



Campus Clubs and Organizations Handbook

2021–2022

H NEW MEXICO
HIGHLANDS
UNIVERSITY®

CENTER FOR PROFESSIONAL
DEVELOPMENT & CAREER READINESS







CONTENTS

New Mexico Highlands University	4
Center for Professional Development & Career Readiness	4
Contact Information	5
NMHU Chartered Clubs and Organizations	5
What is a chartered club?	5
Why should students join a club or organization?	6
How to Charter a Club	6
Application Process	6
How to Maintain Your Charter	7
Professional Development & Service Requirements	7
Responsibilities of Club Advisors	8
Funding	9
ASNMHU	9
NMHU Foundation Office	9
Fundraising Policies	9
Resources for Student Clubs and Organizations	10
Highlands Experience	10
What is Highlands Experience?	10
Navigating Highlands Experience	10
Co-Curricular Transcript (CCT)	11
What is a co-curricular transcript?	11
What are co-curricular pathways?	11
Why should I complete a co-curricular pathway?	11
How do I complete a pathway in the CCT program?	12
Campus Resources Available to Clubs and Organizations	12
Consultation to Clubs and Organizations	12
Leadership & Professional Development Workshops	13
Student Leadership Recognition Banquet	13
Club Expo	14
Digital Advertising	14
Campus Facilities	14
Appendix A: NMHU Campus Resources	16
Appendix B: Advisor Agreement Form	17

NEW MEXICO HIGHLANDS UNIVERSITY

Mission

New Mexico Highlands University is a public comprehensive university serving our local and global communities. Our mission is to provide opportunities for undergraduate and graduate students to attain an exceptional education by fostering creativity, critical thinking, and research in the liberal arts, sciences, and professional within a diverse community.

Vision

Our vision is to be a premier comprehensive university transforming lives and communities now and for generations to come.

Core Values

- Excellence
- Diversity
- Accessibility
- Responsiveness



CENTER FOR PROFESSIONAL DEVELOPMENT & CAREER READINESS

The Center for Professional Development & Career Readiness helps students and alumni with career planning and readiness, including: gaining meaning work experiences related to their majors; learning effective job search skills; marketing their education, classroom knowledge, and cocurricular activities; and making connections with regional and global employers. In addition, the Center is responsible for promoting and supporting out-of-classroom engagement, including the oversight of chartered clubs and organizations as well as the implementation of the co-curricular transcript (CCT) program which fosters personal and professional development and provides a holistic view of student achievement.

Services provided:

- Career guidance and exploration
- Online job boards for on- and off-campus student employment
- Internships
- Resume and cover letter assistance
- Interview prep
- Job searching skills
- Career fairs
- Classroom presentations
- Consultation to clubs and organizations
- Leadership and professional development workshops
- Student leadership recognition
- Club Expo
- Co-curricular transcript & pathways

CENTER FOR PROFESSIONAL DEVELOPMENT & CAREER READINESS *(continued)*

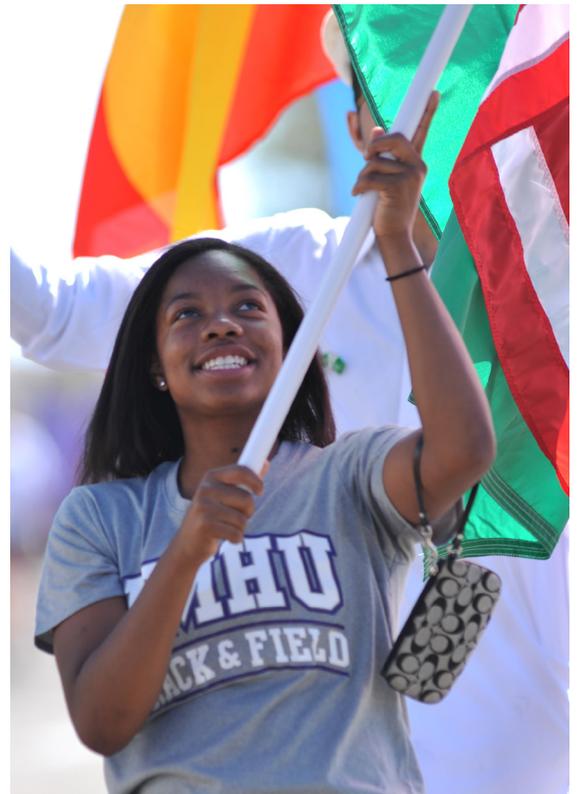
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NMHU CHARTERED CLUBS & ORGANIZATIONS

What is a chartered club?

