



2025 - 2026 CLUB AND ORGANIZATION HANDBOOK

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MEET THE STUDENT LIFE STAFF

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STUDENT LIFE SERVICES

The Office of Student Life operates as a resource center for clubs and organizations. Below are some of the services that we provide for your group.

E-mail boxes – All clubs and organizations are issued an e-mail address as requested or needed. Designate an officer or member to check the club e-mail every day. This e-mail box is also the way that prospective members will contact you. For instructions on how to access this e-mail, contact the Student Life Specialist I. Be sure to check it during the summer as well and to clean it out regularly.

Copying /Scanning – Clubs and organizations can make copies or scan items to themselves in the Club/Org Suite in the Student Center. Flyers must be approved by the Student Life Specialist prior to printing/copies.

Group e-mails – Student Life has the capability to send an e-mail to all the clubs, organizations and advisors. If you need help with an event or project, your advisor may send an e-mail to the Student Life Specialist I and ask that it be sent to all clubs. This e-mail must be composed by the club advisor.

Supplies – The Student Life department and the Club/Org Suite has a variety of supplies to help your club or organization succeed. Stop by the Student Center to see what supplies are available. Don't see what you need? Contact the Student Life Specialist to see what can be done.

DEFINITION OF A STUDENT CLUB AND ORGANIZATIONS

What is a Student Club? A student club is a group of currently enrolled College of the Mainland students, staff, and faculty promoting a common interest. Only credit enrolled students may be club members, serve as officers, or vote on club matters. Student Government Association (SGA) and Student Life oversee all clubs and organizations on campus.

To form a club:

- Minimum 7 student members
- One full-time, benefits-eligible advisor
- Clubs may form only at the beginning of Fall or Spring semesters.
 - Re-establish a club each year to avoid becoming inactive

What is a Student Organization? A student organization represents COM in the community and is integral to its mission. The organization must meet the criteria of a club plus additional requirements from their organization. Characteristics include:

- Sponsored advisors receive stipend by the institution
- Often part of national organizations
- May collect dues and have an institutional budget

Feature	Clubs	Organizations
Membership	Students and employees only	Students, employees + linked to national chapter
Advisor	Volunteer full-time, benefits eligible employee	Interviewed and approved advisor receiving a stipend from the institution to specifically advise
Budget	Fundraise and additional funding through SGA	Approved budget + dues, fundraising
Formation Time	Start of Fall and Spring semesters	Year-round operations

Membership and Recognition Policy

Both clubs and organizations must follow the policies written below and in COM policy.

- Open to all students in good standing with COM
- May not discriminate based on race, religion, gender, age, sexual orientation, nationality, marital status, or physical ability (see FKC local) or exclude based on a disability (see EFCA)
- All officers and advisors must complete Safe Colleges Training annually
- Any group found violating the membership policy could lose status and benefits

COM recognizes the vital contributions that student clubs and organizations make to the quality of student life on campus. However, recognition as a COM club or organization is not to be interpreted as an endorsement of the group or any activities organized by the group.

STARTING AND RUNNING A CLUB

Any group of students may be recognized as a club, if their purpose is within existing federal, state, and local laws and college policies. Groups interested in forming a club must meet all requirements. The club recognition and renewal process are done once every academic year in the Fall semester. A club may begin in the Fall or Spring semester; however, they must be renewed every Fall semester, as that marks the start of a new academic year.

A group shall be eligible for registration if:

- Minimum 7 student members
- One full-time, benefits-eligible advisor
- Membership is limited only to students, staff, and faculty of the College
- Does not deny membership to anyone on the basis of sex, disability, age, color, race, nationality, or religion
- Not under a disciplinary penalty prohibiting registration
- Conducts business in accordance with COM policies, procedures, rules, and regulations; as well as with local, state, and federal laws
- Clubs may form only at the beginning of Fall or Spring semesters.
 - Re-establish a club each year to avoid becoming inactive

Steps for starting a club:

1. Meet requirements listed above and in the Recognition Packet
 - a. The recognition packet will require a list of student names, officer names and titles, and a constitution.
2. Submit forms before October (Fall) or February (Spring) deadlines
3. Get charter approved by SGA board and Student Life

*Approval of the charter does not constitute endorsement of its program or purpose by the college. This charter may be revoked at any time by a vote of the COMSGA for any reasons listed in section V of the COMSGA constitution or college policy.

