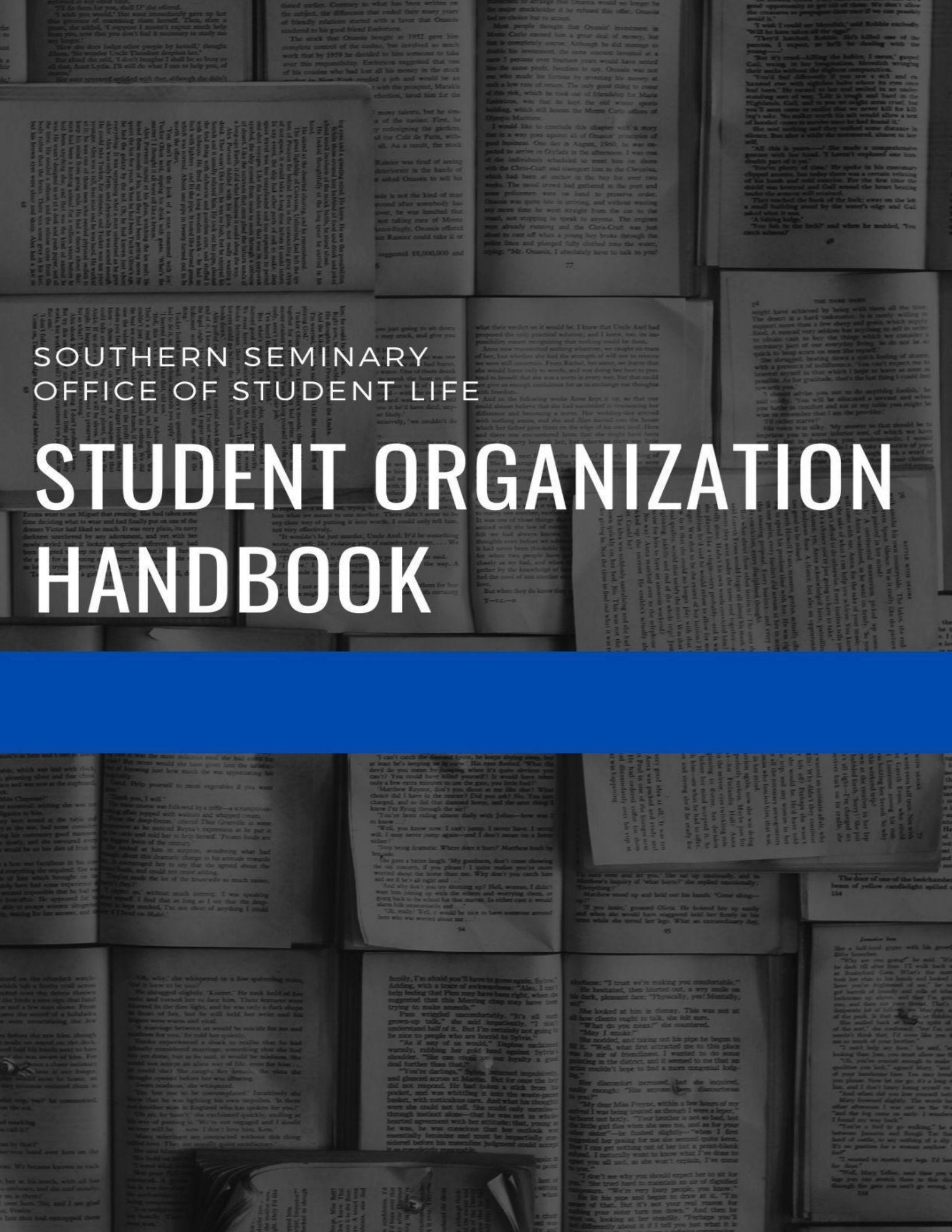


# SOUTHERN SEMINARY OFFICE OF STUDENT LIFE STUDENT ORGANIZATION HANDBOOK



# **Student Organization Guidelines**

Adapted from Southeastern Baptist Theological Seminary Student Activity Group Handbook

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## **PURPOSE**

Student organizations exist to encourage spiritual growth, promote Christian fellowship, and develop ministerial skills that will further prepare students for ministry.

## **EXPECTATIONS**

Each student organization is committed to being a godly example of fellowship and love, nurturing and training members to be Christian examples in all that they do, and following the moral and ethical guidelines found in Scripture and as outlined in The Southern Baptist Theological Seminary Student

Handbook, the Baptist Faith and Message 2000, and the Abstract of Principles. Each student organization and its members must not engage in or promote activities that are not consistent with the public reputation of Southern Seminary. Any student organization or members who violate this policy will jeopardize their relationship with Southern Seminary and may be subject to formal discipline and loss of privileges.