A chartered club or organization is an organization that is officially recognized by New Mexico Highlands University. Chartered clubs or organizations benefit from additional privileges provided by the university and the Center for Professional Development & Career Readiness, including access to consultation and advising sessions, leadership and professional development workshops, and recognition for student leaders. Additional privileges include the following:

- Use of most NMHU facilities free of charge
- Access to campus resources
- Conduct on-campus fundraising activities
- Be recognized in Highlands publications
- Use the Highlands name in publicity
- Apply for funding from the Associated Students of New Mexico Highlands University
- (ASNMHU)*

**Funding is not guaranteed and is based on the availability of funds.*

NMHU CHARTERED CLUBS & ORGANIZATIONS *(continued)*

Why should students join a club or organization?

Clubs and organizations play an important role in a student's life while attending a university. They provide opportunities for students to explore their interests and discover their passions. They also provide opportunities for students to expand their social circles, to practice their networking skills, and to work with diverse students, faculty, and staff members from around campus. Clubs and organizations support the holistic development of students by offering events and programming that directly contribute to leadership growth, professional development, and career readiness. In addition, clubs and organizations contribute to the establishment and maintenance of a fun, engaging, and satisfying student experience for all students at New Mexico Highlands University.

How to charter a club

All clubs and organizations must apply or reapply every academic year to maintain NMHU recognition and its privileges. To be a chartered club or organization, they must satisfy the following requirements:

- All officers must be registered students at Highlands
- All clubs or organizations must have at least four members to charter
- At least 85% of the club or organization's members must be current NMHU students
- All clubs or organizations must have an advisor that is a NMHU faculty or staff member
- Submit an updated copy of the club or organization's constitution or bylaws
- Neither membership in, nor services provided by the club, shall be denied to anyone on the basis of race, color, religion, national origin, ability, age, gender, sex, sexual preference, ancestry, or medical condition
- All members must adhere to the constitution and bylaws of the club or organization
- All members must adhere to all applicable local, state, federal, and university regulations, including those outlined in the NMHU Student Code of Conduct

Application Process

All clubs or organizations must apply or reapply for charter each academic year. To charter a new club, clubs and organizations must complete the re-chartering process on Engage@HU. New clubs may apply for charter at any point during the academic year. To re-charter an existing club, clubs and organizations must complete the re-chartering process on Engage@HU and submit updated bylaws by September 15 of each fall semester. Registration must be completed in its entirety to be officially recognized by the university.

In the registration process, clubs or organizations are asked to include an updated copy of the club or organization's bylaws. If the club or organization does not have a specified set of bylaws, the following information must be submitted as substitution:

1. Name and purpose of the organization
2. Eligibility criteria for membership
3. Officer information including titles, terms of office, and duties
4. Frequency of meetings and number of members required to attend
5. Rules of procedure, including voting, officer transitions, and amending the bylaws

How to Maintain Your Charter

Responsibilities of Chartered Clubs or Organizations:

- Maintain the profile for your respective club or organization on Engage@HU, including your officer and membership lists.
- Accept responsibility for the supervision of events sponsored by their respective club or organization.
- Accept responsibility for assuring that facilities are used for the purpose(s) for which they were requested.
- Accept responsibility for reimbursing the university for any damage to said property.
- All chartered clubs or organizations on campus are required to attend Club Expo each academic year.
- All chartered clubs or organizations are required to have an account with the Foundation office. Under no circumstances are clubs or organizations allowed to have an external, off-campus bank account.
- Clubs or organizations are to represent the university in an appropriate manner and must adhere to all policies and procedures as outlined in the Student Code of Conduct, as well as all applicable local, state and federal laws. Failure to adhere to these stipulations may result in revocation of a group's charter. Copies of the Student Code of Conduct can be accessed online here: <https://www.nmhu.edu/student-handbook/>
- The Student Development Coordinator is responsible for monitoring the actions of student clubs and organizations. Members representing clubs or organizations are accountable for their actions and may be charged with violations to the Student Code of Conduct as individuals and/or as an organization. Further action may be taken by the Dean of Students as necessary.

