



FREQUENTLY ASKED QUESTIONS FROM STUDENT ORGANIZATIONS:

What if I want to start a new organization?

Starting a new organization is an exciting first step to making a difference on campus. Everything you need is at the student organization registration webpage (www.utsa.edu/sa/so/registration.htm). The page will indicate which forms are required and which are optional. Below are four easy steps to register a new organization:

1. Select five students to serve as representatives on behalf of the organization.
2. Obtain a UTSA Faculty or Staff Advisor employed by the University at least halftime.
3. Submit the required forms (found on the website)
4. Have FUN!

How often do we have to register our organization? Is there a deadline?

Student organizations are required to register twice a year with Student Activities. You can register your organization any day that our office is open, however if you do not register by the established deadlines listed below your organization will lose recognition.

Registration for the spring semester begins on November 1st. Those organizations not registered by the tenth (10th) day of classes in the spring semester will lose recognition and privileges until they register (workspace, bulletin board, reservations, etc).

Registration for the summer and fall begins April 1st. Those organizations not registered by the tenth (10th) day of the first summer session will not appear in any summer orientation publicity. Those organization not registered by the tenth (10th) day of the fall semester will lose recognition and privileges until they register (workspace, bulletin board, reservations, etc).

What are the benefits/privilges of being a student organization?

Student organizations in good standing with the University and registered with Student Activities have the following privileges:

1. Use of campus facilities
 - University facilities (subject to University regulations, policies and registration procedures. Please check with the University Center Events Management for more information. They can be reached at 210.458.4155 or ucevents@utsa.edu)
 - Use of academic technology (for more information contact the University Center Events Management)
 - Invite off-campus speakers, performers, and other guests to appear for regularly scheduled meetings and events/programs. (Speakers, performers, and other guests must comply with University policies and procedures)
2. Financial Support
 - Use of on-campus funds account system
 - Request funding through LeaderFund for an organizational event or program
 - Sponsor profit-making events to solicit funds for organizational activities in accordance with University regulations and State laws
3. Marketing and Promotion
 - The right to advertise as a student organization at UTSA
 - Distribute literature relating to the organization's purpose and activities
 - Be listed as a student organization by Student Activities in any publications and on the Student Activities website
 - Use of the Graphics Room in the Student Organization Complex to create banners and inflate balloons.
4. Organizational Support
 - Obtain a Lonestar email account for your organization

- Apply for workspace, bulletin boards, or lockers housed in the Student Organization Complex
- Representation of your group's concerns with the Student Organization Council-President Forums
- Access to the Speakers' Bureau, Leadership Library and Leader Tips
- Host organization's website through Lonestar
- Eligibility for University Life Awards and other recognitions through the University
- Receive USPS and campus mail through Student Activities
- Participate in University sponsored events (Homecoming, Fiesta UTSA, Leader Summit, etc)

Is my student organization tax exempt?

Student organizations are not automatically exempt from paying state sales tax. To find out if your organization may file to become sales tax exempt, refer to Comptroller of Public Accounts, State Sales and Use Tax, Rule 3.322 (Texas Tax Code 151.309, 151.310: Texas Civil Statutes, Article 342-908). If your organization is eligible, you must first obtain 501c status from the Internal Revenue Service by submitting IRS Forms 8718 and 1023. Application processing may take over eight weeks. Also, refer to Publication 557, Tax-Exempt Status for Your Organization. All of these publications and forms are available at <http://www.irs.gov>.

If 501c status is granted, the organization may apply to the state by submitting a letter, a copy of your charter/bylaws, and a copy of your 501c letter of determination from the IRS (if applicable) to the following address: Tax Policy Division, Exempt Organizations Section, Texas Comptroller of Public Accounts, P.O. Box 13528, Austin TX 78711-3528

Upon a ruling by the State Comptroller's Office you will receive a letter allowing or denying exempt status. If exempt status is granted, please inform Student Activities and provide a copy of documentation for your organization's permanent file.

How do I reserve rooms on campus?

A student organization is eligible to reserve meeting spaces in the University Center, classrooms and lecture halls in academic buildings and other approved locations on either the 1604 or downtown campus (e.g. Sombrilla, athletic fields/courts, etc.). All reservations are processed by the University Center Events Management Office.

- To reserve a space, table or easel in the University Center or any other campus facility, you need to email your request to ucevents@utsa.edu. Request by phone or person are not accepted.
- Reservations are on a first-come, first-served basis and must be made by one of the student organization's authorized representatives.
- In the case of larger or special events, a meeting with the University Center Events Management staff may be required.
- Facility reservation charges may apply for spaces reserved in the University Center outside of normal operating hours. Set up charges will be incurred for any space outside the University Center.

Is there any type of financial support for student organizations through the University?

Yes, the Student Government Association manages a funding program entitled LeaderFund. The purpose of the funding is to support one of the following types of events:

- Provide increase in opportunities for leadership development of student organization members.
- Contribute an increased sense of community.
- Provide learning opportunities for UTSA student body.

The funds do not support day-to-day operational expenses. Funding is on a reimbursement-basis only. Items such as refreshments, meals, gifts, off-campus advertising, booth fees and supplies are some expenses not reimbursed. For information on how to request funds, deadlines, and hearing dates, contact the Student Government Association at 210.458.4597 or visit their office in the Student Organization Complex (UC 1.02.08).