

## **Administration of Student Organizations**

### **General Policy**

When groups of students wish to have a continuous association, intended to last beyond the term immediately involved, causing them to congregate for activities on the campus, requiring from time to time the use of University facilities, and advertising them to the general public as a group centered on the campus, it is proper that they be required to register with the University. All registered associations should be accorded the same privileges and bound by the same obligations. No student organization may carry on any activity on University controlled property unless it has been registered under the procedures herein outlined.

### **Registration of New Organizations**

A group of students wishing to register an organization at Troy University must file the documents listed below with the Office of Student Involvement and Leadership. Those students wishing to form a social Greek organization should request so from the Interfraternity Council or Panhellenic Council.

1. A completed "Student Organization Application for Registration" listing the organization name, mailing address, and purpose; the name, signature, ID#, address, and telephone number of the President, Treasurer, and one other officer; the name, signature, title, campus address, and campus phone number of a full-time faculty or staff member indicating his or her willingness to serve as an advisor indicate the group's willingness to abide by the University's policies outlined in The Oracle and the Student Organization Handbook.

2. The signatures of at least ten University students interested in organizational membership.

3. A copy of the organization's constitution and by-laws. The required format is available in the Office of Student Involvement and Leadership. The constitution must be approved by the Student Government Association Senate. (Note: The Student Government Association is studying this requirement and is subject to change.)

4. If registration is denied by the Office of Student Involvement or the group's constitution is not approved by the Student Government Association, the designated president and advisor of the applying organization shall be notified of the decision in writing. The applying organization may appeal in writing to the Vice President for Student Affairs within ten University working days from the date of the denial letter. The decision of the Vice President for Student Affairs is final.

5. Registration of an organization results from compliance with these regulations; it does not imply University endorsement of the organization or its activities.

### **Conditions for Maintaining Registration**

Each organization wishing to maintain registration with the University must have on file a "Student Organization Application for Registration" by the third week of each semester. Registration will be suspended until such time as a completed form is received. Notification of subsequent changes in officers by the organization shall be filed in the Office of Student Involvement and Leadership when such changes occur.

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Office of Student Involvement and Leadership.

### **Suspension of Registration Through Inactivity**

Registration may be suspended by the Director of Student Involvement and Leadership, subject to appeal by the Vice President for Student Affairs.

1. When an organization fails to file a “Student Organization Application for Registration” by the third week of each semester, or
2. When the organization does not actively promote the ends and purposes specified in its constitution, as evidenced by membership, meetings, and other activities. Ten members will be regarded as normal minimum, an organization may be expected to show cause as to why it should not be suspended when its membership falls below ten. Registered student organizations are expected to comply when requested by the Director of Student Involvement and Leadership to provide a brief report on their year’s activities.

An organization suspended through inactivity may be reactivated by application to the Director of Student Involvement and Leadership subject to appeal by the Vice President for Student Affairs, by a group following the registration procedures.

### **Suspension of Registration for Cause**

Registered student organizations are expected to conduct their activities in accordance with their constitutions, and with the procedures and limits set forth in University **Standards of Conduct** and other policies referred to in this handbook. Any organization which ignores the procedure or exceeds the limits stated herein shall be officially warned by the Director of Student Involvement and Leadership. If repeated or flagrant violations occur following such warning, registration of the organization may be suspended by the Director of Student Involvement and Leadership. A suspended organization may not hold meeting on the campus, or otherwise request the privileges of a registered organization.

Recognition may be restored to a suspended organization by action of the Director of Student Involvement and Leadership or the Vice President of Student Affairs. After suspension for a period of four years, any group must petition for reestablishment in order to register the organization.

### **Faculty Advisors: Eligibility and Role**

All student organizations must have one or more qualified faculty advisors. When the membership reaches 25 or more, the organization may wish to obtain an additional faculty advisor.

