Student Organizations and Student Organization Activities, Events (non-patient and patient care), Meetings and Service Learning

The primary goal of the guidelines written below is to ensure that students plan organizational activities, meetings and events that are safe and are fun for all involved. One of the most important aspects of planning an activity or event is risk management. Risk management involves advising organizations of the potential and perceived risks of their planned activity or event, as well as supervising the activities and events of students and student organizations. Risk management also involves taking corrective actions and proactive steps to minimize accidental injury and/or damage to facilities.

Student organizations are expected to do the following each year:

1. After elections in the spring, submit a list of new organization officers to the Office of Student Affairs.
2. Complete a Texas A&M University-Kingsville (recognized organizations in Kingsville) or a Texas A&M University (recognized organizations in College Station) signature card and submit it to:
   b. College Station – The Student Organization Finance Center (SOFC), Koldus Building – Room 224.
3. Submit a copy of your Constitution and By-Laws as required by Texas A&M University-Kingsville (recognized organizations in Kingsville) or Texas A&M University (recognized organizations in College Station).
   a. Kingsville – Submitted every three years to the Office of Student Activities in room 301 of the Memorial Student Union. It must be signed by the president and advisor.
   b. College Station – Uploaded each year on StuAct Online for review by the Department of Student Activities.
4. Participate in and conduct necessary training for members of the organization each year as required by Texas A&M University-Kingsville (recognized organizations in Kingsville) or Texas A&M University (recognized organizations in College Station).
5. Organizations in Kingsville are provided with a mailbox in the Texas A&M Rangel College of Pharmacy Building. Please contact the administrative assistant in the Office of Academic Affairs for more information.
   a. College Station – Please contact Education Program Assistant in the Office of Student Affairs, Reynolds Medical Building, room 159.

Announcements and Fliers

Items fastened using tape, thumb tacks, glue, etc., may damage doors and walls and detract from the appearance of Texas A&M Rangel College of Pharmacy buildings. Consequently, please do not affix announcements or fliers on walls or doors of the Rangel College of Pharmacy Building, Kleberg Hall, or the Reynolds Medical Building.
a. Kingsville campus - The Office of Academic Affairs will assist you with announcements and fliers in Texas A&M Rangel College of Pharmacy buildings. For assistance, please contact the administrative assistant in the Office of Academic Affairs.

b. College Station campus – Announcements and fliers may only be displayed on announcement boards placed in several locations on each floor. For assistance, please contact the Educational Program Assistant in room 159.

Kleberg Hall Room 122

Recognized student organizations at the Texas A&M Rangel College of Pharmacy may use room 122 in Kleberg Hall to store organization items and materials. Each year, the president of the organization must provide a list of members authorized to have access to room 122 to the Office of Student Affairs. This list typically includes organization officers and any other members designated access by the president of the organization.

Organizations are expected to keep this room clean, neat and organized at all times. Additionally, organizations are encouraged to use the cabinets provided by the College to store their items and materials. At the beginning of each year, the organization president will be given a key to the cabinet designated to their organization.

Nonpatient Care Activity and Event Planning*

Student organizations planning a nonpatient care activity or event must meet with their Faculty Advisor to do each of the following:

1. List all activities and aspects of the activity or event in detail.
2. Identify the risks associated with each activity or aspect or both.
   a. Physical risks (injury, travel, food-related illness, etc.)
   b. Reputation risks (the reputation of your officers and members, organization, college and university, etc.)
   c. Emotional risks (the emotions of your members, reactions of participants or attendees, is it a sensitive or controversial subject, etc.)
   d. Financial risks (budget, cost reduction, etc.)
   e. Facility risks (maintenance, clean-up, damage, etc.)
3. Assess each risk for the probability of occurrence and seriousness of consequences (i.e., develop an Event Risk Matrix; see below).
4. Decide how manage each risk identified in number 2 above. You can accept, modify, transfer, and/or eliminate each risk based on the assessment you conduct in number 3 above.
5. Share your plans and risk management actions with all involved with planning, implementing and overseeing your event.
6. Document all information pertinent to the event for organization records (e.g., how many attended, the success of the event, what you would do differently, etc.).