Required Roles:

- President
- Secretary
- Treasurer
- Club Representative for SGA (Combinable with other required positions)
- Advisor which is a full-time employee at COM

Requirements to maintain active status:

- Representative at all SGA meetings
- Host meetings with club members at least once a month
- Host or co-host two approved events
- Notify Student Life and SGA of any changes
- Follow SGA constitution and college policy

CLUB ADVISOR AND OFFICER REQUIREMENTS

Role of an Advisor

Advisors are required to:

- Being a full-time employee at COM
- Be knowledgeable or willing to learn about the club's main interest
- Must attend meetings and activities hosted by their club or organization
- Maintain financial oversight
- Verify member eligibility
- Complete Safe Colleges/Risk Management Training
- Ensure club members follows COM policies and club/organization handbook
- At the beginning of each semester, list of officers and members sent to Student Life
- At the beginning of each semester, an affidavit stating that the group does not, and will not, accept any member who is not a student or a member of the faculty or staff of the College sent to Student Life

Advisors could have more requirements depending on the club's initiatives and plans.

Advisors may be removed from their role if they fail to meet the responsibilities outlined above. This process will be handled through the Student Life department.

If students wish to remove an advisor, they must follow the procedures outlined in the Student Government Association constitution. Students must provide valid reasons for the removal – advisors cannot be removed without proper cause or due process. Students who experience challenges working with their Advisor are encouraged to contact the Student Life office for support and guidance. Concerns should be brought to Student Life prior to initiating any advisor removal process.

Role of a Student Officer

Required Roles:

- President
- Secretary
- Treasurer
- Club Representative for SGA (Combinable with other required positions)

Optional:

- Vice President
- Historian
- Parliamentarian

Each officer must:

- Complete Safe Colleges modules
- Understand SGA and club constitutional responsibilities

If students wish to remove an officer, they must follow the procedures outlined in the club constitution or the Student Government Association constitution. Students must provide valid reasons for the removal – officers cannot be removed without proper cause or due process.

See Templates for Sample Constitution and Meeting Minutes.

ORGANIZATION ADVISOR AND OFFICER REQUIREMENTS

A student organization represents COM in the community and is integral to its mission. The organization must meet the criteria of a club plus additional requirements from their national organization. These organizations are chosen and approved to push the college mission and goals.

Purpose

Organization advisors are interviewed and approved prior to advising the organizations on campus.

Advisors are responsible for:

- Be full-time employee at COM
- Be knowledgeable about the organization on campus, state-level, and national-level
- Must attend meetings and activities hosted
- Maintain financial oversight
- Verify member eligibility
- Complete Safe Colleges/Risk Management Training
- Ensure organization follows COM policies, handbook, and organization standards
- Monitor compliance with national charters
- Supporting participation at local, regional, state, and national activities or conferences where applicable
- Assist campus initiatives and missions

Advisors may be removed from their role if they fail to meet the responsibilities outlined above. This process will be handled through the Student Life department. Students who experience challenges working with their Advisor are encouraged to contact the Student Life office for support and guidance. Concerns should be brought to Student Life prior to initiating any advisor removal process.

Stipend

Each organization advisor will receive a set stipend amount per semester. This amount is predetermined and approved through the appropriate institutional process. Advisors must meet the responsibilities outlined below to receive the stipend.

End-of-Semester Report

To qualify for the stipend, advisors must submit a brief report to the Student Life Specialist by the end of each semester. The report should include:

- Summary of organizational activities and accomplishments
- Meetings attended (both local and external)
- Advisor actions taken in support of the student organization
- Any state or national level involvement (ex. Conferences, training, compliance documentation)
- List of members and officers

This report serves as documentation of the advisor's engagement and is required to process stipend disbursement.

Important Notes

- Failure to submit the required report may result in forfeiture of stipend for that semester.
- Continued stipend eligibility may be reviewed annually in conjunction with Student Life policies.

