



STUDENT ORGANIZATION FACULTY/STAFF ADVISORS HANDBOOK



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FOREWORD

Dear Colleague,

Thank you for your commitment to the development and growth of our student organizations! It is a true honor to be selected as an organization advisor. It indicates the trust and respect students have in you to hold the position of organization advisor. A strong advisor can make a difference in many ways, both for individual students and the entire organization. The position can be challenging at times but can also be tremendously rewarding and fun!

The Office of Campus Life is committed to informing advisors how to best manage the many situations that arise among student organizations. This Guidebook provides important information that will help you be effective in your role as a student organization advisor. We hope that you find this Guidebook to be helpful and informative. If you require further assistance, please do not hesitate to reach out to Campus Life staff.

Regards,

Campus Life

Contact Information

Office of Campus Life 1500 S Ave K, Station 39
Campus Union Building Room 104
575.562.2108

ADVISORS' GUIDE

All registered student organizations at Eastern New Mexico University (ENMU) are required to have an advisor who is a full-time ENMU faculty or staff member. Students appreciate the time and energy that advisors volunteer to the organizations. The Office of Campus Life is available to assist you as an advisor.

The Advisor Role and Purpose

The student organization advisor's primary concern should be to assist in the development of our students at the group and individual levels. Not only will an advisor be asked to meet the University's expectations, but also to serve as counselors, allies, and liaisons, etc. This is a very influential position with our students. It is a chance to put the knowledge they obtain in the class to work. This creates an opportunity for the students to develop leadership skills, ethical decision-making skills, and creativity.

The total scope of the advisor role is determined in part by the advisor. They must decide the level of priority the organization will be given. Family commitments, time constraints, teaching load, research, community work, etc., are all considerations. An advisor should feel that the intrinsic rewards are sufficient to merit the time and energy that are put in for the organization.

Why Advise?

Advising provides the opportunity to contribute to the growth and development of students. As an advisor, you will have the duty to see that the experiences within the organizations are meaningful, as well as providing an atmosphere for the members to learn and evaluate. Advising also gives the opportunity to teach, to broaden a person's understanding, to help an individual examine a problem from several different points of view, and to place the problem into context.

STUDENT ORGANIZATION ADVISOR SELECTION POLICY

Registered student organizations at **Eastern New Mexico University (ENMU)** have the right to **select or change** their organization advisor(s) at their discretion. The **Office of Campus Life** recognizes that situations may arise in which an advisor change is necessary, including but not limited to:

- Disagreements between the student organization and the advisor.
- The advisor leaving ENMU or stepping down from their role.

Temporary Advising Support

If an organization is without an advisor, the Office of Campus Life will serve as a temporary advisor until the organization selects a suitable replacement. This ensures student organizations receive continued support and remain in good standing.

Advisor Eligibility and Commitment

To serve as an advisor, the individual must:

- Be a **full-time faculty or staff member** of the **ENMU Portales campus**.
- Be committed to supporting the organization's mission, leadership, and activities.

To ensure advisors can provide adequate support, no individual may oversee **more than two student organizations**. This precaution is in place to prevent **over-commitment** and ensure that student organizations receive the attention and guidance they need.

Student organizations are encouraged to communicate any concerns regarding advisor selection or changes with the **Office of Campus Life** for guidance and assistance.

The Commitment and Responsibilities

All student organizations must have an active faculty/staff advisor. The advisor will help the group achieve the organization's goals and purposes. Such advisors accept this role with the understanding that they will:

- Become acquainted with the Student Organization Handbook and understand all university policies and procedures.
- Meet regularly with the organization's president.
- Take an active role in advising the Student Organization by attending social functions and meetings held by the organization.
- Give counsel and guidance when necessary.
- Remain informed of the organization's purpose, constitution, by-laws, activities, and current officers.
- Required to first approve and sign all request forms.
- Report immediately to the Office of Campus Life in cases where any organization's activities violate university policies.
- In the case of an emergency, the advisor will assume control of the organization and events.
- Ensure that their student organization is submitting mandatory paperwork to include registration packets, all documentation of leadership, professional development, and community service.

