



# Operations Manual

Updated March 2018

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## **I. Governing Documents:**

### **Constitution and Bylaws:**

Replant is a committee of the Student Government Association (SGA), and as such is governed by the Constitution and bylaws of the SGA (see appendix A). In order to increase the effectiveness of this constitution, we have added the following Addendum:

### **Replant Addendum to the Student Government Constitution:**

Replant functions as a committee of the SGA and follows the constitution created by the SGA for all of its committee members. The following Articles were created as an addendum to the SGA constitution.

### **Mission Statement:**

Aggie Replant is an environmental service organization which strives to improve its greater community and bring students together through tradition, unity and selfless service by providing an avenue for environmental service through annual tree planting events, such as Replant Day.

\*\* No SGA allocations can be used for events outside of the Brazos County

### **Statement on Diversity:**

Commitment to Diversity Statement: Members of the Student Government Association are committed to creating an environment that recognizes and values the distinct contributions each person makes to Texas A&M University.

Replant strives to uphold the above mission statement regardless of race, ethnicity, national origin, gender, age, socioeconomic background, religion, sexual orientation, and disability.

### **Vision Statement:**

In the future, Replant will continue to focus on the growth of our capacity to serve the community and environment. We will increase student involvement, both as committee members and volunteers, and look to create a tree farm to improve the sustainability of Replant Day.

### **Core Values:**

Environmental Service: Replant gives students the opportunity to serve and improve the community through environmental action.

Tradition: Replant has been an official Aggie tradition since 1991, preserving the Aggie Spirit through service to a cause much greater than itself.

Respect: Replant strives to bring Aggies together through friendliness, honesty, openness, and unity regardless of race, ethnicity, national origin, gender, age, socioeconomic background, religion, sexual orientation, and disability.

Education: Replant provides students with a basic understanding of how to plant and

care for trees in their early stages, as well as imparts the value of trees in the environment.

Integrity: Replant acts in ways that are responsible and professional.

Leadership: Replant, as an SGA organization, fosters an environment of development and growth at all levels.

### **History of Changes to Organization and Governing Documents:**

**1990** - Scott Hantman develops the concept of Replant.

**1991** - First Replant is held in the spring with the involvement of several Bonfire Red Pots.

Replant is recognized as an official Aggie Tradition by Traditions Council.

**1992** - Replant becomes its own SGA committee.

**1995** - Replant held in memory of Scott Hantman.

**1999** - Replant focuses on Bryan/College Station area, planting older trees in order to improve survival rate.

**2000** - 12 oaks are planted near the A&M polo grounds in memory of the victims of the Bonfire collapse.

**2001** - Replant Day moves to Fall semester (1999)

**2002** - Replant Committee starts selling Century Tree Seedlings

Replant creates and implements its first formal Constitution and Bylaws

**2003** - Replant rewrites Mission Statement and redefines Core Values

Publicity & Marketing and Awareness Subcommittees are consolidated

Replant moves from being alcohol-free traditionally to being alcohol-free in doctrine.

Replant strikes interview process for staff applicants in hopes of generating more new members.

**2004** - Replant relocates tree farm from Lake Somerville to Riverside Campus

Replant reinstates interview process for staff applicants in hopes of more effectively communicating staff roles and expectations.

Additional Finance Executive position is created

Replant adds a second Financial Executive in order to focus on fundraising

**2005** - In the spring of 2005, Dr. Kevin Jackson, Student Activities President challenged the executive team to revamp the Replant Committee, by responding to a memorandum about the planning and execution of Replant Day. The original memorandum was a response to incidents occurring at the previous Replant 2004. This small section outlines the major changes to Replant, and the planning process. For further detail please refer to Appendix O which includes the final report to Dr. Jackson.

Outline

- I. Create a process to verify individuals and their organizations
- II. Create a process to allow individuals participate in Replant

- III. Verify individuals name and their signatures on waiver forms
- IV. Develop participant discipline procedures for the event
- V. Develop a point of incident notification process for participants
- VI. Review Structure of Replant Day and to ensure appropriate student leader oversight
- VII. Create planning timeline for Replant
- VIII. Provide a written outline of registration process for day of event
- IX. Provide a written outline of send off instructions and procedures for the day of Replant
- X. Conduct a survey of Replant 2004 participants and incorporate findings.