Role of a Student Officer

Required Roles:

- President
- Vice President
- Secretary
- Treasurer
- Historian
- Organization Representative for SGA (Combinable with other required positions)

Optional:

- Parliamentarian
- National or state level may require other roles, so it is on the Advisor to ensure they are complying.

If students wish to remove an officer, they must follow the procedures outlined in the club constitution or the Student Government Association constitution. Students must provide valid reasons for the removal – officers cannot be removed without proper cause or due process.

Each officer must:

- Complete Safe Colleges modules
- Understand SGA and organizational responsibilities
- Complete any requirements set through the organization

Organizations must have a representative attend the SGA general meetings. This representative shall be responsible for reporting their organization's activities and disseminating information from SGA to their members. Organizations do not have to provide financial information unless requesting supplemental funding.

SUSPENSION OF A CLUB OR ORGANIZATION

All student clubs and organizations must be approved by the Student Government Association and the Director of Student Life. Each student club and organization must meet and maintain the guidelines established by the SGA and follow all COM policies and procedures. Any group failing to observe such rules may have its charter suspended, or other restrictions including but not limited to:

- Limit or withdraw facility scheduling privileges
- Limit or withdraw of activity approvals
- Limit or withdraw access to funds from group or SGA
- Refer the club or organization to the Dean of Students Office.

Failure to comply with the Student Government Association and/or the Student Life department requirements may affect recognized status.

The college can revoke recognition following policy FKC(Local) whenever a group:

- Violates COM policies, administrative rules or institutional guidelines
- Fails to comply with Risk Management requirements (SafeColleges online training modules)
- No longer meets eligibility requirements
- Fails to comply with fiscal procedures
- Violates local, state, or federal law

In addition to the revocation of registered status, violations of COM policies and procedures or local, state, or federal law shall subject the group and its individual members to disciplinary action in accordance with policies FM and FMA.

CASH HANDLING, PURCHASING, PRINTING PROCEDURES

Cash Handling

- The cash handling form must be approved prior to activity.
 - Email the Student Life Specialist for the form or go onto the SharePoint page.
- Record keeping and reconciliation must involve two individuals that have Cash Handling forms on file with the Accounts Receivable Office.
- Deposit cash in the same business day to the Business Office
 - The advisor must complete the Deposit Transmittal prior to turning in cash. It can be found on the COMSync or linked to the SGA SharePoint page.
 - The *Verified* signature must come from someone who also completed their cash handling form. All Student Life full time can assist with verifying and signing.
 - Secure funds in a lock box or money bag checked out from Student Life until money is deposited

Purchasing Procedures

Before requesting:

- Vote as a club and have minutes from the meeting
- Review approved vendors with COM
- Confirm available funds
- Meet with Student Life Specialist I
- Submit apparel or food request

Tips:

- Be mindful of shipping time
- Tax Exemption is required
- Notify Student Life if advisor receives delivery

For food orders, COM must use America-To-Go.

Printing and Posting

Flyers may be made using Canva or Word. Policy for posting signs can be found on FLA(LOCAL).

- Flyers must be approved by Student Life
- Max size: 22x28 inches
- Must include date posted and disclaimer on back (can be written)
- Remove after 14 days hanging if there is no date or 24-hour post-event

SOCIAL MEDIA GUIDELINES

Before requesting a social media page, consider the following:

- Define audience and goals
- Prior to creation, the Advisor must meet with the Senior Communications Specialist with the Marketing Department

- Designate page admins and schedule
- Use approved content only
 - If promoting an event, it must have prior approval before posting
 - Content must still adhere to the guidelines of the College and Student Life Department.

Club advisors must:

- Receive approval from the COM Marketing Department prior to setting up account
- The account must be set up with the club email address
- Monitor posts
- Post at least twice weekly

Note: No TikTok accounts (per Gov. Abbott's order).

