Student Organization Training

OFFICE OF STUDENT LIFE | FALL 2026

Student Life Overview & Introductions

Office Overview

Staff







Office Contact Information

Email: Student.Life@ttuhsc.edu

Phone: 806-743-2302

Website: www.ttuhsc.edu/student-life

Location: Lubbock Campus, Preston Smith Library 2nd Floor

Hazing Prevention

- Website: https://www.ttuhsc.edu/student-affairs/hazing.aspx
  - Stop Campus Hazing Act
  - Policy information
    - TTU System Regulation 07.19
    - HSC OP 52.20
  - Reporting Form
- Resources

Institutional SGA

- Represents all schools and campuses
- Amarillo & Abilene have campus specific Senate/SGA

SGA Special Projects Fund

- Funds student organizations that are brand new or that have run out of funds.
- For a one-time or unforeseen need
- Form can be located in HSC Net under the Forms tab – SGA Special Projects Fund Request
- Only available while SGA is in session to review (late September – early April)

2026-2027 Funding Rules & Regulations

- Funding Regulations Handbook
  - Senate Funding Cannot Pay For
    - Fundraising Purchases
    - Events When Charging for Entry
    - Donations
  - Food Expenditures
    - Vendor MUST take MasterCard payment over the phone

2026-2027 Funding Rules & Regulations

- Travel
  - Organization Related/Sponsored
  - Less than 10 – Reimbursement Process
  - Travel Process Documents
  - Conference Registration – can be paid ahead
  - Hotel Payment Policy
  - Students pay their own expenses

2026-2027 Funding Rules & Regulations

- Guidelines:
  - President & Treasurer Must Attend Fall & Spring Trainings
    - Fall Student Org Training (5% deduction)
    - Spring Student Org Training (5% deduction)
  - Signed Funding Contract due by September 30th (1% deduction)
  - Purchase Requests submitted by 2-week prior deadline (3% deduction each instance)
  - Deductions will be to the 2026-2027 Allocation

Promotional Item Purchase Process

- Approved Vendors
  - TTUHSC Printing Center
  - Advanced Graphix
  - Brand Ability
  - Print Hybrid
- Design must be approved by Marketing
- Payment is completed through a Purchase Order (check or direct deposit)

Coca-Cola Campus

- TTUHSC is in contract with Coca-Cola, only products by their company can be purchased.
- This includes water and sports drinks.
  - Water – Dasani, Smartwater, Vitamin Water, and Topo Chico
  - Sports Drinks – Powerade
  - Lemonade – Minute Maid or Simply
  - Tea – FUZE, Gold Peak or Honest Tea
  - Energy Drinks – Monster, Full Throttle, NOS

Reminder on Purchases

- Our office must handle ALL purchases on your Senate account
- DO NOT make a purchase yourself
- Personal Reimbursements are Not Allowed
- If purchase is using on-campus Agency Funds (SOM groups), please use the Spending Request Form – Medicine Organization Agency Funds Only in HSC Net