LEVEL OF INVOLVEMENTS

The level of involvement of an advisor depends on the organization and its leaders. Attendance at every meeting may not be necessary but it is the best way to stay informed of the activities of the organization. If the advisor is welcome at meetings, he/she should participate in an advisory capacity, not run the meeting. An advisor should facilitate discussion, offer objective points of view, present alternative solutions to problems, and encourage the organization and its leaders. Pre-planning involving the organization and its advisor can minimize crisis situations.

Attendance at events should not be viewed as supervising but as an opportunity to show support and encouragement to the organization. An advisor may be called upon to handle crisis situations at an event. Advisors should enter their positions knowing that extra hours are spent working with organizations, their leaders, and events. As an advisor, you should consider the following:

- Clarify with the organization what your role as an advisor will involve. With new officers and members each year, this role may change.
- Discuss with the organization what support and campus/department resources you can provide.
- Remember that the organization is for the students, and the students should make the

decisions. There may be times when you will need to take a more direct role, but for the most part, it is the students' responsibility to run the organization and make (and be held accountable for) the decisions. It may be time to step in when you are concerned about legal/liability issues, financial dealings, or issues that you know will lead to major problems. Advisors do have a responsibility to protect the best interests of the students and the university.

- Be aware of what is happening in the organization. Being aware is the only way in which you will be able to respond to questions, ensure issues are properly addressed, and understand the climate and attitude of the organization and its members.
- Exercise patience. It may seem easier to answer questions and provide solutions for the organization, but they need to learn from their successes and mistakes. Remember to reward and support them through both processes. In recognizing and rewarding students, you are also doing something for the retention effort of the organization and the University.

ADDITIONAL SUGGESTIONS

Orientation and Training

Although most new officers have had experience within the organization, there is a need for a structured training program. New members also need an orientation to the organization. The advisor should encourage the organization to develop these programs.

Professionalism

Every organization should develop and maintain a sense of professionalism. Proper planning should be encouraged so that quality programs are always offered.

Communication

Officers of the organization should be encouraged to maintain open lines of communication with the members and advisor of the organization. Effective methods for written and verbal communication should be sought and utilized.

Development

There must be opportunities for personal, educational, and professional development of students who participate as members and officers. The organization must justify the expenditure of each student's time, energy, and abilities. The advisor—because of experience, background, and education—should be a major resource in accomplishing student development.

Records

The advisor should encourage the organization to maintain good records, minutes, programs, scrapbooks, history, finances, social media, etc.

Finances

Proper financial procedures should be followed, and records should be kept by every student organization.

Constitutions

The constitution is the document that maintains the structure and procedures of the organization. Advisors should encourage the organization to review and amend the constitution when necessary. When changes are made, a copy must be submitted to the Office of Campus Life (CUB 104).

Leadership

An advisor should encourage members with leadership potential to seek leadership positions within the organization. The organization should be encouraged to attend mandatory leadership events offered by LEAD ENMU and the Office of Campus Life.

SELF-EVALUATION

One of the best ways to improve is to evaluate. Self-evaluation provides you with an opportunity to really focus on the positive ways you can contribute to the organization and the areas that may need improvement. Make sure to review each semester.

How did the meetings, events, and activities go? Are there questions still unanswered? Does communication need to be improved? An advisor's Self-Evaluation Checklist is located below. Remember, evaluation is a two-way street. The organization evaluates you, and you evaluate the organization. You may want to consider having a year-end evaluation with members of the organizations. It can be formal, such as a written evaluation that asks for comments. It can also be a simple evaluation like a temperature reading: how does the group feel about my performance (100 degrees being positive).

Share your insights and recommendations with the executive committee. Work on the suggestions and encourage the members to work on their part as well.

Advisor's Self-Evaluation Checklist

Please answer the following questions as they relate to your role as a student organization advisor.