Any faculty member with at least one year experience at Troy University may serve as faculty advisor to a student organization. With the approval of the Director, Student Involvement and Leadership, faculty with less than one year experience may also serve, as may non-teaching members of the University staff whose positions are comparable to full-time faculty members. The Director of Student Involvement and Leadership must be advised and approve of any changes in faculty advisors.

A faculty member who agrees to the request of a student organization to serve as its faculty advisor accepts thereby responsibility for encouraging the organization in its purposes and activities, within the limits of the University policy.

Faculty and alumni advisors are responsible for:

1. This policy and other University regulations pertaining to student organizations and speakers.
2. The constitution and purposes of the student organization they are advising.
3. The activities and projects of their organizations.
4. Personal or designated attendance at all functions and meetings.

Policy or program decisions reached at meetings must be reviewed and approved by the advisors. Organizational advisors should be called upon to express their views and make suggestions before decisions are reached.

Speakers and special programs sponsored by student organizations must have the formal approval of a faculty advisor, as being in accordance with the standards set forth by the University. (See Visiting Speaker Policy)

### **Meetings**

Recognized student organizations are encouraged to hold their meetings on the campus, and University facilities will be made available to them whenever possible.

### **Advertising, Distribution of Literature, Notices, and Other Printed Materials**

1. Advertising consists of the use or distribution of any printed matter or the use of public address systems on the Troy University campus.\
2. Request for reproduction of materials such as posters, fliers, or notices must be approved by the organizational advisor prior to its being reproduced by Creative Services.
3. Posters, signs, notices, banners, or place cards or other forms of advertising are not permitted on trees, utility poles, sidewalks, building exteriors, windows, or put up in any place in a manner that defaces the surface used or makes removal of the material difficult. Only one item may be placed on each authorized bulletin board. With permission, students may display signs and banners at residence halls and athletic facilities in support of TROY athletic events.
4. Posters, signs, notices, banners, place cards, or other forms of advertising are not permitted inside University buildings excepts:
  - a. In designated areas of Adams Student Center;
  - b. On bulletin boards not restricted for use by respective schools.
5. Organizations or individuals proposing to distribute printed materials on the campus must obtain permission from the director of Student Involvement and Leadership. The purpose of this permission, with the requirements which may accompany it, is to protect the appearance and normal operation of the campus. Distribution must not interfere with classes, infringe residence hall regulations, or be done in a manner that adds to litter on the campus.

6. First priority for bulletin board space is given to recognized campus organizations. Commercial establishments are restricted to reserved bulletin boards for posting of material.
7. All notices and printed materials must carry the name of the organization or individual responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization. Each organization or individual is responsible for removal of outdated notices, within 24 hours after the event.
8. The distribution of handbills, circulars, etc. among cars (behind windshield wipers) will not be permitted on the campus.
9. The use of amplifying equipment, including sound tracks on the University property requires the permission of the Director of Student Involvement and Leadership.
10. Any student of organization violating the provisions of any of the above items is subject to the provision of the University "Standards of Conduct" and to action by the Student Affairs Committee.

### **Social Probation**

Social probation means that a student organization is permitted to operate on the Troy University campus on a probationary status. Should future violation of standards of good conduct occur, the organization's status and recognition will be officially reviewed. Social probation is normally for a specified period of time and usually restricts the organization's activities. Social probationary actions and conditions reported to a student organization's officers, advisors, and the national organization with which it may be affiliated.

### **Policies Governing Social Events**

#### **Responsibility:**

1. It is expected that all social activities support standards of good taste and refinement. Any group sponsoring an event or function will be responsible for any misconduct by its members or guests.
2. Only Troy University students and invited guests will be admitted to events. Each organization shall do whatever is necessary to check student ID cards for admission to events. Those people who are not guests of students of Troy University should politely be refused admission.
3. Sponsoring organizations will make necessary arrangements through the Director of Student Involvement and Leadership for University Police for off-campus social activities. For on-campus activities the campus police be notified.

4. Sponsoring organizations are required to make necessary arrangements for physical needs with the Physical Plant. Signatures of advisor and Director of Student Involvement and Leadership are necessary on all job order requests.