**2009** - Tree farm overhauled and watering system replaced

Education subcommittee is dissolved

**2010** - Replant begins planting at private sites which can accommodate 10 or more trees

**2012** - Historian subcommittee is created

**2013** - Organizational participation in the Texas Forestry Service's Lost Pines Forest Recovery Campaign in Bastrop State Park begins

Replant enters into a contract with White Haul Trees for the sustainable purchase of future trees

Tree farm drainage system is replaced

**2014** - Historian subcommittee is dissolved

Mission statement is amended to broaden the service capacity of Replant beyond Replant Day

Vision Statement and Core Values are redefined

**2015** - Began Tree Farm renovations

Added Committee Development Executive position

**2016** - Tree farm taken back by University for RELLIS campus development.

Tree shed moved to new location on RELLIS campus.

496 Trees Planted on Replant Day.

**2017** - Kickoff Executive (aka Day of Executive added)

Final Year of Lost Pines

**2018** - Trees For The Blanco held for first time.

Tree shed moved behind USB in March 2018.

### **Amendment Procedures:**

This document should be revisited and revised as necessary each year in the Fall semester by the current executives, who will hereafter be collectively addressed as the Executive Council. Any amendments to this document may be made with the approval of two-thirds of the Executive Council.

## **Governing Bylaws:**

### Article I – Membership Qualifications

#### A. To become a General Member of Replant, an individual must:

- Be a current student at Texas A&M University
- Be in good standing with the university
- Maintain a 2.0 or better cumulative GPR
- Have achieved a 2.0 GPR in the semester prior to applying for membership

#### B. Committee Member Selection Process

Applications for new committee members will be made available through the website and during MSC Open House at the beginning of each semester. Applications will be due shortly following MSC Open House. Following completion of the interview and acceptance into the Replant Committee, the new member is considered a Replant committee member.

To become a Committee Member of Replant, an individual must:

- Meet all General Member requirements.
- Turn in new membership application (see Forms in Appendix N) by pre-determined date.
- Participate in an interview conducted by at least two members of the Executive Council (if necessary).

#### C. Requirements for Maintenance of Membership

A member must:

- Pay dues (\$40 per year)
- Abide by all written and verbal policies of Replant Committee
- Maintain a 2.0 or better cumulative GPR

#### D. Removal of a Member

In the event that any membership requirement is not met, a member may be removed, given the following stipulations and procedure:

- The member receives a written warning at least 30 days prior to removal.
- Once the 30 days has expired, the Replant Executive Council will review the member's situation. If further action is required, the Advisors and Replant Executive Council will determine what action is to be taken.
- Written appeals may be submitted within one week of notification of the Replant Executive Council's action.
- The Director and the Advisor will consider and decide appeals.
- The member in question will receive the written notification with one week after the Director and Advisor have made a decision.

### Article II – Officers

#### • Qualifications:

- The candidate must be a current member of Replant.
- For undergraduate students, the minimum GPR is 2.25. In order for

this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

- For graduate level students and professional students, the minimum GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.
- A student shall be ineligible to hold an office should the student fail to maintain the requirements as prescribed in both member and officer qualifications.
- Director Qualifications – An upstanding individual that embodies the core values of Replant. The Director qualifications include all of the Executive qualifications and must also pass the approval of the Advisor and the outgoing Director.
- Director Selection
  - Director applications are to go out no later than two weeks after Replant Day.
  - Applications are reviewed by the previous Director of Replant and the Advisor.
  - Interviews will be scheduled and conducted by the previous Director of Replant and the Advisor.
  - The new director should be announced no later than four weeks after Replant Day.
  - The new Director and the Advisor will select the new members of the Executive Council through an application and interview process. This process shall begin at the first Replant meeting held by the new director, at which point he will send out the executive team application. The new officers should be in place no later than 3 weeks after the new director has taken over.
- Officer Vacancy

In the event of the vacancy of an Officer position, the Associate Director can assume the responsibilities of the open position until such time as the Replant Executive Council fills the vacancy through an application and interview process to be decided upon by the Director.
- Impeachment of an Officer

In the event that any membership requirement is not met, a member may be removed, given the following stipulations:

- The member received a written warning at least 30 days prior to removal.
- Once the 30 days has expired, the member's situation will be reviewed by the Replant Executive Council. If further action is required, the Advisors and Replant Executive Council will determine what action is to be taken.
- At least two thirds of the Executive Council must agree on impeachment.
- Written appeals may be submitted within one week of notification of the Replant Executive Council's action.
- Appeals will be considered and decided upon by Director and Advisor.
- Written notification of decision will be given within one week of submission of appeal.
- Impeachment of a Director – Matches that of the impeachment procedures for the Executives.