Yes **No**

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | I actively provide motivation and encouragement to members. |
| ☐ | ☐ | I know the goals of the organization. |
| ☐ | ☐ | I know the group's members. |
| ☐ | ☐ | I attend regularly scheduled executive board meetings. |
| ☐ | ☐ | I attend regularly scheduled organizational meetings. |
| ☐ | ☐ | I meet regularly with the officers of the organization. |
| ☐ | ☐ | I attend the organization's special events. |
| ☐ | ☐ | I attend CORE workshops and meetings. |
| ☐ | ☐ | I assist with the orientation and training of new officers. |
| ☐ | ☐ | I help provide continuity for the organization. |
| ☐ | ☐ | I confront the negative behavior of group members. |
| ☐ | ☐ | I understand the principles of group development. |
| ☐ | ☐ | I have read the group's constitution and by-laws. |
| ☐ | ☐ | I recommend and encourage without imposing my ideas and preferences. |

Yes No

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | I monitor the organization's financial records. |
| ☐ | ☐ | I understand the principles of good fundraising. |
| ☐ | ☐ | I understand how the issues of diversity affect the organization. |
| ☐ | ☐ | I attend conferences with the organization's members. |
| ☐ | ☐ | I know the steps to follow in developing a program. |
| ☐ | ☐ | I can identify what members have learned by participating in the organization. |
| ☐ | ☐ | I know where to find assistance when I encounter problems I cannot solve. |

Time to Move On

There comes a time when most advisors can no longer find the time or energy to continue advising their organizations in a positive manner. When that time comes, be honest with your feelings. The students will respect you for your honesty and probably be supportive of your need to pursue new interests. Changing advisors will not damage the organization nearly as much as having an advisor stay on after his or her interest has dwindled. Organizations need advisors, not sponsors. If and when you decide that you no longer want to act as an advisor to an organization, please send a letter to the Office of Campus Life and the organization's officers. If you decide to step out of advising, get some rest. A new group, with a new purpose, may need you!

STUDENT ORGANIZATION ENGAGEMENT POLICY

As part of maintaining active registered status within the ENMU Office of Campus Life, all student organizations must fulfill the following engagement requirements each academic year:

1. Community Service

- Organizations must complete 10 hours per academic year (or five (5) hours per semester) of community service.

2. Leadership Development

- Organizations must participate in at least five (5) hours per academic year (or two-and-one-half (2.5) hours per semester) of leadership programs.

3. Professional Development

- Organizations must engage in five (5) hours per academic year (or two-and-one-half (2.5) hours per semester) of professional development opportunities.

COMPLIANCE AND COMMUNICATION

Failure to meet these requirements or failure to discuss any challenges in meeting them with the **Coordinator of Campus Life, Assistant Director of Campus Life, or Director of Campus Life** may result in:

- **Loss of active status** with the Office of Campus Life.
- **Removal from the recognized active organization roster.**

Advisor's Role in Supporting Compliance

It is the **responsibility of the organization advisor** to support and encourage student organizations in fulfilling these engagement requirements. Advisors should:

- Actively **remind and guide** student leaders to complete and track their required hours.
- Assist in **identifying opportunities** for service, leadership, and professional development.
- Maintain **open communication** with the Office of Campus Life regarding organization progress or concerns.

Consistent and **proactive communication** between student organizations, their advisors, and the **Office of Campus Life** is essential to ensuring the continued success and recognition of student organizations at ENMU.

AGENCY ACCOUNTS

It is only worthwhile for an organization to open an agency account if account will be exceeding \$1,000 annually. An agency account is an account that is held by the University for an organization. An organization's money is deposited to ENMU 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 Business Office.
- Obtain a request form from the Business Office. Complete and sign the form—(2) 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 (5) 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 (1) 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.
- ENMU branding guidelines must be followed and an ENMU preferred vendor must be used. Visit enmu.edu/Branding for a full list of preferred vendors.
- Obtain a requisition form from the 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 (1) of the (2) 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.

FORMS TO KNOW

Facility/Activity Requests

Facility/Activity Requests are necessary when an organization 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 number 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, Greyhound Lounge, 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 for approval. The form can be picked up in the CUB, Room 104, or accessed on the ENMU Portal under Forms and Downloads. 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 AD 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
- TV/VCR/DVD
- Projection Screen
- Flip Chart
- Dry Erase Board
- Easel
- Sign-in Table
- Tables
- Chairs

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

This form will need to be completed along with the Facility/Activity Request Form 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 Office of Campus Life.

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, including 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 a waiver for a cook-out or an event you are hosting 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 in order for approval. The form can be picked up in the CUB, Room 104 or accessed on the ENMU Portal under Forms and Downloads. The form requires the organization advisor's signature. Final approval of the Sodexo Request Form by a student organization remains with the Office of Campus Life and the director of Sodexo.

