Welcome 2020 Mandatory Zoom Presidents’ Meeting
Charter Renewal Forms

- Fall Renewal needs to be completed by **Friday, September 11, 2020** by Noon.
  - These are in your student organization mailbox up by Student Life, WCC 201.

- Not turning in Renewal Forms
  - No Student Assembly funds
  - No Room Reservation availability
  - No Display Case
  - Listed as “Inactive” for fall until these forms are turned in...
As part of ensuring each group is utilizing their sponsors while planning and organizing events, a yearly completion of the Sponsor Agreement form needs to be completed and submitted to the Student Life Office by **Friday, September 11, 2020 by Noon**.

- This form is in your student organization mailbox up by Student Life, WCC 201.
Student Organization Handbook

- Important for the following information:
  - Social notification forms
  - Guidelines on Food for your events
  - Room reservations
  - How to negotiate contracts with outside guests and speakers
  - Leadership Resources for your organizations
  - Other important information for Student Organizations
Event Services
Reserving Event Spaces and Tabling
Most popular setup for WCC 254A/B & 255

Only setup available for WCC 245

Hollow Square

Only setup available for WCC 231, also an option for WCC 254A/B or 255

U-shape

Conference Style

Only setup available for WCC 245

Classroom Style
Please do not rearrange furniture. This could affect other events with similar/same setup scheduled later.
# Media Needs

Please mark all items needed for event. If you have any questions, please see the WCC Office.

<table>
<thead>
<tr>
<th>MEDIA SERVICES:</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Aux Cord (iPod cord)</td>
<td></td>
<td>Wired Mike #</td>
<td></td>
</tr>
<tr>
<td>2. TV</td>
<td>0</td>
<td>DVD Player</td>
<td>Wireless Lapel Mike #</td>
</tr>
<tr>
<td>3. Sound System</td>
<td>0</td>
<td>Block Rocker (WCC Only)</td>
<td>Wireless Hand Mike #</td>
</tr>
<tr>
<td>4. HDMI Cord</td>
<td>0</td>
<td>VGA Cord</td>
<td>Media Staff</td>
</tr>
<tr>
<td>5. Mic. Stands</td>
<td>0</td>
<td>Straight #</td>
<td>Table#</td>
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</tbody>
</table>

*If you are using a Mac Laptop, you will be responsible for providing your own adaptors*
# Food Service

**Outsider Services:**
- Do you plan to use Outside Contractors or Entertainment? □ Yes □ No. (If Yes, please attach a rider detailing Outside Services.)

**Food Service:**
- (No outside food or drink permitted for events on campus)
- □ Table Cloths - White
- □ Table Skirting - White
- □ Black

**Required Signature:**
- (For students and student organizations doing research events or fundraising events)

**Departmental Contact**
- Date

**Fundraising Contact (Cary Wacker, Wortham 229)**
- Date

**Required Signatures:**
- (For Student Organizations)

**Organization Contact**
- Date

**Sponsor**
- Date

**Required Signatures:**
Required Signatures

**General Meetings**
- *Student MUST sign the reservation form*
- NO sponsor signature is needed for general meetings

**Table Requests**
- *Student MUST sign reservation form*
- Sponsor MUST sign reservation form
- IF this table is a *fundraising table* of any sort, Cary Wacker in the Wortham building MUST sign this request form
- Make sure student specifies if they want PUB lobby or MAIN lobby for their table location

**Other Requests (Movies, socials, dances, game nights, dinners, shows, sporting events, comedians, bands, pool tournaments, etc)**
- *Student MUST sign form*
- Sponsor MUST sign form
- IF this event is taking place in or right outside a *residence hall*, the Area Coordinator for that building MUST sign off on and approve the event
- IF this is a *fundraising event* of any sort, Cary Wacker in the Wortham building MUST sign off on the event

*IF a group states they do not have a sponsor or their sponsor is abroad or on sabbatical, they can see Michael Deen or Amanda Handsbur in the Student Life Office to sign off on the form. *Forms will NOT be processed if all required signatures are not on the form.*
# Required Signatures