#### Registration:

1. Any University organization planning a social event must register that event with the Director of Student Involvement and Leadership on the form available in that office. This must be done before the date of the activity (on or off campus). This form should be filled out completely, including advisor's signatures. This is a registration process and does not mean University approval or disapproval.
2. All fraternity and sorority events, on or off campus, will be registered by the Director of Student Involvement and Leadership ONLY AFTER the faculty advisor has approved them.
3. Organizations other than fraternities and sororities will secure approval from their faculty advisor before submitting form to the Director of Student Involvement and Leadership.
4. Violation of any of the above will result in disciplinary action to include a possible \$25.00 fine and restriction of future events.

#### Defining an Organizational Event:

1. The organization financially supports the event.
2. Organization membership is involved with the planning and execution of the event.
3. The organization advertises or promotes the event.
4. A significant number of members are present at the event.

If an event may be perceived as an organizational event, then it is probably an organizational function. Common sense and good judgment must be applied to each event regarding group identity. The intent of an organizational event should be to facilitate fellowship and friendship associated with the collegiate experience. Organizations will be held accountable for the action of its members.

#### Hours for Events:

1. Week nights are defined as meaning Monday through Thursday.
2. Week night social events will not extend beyond 12:00 p.m.

3. Weekend social events will not extend beyond 1:30 a.m.

#### Alcoholic Beverages:

Troy University does not, under any conditions, approve the use of alcoholic beverages. The purchase, possession, or distribution of any alcoholic beverage by any organization recognized by the University is prohibited. Because of distribution control, keg beer is prohibited at any facility used or occupied by any organization recognized by the University. Any violation of this alcoholic beverage policy will result in a minimum \$200.00 fine for the first offense; a \$500.00 fine for the second offense and other disciplinary action to include possible revocation of recognition as an approved organization. Additionally, the event will be terminated immediately and any alcohol confiscated. Public display of the use of alcoholic beverages in public areas of the campus is prohibited.

#### Advisors:

At least one advisor will be present from the beginning to the close of the event. Events will normally be approved provided the faculty advisor has given prior approval on the standard form. The responsibility of the social event rests entirely with the organization and its advisor.

#### Serenading- Group Activities:

All serenading or other group type activities must have approval from the Office of Student involvement and Leadership and must comply with stated regulations. So as not to interfere with the rights of other students, serenading is limited to the hours between 6:00 p.m. and 8:00 p.m.

#### Hazing:

Hazing is prohibited at Troy University. Hazing is any action taken or situation created, whether on or off organizational premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person. Such activities and situations includes but are not limited to paddling in any form, scavenger hunts, road trips, excessive fatigue, deprivation of normal sleep, engaging in public stunts and buffoonery, morally degrading or humiliating activities, blindfolding, branding, calisthenics, running, forced consumption of food, liquor or drugs or any other substance, and other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of Troy University. No chapter shall allow any of its pledges, members, associate members, or other persons to participate in any hazing ceremony, activity, or practice. It is also against the law in Alabama to participate or to allow participation in any form of hazing. (Section 16-1-23, Code of Alabama-1975.)

### **Fund Raising Projects**

Student organizations desiring to promote any fund raising enterprises should follow these procedures:

1. Each fund raising enterprise proposal should be submitted to the Director of Student Involvement and Leadership at least one week prior to the proposed activity.
2. Organizations shall have no more than three fund raising projects per semester. This will include the new member class, or any other part of the organization. Forms for this must be obtained from the Director of Student Involvement and Leadership.
3. No individual student is allowed to engage in any commercial enterprise for personal gains.
4. There will be no solicitations in the residence halls or in any other University facility except by permission of the Director of Housing.
5. Violation of any of the above will result in appropriate action to include a possible \$25.00 fine and restriction of future events.