Sales, Solicitation, and Advertising

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

The following forms will need to be completed in order for approval. The forms can be picked up in the Campus Union Building Room 104, or accessed on the ENMU Portal under Forms and Downloads.

The forms require the organization advisor's signature. Final approval of the Facility/Activity Request by a student organization remains with the Final approval of the Facility/Activity request by a student organization remains with the director, assistant director, and coordinator of Campus Life.

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's 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:

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

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



☐ Agency ☐ Student Organization

Organization Name: _____

Organization Purpose: _____

Contract Person

Name: Last: _____ **First:** _____ **Middle:** _____

ENMU email: _____ **Phone:** _____

Mailing address: _____ **City:** _____ **State:** _____ **ZIP:** _____

University Advisor (must be full-time-faculty or staff)

Name: Last: _____ **First:** _____

ENMU email: _____ **Phone:** _____

Mailing address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Acknowledgement and Signature

ENMU acts of fiscal agent for student organizations accounts. No expenditures from a student organization account can be authorized without sufficient funds deposited in the account. University policies and procedures must be followed for deposits and expenditures from student organization accounts. Please contact Business Affairs at 575.562.2611 if you have questions.

I have read and understand the information above.

_____ Organizatoin president printed name	_____ Organization president signature	_____ Date
--	---	---------------

_____ Sponsor/Advisor printed name	_____ Sponsor/Advisor signature	_____ Date
---------------------------------------	------------------------------------	---------------

_____ Dean or Vice President printed name	_____ Dean or Vice President signature	_____ Date
--	---	---------------

Account title: _____
Account index: _____
Date activated: _____

BUSINESS OFFICE USE ONLY



Facility and Activity Request

Office of Campus Life | ENMU Station 39

Email: portales.campuslife@enmu.edu | Phone: 575.562.2108

Reservation #: _____

Date: _____

Approved by: _____

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

Organization name: _____ Contact name: _____

Mailing address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Mobile phone: _____

ENMU email: _____

Name of event: _____ Date of event: _____

Time of event: _____ to _____ Setup time: _____ to _____

Type of event (meeting, banquet, etc.): _____ Estimated attendance: _____

Is this a fundraiser for a student organization? ☐ Yes ☐ No

If yes, please complete Solicitation Request Form.

Is Sodexo Campus Services providing food and beverages for this event? ☐ Yes ☐ No

If yes, will the event be catered or will attendees go through the cafeteria line? ☐ Catered ☐ Cafeteria line

Please make sure to complete a Catering Request Form.

Will alcohol be served (requires a \$200 service fee for non-university groups): ☐ Yes ☐ No

Date alcohol service fee was received: _____ Received by: _____

Please check which best applies to your group:

- ☐ University related department, faculty, staff or organization.
☐ Civic organizations or public service events such as Festival Románico, Drama Festival, Girls State, Boys State, etc.
☐ Non-university individual/group (**requires deposit fee with Facility Request and Activities Request form**).

Facility fee: _____ Deposit fee (half of the facility fee): _____

Date deposit fee was received: _____ Received by: _____

Security needs and fee (refundable with minimum of 48 hours cancellation):

Number of on-site officers: _____ Close patrol requested: ☐ Yes ☐ No

Amount Due: _____ Amount Paid: _____ Date received: _____ Received by: _____

Facilities Request (check all that apply)

- | | | | |
|--|---|---|-----------------------------------|
| ☐ Aztec | ☐ Ballroom foyer | ☐ Ballroom | ☐ Bus lane |
| ☐ Dallan Sanders Memorial Plaza | ☐ Greek Park | ☐ Greyhound Lounge | ☐ Laguna |
| ☐ Lobby (table) | ☐ Lobby (whole) | ☐ Mesquite | ☐ Pecos |
| ☐ Sandia | ☐ South Patio | ☐ Zia | ☐ Zuni |
| ☐ Other: _____ | | | |

Room Set-up

- | | | | |
|---|---|---|---------------------------------------|
| ☐ As is | ☐ Banquet (8-ft tables) | ☐ Cleared out | ☐ Conference |
| ☐ Round tables: eight seater | ☐ Round tables: six seater | ☐ Square: closed | ☐ Square: open |
| ☐ Theatre | ☐ To be determined | ☐ U-shaped with inner chairs | ☐ U-shaped |
| ☐ Special diagram included | | | |