Senate Spending Requests

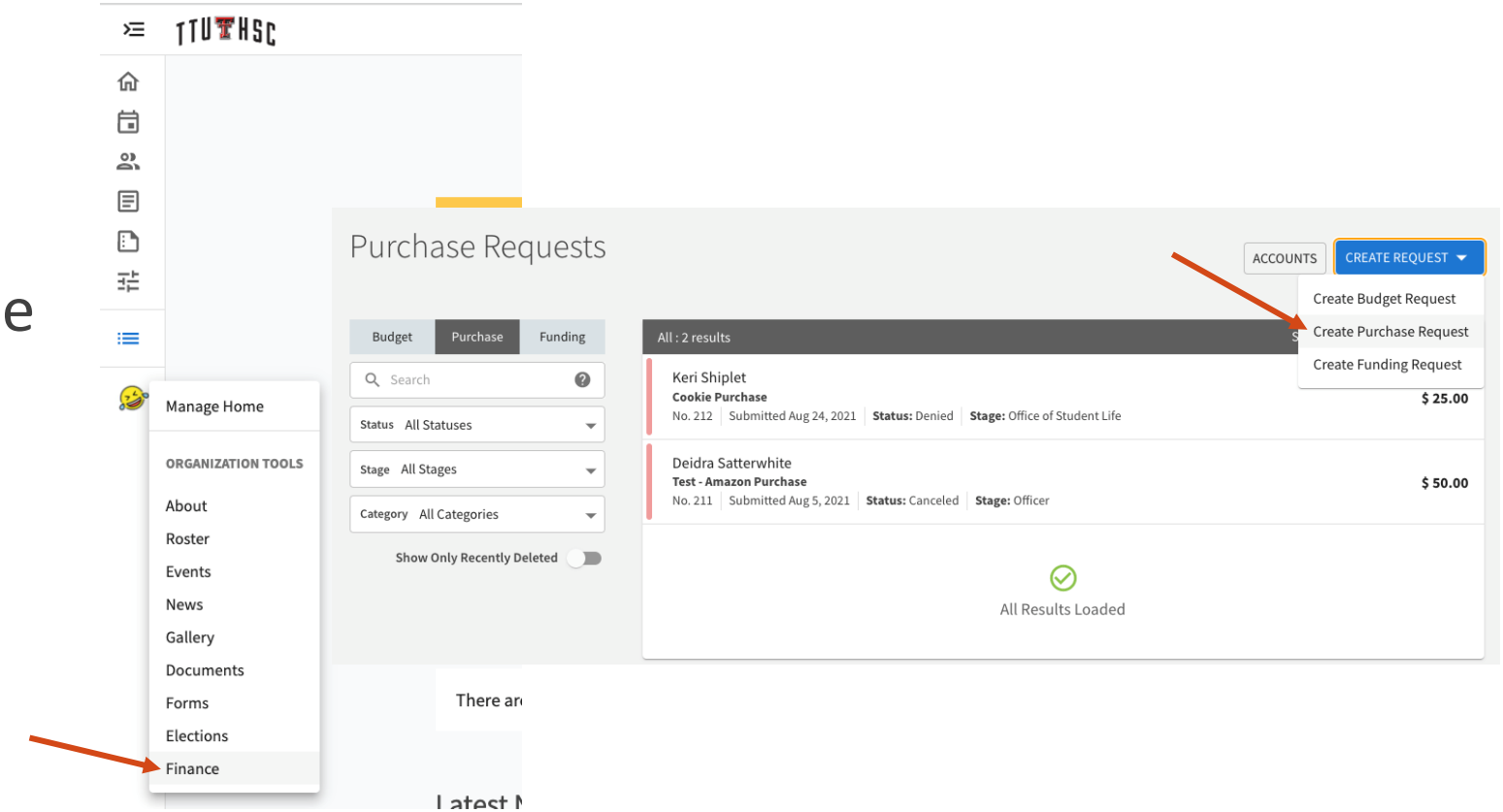
- Purchase Request System in HSC Net
- Must submit at least 2 weeks prior to event/meeting
  - If for a large event or travel, please submit at least 30 days prior.