<table>
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<tr>
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<th>CD Player</th>
<th>Aux Cord (iPod cord)</th>
<th>Wired Mike #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projector</td>
<td>TV</td>
<td>VCR</td>
<td>DVD Player</td>
</tr>
<tr>
<td>Projector</td>
<td>Sound System</td>
<td>Block Rocker (WCC Only)</td>
<td>Wireless Hand Mike #</td>
</tr>
<tr>
<td>Screen</td>
<td>Mic. Stands</td>
<td>Straight #</td>
<td>Table#</td>
</tr>
<tr>
<td></td>
<td>Media Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If you are using a Mac Laptop, you will be responsible for providing your own cables*

**Special Instructions / Other Needs:**

**OUTSIDE SERVICES:**
Do you plan to use Outside Contractors or Entertainment? □ Yes □ No (If Yes, please attach a rider detailing Outside Services)

**FOOD SERVICE:** (No outside food or drink permitted for events on campus)
- □ Breaks (Drinks & Snacks)
- □ Buffet Meal
- □ Reception
- □ Carry Tray
- □ Served Meal

ARAMARK CATERS ALL EVENTS ON CAMPUS 2266

**REQUIRED SIGNATURES:** (For students and student organizations doing research or fundraising events)

Department: __________ Date: __________ Fundraising Contact (Cary Wacker, Wortham 229): Date: __________

**REQUIRED SIGNATURES:** (FOR STUDENT ORGANIZATIONS)

Organization Contact: __________ Date: __________ Sponsor: __________ Date: __________

**REQUIRED SIGNATURES:**
Advance Notice Required

- Blue forms must be turned in NO LATER than 5 business days prior to requested event – for small events using 1 room with no catering needs.
- For larger events (Mabee Hall, Sid Rich, Wynne Chapel, etc) or recurring events, forms need to be turned in at least 1 WEEK in advance. (NOTE: Any events outside the WCC require IT assistance with media. IT requires 2 business days’ notice of media or the request will not be accepted).
- Email: wrightcenter@austincollege.edu
Room Reservation Forms cannot be submitted before Friday, August 28, 2020
As a contracted partner of the college, Aramark has the first right of refusal
  ◦ This means that they are the only ones providing food or snacks for all campus programing and events unless it is communicated to the Director of Dining Services for approval.
  ◦ During fall 2020 – there will be no outside food permitted on the Austin College campus for health and safety reasons.

Please order the food as soon as possible
Guidelines on how to Order

- Go through the process for your event date, time, and location reserved with the WCC office.
- Call (903.813.2366) or stop by the Dining Services office (WCC 117) to speak with the Director of Food Services Thomas Hermanson (thermanson@austincollege.edu) at least 2 weeks in advance. He is your go to manager for organization events. You will need:
  - Your budget
  - The estimated number of people you would like to serve
  - An idea of what type of food you would like at your event
  - The time the food needs to be set by
  - All catered events for fall 2020 must be served by Aramark Food Service for health and safety reasons.
- Thomas Hermanson will provide you with options for food that fits your budget.
- Fill out appropriate payment paperwork and have the Student Assembly Treasurer sign off on the dining services payment form.
- Bring this form to Thomas Hermanson for payment of your food
Marketing for Events

Michael Deen
Dean of Students
All Campus Communication

- Send email to: acstudents@austincollege.edu
- Send email by 3pm
- Email goes out at 4pm
- Include a catchy phrase (i.e. “Looking for fun! – Attend the CAB Game Night”)
- Body of the email should include: Who is invited, Date/Time and location of event/activity and a brief description. Remember to say who is hosting the event/activity as well. **Do not write:** “Please forward to students”
- Also, no attachments allowed. Insert the graphic into the body of the email.
Greetings!

My name is Alan Harkey, and I am the new Director of Bands at Austin College. As you may have heard, we’re launching a new band program. The Pep Band will play at select sports and community events and is open to all students, regardless of major. We’re looking for all instruments: woodwind, brass, percussion and bass guitar.

If you’re interested in playing in the pep band, bring your instrument to move-in and complete this brief form telling us more about yourself and what you play!

I’m looking forward to meeting you and telling you more about this exciting new band.

Go ’Roos!