*Please note: organization meetings do not require event planning. However, other activities and events (e.g., picking up trash along the side of the road, planning a camp for minors (see “Activities and Events Involving Minors” below), selling food prepared
by an organization to the public, etc.) all should be vetted through the event planning process described above.

When planning your organization activity or event, discuss the following questions with your Faculty Advisor and your organization:
1. What is the purpose of the event and how does it relate to my organization?
2. Who may attend the event and why?
3. What resources are being used for the event (funding, marketing, etc.)?
4. How is the event being publicized or communicated to the public, community, organization members?
5. Would a reasonable person or the media associate this event with my organization?

Scheduling Nonpatient Care Activities, Events and Meetings

After planning a nonpatient care activity, event, or meeting, student organizations must do the following:

1. Reserve a room for the activity, event or meeting, if needed (please see c. below if you are planning to reserve the lobby). To avoid a delay in processing your request, you are encouraged to submit your room request at least 10 days before the event. To schedule a room:
      i. Click “New Scheduling Request”
      ii. Enter the requested information
   b. Print out the room confirmation email (i.e., not the “Scheduling Request” email) and retain it for step 2.
   c. If you need additional tables or chairs, please write the number needed in the box labeled “Event Special Needs/Comments” on the electronic scheduling form and then contact Ms. Eva Bennett at 361-221-0610 to ensure that the information was passed to her from the scheduler.
   d. If you wish to schedule the lobby of the College of Pharmacy (Kingsville) or the Reynolds Medical Building, please do not submit a scheduling request as described in “a” above. Instead, please submit a Nonpatient Care Student Activity Form as described under step 2c below.

2. Complete and submit a Nonpatient Care Student Activity Form to the Office of Student Affairs (Kleberg Hall, Room 140 in Kingsville; Reynolds Medical Building, Room 159 in College Station).
   a. This form must be submitted to the Office of Student Affairs seven days before the date of the activity, event or meeting.
      i. Please remember to plan ahead. The Office of Student Affairs will not place activities, events or meetings on the calendar unless the form is submitted on time.
      ii. Incomplete forms (e.g., lacking the signature of the Faculty Advisor) will not be accepted.
   b. For activities, events or meetings requiring one or more rooms, attach the room confirmation to the Nonpatient Care Student Activity Form.
      i. Forms without the room confirmation attached will not be accepted.
c. For activities, events or meetings requiring the use of the lobby in the College of Pharmacy (Kingsville) or the Reynolds Medical Building (College Station), please type the word “lobby” on the line for Room number on the Nonpatient Care Student Activity Form. If the word “lobby” appears on the form, the requirement to attach a reservation confirmation is waived.

i. When scheduling the lobby, please indicate whether tables or chairs or both are needed by checking the appropriate box on the Nonpatient Care Student Activity Form and indicate the number needed.

ii. For activities, events or meetings requiring the use of the lobby in the Reynolds Medical Building (College Station) please see the Education Program Assistant in room 159 before submitting a Nonpatient Care Student Activity Form.

d. It is possible for the organization advisor to sign the Nonpatient Care Student Activity Form digitally. For questions regarding digital signatures, please contact the Director of Communications.

3. The Office of Student Affairs in Kingsville will enter the activity, event or meeting on the College calendar (the Educational Program Assistant in College Station will forward all Nonpatient Care Student Activity Forms to Kingsville).

a. For questions about nonpatient care activities, events, or meetings on the calendar, please see Ms. Christie Knudsen (Kingsville) or Ms. Shelia Robinson (College Station).

Food at Activities, Events or Meetings

Food may be prepared, served and sold on the Kingsville and College Station campuses. Please see the information below when planning to serve food at an organization activity, event or meeting. Please note, if the activity or event is a food fundraiser, different requirements apply. For more information, please see “Fundraising Guidelines” below.

Kingsville

1. Student organizations may serve food, whether it is personally prepared or purchased, to members of their organization during an activity, event or meeting without restriction. However, if the purpose of serving food is to raise money for the organization (i.e., a food fundraiser) or an organizational cause (e.g., cookies for cancer), please follow the “Fundraising Guidelines” written below.

2. Student organizations serving food to nonmembers (e.g., serving food at a welcome reception for new students) may do so as long as each member serving food possesses a food handlers certificate. However, if the purpose of serving food is to raise money, please see the section titled “Fundraising Guidelines” below.