### Article III – Duties of Each Officer

#### A. Director

- To oversee meetings
- To oversee Executive Council
- To act as official Liaison between Replant and SGA
- To act as official spokesperson for Replant
- To guide Executive Council towards Replant Day
- To fill out travel and event planning forms
- To update and revise Director Transition Binder with information on tasks accomplished, contact information and necessary forms

#### B. Associate/ Finance Executive

- To assist Director whenever needed
- To act in place of Director if Director is unable
- To take attendance at meetings
- To help with other duties assigned by Director (Informationals, presentations, retreats, etc.)
- To update and revise Associate Director Transition Binder with information on tasks accomplished, contact information and necessary forms
- To motivate members to help out with fundraising
- To oversee day-to-day finances for the committee
- To maintain up-to-date balances in all accounts
- To grant approval for all purchases
- To complete all concession forms
- To give presentation for SGA Allocations
- To work with financial staff for both SGA and SOFC
- To update and revise Financial Transition Binder with information on tasks accomplished, contact information and necessary forms

### C. Tree Team Executive

- To oversee maintenance (weeding, lawn mowing) of Tree Farm at Riverside Campus
  - Appoint group to help with maintenance/watering
  - Stay on top of supplies (batteries in watering system, soil, etc)
  - Maintain watering system
- To lead and be in charge at all workdays
- To organize and plan plant sites for Replant Day
  - Find plant sites
  - Contact/visit plant sites
  - Choose plant sites, and help them choose tree varieties
  - Get MOU and Risk Assessment for each site
  - Tell sites to water, and get a map of each site
- To order trees and have \$ available before trees arrive.
- To update and revise Tree Team Transition Binder with information on tasks accomplished, contact information and necessary forms
- Contact Keep Brazos Beautiful about buying trees.

### D. Publicity Executive

- To inform public of Replant Activities
- To disseminate all marketing materials
- To advertise to prospective Replant Committee members about application due dates, to Texas A&M students about participation in Replant Day and to prospective Staff for Replant Day
- To act as Liaison between Replant and Student Body by informing them of all events associated with Replant
- To compile and update list of contact information
- To update and revise Publicity Transition Binders with information on tasks accomplished, contact information and necessary forms

### E. Fundraising Executive

- To solicit donations of materials necessary to conduct Replant Day
- To coordinate fundraising activities\
- To apply for the International Paper Grant each Spring
- To apply for additional grants throughout the year

### F. Committee Development Executive

- To run education program in committee meetings
- To contact professors and environmental professionals to arrange speakers for meetings and events
- To
  - Contact Amy Reed to organize collaborative events (Earth Day, Arbor Day etc)
- To run education program at local elementary schools with KBB
- To plan all socials sponsored by Replant
  - Both internally and externally (with other organizations)
- To plan all Replant Day staff trainings
  - Organize staff recruitment and familiarize staff with what we do/who we are
- To make Replant Day kickoff educational materials

- Training aids for volunteers such as videos, pamphlets
- To plan all New Member Retreats – similar to socials but must also include ‘history’
- To update and revise Education and Awareness Transition Binders with information on tasks accomplished, contact information, and necessary forms

#### G. Kick off Executive

- To plan Kickoff for Replant Day
  - Identify Kickoff speakers
  - Reserve sound equipment and stage, if needed
  - Solicit food donations
- Help other executives in times between events
- In association with Publicity executive, coordinate outreach to volunteers.