Alan Harkey
Director of Bands
CAB & WCC Chalkboard

- Complete form 1 week prior to the day of event
  https://www.austincollege.edu/chalkboard-marketing/
- Events must be:
  - open to all students
  - non-alcoholic
  - Must have defined location (Room Reservation Calendar) and time
  - Title of Event
CAB Program Collaboration Proposal

https://www.austincollege.edu/cab-co-sponsorship-proposal-form/

- If you want to collaborate with CAB on a program, please submit a request 3–4 weeks prior to the event date
- Please plan on attending a CAB Exec to present program idea, layout, and resources needed from CAB
CAB Equipment Rental Form

- The following items are what CAB has for checkout for student organizations:
  - Popcorn machine
  - Cotton Candy machine
  - Snow Cone machine

https://www.austincollege.edu/campus-life/student-life/campus-activities/campus-activities-board/

This has been suspended for fall 2020, will resume in the spring.
Other Information

- Campus Organization Mailbox outside of the Student Life Office – please check it weekly
- Student Organization Workroom
  - Located in the Adams Center
  - Use the card reader on the west door to enter Adams Center:
  - Financial Forms & Room Reservation forms can be found in the Student Life Office
- Pictures of Major events or group pictures for the website, please email Vicky Kirby at least 1 week in advance. Email: vkirby@austincollege.edu
Student Assembly Treasurer regarding budgets

Jacob Kobos
SA Treasurer
jkobos18@austincollege.edu
What do YOU need to do?

- Submit an application
  https://www.austincollege.edu/student-development-fund-application/
- Submit any/all materials pertaining to costs (lodging, transportation, food, etc.)
- Submit in writing what other means were taken to seek other funding
- WHEN YOU RETURN requirements must be met
“Guesstimate” on prices... do the research
Submit too close to the event date
Expect the entire cost to be covered by the SDF. SA will only cover:
  30% travel expenses
  30% registration costs
  30% lodge expenses
  10% Food Costs
Please submit applications at least 3 to 5 weeks before the event!!
Submit applications to the incoming red box on the treasurer’s desk in the Student Assembly Office

**You will be promptly notified within 7 days of submitting your application**
Risk Management for Austin College Student Organizations

Presented by:
Kelle Kennemer, Chief of Police

Keeping Your Event, Your Membership, and Your Friends Safe
This Training is State Mandated

- Education Code 51.9361.
- Required at least once each Academic Year.
- Who may/should attend:
  - Organization Officers (Up to 4 are Required to attend)
  - Interested Members (Optional)
  - Organization Advisors (Faculty/Staff/Other)
- Officers or Advisors must relay the program’s contents to their respective groups.
- A Class Roster must be on file for at least 3 years.
- Sanctions are to be put forth by the institution for individuals who fail to attend & groups not represented.
Drinking and Driving Don’t Mix
College drinking is widespread nationally:

- About four out of five college students drink alcohol.
Choices of Drunk Driving
Rationale For the Law
National Institute on Alcohol Abuse and Alcoholism Study

- Each year, drinking affects college students, as well as college communities, and families. The consequences of drinking include:
  - Death: 1,825 college students between the ages of 18 and 24 die each year from alcohol-related unintentional injuries.
  - Assault: More than 690,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
  - Sexual Abuse: More than 97,000 students between the ages of 18 and 24 are victims of alcohol-related sexual assault or date rape.
Injury: 599,000 students between the ages of 18 and 24 receive unintentional injuries while under the influence of alcohol.

Academic Problems: About 25 percent of college students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall.

Health Problems/Suicide Attempts: More than 150,000 students develop an alcohol-related health problem and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use.

Rationale For the Law

Public Outcry...
- People in Leadership Positions should be held accountable for the well being of those they Lead.
- Individuals can be held accountable (criminally and civilly) if their actions cause the death of or serious injury to another individual.
Topics Required:

1. possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;
2. hazing;
3. sexual abuse and harassment;
Overview

Topics Required:

- (4) fire, Arson and the possession and use of a firearm or other an explosive device;
- (5) behavior at parties and other events held by a student organization;
- (6) adoption by a student organization of a risk management policy; and
Overview

Topics Required:

- (7) issues regarding persons with disabilities, requirements of federal and state law, and any policies of the Austin College. Required and providing reasonable accommodations, modifications that address the needs of students with disabilities which include access to activities for student organizations.
10 Years before the law mandated the course, ACPD and SLO coordinated a similar “Safe Party Workshop” Course aimed primarily toward the Greek Community.
Host are criminally liable and may be sued civilly,

Social Hosts In Texas may be held liable for injuries caused by a guest who, having consumed alcohol at the host’s party, does harm to him/herself, or to a third party.