### **University Policies and Procedures**

To accommodate optimum use of University facilities, the following policies and procedures have been adopted:

1. Any facility must be reserved through Student Services, Adams Center 117, 670-3207.
2. Adams University Center facilities are reserved through the Director of the Center. Sartain Hall Gym, Memorial Stadium, and varsity playing fields are reserved through the Director of Athletics, 670-3480.
3. Members of the University community will reserve space for all meetings, activities, and functions not part of nor relating to academic requirements or athletics events.
4. Requests for facilities must be made no later than forty-eight hours preceding the event so that it can be entered on the Master Calendar, Weekly Calendar of Events, and the necessary job orders can be issued to Physical Plant. If catering is involved, the form must be submitted at least 5 working days in advance.
5. The Office of Conference Services will facilitate the use of University space by coordinating events and availability and accessibility of facilities.
6. It is the policy of the University to offer and to rent its residence and conference facilities only to organizations or groups directly related to campus organizations, to civic groups, or to other non-profit enterprises.
7. Procedures for requesting facilities:

The requesting person must reserve the facility by use of a request for space reservation form from the Conference Services. This form must be typed. Upon receipt of request, the following events occur:

- a. Master calendar will be checked to ascertain availability of the requested facility.
  - b. When it is determined that the facility requested is available, form will be completed and returned to Office of Conference Services for approval.
  - c. From the Master Calendar, the form goes to Physical Plant to serve as an official work order.
  - d. Person making request will receive confirmation from the Office of Conference Services.
  - e. Approved event is entered on the Weekly Calendar of Events.
8. The Sorrell Chapel may be used for activities that are appropriate to a chapel atmosphere- activities such as religious services, weddings, funerals, and other solemn activities. Sunday reservations are limited to 1 ½ hours to facilitate as many activities as possible. In the event of conflicting reservations, a drawing will be held two weeks prior to the beginning of the academic semester.

**Organizations and Associations Holding Meetings on the Campus are Responsible for the Arrangements Listed Below:**

1. Programs will be restricted to those which contribute to the educational purpose of the University.
2. The sponsoring faculty member will be present at all sessions.
3. When the program is restricted to faculty, staff, and students, ID cards will be checked at the entrances. This will be done by the sponsoring organization.
4. All financial transactions will go through the University Business Office. The sponsoring department association must bear the cost.
5. The University Police must be notified well in advance of each event to which non-members are invited.
6. All publicity should be cleared through the Public Affairs office, Troy University, 670-3196.
7. Adequate registration procedures, if needed, should be established for use before and during the meeting.
8. After securing space for the event, make sure all necessary arrangements are requested in the forms for use of facilities: chairs, tables, coat racks, microphones, film projectors, screens, lights, and any other special arrangements.
9. All fire laws must be obeyed. Numbers admitted must coincide with space seating capacity. Smoking is not permitted in auditoriums. (Troy University is a smoke-free facility)

10. Be sure that all facilities are left in an orderly condition.
11. Upon request, the Conference Services staff will help plan any necessary arrangements for a meeting.
12. All programs must be placed on the Master Calendar kept by the Office of Conference Services. Under certain conditions, facilities not in use at a given time for University functions are made available for non-University purposes. Further information and policies may be obtained from Student Services, Room 117, Trojan Center.

### **VISITING SPEAKER POLICY/ NOTICES-PRINTED MATERIALS**

Troy University has established policy and procedures regarding invitations to and the appearance of outside speakers on the University campus.

In the interest of orderly administration and to insure effective public-relations, adequate preparation and reservation of facilities as well as proper maintenance of the campus, the following procedures have been established by the University.