## **PRIVILEGES OF STUDENT ORGANIZATION APPROVAL**

Formally recognized student organizations are endowed with the following privileges: 1. Ability to reserve and use appropriate campus facilities with the resources pertaining thereto 2. Ability to use the name and logo of Southern Seminary in connection with the student organization 3. Ability to participate in both Fall & Spring New Student Orientations 4. Recognition in campus publications

5. \$300 annual stipend (available Aug 1 – July 31)

## **PLANS AND PROPOSALS**

Please provide the Administrative Assistant with the following write-ups on or before the designated Student Organization Leader Orientation:

1. Annual Budget: Each leader must provide a proposal on how they plan on spending the \$300. Please give an itemized list with the estimated amount. (i.e., food, books, gifts)

2. Calendar of Events: Each leader must come prepared with a proposed calendar of events for his/her student organization for the upcoming academic year.

## EVENT

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Hosting opportunities for community fellowship comprises a large part of student organizations. Several offices work together to ensure the successful execution of the Event. Thus, proper, and early event planning is important.

### **Student Life Office:**

- The Administrative assistant of the Student Life office leads the event planning process and oversees the budgets of Student Organizations.

### **Communications:**

- Communications runs advertisements through Tower's Weekly Announcement.

### **Accounting:**

- The Accounting office process the reimbursements for the expenses

### **Financial Aid Office:**

- The Financial Aid Office provides the annual budget for the student organizations.

## **Even Planning Process**

Submit an event request form **at least 3 weeks prior** to the event date. The link to the form:

<https://www.sbts.edu/students/student-organization-event-request-form/>

If you need childcare for your event, make sure to submit a childcare request form **at least 3 weeks prior** to the event. The link to the form:

[https://docs.google.com/forms/d/e/1FAIpQLSfr8UmpEG4zDVkfSsXeKALVYvjFr9FVQYbm4FjtTU\\_8KI6DEg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfr8UmpEG4zDVkfSsXeKALVYvjFr9FVQYbm4FjtTU_8KI6DEg/viewform)

If you need a flyer or other forms of advertisement, you need to indicate it on the event request form and communicate with the administrative assistant of Student Life for the details.

## **BUDGET**

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1. Every year, the seminary grants student organizations \$300 per academic year.

2 The organization can spend that money to help further its goals. You may use your budget for food and drinks at the event, resources, or other necessary items for your activities. **You CAN NOT purchase gifts or gift cards using the budget provided by the school.** If you want to purchase gifts for specific people, you may do so with the additional fund that you collect from the members of the organization.

We encourage the leader (s) of the organization to verify with the Student Life Office that the purchase is permitted prior to making the external purchase.

3. Students can make purchases in one of two ways: Using the Student Life Purchase Card (P-card) or using personal money and filing a reimbursement form.

a. Purchase with P-Card:

- I. The student organization leader(s) is the only individual(s) who qualifies to use the P-Card.
- II. The student organization leader must email the Student Life Office at least one week prior to the intended date of purchase to reserve the P-Card.
- III. The P-Card may only be checked out within the hours of 9 am-4 pm on Monday-Friday and it must be returned by 5 pm on the same day as checkout.
- IV. The student organization leader must use a "Purchase Exemption Certificate" on all purchases made with the P-Card. This form will be made available at the time of P Card pickup.
- V. The student organization leader must keep all receipts on purchases made with the P Card and give those receipts to the Student Life Administrative Assistant when returning the P-Card.

b. Purchase with personal funds and filing a reimbursement request:

- i. The student organization leader(s) is the only individual(s) who qualifies for reimbursement.
- ii. The student organization leader must keep all receipts for the purchase(s) and turn them into the Student Life Office no later than 2 weeks after the purchase(s).
- iii. The student organization leader must sign a reimbursement form in the Student Life

- iv. Office or ask the Administrative Assistant to send a soft copy of the reimbursement form. Allow up to 12 business days for the reimbursement once the receipt(s) has been turned in and the reimbursement form has been signed.
4. If a student organization exceeds its allotted \$300 stipend for the fiscal year, the student organization will be required to pay the overdrawn budget. Student Life is **NOT** responsible for tracking the budget or the case of overdrawn budgets.
  5. Student Life encourages student organizations to partner with fellow student organizations and/or other departments on campus to co-sponsor events. It can be advantageous both financially and for the sake of fellowship for student organizations to co-sponsor events.
  6. If a student organization wishes to host a paid guest for an event (lecturer, musician, artist, etc.), the student organization leader **MUST** meet with the Administrative Assistant at least a month prior to contacting the guest. Organizational conferences are NOT permitted.

### **MAINTAINING ACTIVE STATUS**

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1. Student Organizations must have at least 6 members at the beginning of each academic year.
2. Student Organizations must at least have 2 events per semester.