CAMPUS EVENT/ACTIVITY PROCEDURES (NON-FUNDRAISERS)

1. Plan Early
 - a. Rooms fill up fast. If you want a specific space (like the conference center), submit your request ASAP.
 - b. Always list a backup location on your Activity Approval form.
2. Submit form on time
 - a. Turn in your Activity Request form to Student Life at least 30 business days before the event.
 - b. If there's a cost involved, complete the budget worksheet attached to the Activity Approval. If you need additional funding, complete the additional funding request form with the Student Government Association.
 - c. Late forms = automatic denial
3. Wait for Approval before Doing Anything
 - a. Do not buy supplies, make flyers, or advertise until you have official approval.
 - b. If you buy things without approval, you will not be reimbursed.
4. Do NOT Sign Contracts
 - a. You can ask vendors for quotes but send contracts to Student Life to complete the process.
 - b. Note that this does add additional time for approval for an event.
5. After Approval – Speak with Student Life and Market Your Event
 - a. Talk to the Student Life Specialist I for assistance to:
 - i. Reserve rooms
 - ii. Request set up for room
 - iii. Request media
 - iv. Arrange food (if needed and budgeted)

*This will be on the advisor to ensure these are done and to reach out to Student Life, if assistance is needed.

- v. Market Your Event
 1. Create flyers to put on campus
 - a. Must receive approval by Student Life Specialist I
 2. May put in request for News You Can Use, COM Weekly, and Newsflush

- a. Each outlet has a specific step for clubs and organizations. Most require sending the information to the Student Life Specialist for submission. Be sure to turn in the materials early to allow time for review and submission.
- 6. Using Club Funds
 - a. Any club money spent must be approved by Student Life
 - b. You must include:
 - i. Activity Approval form showing that it was budgeted for
 - ii. Meeting minutes showing club approval of the expenses
- 7. Waivers are Mandatory
 - a. Students must complete a waiver for every event, activity, or travel. Waivers are on the SharePoint page.
 - b. Advisors must send completed waivers to Student Life Specialist whether emailed, scanned or physical.
- 8. Cancelling? Tell Everyone.
 - a. Email the Student Life Specialist I and all other departments you've worked with to inform (Facilities, Media, PD, etc.) Student Life will assist in notifying people, but your club is responsible for full cancellation notices.

FUNDRAISING AND COLLECTION DRIVES

- 1. Ask the Right Questions
 - a. Why are we fundraising?
 - i. Every fundraiser must have a clear purpose and must stop once the goal is met. (Ex: Raising \$500 for shirts, requesting donations to fill in a box)
 - b. Who are we targeting?
 - i. Example: students, departments, community
 - c. What are we doing and what do we need to make it happen?
 - i. Sell something like bake goods or offer a service like car wash
 - ii. Raffles are not allowed as a fundraising method
 - iii. Make a to-do list, set deadlines, and divide tasks among members
 - d. How will we reach them?
 - i. Create flyers (and receive approval) to put on campus bulletin boards
 - ii. Ask Student Life to share on their social media
 - iii. Tell other students before class
 - e. When will it happen?
 - i. Pick an effective date and time
- 2. Get Approval Early
 - a. Submit the fundraiser application 30 business days prior.
 - i. Raffles are not approved form of fundraising
- 3. Include the Budget (if spending money)
 - a. Complete the Budget Worksheet that is attached to the fundraiser application

- i. Note: You cannot use Student Government funds to buy items to sell. If the club plans to utilize their money to purchase items, you must show what it's being spent on.
 - ii. After approval, the advisor will work with Student Life to purchase any items needed.
- 4. Get Extra Approval if Selling in Public Spaces
 - a. If you're selling in a public space (like outside a store), you must receive permission from the manager in writing. Email the copy of approval to the Student Life Specialist to add to your approval form.
- 5. Following Cash Handling Rules
 - a. You must follow official cash handling procedures during your fundraiser. See the next section for more information.
- 6. After Approval - Speak with Student Life
 - a. Talk to the Student Life Specialist I to:
 - i. Reserve rooms
 - ii. Request tables and chairs
 - iii. Request media
 - iv. Arrange purchase

*This will be on the advisor to ensure these are done and to reach out to Student Life, if assistance is needed.

