candidate for public office in any manner, including by publishing or distributing statements or making campaign contributions.

Student organizations may conduct raffles on campus for qualified off-campus organizations. Any organization conducting a raffle on campus must complete a fundraising request form. Raffle tickets may not be advertised statewide through paid advertisements. Each raffle ticket must state the name and address of the organization holding the raffle, the name of an officer of the organization, the price of the ticket, and a general description of each prize to be awarded that has value of over $10. A prize may not be money. Only members of the organization may sell tickets. No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets.

For further information on raffles, refer to [www.oag.state.tx.us/AG_Publications/txts/raffle.shtml](http://www.oag.state.tx.us/AG_Publications/txts/raffle.shtml) or contact University Center and Student Activities.

9.7 Solicitations and Donations
Student Organizations are required to contact the Development Office, Noel Vella, USC 212, at 825-2352, prior to soliciting or asking for donations from companies. Student organizations should be prepared to show a list of businesses they will be approaching to gain approval. Once approval has been given, student organizations are also responsible for reporting gifts to the Development Office via the online reporting form at [http://kanga.fw.tamucc.edu/AdvServices/Forms/GiftProcessing.aspx](http://kanga.fw.tamucc.edu/AdvServices/Forms/GiftProcessing.aspx).

10 Events & Activities

10.1 Planning a Meeting and Other Events
RSOs may use university facilities for meetings, functions, programs and other appropriate activities provided that proper reservation forms are completed through the appropriate office and that all regulations of facility use are followed. Failure to comply with facility use regulations may restrict an organization from future use of that and other similar facilities.

10.1.1 Scheduling University Facilities
All student organization events should be held in the University Center unless there is a valid reason for using another space.

1. University Center
   To reserve meeting and event rooms in the University Center go to [http://events.tamucc.edu](http://events.tamucc.edu), go to the UC Information Desk and ask do a paper request for a room, or return the form in the Appendix to UC 215. For general UC information, call 825-5282.
   A. Requests for fall semester meetings/events are accepted beginning on April 1st; requests for meetings/events occurring in the spring semester are accepted beginning on November 1st. After these dates, routine events must be scheduled at least two (2) working days in advance; extraordinary events must be scheduled at least five (5) working days in advance.
   B. Requests for all events designed primarily for the benefit of and open to the entire University/student community will be accepted up to one year in advance.
   C. Student Government Association, University Council of Student Organizations and Campus Activities Board may request space up to one (1) year in advance for regular
business meetings.

D. Student Organizations ARE NOT CHARGED space rental fees for routine meetings or events open to the University community free of charge. Space rental fees are charged for events involving admission charges or registration fees. Additional labor fees for complex set-ups involving special staffing and operator fees for stage/sound/lighting/A-V equipment will be charged in addition to room rental fees for all meetings/events. A University account number or a deposit equal to 25% of the estimated charges for an event is required before a space request involving fees will be confirmed.

2. Classrooms
Classrooms should only be used if a meeting room in the UC cannot be scheduled. In this case, the UCSA Scheduling Office will facilitate the reservation of classrooms.

3. Fieldhouse (gym), pool, racquetball courts, playing fields, etc
To reserve these areas related to the Field house, contact Recreational Sports at 825-2455 or complete a Facility Reservation Request (available on-line at http://falcon.tamucc.edu/~recsport/facilpol.htm).

4. Glasscock Fitness and Wellness Center
To reserve the aerobic rooms, game room or Wellness Center, go online to http://falcon.tamucc.edu/~recsport/facilpol.htm.

5. CI Courtyard, Lee Plaza (fountain area), Dr. Hector P. Garcia Plaza, CA Courtyard
To reserve any of the above areas, contact UCSA Scheduling Office at 825-5281.

6. Faculty Center
To reserve the Faculty Center Conference Room, contact the College of Business at 825-2655. To reserve the Faculty Center Atrium, contact the College of Arts and Humanities at 825-2659.

10.1.2 Special Set-ups
To have a special set-up or tables and chairs placed in an outside area or the Field House, contact University Center and Student Activities at least five (5) days prior to any event. Due to Physical Plant restrictions, set ups will not be provided if proper notice is not given. Set-ups for events reserved by the University Center will be arranged by the UCSA Scheduling Office.

Fees for special set-ups will be deducted from an organization’s UCSO funding or billed to the organization.

If a meeting room is reserved and the meeting is canceled, please notify the appropriate office to cancel the room reservation. Failure to do so may result in the inability to reserve space in the future and a fine.

10.2 Contracting Speakers & Entertainers
If you plan to have a program with a speaker, there are several steps that should be taken to ensure a clear understanding by everyone involved.

- After the speaker has been contacted and there is an informal letter or a verbal agreement, follow up with a formal letter of agreement or contract. The letter of agreement should include the person's name, address, date, time and location of program. A description of
the program should also be included in the letter (i.e., lecture, subject, demonstration or workshop subject). This makes it very clear what service is being provided. If the speaker is to be paid a fee from the organization, the amount must be stated in the letter. Make two originals of the letter and send them to the speaker. The speaker signs on the designated line, returns one copy and retains one copy (Appendix p. 83).

- When the university is paying for the speaker, the **Consultant/Professional Contract** must be used (Appendix p. 81). The contract must be filled out completely and signed by the student organization president, advisor, and an authorized representative from University Center and Student Activities.
- If university funds (UCSO funding) are to be used to pay the speaker/presenter, the account number must be included for the Purchasing Department. The contract must be approved by University Center and Student Activities before it is sent to the speaker/presenter.
  - Bring the signed copies to University Center and Student Activities so that the contract can be sent to the Purchasing manager. Allow two weeks for university approval and two to four weeks for the speaker/presenter to return the contract. Two signed copies are sent to the speaker/presenter. The speaker/presenter signs both copies, keeping one copy for his/her file and returning one copy.
  - The Purchasing Department will process the check for direct payment to the speaker/presenter. The purchasing department will process the paperwork and create a check only after the contract is fulfilled. Checks may take up to 30 days to be sent.

### 10.2.1 Regulations for Guest Speakers and Entertainers

The university exists to foster ideas and their exchange. This exchange occurs inside and outside of the classroom, on- and off-campus, formally and informally. However, such exchange can only occur if order is maintained and good behavior is recognized by all. The following guidelines are designed to serve this objective:

1. Any university recognized group or non-university organization, which has properly obtained permission through Community Outreach to hold an event on campus, may invite and sponsor speakers, lecturers or entertainers.

2. Recognized student organizations must obtain the approval of their faculty/staff advisor to sponsor any speaker, lecturer or entertainer.

3. Speakers, lecturers or entertainers hosted by students who are not members of recognized student organizations must obtain the approval of the Vice President for Student Affairs or his or her designated representative.

4. The arrangements for a speaker or performance, the conduct of the speaker or performer on campus, and the good order of the activity are the responsibility of the sponsoring group or organization.

5. Speakers, lecturers or entertainers who are to be paid with university funds must enter into a contract with the university subject to requirements established by the State of Texas, Texas A&M University System and the local purchasing department.

6. The university cannot be held responsible for accidents and/or injuries incurred through activities on- or off-campus sponsored by recognized student organizations.