3. Food may be served in the lobby of the Rangel College of Pharmacy building and in rooms 115, 116 and 132. Please remember that rooms 115, 116 and 132 have a lot of expensive and sensitive equipment in them and the College expects all organizations to protect this equipment. Additionally, the College expects organizations to leave the area in which food was served clean and free of trash. In all cases, students and student organizations are responsible for repairing any damage caused by food or drinks.
1. Student organizations may serve food, whether it is personally prepared or purchased, to members of their organization during an activity, event or meeting. However, if the purpose of serving food is to raise money for the organization (i.e., a food fundraiser) or an organization cause (e.g., cookies for cancer), please see the section titled “Fundraising Guidelines” below.

2. Student organizations serving food to nonmembers (e.g., serving food at a welcome reception for students) may do so without restriction if the food is not considered potentially hazardous (e.g., cookies, cake, candy bars, etc.) and it is not for sale (if it is for sale, please see “Fundraising Guidelines” written below). If serving potentially hazardous food*, that is not for sale, to nonmembers, please do the following:

   - Submit the correct form to the TAMU Office of Environmental Health & Safety by the required deadline.
     - If hiring a caterer to bring or serve or both potentially hazardous food on campus, or if picking up potentially hazardous food from an establishment and then serving it on campus, ensure that the vendor has all necessary health permits and that the members of your organization follow proper food handling procedures when serving the food.
       - Complete a Food Distribution Using Caterers Form ([https://ehsd.tamu.edu/Safety/foodsafety/Food%20Safety%20Documents/Food%20Distribution%20Form%20-%20Caterers.pdf](https://ehsd.tamu.edu/Safety/foodsafety/Food%20Safety%20Documents/Food%20Distribution%20Form%20-%20Caterers.pdf)) and submit it to Environmental Health & Safety no later than seven working days prior to your event.
     - If preparing and serving potentially hazardous food, your organization must complete a Food Distribution Form ([https://ehsd.tamu.edu/Safety/foodsafety/Food%20Safety%20Documents/Food%20Distribution%20Form.pdf](https://ehsd.tamu.edu/Safety/foodsafety/Food%20Safety%20Documents/Food%20Distribution%20Form.pdf)) and submit it to Environmental Health & Safety no later than seven working days prior to your event.**

*Anything that requires temperature control is considered a potentially hazardous food. Some examples include meats, dairy products (with the exception of ice cream), certain fruits and vegetables, cheesecake, etc. Prepackaged foods (e.g., bagels, cookies, candy bars etc.) and bake sale goods that are personally prepared (e.g., cookies and cakes) are not considered potentially hazardous. If you have questions about whether a food is considered potentially hazardous or not, please contact Environmental Health and Safety at ehsd-food@tamu.edu.

**Please note that it may also be necessary to obtain a Temporary Food Service Permit from the Brazos County Health Department. Environmental Health & Safety will help you determine if a Temporary Health Permit is required. More information regarding Temporary Food Service Permits can be found here: [http://www.brazoshealth.org/environmental/temp](http://www.brazoshealth.org/environmental/temp). The permit is temporary (good for only 72 hours) and costs $60.00. To obtain a permit, a representative of your organization must contact the Brazos County Health Department and watch a video. Afterwards, this representative is in charge of the food service event and must be present. The Brazos County Health Department will inspect all temporary permitted events, so please be sure to follow all requirements.
3. Food may be served in the Reynolds Medical Building, including Lecture Hall 2. Please remember that there is a lot of expensive and sensitive equipment in the building and the College expects all organizations to protect this equipment. Additionally, the College expects organizations to leave the area in which food was served clean and free of trash. In all cases, students and student organizations are responsible for repairing any damage caused by food or drinks.

To further clarify how to schedule a nonpatient care activity, event or meeting with or without food, please see Table 1 below. Please note that fundraising activities and events have different requirements that are explained below under “Fundraising Guidelines.”