May be held liable for injuries to 3rd parties if the host knew or should have known that the guest (regardless of age) was intoxicated but continued to give or permit them to have access to alcohol.
Social Host Liability

- If the guest is a minor, the host may be held responsible.
- For Injuries, damages to minors or third parties that were caused by the minor’s alcohol–influenced actions.
Civil Liability

- In a Civil Case a jury will decide how much you will have to pay for injuries caused by, or to, your guests.
- Homeowners Insurance does not cover costs related to this type of lawsuit.
A parent/guardian cannot give any third party permission to serve alcohol to their minor(s).
Alcohol Use Issues

21

- Legal Drinking Age
It is illegal in 50 states

- To sell, deliver or furnish alcohol to a MINOR.
- $\frac{3}{4}$ is the approximate number of AC Students under the legal drinking age.
Alcohol Use Issues

- 0.08%
  - The Blood Alcohol Concentration level to be legally intoxicated.
101.02 – Arrest without Warrant

A peace officer **may arrest** without a warrant any person he observes violating any provision of this code or any rule or regulation of the commission.

An officer shall take possession of all illicit beverages the person has in his possession or on his premises Per Chapter 103 of the TABC code.
106.03 – Sale to Minors

A person commits an offense if with criminal negligence, sells an alcoholic beverage to a minor, under 21 years of age is a

Class A Misdemeanor, punishable by a fine, jail or both.
Texas Alcoholic Beverage Code

106.06 – Purchase of Alcohol for a Minor; Furnishing Alcohol to a Minor

A person commits an offense if he purchases an alcoholic beverage for or gives or makes available an alcoholic beverage to a minor with criminal negligence.

Class A Misdemeanor, subject to jail and a fine.

Public Intoxication
  ◦ Class C Misdemeanor
Texas Penal Code

- **Failure to Identify**
  - Class C, B or A depending on circumstances
- **Resisting Arrest**
  - Class A Misdemeanor
- **Fleeing, Evading**
  - Class A Misdemeanor to 2<sup>nd</sup> Degree Felony
- **Assault on a Police Officer**
  - 3<sup>rd</sup> Degree Felony
Texas Penal Code

- Sexual Assault
  - 1st Degree Felony
- Factors that will be reviewed:
  - Without Consent
  - By Use of Force, Coercion or Threat
  - Victim is Unconscious
  - Victim is Intoxicated / Drugged
  - Victim is unable to respond

- Aggravated Sexual Assault
  - 1st Degree Felony
  - Weapon / Violence
  - Date Rape Drug
Texas Penal Code – Penalties

- **Class C Misdemeanor**
  - A fine not to exceed $500.00

- **Class B Misdemeanor**
  - A fine not to exceed $2000.00
  - Confinement in jail not to exceed 180 days OR
  - Both such fine and confinement

- **Class A Misdemeanor**
  - A fine not to exceed $4000.00
  - Confinement in jail not to exceed one year, OR
  - Both such fine and confinement
Traveling to an Event

- Make adequate plans for Transportation.
- Use reputable Transportation Companies.
- Know the route to and from the event:
  - Road Condition.
  - Possible Construction Zones.
  - Unexpected traffic control or turns.
- Driver(s) must travel Rested; not Exhausted.
- Vehicle/Driver Insurance is required.
- Vehicle(s) used to transport guests must be properly registered, inspected, and well maintained.
Traveling to an Events

- Students who drive a vehicle for an Austin College event must take an approved driver training course **ANNUALLY**.
- This is **MANDATORY**
- Call Campus Police 903–815–2555 to schedule a appointment
- Examples: Great Day of Service, Athletic events, etc.
  - Work Study
  - Admissions & IA Assistants
  - Volunteer Opportunities (GDS, Service Station, etc.)
  - Organization Events
Fire and Safety Issues

- Any facility used, must be adequate and must be have adequate square footage for the number of guests for the event being held.
- Safe Entry and Exits – No Temporary Barriers.
- Proper Signage must be displayed and lighted EXIT signs cannot be turned off or covered up.
- Fire Extinguishers are to be properly mounted and accessible.
- Adequate Lighting maintained throughout event.
Elevated Wood Decks and Balconies have been known to collapse, causing multiple injuries and deaths.