#### Article IV – Meetings & Workdays

- Executive Council meets once a week, prior to the committee meeting (if possible), at a date, time, and location to be decided by each Executive Council at least two weeks prior.
- Committee meetings are held once a week at a meeting time and in a location to be determined by the Executive Council at the start of each semester
- Committee workdays will be held on Friday afternoons or weekends.
- All Replant activities will be alcohol-free.

## **II. Officers:**

**Job Descriptions:** See Section I, Article IV

**Organizational Chart:**

Organizational Chart – Appendix B

**Transition Procedures:**

Officer Selection – See Section I, Article II

Transition – After new officers have been selected a transition meeting will take place to be attended by both the new and old executive teams. At this meeting transition binders will be exchanged and their contents discussed. Any words of wisdom can be handed down concerning each subcommittee at this time. Following the transition meeting the new executive team, joined by the advisors, will hold a meeting. The objectives of this retreat will be to discuss expectations among the group, map out the next year, and to come together as an executive team, prior to holding a committee meeting.

Transition Binders – Each Executive will maintain a binder or folder noting all that he/she has done throughout the year. The binders are to include a general overview of what the position entailed throughout the year, with brief descriptions and sources of contact. It is also recommended to include the following:

- Itemized list of what the Executive has accomplished over the year how it has been done.
- Executive Council meeting agendas with notes.
- General Replant Committee meeting agendas with notes.
- Examples of any forms the Executive has encountered.
- Examples of any problems the Executive has encountered, as well as the corresponding solutions.
- Ideas and suggestions for the next year

Officer Vacancy – See Section I, Article II

### **III. Advisors:**

**Advisor Agreement Letter:** found in Recognition materials

#### **Expected Roles and Responsibilities:**

- Attend as many general meetings as is possible
- Attend all executive committee meetings
- Explain University policy when relevant to the discussion
- Meet with the Director before each meeting
- Be one of the group, except for voting and holding office
- Attend all major group activities, meetings, events, etc, especially workdays
- Veto a decision when it violates a stated objective, the bylaws, or University policy
- Mediate interpersonal conflicts that may arise
- Represent the group in any conflicts with members of the University staff
- Be familiar with University resources and procedures that affect group activities
- Take an active part in the orderly transition of responsibilities between old and new officers at the end of the year

#### **Contact Information:**

Meghan Perez

Phone: 713-480-9440

Email: [meghanperez@stuact.tamu.edu](mailto:meghanperez@stuact.tamu.edu)

#### Previous Advisors (Incomplete List)

Claire Raabe ([craabe@stuact.tamu.edu](mailto:craabe@stuact.tamu.edu))

Tearney Woodruff ([tearney\\_woodruff@stuact.tamu.edu](mailto:tearney_woodruff@stuact.tamu.edu))

Jeniffer Lilly ([jlilly@stuact.tamu.edu](mailto:jlilly@stuact.tamu.edu))

Tara Boyle ([tboyle@stuact.tamu.edu](mailto:tboyle@stuact.tamu.edu))

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Lindsay Wilbanks ([lwilbanks@stuact.tamu.edu](mailto:lwilbanks@stuact.tamu.edu))

Angela Gray

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Shailen Singh ([ssingh@stuact.tamu.edu](mailto:ssingh@stuact.tamu.edu))

Shawnboda Johnson

Jennifer Boyle

## IV. Standard Operating Procedures

### Goals:

Replant is currently and will continue working towards the following goals:

- Recruit and retain committee members in an effort to avoid having to reach out to other committees in SGA for Replant Day volunteer staff help
- Through the use of flyers, banners, face-to-face informationals, MSC Open House, work of mouth, and various other publicity opportunities the committee will work to get the idea out to the student body that Replant is more than a day, it's a committee. As for current members, by extending the responsibilities and keeping everyone involved in the planning process as well as socials and retreats, hopefully the committee will only lose members to graduation and not lack of interest.
- Successfully fundraise to cover all expenses.
- The main fundraiser for Replant used to be the Silent Auction over Parent's Weekend. The Silent Auction cost more money and labor than it brought it. It is not suggested that Replant continues this form of fundraising, but rather find a new fundraiser.
- Work towards making Replant sustainable so we will not have to purchase pre grown trees to plant on each Replant Day in the future.
- Create the largest and most diverse Replant Day possible

Replant has the additional goal of planting roughly 400 trees with Texas A&M students in the Bryan/College Station Area each year. The below guidelines constitute our main purpose, but do not limit the scope of what we may do.