**Table 1.** Forms and requirements for scheduling a nonpatient care activity, event or meeting with or without food.

<table>
<thead>
<tr>
<th><strong>Kingsville</strong></th>
<th><strong>College Station</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scheduling a nonpatient care activity, event or meeting that is not a fundraiser.</strong></td>
<td></td>
</tr>
<tr>
<td>Meet with faculty advisor to discuss risk. See section titled “Nonpatient Care Activity and Event Planning.”</td>
<td>Meet with faculty advisor to discuss risk. See section titled “Nonpatient Care Activity and Event Planning.”</td>
</tr>
<tr>
<td>Submit a <em>Nonpatient Care Student Activity Form</em> with a room confirmation attached (if needed). See section titled “Scheduling Nonpatient Care Activities, Events and Meetings.”</td>
<td>Submit a <em>Nonpatient Care Student Activity Form</em> with a room confirmation attached (if needed). See section titled “Scheduling Nonpatient Care Activities, Events and Meetings.”</td>
</tr>
<tr>
<td>If serving food to members of your organization only, no other forms are required. See section titled “Food at Activities, Events or Meetings.”</td>
<td>If serving food to members of your organization only, no other forms are required. See section titled “Food at Activities, Events or Meetings.”</td>
</tr>
<tr>
<td>If serving potentially hazardous food to nonmembers, all organization members must possess a valid food handler’s certificate. See section titled “Food at Activities, Events or Meetings.”</td>
<td>If serving potentially hazardous food to nonmembers, submit either a <em>Food Distribution Form</em> or a <em>Food Distribution Using Caterers Form</em>. The organization may also be required to acquire a Temporary Food Service Permit. See section titled “Food at Activities, Events or Meetings.”</td>
</tr>
</tbody>
</table>

**Fundraising Guidelines**

The guidelines written below apply to the Kingsville and College Station campuses.

- In accordance with Texas A&M Health Science Center policy, students must not solicit funds from any outside agency, business, company, organization or entity. Questions about this policy must be directed to the Director of Institutional Advancement.
- The Assistant Dean for Student Affairs has the authority to enforce all policies and regulations set forth in this set of guidelines.
• All organization fundraising events are placed on the College calendar along with nonpatient care activities, events, and meetings; as well as service learning and patient care events. If you or your organization has a question about information placed on the calendar, please contact the staff listed below:
  o Fundraising events, nonpatient care activities, events and meetings in Kingsville – Ms. Christie Knudsen.
  o Fundraising events, nonpatient care activities, events and meetings in College Station – Ms. Shelia Robinson.
  o Service learning and patient care events – TBN – Office of Experiential Education.
• Any loaned items (e.g., tables, chairs, table cloths) must be returned at the end of each day. These items are expected to be clean when returned. If damaged, please let the College know.

Guidelines specific to non-food and food fundraisers are written below.

Non-food fundraisers
• Two organizations may sell a non-food item or items at any one time. Should there be a need for more than two organizations to sell at the same time, please contact the Assistant Dean for Student Affairs for approval.
  o For example, Rho Chi and Phi Delta Chi can sell tee shirts on the same day without approval. However, Rho Chi, Phi Delta Chi and APhA all selling on the same day would require approval.
• Student organizations may have up to three non-food related fund raising events each semester.
• Each organization may sell non-food items for up to five consecutive weekdays. If an organization would like to sell non-food items for more than five days, please contact the Assistant Dean for Student Affairs for approval.
• Items sold by individuals for charities at a social event or fundraiser are not subject to these guidelines.
• Organizations are encouraged to use order forms (with an example of the item or items) whenever possible.
• Organizations may request exclusive rights to sell a specific item or items. These requests are sent to the Assistant Dean for Student Affairs for approval.
• All merchandise sold by an organization bearing the Texas A&M University or the Texas A&M University Health Science Center logo must be reviewed by the Director of Communications to ensure conformity with branding requirements.
  o To request a review, please send a proof of the item with the actual position and style of logo to the Director of Communications. Please contact the Director if you have any questions.
  o All merchandise designs with or without a logo are reviewed by Assistant Dean for Student Affairs and the Director of Communications.