- 7. Cash Only
 - a. Other means are not acceptable without prior authorization.
 - i. Accepting funds through apps like CashApp, Venmo, etc. are not approved
- 8. Waivers are Mandatory
 - i. Students must complete a waiver for every event, activity, or travel. Waivers are on the SharePoint page. Advisors must send completed waivers to Student Life whether emailed, scanned or physical.
- 9. Cancelling? Tell Everyone
 - a. Email the Student Life Specialist I and all other departments you've worked with to inform (Facilities, Media, PD, etc.). Student Life will assist in notifying people, but your club is responsible for full cancellation notices.
- 10. Post-Fundraiser Documentation
 - a. The documentation listed below must be turned into Student Life Specialist:
 - i. Event flyer
 - ii. Tally sheet, receipts, or documentation showing money transactions
 - iii. Copy of the deposit receipt from the Business Office

OFF CAMPUS ACTIVITY AND TRAVEL

1. Planning the Activity/Travel

Use the travel planning worksheet to help guide your budget. While not all activities or travel will incur costs in each category, it's important to be mindful of them when completing the packet. Student Life abides by college policy and procedures when traveling, however, there are some steps

- a. Minutes showing the club approved of the activity and number of students.
- b. Registration: Find cost on event website and print it for the travel packet.

- c. Food: Use www.gsa.gov for rates.
 - i. Student meals will be purchased with the PCard checked out from Student Life.
 - 1. Student meals must follow GSA rates and are only approved for meals not provided by the conference
 - 2. Tips may be a max of 20% and must be listed on the receipt.
 - 3. The advisor will ensure that they turn in an itemized receipt with the card.
 - 4. No alcohol or drinks that can be interpreted as such can be purchased.
 - ii. Advisors will receive a travel reimbursement when they return. Their meals will not be charged to the college card.
 - 1. Advisors will only be reimbursed for the GSA rate and meals not provided by the event
 - 2. No alcohol or drinks that can be interpreted as such can be purchased
- d. Hotel: Pick 3 options and be mindful of the costs.
 - i. Use hotel websites only. No third-party company.
- e. Transportation:
 - i. Ground Transportation
 - 1. COM uses Bay Area Auto for auto rental. Booking needs to be 2+ weeks ahead
 - a. A Shell gas card will need to be reserved and picked up by the employee at the Facilities department from the Facilities Operations Assistant.
 - b. Extras: Tolls, parking, etc. that you are aware of must be listed on the travel form.
 - c. Only COM students are permitted to travel in the rental vehicle, but they are not allowed to drive.
 - 2. If the club does not book a rental, the students and employees can drive their own vehicle to meet at the destination.
 - a. If driving themselves, they are expected to travel using the same method, date and time designated by the employee. Any individual changes to method, date and time must be approved by the Vice President of Student Affairs within five business days prior to the travel date.
 - b. Students are not allowed to travel in an employee vehicle. No personal injuries or property damage coverage is available to students if they drive their personal vehicles. Students who choose to ride/drive with other students do so at their own risk.
 - ii. Air Travel
 - 1. Any trips involving air travel should use Uber, Lyft, taxi, shuttles, or public transportation to and from the airport and throughout the trip.
 - a. Throughout the trip, the employees will coordinate transportation and ensure they receive a receipt.
 - b. Permission must be obtained from the Vice President of Student Affairs for any other requests outside of these guidelines.
- f. Students must:

- i. Be enrolled with at least a 2.0 GPA
- ii. Complete SafeColleges modules prior to traveling
- iii. Be in good standing with the Dean of Students Office
- iv. Complete waiver of liability form
 - 1. Waiver must be printed and signed. It cannot be signed electronically.

Students, faculty, and staff traveling will behave in a manner that in no way detracts from the surrounding environmental safety, violates any code of conduct outlined in the Student Handbook, Employee/Faculty Handbook, or Student Club Handbook, and will act in such a manner as to comply with all College standards, policies and procedures.

Budget Check

- If the club or organization does not have enough money to cover all the trip expenses, stop here and request funding through SGA.
- If funding is available, continue to step 2.