Blocked Doors elevate the risk of injury and death in Fire Related Emergencies.
House Parties are not recognized as an approved event.
The College’s expectation is that all local, state & federal laws are upheld.
The College will not approve any off-campus events for fall 2020.
- Organizations that host an unapproved off-campus event will face disciplinary action and possible charter revocation.
Hazing & Sexual Harassment

Presented by Michael Deen
Dean of Students
"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.
HAZING

- Intimidates, threatens with ostracism
- extreme mental stress, shame, or humiliation,
- affects the mental health or dignity of the student or
- Discourages students from entering or remaining in school
- may reasonably be cause a student to leave the organization or the institution rather than submit to acts
HAZING

- Personal Hazing Offense
  - It is an offense if YOU:
  - (1) engage in hazing;
  - (2) solicit, encourage, direct, aid, or attempt to aid another in engaging in hazing;
  - (3) recklessly permit hazing to occur; or
  - (4) have firsthand knowledge of the planning of a specific hazing incident or that an incident has occurred, and knowingly fail to report that knowledge in writing to the Student Life Office.
HAZING

- Organization Hazing Offense
- An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, PLEDGES “new members”, or alumni of the organization commits or assists in the commission of hazing.
Consent Not a Defense

It is NOT a defense to prosecution of A HAZING offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
HAZING

IMMUNITY

Any person reporting a specific hazing incident involving a student to the Dean of Students or other appropriate College official IS IMMUNE from civil or criminal liability that might otherwise be incurred or imposed as a result of the report.
HAZING

- ASSAULT
- Penal code 22.01–Class C & A misdemeanor
- intentionally, knowingly, or recklessly causes bodily injury to another
- intentionally or knowingly threatens another with imminent bodily injury
- intentionally or knowingly causes physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.
UNLAWFUL RESTRAINT
Penal Code 20.02
A person commits an offense if he intentionally or knowingly restrains another person.
HAZING

- CRIMINALLY NEGLIGENT HOMICIDE
- Penal Code 19.05
- A person commits an offense if he causes the death of an individual by criminal negligence. a substantial and unjustifiable risk that the circumstances exist or the result will occur. a gross deviation from the standard of care that an ordinary person would exercise under all the circumstances as viewed from the actor's standpoint.
HAZING – You might be asking yourself...

- WHAT COULD HAPPEN TO ME?
- WHY SHOULD I WORRY ABOUT IT NOW?
- BUT THESE ARE MY FRIENDS!!!
Policy Statement on Sexual Harassment

- Sexual harassment is a violation of the policies and norms of Austin College as well as of Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972.

- Retaliation against an individual who brings a complaint, participates in an investigation of sexual harassment or pursues legal action is prohibited and will not be tolerated.
Title IX Department:

Melanie Oelfke
Title IX Coordinator
Director of Wellbeing & Human Resources
Caruth Administration – 216
900 N. Grand Ave., STE 6I
Sherman, TX  75090
Telephone:  903.813.2433 (press 1)
Email:  moelfke@austincollege.edu

Jake Sapp
Deputy Title IX Coordinator and Compliance Officer
Caruth Administration – 216
900 N. Grand Ave., STE 6I
Sherman, TX  75090
Telephone: 903-813-2432
Email: jsapp@austincollege.edu
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature under conditions defined as constituting a quid pro quo arrangement or hostile environment.
Types of Sexual Harassment

**Quid Pro Quo**

- Submission to sexual conduct or communication is made a condition, either explicitly or implicitly, of obtaining employment or education; or
- Submission to or rejection of sexual conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education.
Types of Sexual Harassment