1. An outside speaker (one who is not a registered member of the student body, faculty or staff of this University) may be invited to speak on campus only by University-recognized student, faculty or staff organizations.
2. The faculty member or officers of an organization sponsoring an outside speaker shall assume full responsibility for making the necessary arrangements, paying all expenses, including any damages to University property during the course of the event, and preserving the peace and dignity of participants of the scheduled event. Any responsible officer who willfully violates this policy may become subject to appropriate disciplinary action.
3. Prior to extending an invitation to an outside speaker for a campus event, the organization shall submit a written request to the Office of Student Involvement and Leadership. Such request shall be completed to furnish all information required thereon. Upon receipt of the request form, properly completed and executed by the authorized officer and the faculty advisor of the organization, the Director of Student Involvement and Leadership shall determine the availability of adequate facilities for such event. The Director shall review the proposal to determine whether University regulations have been fulfilled. The Director shall then return a copy of the request from to the sponsoring group, showing the findings and action taken thereon. Said request will be acted upon by the Director within a maximum of one week of the time of the receipt of the request.
4. All notices and printed materials pertaining to the speaker of scheduled event shall:
  - a. Bear the name of the sponsoring organization and shall not contain any implication that the speaker of event is being sponsored by the University.
  - b. Be posted only on bulletin boards situated inside the buildings on campus. Any locations for posting such material other than on bulletin boards must be approved by the Vice President for Student Affairs or designee, who shall be primarily concerned with the prevention of any temporary or permanent damage to University property or the appearance thereof.
  - c. Be distributed on campus only at tables or booths provided for such purpose inside the buildings on campus. Any locations for distributing such material other than the customary places must be approved by the Vice President for Student Affairs or designee, who shall be

primarily concerned with the prevention of excessive litter spoiling the appearance of the campus.

- d. Be removed by the sponsoring organization within 24 hours following the scheduled event.
5. The University will not tolerate any speech on campus which presents a clear and present danger to the persons and property within the campus community. The privilege of any speaker to speak on campus will be denied if it reasonably appears that such speaker would advocate:
  - a. Violent overthrow of the government.
  - b. Willful destruction or seizure of school property.
  - c. Disruption or forceful impairment of educational functions.
  - d. Physical harm, coercion, intimidation or other invasion of lawful rights of the school officials, faculty, or students.
  - e. Other campus disorders of a violent nature.
6. If a recognized organization fails to obtain the approval of an invitation which it wishes to extend to a speaker, it may appeal, through the Vice President for Student Affairs, to the Executive Committee of the University.
7. The Sponsoring organization shall make it clear; at the time the speaker is introduced at the scheduled event, that the views expressed by the speaker are not necessarily those of the University.

#### **PLEASE REMEMBER:**

- Fall semester your organization must file a **Student Organization Registration** form by the third week. If your officers should change during the academic year, please be sure to notify our office.
- The Office of Student Involvement and Leadership will send mail to the campus organizations' TROY P.O. Boxes or faculty advisors.
- If you need to send out a notice to other campus organizations you may forward an e-mail message to [bpatters@troj.edu](mailto:bpatters@troj.edu) and it will be forwarded on to other student organization presidents.
- Be careful to put signs up where they belong and to take old signs down. Remember that signs are not allowed on building exteriors and this includes the wall by Bibb Graves. Signs found in these places will be removed.
- Social events whether on campus or off campus must be registered in the Office of Student Involvement and Leadership. This applies to all student organizations.
- Weeknight social events must end by midnight, and weekend social events must end by 1:30 a.m.
- **NO** student organization may purchase, possess or distribute alcohol. Your group must follow the Troy University Alcohol Policy.
- **NO HAZING** by any student organization. Make sure you understand the University's Hazing Policy. A good rule of thumb is if you even think it is hazing it probably is.
- All fund raising events must be registered in the Office of Student Involvement and Leadership.
- Need to reserve a room on campus? Go by the Trojan Center Room 117 and fill out a space reservation form. Don't wait or you might not get the space you need!
- Tables for the Adams Center lobby must be reserved through the Trojan Center 117 by filling out a space reservation form.

**STUDENT ORGANIZATION REGISTRATION 2008**  
**OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP**

Instructions: A completed Student Organization Registration form is due in the Office of Student Involvement and Leadership by Friday, September 26, 2008. Please complete each section. The form may be handwritten or typed.