To schedule your non-food item fundraiser, submit a Nonpatient Care Student Activity Form* to the Office of Student Affairs at least seven days before sales begin. If a room is needed, please see information pertaining to room scheduling under “Scheduling Nonpatient Care Activities, Events and Meetings.”
In addition to a Nonpatient Care Student Activity Form, College Station students may also have to apply for a concession permit by submitting a Concessions Form. Texas A&M University defines “concessions” as any public sales or transactions on the Texas A&M University campus, including the exchange of goods or services for financial consideration, the acceptance of donations (including blood/clothing/book drives), or any exchange of information (e.g. email addresses, personal information, etc.). The Texas A&M campus is defined as all university-owned property in Brazos County, TX, including the main campus, Hensel Park, the University Apartments, Research Park, and the Riverside campus.

To be eligible to conduct concessions, you must either be a recognized student organization or a TAMU department. Recognized student organizations seeking concessions permits must have an up-to-date signature card on file with the SOFC (Student Organization Finance Center) and must not have exceeded five (5) days of concessions per calendar month. It is possible to request an extension to this guideline by contacting the Concessions Administrator. For more information about concessions permits please see http://studentactivities.tamu.edu/concessions. Please note that a concessions permit is not required for a recognized student organization who only sells items to its members. This includes T-Shirts, apparel, jewelry, or other items which bear the name or insignia identifying the student organization.

Food fundraisers

- To schedule a food fundraiser (i.e., selling food), submit a Nonpatient Care Student Activity Form to the Office of Student Affairs at least seven days before sales begin.
  - Kingsville – Kleberg Hall, room 140
  - College Station – Reynolds Medical Building, room 159
  - College Station students, please see the information above pertaining to concessions permits (marked with an “*” above under “Non-food fundraisers”). Food fundraisers require organizations to acquire a concessions permit whenever selling food to nonmembers.

- Each organization is assigned specific calendar days for food fundraisers and this calendar can be found online at COP-StudentAffairsCalendar.
  - Organizations may only hold food fundraisers on their designated days. If an organization (e.g., Rho Chi) would like to sell food on a day designated to another organization (e.g., Phi Delta Chi), that organization must contact the president of the other organization to ask permission. Permission should be obtained in writing (e.g., email) and attached to and turned in with the Nonpatient Care Student Activity Form.

- When scheduling a food fundraiser, each organization is expected to follow the policies pertaining to serving food to nonmembers as described under “Food at Activities, Events or Meetings” above.
  - Kingsville – see numbers 2 and 3 under “Kingsville” in the “Food at Activities, Events or Meetings” section above.
    - Please remember each student serving food for food fundraisers must have an up-to-date food handler’s certificate.
• Please remember to follow the “Temporary Food Establishment Rules” established by the Kingsville - Kleberg Health Department. If you need these rules, please contact the Assistant Dean for Student Affairs or Texas A&M University - Kingsville Enterprise Risk Management.
  • College Station – see numbers 2 and 3 under “College Station” in the “Food at Activities, Events or Meetings” section above.
    • For food fundraisers that sell to nonmembers, please remember to acquire a concessions permit (see “**” above)
    • Please remember to submit a Food Distribution Form (personally prepared food) or a Food Distribution Using Caterers Form (purchased food) when selling potentially hazardous food and please check with Texas A&M University Environmental Health and Safety to determine whether you must also acquire a Temporary Health permit from Brazos County.
      • Note that bake sale items are not considered potentially hazardous food and may be sold without a Food Distribution Form. However, please remember to acquire a concessions permit.
      • For more information about serving food on the Texas A&M University College Station campus, please see http://studentactivities.tamu.edu/orgmanual/eventplanning.

To further clarify how to schedule a non-food and food fundraisers, please see Table 2 below.

Table 2. Forms and requirements for scheduling non-food and food fundraisers.