- Our office will contact you with any questions for any further information we need

Purchase Request Process

Go to the Finance Tab

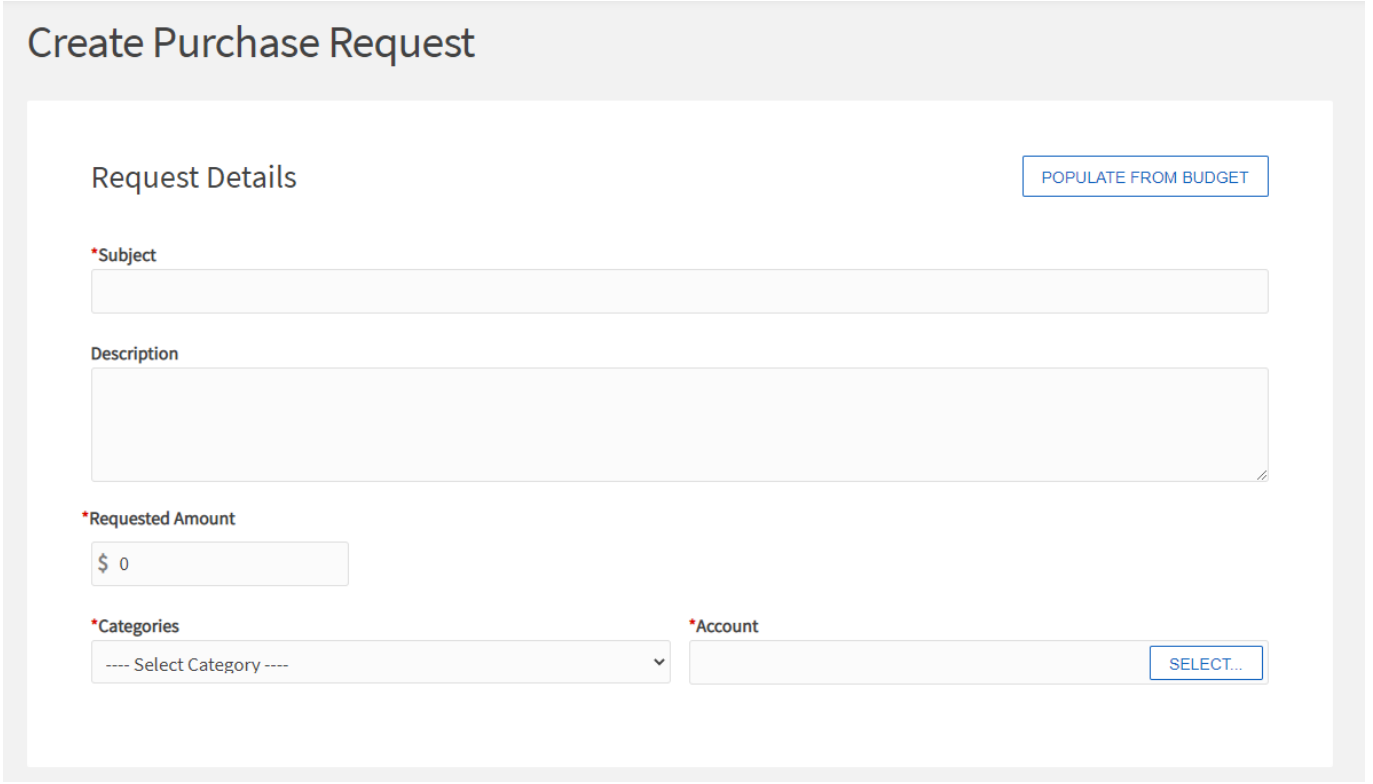
Click “Create Request”