1. **Name of Organization** \_\_\_\_\_

If your organization has a website that you would like to have linked to the University website please give us the web address:

\_\_\_\_\_

2. **President/Chief Student Leader:**

President \_\_\_\_\_ Birth Date \_\_\_\_\_

Troy University E-mail address \_\_\_\_\_

Phone Number \_\_\_\_\_

3. **Faculty Advisor** \_\_\_\_\_

Troy University E-mail address \_\_\_\_\_

Office Location \_\_\_\_\_

Phone \_\_\_\_\_

5. **Number of Members** (Estimate) \_\_\_\_\_

6. We affirm that this organization will abide by all university, local, state, and federal policies, regulations and laws. See <http://prism.troy.edu/~studorg> for university policies.

President Signature \_\_\_\_\_

Advisor Signature \_\_\_\_\_

7. **All student organizations have assigned university e-mail addresses.** Do you know your organization's e-mail address and password? **Circle Yes No**

If you circled **no** we will have the IT department reassign a password to your group e-mail and forward the address and password to the president and faculty advisor.

7. If your organization is a religious organization please provide information on your campus minister.

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Please return this form to the Office of Student Involvement and Leadership, Trojan Center 215 by Friday, September 26, 2008.**

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For Office Use Only: Date Received \_\_\_\_\_

Updated: Access \_\_\_\_\_

Student Organization President List \_\_\_\_\_

TROY Website \_\_\_\_\_

**FUND RAISING PROJECTS  
OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP**

**University Regulations state:**

Student Organizations desiring to promote any fund raising enterprises should follow these procedures:

- a. Director of Student Involvement and Leadership at least one week prior to the proposed activity.
- b. Organizations shall have no more than two fund raising projects per semester. This will include the pledge class, or any other part of the organization. Forms for this must be obtained from the Director of Student Involvement and Leadership.
- c. No individual student is allowed to engage in any commercial enterprise for personal gain.
- d. There will be no solicitations in the residence halls or in any other University facility except by permission of the Director of Housing.
- e. Violation of any of the above will result in appropriate action to include a possible \$25.00 fine and restriction of future events.

In compliance with the above regulations, the following requested information must be provided in advance of permission to engage in a fund raising activity:

- 1. Who is sponsoring the activity? \_\_\_\_\_  
\_\_\_\_\_
- 2. What is the activity? \_\_\_\_\_  
\_\_\_\_\_
- 3. For what purpose? \_\_\_\_\_  
\_\_\_\_\_
- 4. What or how much is being charged? \_\_\_\_\_  
\_\_\_\_\_
- 5. Where will the activity take place? \_\_\_\_\_  
\_\_\_\_\_
- 6. When will the activity take place? \_\_\_\_\_  
\_\_\_\_\_
- 7. Contact person and phone number? \_\_\_\_\_  
\_\_\_\_\_

University organizations must have the faculty advisor's approval and signature before submitting request to the Director of Student Involvement and Leadership for final approval.

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Director, Student Involvement and Leadership

**REQUEST FOR AUTHORIZATION TO EXTEND INVITATION**

**Office of Student Involvement and Leadership  
Troy University**

This form is to be completed by the President (or designee) of any organization desirous of inviting an outside speaker to campus.

Sponsoring Organization: \_\_\_\_\_

To which of the following categories does your organization belong? (Check one).

\_\_\_\_ Academic Department \_\_\_\_ Faculty group \_\_\_\_\_ Staff Organization  
\_\_\_\_ Student Organization. Is it officially approved this quarter by the University? \_\_\_\_\_

President \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

Campus Address \_\_\_\_\_ Phone \_\_\_\_\_

Co-sponsor(s) if any \_\_\_\_\_

Proposed program date \_\_\_\_\_ Time \_\_\_\_\_

Facility Requested \_\_\_\_\_

Name of proposed speaker(s) \_\_\_\_\_

Official Position \_\_\_\_\_

If the speaker is representing or under the auspices of any organization other than the one with which he/she has an official position, what is it? \_\_\_\_\_

Speaker's proposed topic \_\_\_\_\_

Please indicate the proposed speaker's academic background and experience in the area with which his/her proposed address is concerned. \_\_\_\_\_

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Check one: \_\_\_\_\_ This program is for faculty, staff and students ONLY.  
\_\_\_\_\_ This program is for the general public.