2. Make a Travel Packet (Due 30 business days before trip)

Include the following

- a. Request and Authorization Form found on the iDrive or on SharePoint page.
 - i. If multiple employees are traveling, employee authorization forms must be completed for the additional employees
- b. Liability waivers (needed for every trip from every student)
 - i. Waiver must be printed and hand signed. It cannot be signed electronically.
 - ii. Collegiate High School has an additional form that needs to be completed
- c. Conference Agenda
- d. Registration information
- e. Hotel and flight preferences
- f. Emergency Contact Form
- g. Club minutes approving travel

Advisors will sign as the *Responsible Employee* and obtain their supervisor and dean's signatures. Afterwards, it will be sent to Student Life to obtain the rest of the approvals.

* Only exempt staff can be the *Responsible Employee* and are able to drive students. Classified employees are not permitted to do so, except for those on the Student Life team with approval from the Vice President.

3. Pre-Activity To-Dos (after packet is approved)

- a. Meet with Student Life Specialist 1 to book the hotel, registration, or anything that is needed
- b. Planning to rent a vehicle?
 - i. If you are using a rental, you must be an approved driver by COM PD.
 - 1. Provide a copy of driver's license, driving record application, and van safety training. Contact COM PD for more information and where to find it.
 - ii. Rental will not be booked until COM PD emails approval to drive.
 - iii. You will also need to have a shell gas card reserved with the Facilities Operations Assistant.
- c. Need a p-card? Reserve one with the Student Life Specialist to receive card and tax exemption.
- d. Have the students complete their waivers and SafeColleges trainings

- e. Remind students to inform professors if they are missing class
- 4. Day of Travel Checklist
 - a. All students must:
 - i. Be enrolled with at least 2.0 GPA
 - ii. Completed all required SafeColleges training
 - iii. Only approved travelers can ride in college vehicles
 - iv. No drugs, alcohol, tobacco, or vapes
 - v. If leaving vehicles on campus, park by COM PD but not along the building
 - vi. If the club does not book a rental, the students and employees can drive their own vehicle to meet at the destination.
 - 1. If driving themselves, they are expected to travel using the same method, date and time designated by the employee. Any individual changes to method, date and time must be approved by the Vice President of Student Affairs within five business days prior to the travel date.
 - 2. Students are not allowed to travel in an employee vehicle. No personal injuries or property damage coverage is available to students if they drive their personal vehicles. Students who choose to ride/drive with other students do so at their own risk.
 - b. Advisor(s) must:
 - i. Send the emergency list with signatures of traveling students to COM PD **before** you leave campus
 - ii. If you rent a vehicle, you must be approved driver by COM PD. Contact COM PD for instructions on how to become an approved driver.
 - iii. If driving yourself, everyone is expected to travel using the same method, date and time designated by the Advisor. No personal injuries or property damage coverage is available if they drive in personal vehicles.
 - iv. Advisors are not allowed to drive students in their personal vehicles.
 - v. The advisor must be present for the entire trip.
 - vi. Have the COM PD number, Student Life number, and, if needed, the Executive Administrative Assistant from the Business Office's number saved in their phones in case of any situation during the trip.
- 5. Emergencies and Incidents
 - a. All students traveling off campus on a college-sponsored trip must complete an Emergency Contact form before **each** trip. The employee should email a copy to COM Police at DL-Police@com.edu and travel with a completed Emergency Contact form in case of emergencies during the trip.
 - b. If a life-threatening emergency occurs while on a trip, call 9-1-1 **before** contacting COM Police. If a non-life-threatening emergency occurs, contact COM Police at 409-933-8403 or 409-933-8599. After contacting 911 and/or the COM Police, the employee should:
 - i. Contact the Student Life Director
 - ii. Call the emergency contact or parent/guardian listed
 - c. Situations during the trip must be reported to the Student Life Specialist and the Student Life Director.