<table>
<thead>
<tr>
<th></th>
<th>Kingsville</th>
<th>College Station</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-food fundraiser</strong></td>
<td>Schedule a non-food fundraiser by meeting with your faculty advisor to discuss risk and submit a Nonpatient Care Student Activity Form with a room confirmation attached (if needed). See sections titled “Scheduling Nonpatient Care Activities, Events and Meetings”, “Fundraising Guidelines” and “Non-food fundraisers.”</td>
<td>Schedule a non-food fundraiser by meeting with your faculty advisor to discuss risk, submit a Nonpatient Care Student Activity Form with a room confirmation attached (if needed) and a Concessions Form (if required). See sections titled “Scheduling Nonpatient Care Activities, Events and Meetings”, “Fundraising Guidelines” and “Non-food fundraisers.”</td>
</tr>
<tr>
<td><strong>Food fundraiser</strong></td>
<td>Schedule a food fundraiser by meeting with your faculty advisor to discuss risk and submit a Nonpatient Care Student Activity Form with a room confirmation attached (if needed). See sections titled “Scheduling Nonpatient Care Activities, Events and Meetings”, “Fundraising Guidelines” and “Non-food fundraisers.” Check COP-StudentAffairsCalendar to determine what days your organization can sell food.</td>
<td>Schedule a food fundraiser by meeting with your faculty advisor to discuss risk, submit a Nonpatient Care Student Activity Form with a room confirmation attached (if needed) and a Concessions Form (if required). See sections titled “Scheduling Nonpatient Care Activities, Events and Meetings”, “Fundraising Guidelines” and “Non-food fundraisers.” Check COP-StudentAffairsCalendar to determine what days your organization can sell food.</td>
</tr>
</tbody>
</table>

If serving potentially hazardous food, all
organizational members present must possess a valid food handler’s certificate. See section titled “Food at Activities, Events or Meetings.”

either a Food Distribution Form or a Food Distribution Using Caterers Form. The organization may also be required to acquire a Temporary Food Service Permit. See section titled “Food at Activities, Events or Meetings.”

Service Learning and Patient Care Event Planning and Scheduling

It is the student’s responsibility to make initial contact with a student professional organization or community site in a professional and polite manner when trying to develop a service learning or patient-care opportunity. Students are also responsible for adhering to the Service Learning and Patient Care Events Flow Chart (see below) when planning a service learning or patient-care event. All forms described in the flow chart must be completed, signed and submitted by the indicated deadline or the service learning or patient-care event cannot occur.

<table>
<thead>
<tr>
<th>Service Learning and Patient Care Events Flow Chart</th>
</tr>
</thead>
</table>
| **Step 1 a.** | Students prepare a Texas A&M Health Sciences Center Extramural Health Care Services Health Fair Approval Form (available on Blackboard in PHAR 910) beginning one month or more in advance of a service learning or patient care event. For assistance with the form, please contact:
  • The Office of Experiential Education at 361-221-0661 – Kingsville students
  • Ms. Debra Wood, Experiential Education Coordinator, at 979-436-0713 – College Station students |
| **Step 1 b.** | Students must submit the Extramural Health Care Services Health Fair Approval Form, with the two (2) required signatures (i.e., student organization representative and faculty/coordinator), 21 days in advance of the service learning or patient care event to:
  • The Office of Experiential Education – Kingsville Students
  • Ms. Debra Wood, Experiential Education Coordinator – College Station Students |
| **Step 2** | The Office of Experiential Education will review, track and send the form for the remaining signatures. After the final signature is obtained, a copy of the form, with all signatures, is sent to and retained by the Offices of Academic Affairs and Experiential Education. |
| **Step 3** | Students must also submit a signed Patient Care Activity Form and a signed Supplemental Materials Form (7) days in advance of a service learning or patient care event to:
  • The Office of Experiential Education – Kingsville students
  • Ms. Debra Wood, Experiential Education Coordinator – College Station students

Please note that the Supplemental Materials Form is only submitted if you plan to distribute printed materials or present information using some form of media (e.g., PowerPoint, video, etc.) during the service learning or patient care event. All educational materials must be provided with the form. |
### Step 4

After reviewing the **Patient Care Activity Form** and **Supplemental Materials Forms**, the Office of Experiential Education will retain the form and enter the service learning or patient care event on the College calendar. For College Station students, Ms. Wood will forward the forms to the Office of Experiential Education in Kingsville.

### Step 5

Students must submit a list of participants to the Office of Experiential Education (Kingsville and College Station) at least 48 hours in advance of the service learning or patient care event.

### Step 6

Within 24 business hours after the event, students must submit a:
- Signed Patient Care Documentation Form. This form is submitted to the Office of Experiential Education (Kingsville students) or to Ms. Debra Wood (College Station students).
- Complete and email an After Event – Assessment to HSC-risk-insurance@tamhsc.edu and to mbenavides@tamhsc.edu.