Signature of faculty or staff sponsor \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW

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REQUEST RECEIVED ON \_\_\_\_\_ APPROVED \_\_\_\_\_ DISSAPPROVED \_\_\_\_\_

## POSITIVE PUBLICITY FOR YOUR STUDENT ORGANIZATION

Student organizations make a big impact in the Troy University campus. Every day there is an activity being sponsored by a campus organization. Let the campus and community know what contributions your group is making. Here are some tips to help you promote your organization.

- Recognize your members' accomplishments. For officer elections, membership inductions, scholarship recipients and any other special accomplishments have your members fill out a **NEWS RELEASE INFORMATION FORM**. A sample for is on the next page. Additional forms can be found in the Public Affairs Office, 256 Adams Administration Building or the Office of Student Involvement and Leadership, Adams Center 215. Once these forms are filled out please take them to the Public Affairs office and the staff will send the information to the appropriate newspapers. You will also want to provide some background information on your group.
- The second page if the **Tropolitan** has announcements for student organizations. The staff is willing to put out an announcement concerning your organization such as meeting times, rush parties, scholarship announcements. You must have the announcement turned in by Friday noon before the Thursday paper. The **Tropolitan** extension is 3327 and is located on the first floor of Wallace Hall (parking lot side).
- Announce your event of the electronic bulletin board on Highway 231. Public Affairs 1<sup>st</sup> floor Adams Administration Building, ext. 3196 will arrange this for your group. Or you can e-mail your announcement to the **Tropolitan** at [kenny@trojan.troy.edu](mailto:kenny@trojan.troy.edu).
- While you are taking your announcement by the **Tropolitan** stop by **TROY TV** (first floor Wallace Hall) and leave an announcement to be placed on the TROY TV channel.
- For special events such as speakers, officer installation, initiation, community service projects contact not only the **Tropolitan**, **TROY TV**, but also **The Troy Messenger**, 918 S. Brundidge St., 566-4270 and **The Troy Progress**, 906A S. Brundidge St., 566-9401.

**COMMUNITY SERVICE/FUND RAISING SURVEY**  
**OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP**

*To give of yourself...*

Troy student organizations give countless hours and monetary donations to the university, community, and national organization. Your generosity supports Troy's mission of providing a variety of public services to enhance the well-being of the University and its community. Thank you for all that you give!

*In giving we receive....*

The Office of Student Involvement would like to brag on the collective efforts of all the Troy student organizations. Would you please help us to do so by filling out this form? We will compile all of the organizations' information and release the good news to the University and Troy community.

**Instructions:** Please handwrite. If your group had more than two projects simply continue on the back of this form. It is perfectly acceptable to estimate the number of hours and money given. Remember to include the planning time the organization gave to the event. No activity is too small to include!

Name of organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Project 1

Briefly describe community service project or fund raiser:

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Number of estimated members involved in project: \_\_\_\_\_

Number of estimated hours in planning and carrying out the project:  
(Number of members x number of hours given): \_\_\_\_\_

Amount of money raised: \_\_\_\_\_ Given to: \_\_\_\_\_

Project 2

Briefly describe community service project or fund raiser:

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Number of estimated members involved in project: \_\_\_\_\_

Number of estimated hours in planning and carrying out the project:  
(number of members x number of hours given): \_\_\_\_\_

Amount of money raised: \_\_\_\_\_ Given to: \_\_\_\_\_

**Any additional projects? Please continue on back!**

**Return to: Office of Student Involvement and Leadership**

**TSU Box 5 or Adams Center 215**

**Return by: 2 weeks after project is completed**