### Action Plans:

#### To plant trees

1. Make student population very aware of Replant Day. See Publicity Guidelines.
1. Contact Bryan/College Station Parks Department to get plant sites. They will also transport trees from Riverside Campus Tree Farm to plant sites.
  - i. In addition to Parks Departments, look for other plant sites
    1. School Districts
    2. The University (hasn't been allowed in the past)
    2. Libraries, Museums, etc
    3. Non-profits
    4. Private homeowners (give preference if they work for University)

### Publicity & Media Relations Guidelines

#### Successful Event Promotion – Appendix C

**Concessions & Sales Guidelines** – The Concessions Guidelines at Texas A&M University will need to be put into place during Publicity Week (the week prior to the participant application deadline, approximately three weeks before Replant Day). During

this week, committee members at Rudder Fountain will man a table. From this table, the public will be reminded that Replant Day is coming up and will be given the opportunity to pick up a participant application. The guidelines will also need to be followed on Replant Day to sell T-shirts to participants.

#### Concessions Guidelines at Texas A&M University – Appendix D

### **Texas A&M University Request for a Use Permit For Concession, Solicitation, Outdoor Area, Street or Parking Lots**

#### Step 1

Place the following information on the Form:

The Date

Organization Name (Replant)

SOFC Account Number: **959700**

Dates of Request for the permit, times and places

#### Step 2

Place the following information on the Form:

- Detailed Description of activity and items to be sold or given away (i.e. T shirts to be sold, flyers distributed)

#### Step 3

You must obtain the following Signatures before turning the Permit in. It is a good idea to have these a few days in advance of when the Permit will be turned in.

- President's Signature, Printed Name, Address and Phone Number
- Advisor's Signature, Printed Name, Department, Phone Number and Mail Stop

#### Step 4

- You must specify a location that you want to conduct the concessions.
- This usually will involve some signatures. Go hunt these people down and get their signatures.
- If the item contains a collegiate licensed product, a Licensing permit must be obtained and turned in with the Form.
- If there will be any consignment involved, a consignment contract must be completed
- If outside, you must turn over a copy of flyers to Landscape maintenance, but you (Replant) will still be responsible for the cleanup.

#### Step 5

**Turn in the Completed Form to Department of Student Activities Koldus 125.  
This must be done 2 full business days in advance!**

**\*\*\*REMEMBER THAT ALL INFORMATION AND INSTRUCTIONS ARE \*\*\*  
\*\*\*INCLUDED IN THE PACKET\*\*\*\***

**Budget Process & Financial Guidelines** – All money belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

#### Donations/Sales:

- Solicitations for Donations: We receive donations from several sources, mostly private individuals and local businesses. Most of our solicitation is done by mail. We have a set letter that we send out, with specific instructions to the donors.
- Keeping track of donations: We will keep a general ledger with all account activity. Donations are not treated any differently.
- Donations are to be turned in to the SOFC or Ms. Judy as soon as possible after receiving them, must be done by the next business day.
- Write thank you notes (or get your committee to do it) soon after receiving donations.
- If the donor requires the tax-write off, the donation must go through the Association of Former Students. Talk to Ms. Judy to arrange this. Unless they are an Aggie Mom's club, the Association will take 5% as a fee.

#### T-Shirt Sales-

- We purchase shirts for resale through our SOFC cash account. This is because Fiscal is much more demanding as far as inventory. Not to say that you don't need to keep inventory, because you do.
- When you first purchase shirts for resale, you MUST count them to make sure of your initial inventory.
- Each day that t-shirts are sold, you must make sure that the amount of money you have equals the number of shirts you thought you sold. ALWAYS write receipts, even if the customer does not want one.
- As far as tax on T-shirts, we are allowed 1 tax free day per month, usually designated to be the day in which we make the most money. However, we do not have to pay any tax at all IF the gross income is less than \$2,500.00. Thankfully, we have never sold that many t-shirts, so we have never had to pay sales tax. However, you do need to keep track of the amount you sell, to prove that you do not have to pay sales tax.

