form

**This form is for the use of students with permissions for excused absences.**

**All fields are required.**

Details on Destination (include route details)\*:

List of Student IDs (Separate with commas)\*:

Destination\*:

Approving Office\*:

Sponsor Making Trip\*:

Emergency Phone (Sponsor)\*: ( ) - ( ) - ( )

Email Address (Sponsor)\*:

Alt. Emergency Sponsor\*:

Alt. Emergency Phone (Sponsor)\*: ( ) - ( ) - ( )

Alt. Email Address (Sponsor)\*:

Departure Date (Format: MM/DD/YYYY)\*: / /

Departure Time (MST)\*: : AM

Return Date (Format: MM/DD/YYYY)\*: / /

Return Time (MST)\*: : AM

School Vehicle\*:  Yes  No

Personal Vehicle\*:  Yes  No

RELEASE: 1.01

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Type here to search | 10:51 AM 2/27/2019

Please remember to complete **all** areas of the Student Travel/Absence Form before submission. All fields are required.

By signing this contract, I agree that:

- I have read the ENMU Student Organization Handbook.
- I agree to meet all rules and guidelines as outlined.
- I understand that any violation of the policies and procedures in the Student Organization Handbook may result in loss of organization privileges and benefits, which may include additional sanctions or deactivation of the organization.
- I understand that the Student Code of Conduct applies to Student Organizations as well as individuals. Violation of the Student Code of Conduct may subject the student organization to loss of privileges, additional sanctions or deactivation of the organization.

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Organization Name

---

Date

---

Student Organization President

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Date

---

Student Organization Advisor

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Date

---

Director of Campus Life

---

Date

A copy will be mailed to your advisor after all signatures have been completed. A copy will also be placed in your organization file. The signed copy must be submitted to the Office of Campus Life. Failure to submit this contract with the appropriate signatures will result in loss of organization privileges and benefits but more importantly the deactivation of the organization by the Campus Life office.