Equipment Request (check all that apply)

- | | | | |
|-------------------------------------|--|--|--|
| ☐ Easel | ☐ Dry erase board | ☐ Extra chairs: _____ | ☐ Extra tables: _____ |
| ☐ Flip chart | ☐ Mobile computer | ☐ PA system | ☐ Piano |
| ☐ Podium | ☐ Podium with mic | ☐ Podium for tabletop | ☐ Room dividers |
| ☐ Screen | ☐ Smart supplies | ☐ Sign-in table | ☐ TV/VCR/DVD |

Approval Signatures

Requester printed name: _____ Requester signature: _____ Date: _____

Advisor printed (if applicable): _____ Advisor signature: _____ Date: _____



Payment Authorization for Dining Services

Flavors Catering by Sodexo | Phone: 575.562.2217 | Fax: 575.562.2173 | ENMU Station 51

Invoice number: _____

CaterTrax Instructions

1. Complete this document in its entirety, making sure to include all necessary approval signatures and account information. Dining Services no longer accepts incomplete payment authorization.
2. To order catering services or authorize guests to dine at the Crossroads Cafe, please log in to your ENMU Flavours Catertrax account. New customers can sign up for an ENMU Flavours Catertrax account by visiting enmuflavours.catertrax.com.
3. After completing this form and submitting your online order through the Catertrax portal, please send it to matti.verder@sodexo.com or fax it to 575.562.2173.

Requestor and Billing Information

Department/group name: _____

Requestor name: Last: _____ First: _____ Middle: _____

Phone: _____ Fax: _____ ENMU email: _____

Department index and account number to be charged: _____ Billing station: _____

Event Information

Event name: _____

Purpose of event: _____

Date of event: _____ Start time of event: _____

Participants (check all that apply): ☐ Faculty ☐ Staff ☐ Regents ☐ Public ☐ Other: _____

Acknowledgement and Signature

I understand Sodexo catering staff needs a minimum of ten 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 printed name _____ Requestor signature _____ Date _____

Chair, dean/unit director printed name (if applicable) _____ Chair, dean or unit director signature _____ Date _____

Vice president printed name _____ Vice president signature _____ Date _____



Sales, Solicitation, and Advertisement

Office of Campus Life | ENMU Station 39

Email: portales.campuslife@enmu.edu | Phone: 575.562.2108

The Office of Campus Life reviews requests for sales, solicitation and advertising in accordance with University policies and in consultation with other ENMU departments. The Office of Campus Life reserves the right to approve, change, deny or cancel requests.

Appeals of denied sales, solicitation and advertising requests must be submitted to the Office of Vice President for Student Affairs located within Student Academic Services (SAS), Room 194.

Return this completed form to the Office of Campus Life located within the Campus Union (CUB), Room 108.

Requestor's Information

Sponsoring organization: _____

Name: Last: _____ First: _____ Middle: _____

Mailing address: _____ City: _____ State: _____ ZIP: _____

ENMU email: _____

Phone: _____ Mobile phone: _____

Requestor's Solicitation

Event name: _____

Solicitation description: ☐ Chalking ☐ Flyer ☐ Fundraiser ☐ Poster ☐ Other: _____

Please note, a copy of all designs (flyer, poster, apparels, giveaways, etc.) must be attached to this request.

Is any item to be sold on campus: ☐ Yes ☐ No If yes, what will be sold: _____

Amount to be charged: _____ per _____ Proceeds will be used for: _____

Where will the event take place: ☐ Campus Union (CUB) ☐ Other: _____

Event start date: _____ Event end 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.

Requestor printed name _____ Requestor signature _____ Date _____

Advisor printed name (if applicable) _____ Advisor signature _____ Date _____

For Office Use Only

Solicitation description: ☐ Approved ☐ Approved with conditions: _____ ☐ Denied

Campus Life representative printed name _____ Campus Life representative signature _____ Date _____

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 ID Numbers (Separate with commas)*:

--	--

Destination*:

Approving Office*:

--Choose One-- ▾

--Choose One-- ▾

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*:

Personal Vehicle*:

☐ Yes

☐ Yes

☐ No

☐ No

[illegible]



Office of Campus Life