#### Expenditures-

- The only people allowed to authorize expenditures are the Director, the Associate Director, and the signature Advisor
- PA, PO requirements: Just fill out the form and take it to the vendor. Make sure the vendor is in the A&M System (i.e. received a check from A&M in the past fiscal year). If not, go talk to Ms. Judy in SGA/Accounting to get a W-9 form to get them into the system.
- Deposit and withdraw all funds of the organization in the Student Organization Finance Center and/or with the University Fiscal Department. All funds must be deposited by the next business day after collection. The organization's advisor must approve and sign all expenditures before payment.

- Go to the SOFC website for instructions on check requests, cash advances, and purchase orders (<http://sofc.tamu.edu>)
- It is a good idea to keep an excel spreadsheet so you can keep track of the following things:
  - Yearly Budget
  - Fiscal Account
  - SOFC Account
  - 00000 – we should never have money in here. However, this is where most donations end up. If it ends up here, move it to one of the other sub-accounts. Look for the Transfer Request Form on the SOFC website
  - 10000 – This is where the bulk of our SOFC \$\$ should be concentrated.
  - 90000 – This is where we put \$\$ earmarked for the trust fund. Once we get \$25,000 in here, we can move it to the Association, and they'll start paying us interest. Probably a good idea to put fundraising cash in here.
- Our Fiscal account is tax-exempt, and it is money we get from the student fees, as well as some large donations we get (the Hantman's yearly \$1000 should come in the early spring). Only purchase things actually having to do with Replant from here: shovels, dirt, vans/cars, staff shirts, etc.
- The SOFC is where we put money we make from t-shirt sales (unless they were purchased with Fiscal funds), fund raisers, etc. Since we made the money, we can spend it on whatever we want (i.e. food, t-shirts for resale, speaker gifts, etc...)

Signature Card:

- Signatures on the card are supposed to match with reimbursements and POs.
- The current Director, Financial Executive and Advisor are the only ones whose signatures should appear on the signature card.

## **V. Risk Management**

### **Pre-Event Planning Procedures**

An Assumption of Risk / Release of Liability Form will need to be submitted for each Replant committee member for each specific event that they participate in (trips out of town, committee retreats, socials, and workdays).

A Pre-Event Planning Form needs to be filled out for every Replant event that does not take place on campus. All socials, retreats, workdays, trips, and Replant Day require this paperwork. Although it must be submitted to the Department of Student Activities at least two weeks prior to the event.

An Open Event Form must be submitted for all university-wide events at least two weeks prior to a regular event (less than 500 participants) and at least four weeks prior to a major event (more than 500 participants). Replant Day, having 1200+ student

participants, is a major open event and as such will need an Open Event Form to be submitted.

See Assumption of Risk / Release of Liability Form Appendix N

See Pre-Event Planning Form Appendix N

See Open Event Form Appendix N

## **Travel Procedures & Guidelines**

### SGA Travel Requirements:

- All committee events that occur 15 miles outside of the Bryan/College Station area must include the advisor of the organization, **unless the advisor approves of the event beforehand.**
- All speaking engagements or official business trips that are out of the Bryan/College Station area will be up to the discretion of the Student Body President and Student Government Advisor. For instance, an advisor may not be required to accompany a group attending an Aggie Moms' Club meeting.
- Notification of the Critical Incident Response Team must be made prior to departure (979-845-2345).
- The committee advisor must have the entire itinerary. Every stop and approximate departure and arrival time must be documented before leaving. Contact information must also be provided including phone number and physical address of all stops.
- A speaking engagement form must be filled out for each committee member. The traveling group will arrange the use of a university vehicle, if the trip qualifies. Contact the Transportation Center at 979-845-5846 to determine if your trip qualifies.
- A phone must be with the traveling group at all times. This phone must have the number of the advisor and CIRT.
- All receipts will be saved for reimbursement. It may be possible to get Purchase Authorization forms for some expenses before departure. The Accounting Assistant will be able to help determine what to be reimbursed for and what to bring PA's for.
- The advisor will make the proper arrangements if anyone in the traveling group needs absences excused.
- The advisor must be consulted before departure, and professors must be informed of the times you will be gone and the reason for the absence. The advisor will provide letters requesting excused absences if they are necessary.