### Activities, Events or Meetings Requiring Travel

In addition to submitting a **Nonpatient Care Student Activity Form**, students are expected to abide by the Student Travel Rule (13.04.99.M1.01) if an activity, event or meeting requires travel 25 or more miles away from Kingsville or College Station. For all in-state and out-of-state travel, the following procedures apply:

1. The president of a student organization whose members are traveling to an organization meeting (whether in-state or out-of-state), and requesting an excused absence, must submit a list of those who are traveling to the Assistant Dean for Student Affairs no later than 10 days before the travel date.
2. If traveling more than 25 miles for an activity, event or meeting, all traveling participants must submit an online **Student Travel Information** form at least 48 hours before the event. This form requests information about the logistics of your travel plans and your emergency contact information. If driving, you will be asked to include information about your passengers. In case of an emergency during your trip, the Office of Student Affairs may use the information you provide to notify your emergency contact. The **Student Travel Information** form is located in the “Student Handbook & Forms” section of the website at [http://pharmacy.tamhsc.edu/current/handbook/index.html](http://pharmacy.tamhsc.edu/current/handbook/index.html).
   *Please note: if you plan to request an excused absence or reimbursement or both, see 4. below.*
3. If traveling more than 25 miles for an activity, event or meeting, each traveling member must sign a waiver and release form that specifies the dangers associated with the organization’s trip. You can adapt the standard form by adding the risks you and your Faculty Advisor determined during event planning. The **Student Travel Waiver** form is located online in the “Student Handbook & Forms” section of the website at [http://pharmacy.tamhsc.edu/current/handbook/index.html](http://pharmacy.tamhsc.edu/current/handbook/index.html).
4. P1, P2 and P3 students who plan to request an excused absence or reimbursement (full or partial) or both for the trip must submit an online Student Travel form. The form must be submitted no more than 21 days, and no less than 10 day, before the travel date. The Student Travel form is located in the “Student Handbook & Forms” section of the website at http://pharmacy.tamhsc.edu/current/handbook/index.html. *Please note: students do not have to submit a “Student Travel” form if they do not want an excused absence or reimbursement. However, if traveling more than 25 miles from Kingsville or College Station, students still must submit a “Student Travel Information” form and “Student Travel Waiver” form.

To further clarify which forms should be submitted when, please see the Table 3 below.

Table 3. The travel forms that must be submitted when traveling for a student organization activity, event or meeting depending on distance traveled and whether or not an excused absence or reimbursement is requested.

<table>
<thead>
<tr>
<th></th>
<th>Travel &lt; 25 miles from Kingsville or College Station</th>
<th>Travel &gt; 25 miles from Kingsville or College Station</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Travel form</td>
<td>Student Travel Information form</td>
</tr>
<tr>
<td>Requesting an excused absence</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Requesting reimbursement</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Not requesting an excused absence</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Not requesting reimbursement</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

These requirements are considered minimum measures your organization should take to address the risks associated with travel and to inform the College of your travel plans. We strongly suggest that your organization develop expectations for participants and emergency response procedures. When driving, some of the minimum safety expectations your organization should consider are:

- Drivers and passengers must act responsibly and use sound judgment when traveling.
- Drivers must obey all traffic laws and regulations, including posted speed limits.
- Drivers must not drive under the influence of alcohol or illegal drugs, nor transport or possess alcoholic beverages, illegal drugs, unauthorized firearms, or other types of weapons.
- Drivers and passengers must wear seat belts at all times, and the number of occupants in the vehicle must not exceed the number of seat belts.
- Drivers and passengers must avoid horseplay, racing, and other distracting or aggressive behavior.
Some additional safety tips and best practices include the following:

1. Drivers should begin the trip well rested, rotate every two hours, and divide the trip into segments to allow stops for rest.
2. Students should notify a designated contact person upon the group's departure and arrival.
3. Students should avoid driving when weather conditions are hazardous, and be prepared to pause the trip should travel conditions (or fatigue) warrant.
4. Drivers should plan their routes in advance, and carpool or caravan when possible.
5. Students should carry at least one cellular telephone or other two-way communication device, a flashlight, and an approved fire extinguisher in each vehicle for emergency purposes.
6. Students should establish reasonable departure and arrival times to and from the activity, avoiding driving between the hours of midnight and 6:00 a.m.
7. Each vehicle should have at least one extra approved driver, and the second driver or another passenger should ride in the front passenger seat to remain awake with the driver and maintain alertness.
8. Drivers should avoid taking medication prior to driving, especially if the label warns against operating a vehicle while under the influence of the medication.
9. Drivers should never send phone calls or text messages, or use his/her phone in any way. Use of cellular telephone and GPS devices should be given to a navigator or other passenger.