- d. Whether it is p-card-related or something happens to the rental, contact the Executive Administrative Assistant from the Business Office.
6. After the Trip
 - a. Return all itemized receipts (with tips shown) ASAP
 - b. No Texas state tax on hotel
 - c. If taxes are charged, the advisor will be responsible for correcting it.
 - d. Advisor will submit Travel Expense Reimbursement for allowable expense within 20 business days to the business office
 - i. For the Travel Expense Reimbursement form, advisor will need:
 1. Agenda from the event
 2. Copy of travel approval
 - ii. Advisor = M&IE total GSA rate (Note: travel days are reduced on GSA)
 - iii. Subtract meals covered by the event for each day
 - iv. The total for that day will be listed on the Per Diem column
 - v. Once completed, the advisor will get signatures and turn it into the business office. The advisor will need to have the Student Life Director sign to approve expenses from the account.
 - vi. **Note:** This form is due within 20 business days from the last date of travel
 - vii. **Note:** The advisor can work with Student Life Specialist 1 to complete this form
 - e. No reimbursements for:
 - i. Snacks/drinks outside meals
 - ii. Personal items (chargers, medicine, etc.)
 - iii. Entertainment or hotel extras
 - f. Reconcile trip with Student Life Specialist I

APPENDIX A

COLLEGE OF THE MAINLAND POLICIES GOVERNING CLUBS

College of the Mainland employees and students must adhere to all college policies. The ones listed below pertain specifically to recognized student organizations or items mentioned in this handbook. All college policies may be found through a link posted at www.com.edu/bot.

- Compensation and benefits
 - Expense Reimbursement – DEE (LOCAL)
- Transportation Management
 - Student Travel – CJ (LEGAL)
 - Safety Standards - CJ (LOCAL)
 - Driver Fatigue – CJ (LOCAL)
- Activity Funds Management – FKB (LOCAL)
- Student Activities
 - Discrimination – FK (LEGAL)
 - On the Basis of Disability
 - On the Basis of Sex
 - Registered Student Organizations – FKC (LOCAL)
 - Eligibility
 - Rejection of Application
 - Rights and Duties
 - Required submissions

- Loss of Registration
 - Disciplinary Violations
- Risk Management Programs for Student Organizations – FKC (LEGAL)
 - Mandatory Attendance
 - Report at Meeting
 - Program Content
 - Notice and Attendance
- Recognition of Student Groups – FKC (LEGAL)
- Discrimination on Basis of Disability – FKC (LEGAL)
- Sales Tax Exemption – FKC (LEGAL)
- Raffles – FKC (LEGAL)
- Student Rights and Responsibilities
 - Student Expression – FLA (LOCAL)
 - Distribution of Literature
 - Limitations on Content
 - Time, Place and Manner Restrictions
 - Identification
 - Violations of Policy
 - Appeals
- Student Conduct
 - Notice Regarding Steroids – FLBE (EXHIBIT)
 - Alcohol and Drug Use – FLBE (LOCAL)
 - Alcohol
 - Controlled Substances
 - Exception
 - Violation
 - Notice
 - Prohibited Organizations and Hazing – FLBC (LEGAL)
 - Hazing Offense – Personal
 - Hazing Offense – Organization
 - Definitions of “Hazing”
 - Publication
 - Information Regarding Gang-free Zones
 - Weapons – CHF (LOCAL)
 - Definitions of Weapons – CHF (LEGAL)
- Employee Conduct
 - Alcohol and Drugs – DH(LEGAL) and Employee Handbook
 - Tobacco Products and E-Cigarette Use – DH(LEGAL), GDA, and Employee Handbook
 - Driving Safety – CG(LOCAL) and Employee Handbook

COLLEGE OF THE MAINLAND ACCREDITATION STATEMENT

College of the Mainland is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of the Mainland. The Commission is to be contacted only if there is evidence that appears to support the institution’s significant non-compliance with a requirement or standard.

College of the Mainland is also accredited by the Texas Higher Education Coordinating Board and the Association of Texas Colleges and Universities.

NONDISCRIMINATION STATEMENT

College of the Mainland is an equal opportunity/affirmative action educational institution and employer. The College District prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, to include gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Further, as a recipient of Federal financial assistance, College of the Mainland prohibits discrimination against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.

Inquiries concerning application of Title IX of the Education Amendments of 1972, as amended, may be referred to the College's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights. The College District designates the following person to coordinate its efforts to comply with Title IX of Education Amendments: Teclesha Blanchard, Director of Equal Opportunity and Title IX, at TitleIX@com.edu, 1200 Amburn Rd., Texas City, TX 77591, 409-933-8529.