- **Hostile Environment**
  - Conduct or communication that has the effect of substantially interfering with an individual’s employment or education, or of creating an intimidating, hostile or offensive employment or educational environment. The use of alcohol or drugs by either party will not diminish the responsibility for sexual harassment under this policy.
  - The interpretation of a hostile environment is based on individual perception.
Reporting to the Title IX Coordinator/Deputy Coordinator

- Initial assessment by coordinator
  - Health and wellbeing of those involved
  - Need for interim measures
  - Confidentiality and retaliation discussion

- Options for resolution
  - Informal resolution (may include mediation)
  - Administrative Agreement (used when respondent accepts responsibility)
  - Formal resolution
    - Investigation
    - Findings/Sanctions/Appeals
Informal Resolution Procedure
A. Informal Resolution

- Informal resolution can be used for allegations of sexual misconduct or interpersonal violence. Not appropriate for sexual assault allegation.
- May include mediation where both participants come to a mutual agreement to resolve the complaint.
- May involve interim measures (i.e. no contact agreements).
Formal Resolution Procedure
Formal Complaint Process

- Formal complaints of sexual harassment/misconduct are made to and coordinated by the Title IX Coordinator or Deputy Title IX Coordinator.

- When it appears that the safety or security of any student, staff member or faculty member may be jeopardized, the President or her/his designee will take such action as is judged to be necessary to prevent the occurrence or recurrence of sexual harassment.
Formal Complaint Process (continued)

Every formal complaint will be investigated

- If a formal complaint of sexual harassment is made, an investigator will be assigned to look into the incident. A report of the findings will be given to the Title IX Coordinator.

- Should allegations result, a summary of charges and related information will be made available to those involved with resolving the matter.
Formal Resolution Process (continued)

• In all cases where the investigation or hearing indicates that a violation of this policy has occurred, the College will take prompt and appropriate action. Appropriate consequences may include counseling, chemical dependency evaluation, a warning, censure, probation, suspension or expulsion.
Formal Resolution Process

Incident Reported to Title IX Coordinator

Meet with parties to assess and discuss options (support, interim measures/no contact orders, etc)

Resolution Options: Administrative Agreement, Informal or Formal

Accept responsibility and sanctions

Mediation and remedies

Written complaint, statements, investigation, report generated and reviewed by both, investigator(s) deliver findings/sanctions

Appeal under certain conditions
Resources:

1. Title IX Coordinator/Deputy – 903.813.2433 (press 1)
2. Dean of Students: Wright Campus Center 201, 903.813.2306
   (Dean of Students is a responsible employee and must report)
3. *Chaplain: Wynne Chapel, 903.813.2220
4. *Counseling Services: Adams Center 903.813.2247
5. *Campus Conduct Hotline 866.943.5787
   *Denotes privileged & confidential

- Consider contacting one of the resources listed above if you want to sort out a situation prior to pursuing any formal action.
- Or, if you are a victim or alleged perpetrator of harassment and believe professional assistance would be of help during or after a situation involving sexual harassment.
The Policy Statement on Sexual Harassment can be found in its entirety in online under the Student Life/Sexual Misconduct section

http://www.austincollege.edu/campus-life/sexual-misconduct/
Organization By-Laws should contain a Risk Management Policy that outlines requirements.

Since group membership constantly rotates, there should be instructions that new members can refer to.

The Training in this session is to be passed on to all members of your Organization.

Due to health and safety reasons, the College will NOT be approving any off-campus events or parties for fall 2020.
If you are interested in a bulletin board, please email Amanda Handsbur at ahandsbur@austincollege.edu by tomorrow at Noon with your organization’s name and contact person’s information.

- Student Life will pull names and contact those student organizations that receive a bulletin board by Monday, August 31st at 5pm.
- If you receive a bulletin board it must be decorated by Friday, September 11th.
- Go by the WCC Office for access to your bulletin board.
Don’t forget to wear a cloth mask that covers your mouth and nose!

Wash your hands frequently with soapy water.

Use hand sanitizer when you are unable to wash your hands.

Socially distance at least 6 feet from one another.