The Texas A&M Standard Administrative Procedure for student travel places the responsibility for ensuring compliance with travel requirements on the student organization sponsoring the trip.

Activities and Events Involving Minors

Hosting programs for minors is a great way to welcome future pharmacists to campus, share your experiences as a member of the Texas A&M Rangel College of Pharmacy, and potentially further your organization’s mission and purpose. Whether you’re planning a campus program for minors, facilitating an activity/small group discussion for one, or serving as an overnight host, you may have a significant impact on a young person’s life. These programs provide a glimpse of what it’s like to be a college student and helps young people see that a college education is within their reach.

Commonly referred to as CPMs, Campus Programs for Minors typically include all of the following elements:

- The participant group is made up of individuals under the age of 18 (and are not current Texas A&M students),
- The student organization is assuming full supervisory responsibility of the participants (parents are not required to attend), and
- The program is participatory in nature (i.e. small groups, projects, hands-on activities, games, educational activities, etc.)

If you are unsure if your activity or event qualifies as a CPM, please contact the Assistant Dean for Finance and Administration or the Assistant Dean for Student Affairs.
Requirements

To provide a safe environment and meaningful experience for all involved, Texas A&M University and the Texas A&M University System have created requirements that not only meet the minimum legal expectations but also reflect the institution’s core values of Excellence, Integrity, Leadership, Loyalty, Respect, and Selfless Service. These requirements are outlined in either Kingsville or College Station specific policies. If you are planning a CPM and would like to learn more about the policies regarding them, please contact the Assistant Dean for Finance and Administration or the Assistant Dean for Student Affairs.

When planning a CPM, please think these areas of compliance covered by the Kingsville and College Station campus specific policies (please note, in Kingsville, CPM documentation must be submitted at least three weeks prior to the event and in College Station, CPM documentation must be submitted at least eight weeks prior to the event):

- Campus Program for Minors Application
- Child Protection Training
- Background Checks
- Waivers
- Insurance
- Safety & Medical Care

Review Process

Applications for Campus Programs for Minors undergo a review process facilitated by the Department of Student Activities (College Station) and Enterprise Risk Management (Kingsville). The review process involves several levels of review and approval, so advance planning is key.

Please keep in mind that there is a 3-week (Kingsville) or 8-week (College Station) deadline for completing the CPM application and having it approved by your organization’s advisor and Enterprise Risk Management (Kingsville) or the Department of Student Activities (College Station). So in other words, plan these events far in advance.
This form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. This form is intended for use as part of a larger event planning process, and should only serve as a starting point for your discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with your advisor. Completion of this form does not imply approval or authorization of your event by Texas A&M Rangel College of Pharmacy.

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<tr>
<th>SERIOUSNESS OF RISK</th>
<th>PROBABILITY</th>
<th>PROBABILITY THAT SOMETHING WILL GO WRONG</th>
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<tbody>
<tr>
<td>I</td>
<td>A 5 B 5 C 4 D 3</td>
<td>•A Likely to occur immediately or in a short period of time, expected to occur frequently</td>
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<tr>
<td>II</td>
<td>A 5 B 4 C 3 D 2</td>
<td>•B Probably will occur in time</td>
</tr>
<tr>
<td>III</td>
<td>A 4 B 3 C 2 D 1</td>
<td>•C May occur in time</td>
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<tr>
<td>IV</td>
<td>A 3 B 2 C 1 D 1</td>
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<th>WHAT DO WE HAVE IN PLACE TO REDUCE THE RISKS WE IDENTIFIED?</th>
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<td>___Final Score</td>
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<tr>
<th>ACTIVITY</th>
<th>ASSOCIATED RISKS</th>
<th>METHOD TO MANAGE</th>
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