- Select “Create Purchase Request”



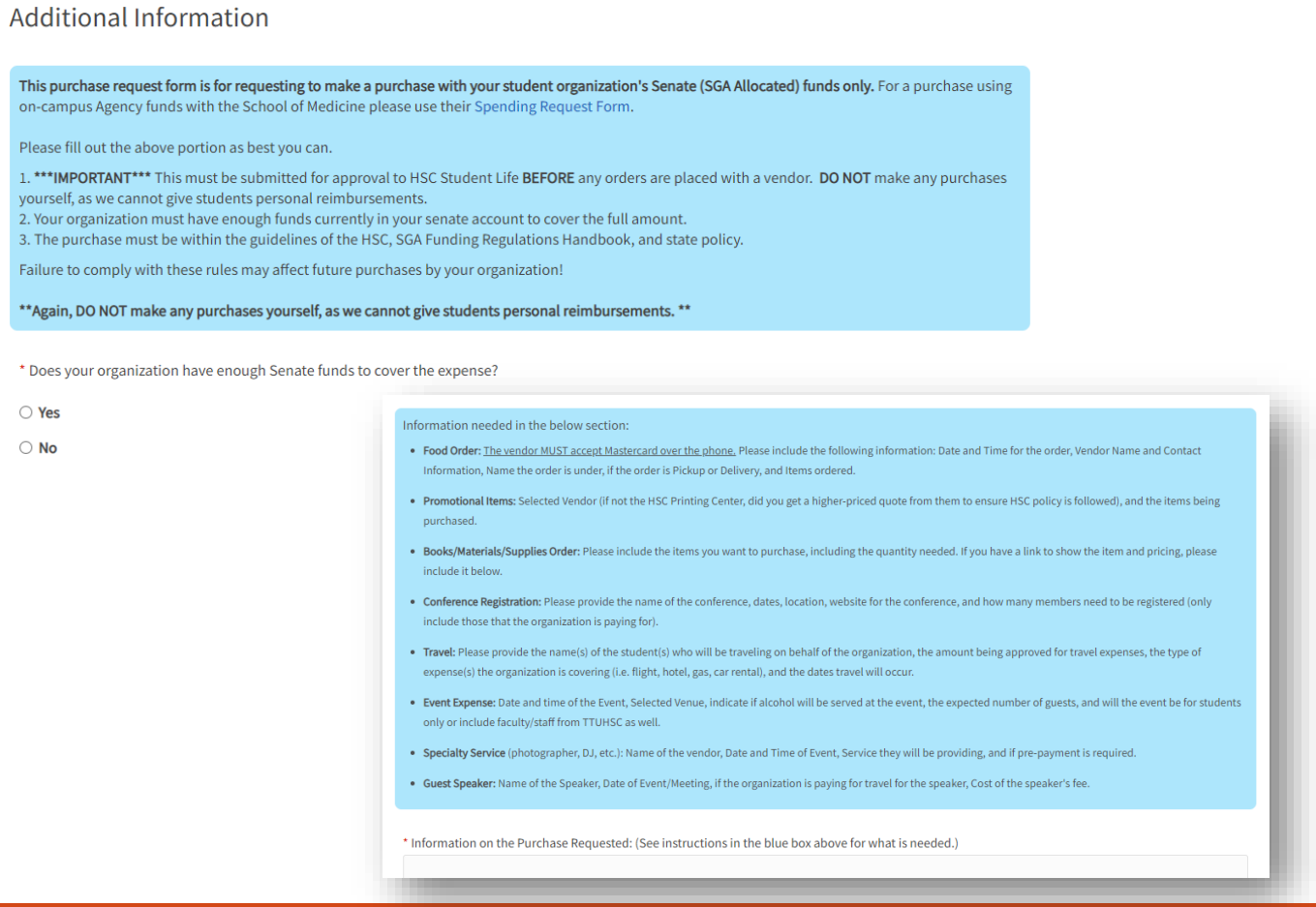
Purchase Request Process

- Enter Request Information
- Select your **Senate** Account
  - If a Multi-Campus org, please select the correct Campus' Senate Account



Purchase Request Process

- Additional Information section
  - Follow instructions for the type of purchase you are requesting.
  - Required File Upload
    - RSVP List
- Once finished, click “Submit Request”



Additional Information

This purchase request form is for requesting to make a purchase with your student organization's Senate (SGA Allocated) funds only. For a purchase using on-campus Agency funds with the School of Medicine please use their Spending Request Form.

Please fill out the above portion as best you can.

1. ***IMPORTANT*** This must be submitted for approval to HSC Student Life **BEFORE** any orders are placed with a vendor. **DO NOT** make any purchases yourself, as we cannot give students personal reimbursements.
2. Your organization must have enough funds currently in your senate account to cover the full amount.
3. The purchase must be within the guidelines of the HSC, SGA Funding Regulations Handbook, and state policy.

Failure to comply with these rules may affect future purchases by your organization!

**Again, DO NOT make any purchases yourself, as we cannot give students personal reimbursements. **

* Does your organization have enough Senate funds to cover the expense?

- ○ Yes
- ○ No

Information needed in the below section:

- **Food Order:** The vendor MUST accept Mastercard over the phone. Please include the following information: Date and Time for the order, Vendor Name and Contact Information, Name the order is under, if the order is Pickup or Delivery, and Items ordered.
- **Promotional Items:** Selected Vendor (if not the HSC Printing Center, did you get a higher-priced quote from them to ensure HSC policy is followed), and the items being purchased.
- **Books/Materials/Supplies Order:** Please include the items you want to purchase, including the quantity needed. If you have a link to show the item and pricing, please include it below.
- **Conference Registration:** Please provide the name of the conference, dates, location, website for the conference, and how many members need to be registered (only include those that the organization is paying for).
- **Travel:** Please provide the name(s) of the student(s) who will be traveling on behalf of the organization, the amount being approved for travel expenses, the type of expense(s) the organization is covering (i.e. flight, hotel, gas, car rental), and the dates travel will occur.
- **Event Expense:** Date and time of the Event, Selected Venue, indicate if alcohol will be served at the event, the expected number of guests, and will the event be for students only or include faculty/staff from TTUHSC as well.
- **Specialty Service** (photographer, DJ, etc.): Name of the vendor, Date and Time of Event, Service they will be providing, and if pre-payment is required.
- **Guest Speaker:** Name of the Speaker, Date of Event/Meeting, if the organization is paying for travel for the speaker, Cost of the speaker's fee.

* Information on the Purchase Requested: (See instructions in the blue box above for what is needed.)

HSC Net - ttuhsc.campuslabs.com/engage/

- Roster
  - Privacy Settings
- Events
- Finance
- Elections

Funding Contract

- Sign and Email to Student Life (student.life@ttuhsc.edu)
  - President, Treasurer and Advisor
- Must be returned to Student Life by September 30th
- Once submitted, Senate spending may begin.

Key Reminders

- SGA Regulations for Training and Deadlines
- 2-Week Deadline for Purchase Requests
- Items purchased with Senate funds cannot be sold or donated externally
- Travel Forms
- Officer Transition
- Rosters

Reminders

- Use of TTUHSC name/logo
- Contacting Media

Important Dates

February 19, 2027 – Deadline

- 2027-2028 SGA Budget Request Form
- Re-Registration

June 4, 2027 – Deadline

- Major Senate Expenditures

August 2, 2027 – Purchase Request Deadline

- Final 2026-2027 Year Senate Expenditures

Questions?