### Additional Requirements:

- Every driver to or from any Replant activity is to be licensed and insured.
- Drivers are to be made aware that in volunteering they are taking on additional responsibilities. For example, it will be their insurance that will be used if there is an accident and they are responsible for following all safe driving procedures and all traffic rules.
- Any time Replant is planning to travel, it is the responsibility of Replant to notify the Texas A&M Critical Incident Response Team (CIRT) before any group travel is started. Information for each participant can be submitted on CIRT's website: [cirt.tamu.edu](http://cirt.tamu.edu).
- See Student Organization Travel Policies and Guidelines Appendix E

## **Safety & Liability Guidelines**

### Barbecues

- See Food Handling Guidelines Appendix F

### Workdays

- Tell members what duties will be performed at Workday
- Explain procedure for the task.
- Suggest bringing items that might help them
  - Work gloves
  - Sunscreen, etc
  - Water

## **Replant Day**

### Kick Off

- Have all participants sign release forms
- Lay down guidelines that participants are to follow at plant and pot sites
  - No horseplay
  - No mud/dirt fights
  - Follow guidelines set by staff at sites
  - Failure to do so will result in being asked to leave the event

### Plant Site

- Supervise all participants
- Explain procedure to plant trees
- Staff informed of emergency procedures

## **Crisis Response Procedures**

There is a three-step approach for dealing with incidents at Replant Day.

The first time an individual breaks one of Replant's expressed rules or in some way acts to disrupt the ability of other Replant participants to enjoy their Replant experience (determining whether a participant is interfering with another participant's experience will be up to the discretion of trained Replant Staff members), a staff member who sees this will:

1. Approach the individual
2. Introduce themselves
3. Attempt to obtain the individual's name
4. Give a warning will that a rule had been broken and ask the individual to cease that behavior
5. Convey to the participant that any further incident will result in them being asked to leave the site
6. Alert both an executive and the on-site advisor as to what occurred and which

individual(s) were involved

If a second incident occurs involving the same individuals, an executive member will:

1. Pull the individuals aside
2. Make introductions
3. Request that the individuals check-out and leave the site
4. Fill out an incident report form (see p. 21-22)
5. Call the Solutions Table back at Kickoff (where a second incident report form will be filed)

If the participants refuse to leave the site or cause further disruptions in doing so, the College Station/Bryan/University Police Departments (depending on location) will be called for assistance.

### **Texas A&M Student Rules**

Alcohol Use – See Appendix G  
Drug Use - See Appendix H  
Hazing - See Appendix I  
Sexual Harassment - See Appendix J  
Discrimination - See Appendix K

## **VI. Organizational History**

### **Calendar of Events**

See Appendix L

### **Event Evaluations**

For evaluation forms, see Appendix N

### **Budgets & Financial Records**

See Appendix M

## **VII. Forms**

### **General: Before the event Forms**

- Organization Pre-Event Planning Form  
*This form needs to be filled out before ANY event: retreats, workdays, trips, banquets, etc.*
- Open Event Policy Review Form  
*Fill this out at least a month before Replant Day, need to include documentation of all of the reservations of locations, etc.*

### **Financial Forms**

- Cash Advance Form
- Check Request Form  
*Used for all reimbursements*
- Transfer Request Form  
*To transfer money between two SOFC accounts*
- Risk Initiative Funding Request – Check List  
*Used to apply for unexpected cost that you would like to get paid for*

### **Applications**

- Director Application
- Executive Committee Member Application
- Committee Member Application  
*With general SGA cover letter with Diversity Statement*

### **Risk Management**

- Student Government Association Release Form  
*To be filled out by every member of Replant at the beginning of the year*
- Replant Day Participation and Assumption of Risk Form  
*Made for participants on Replant Day to submit prior to participating, each person submitted their own copy of the Assumption of Risk/Release of Liability Form*

### **Evaluations**

- Replant Training Evaluation (2005)  
*Distributed day of staff training to all volunteer staff and Replant members to review the effectiveness of the training*
- Staff Evaluation  
*Distributed after Replant day to all staff members (volunteer and Replant committee) to evaluate the efficiency and ask for feedback on the logistics of Replant Day*