Chartering does not constitute an endorsement of a club's purpose or programming by New Mexico Highlands University. If examples of misuse, non-use, or misconduct of a charter become evident, the university reserves the right to withdraw recognition and revoke the charter.

Professional Development & Service Requirements

Leadership and professional development workshops are offered by the Center for Professional Development & Career Readiness throughout the academic year. All members of chartered clubs or organizations are invited to attend the workshops. It is required that each club attend at least two workshops per semester. Officers and/or advisors may be asked to attend additional workshops or trainings throughout the academic year. If a club or organization is unable to attend any of the workshops, they must present a valid excuse to the Student Development Coordinator and arrange a time to meet with them. A schedule of the workshops will be released at the beginning of each academic year to all club officers and advisors.

All members of chartered clubs or organizations are required to complete 4 hours of community service each semester. Club officers and advisors are responsible for ensuring that their members complete this stipulation. Service hours may be completed individually or as groups. To submit service hours, log into Engage@HU, navigate to your user drawer, choose the Service Hours tab, and click +Add Service Hours. You will be prompted to include the following information:

- Name of Club or Organization
- Description of Service
- Date of Service
- Hours & Minutes of Service Performed
- Verification Contact Email Address

NMHU CHARTERED CLUBS & ORGANIZATIONS *(continued)*

Club officers and advisors can also submit service hours for their members by navigating to the Manage view of their organization, clicking on the organization tool menu, going to the Service Hours tab, and clicking +Add Service Hours.

The Student Development Coordinator will regularly send out service opportunities throughout the academic year that take place on campus or in the local community. Service opportunities will also be posted on Engage@HU for students and organizations to peruse and find an opportunity that meets their needs. Clubs or organizations are responsible for coordinating service hours with the respective community organizations. To find other service opportunities, clubs or organizations can utilize the following resources:

- VolunteerMatch <https://americorps.gov/join/find-volunteer-opportunity>
- National Service Volunteer Search <https://americorps.gov/join/find-volunteer-opportunity>
- JustServe <https://www.justserve.org/>
- Create the Good <https://createthegood.aarp.org/>

If a club or organization is unable to find any opportunities, they should consult their advisor and/or the Student Development Coordinator.

Responsibilities of Club Advisors

The advisor of chartered clubs or organizations must be a current NMHU faculty or staff member. Their e-signature is required on the charter application to signify their willingness to serve as advisor to the club or organization. If the advisor resigns or changes mid-year, it must be notified to the Center for Professional Development & Career Readiness.

Advisors play a significant role in the in the creation and continuation of high-performing organizations. Advisors have historical knowledge as well as professional experience that can help them to guide and mentor clubs by providing support for creating and amending group policies, training and transitioning officers, and helping their clubs or organizations to recruit and retain members. They are responsible for encouraging active membership and supporting the personal and professional development of club officers and members. They should attend as many meetings and club programming as possible, as well as be available for consultation and advising. Specific duties of the advisor include the following:

- Confirming that all chartering requirements are met.
- Ensuring clubs or organizations meet all requirements to maintain their charter, including attending Foundation trainings and professional development workshops, completing the stipulated number of service hours, and maintaining the organization's page on Engage@HU.
- Encouraging the maintenance of good record-keeping and financial data to support the sustainability of the club or organization.
- Discussing and sensitizing students to issues of cultural diversity and equity.
- Ensuring that the activities of the club or organization constitute no legal liability to the university or the organization.
- Assisting with the assessment and improvement of club meetings and programming.
- Providing expert knowledge support the success and sustainability of the organization.
- Suggesting and encouraging new programming ideas.
- Helping members to make connections between in-class and out-of-class learning.
- Developing and maintaining a knowledge of university policies and procedures.
- Maintaining open lines of communication with club officers, members, and the Center for Professional Development & Career Readiness.

Every organization's relationship to their advisor will be unique. It may help for the officers of clubs or organizations to meet with the advisor and agree on what their responsibilities will be for the academic year. A template of an agreement form is provided below in the Appendices.

Funding

Associated Students of New Mexico Highlands University

Each semester, ASNMHU budgets money for chartered clubs and organizations. To apply for funding, groups and organizations must complete the appropriate documentation. Requests are reviewed by ASNMHU. For more information, contact a member of ASNMHU for bill sponsorship. Contact information for ASNMHU Senators can be found here: <https://www.nmhu.edu/associated-students-of-new-mexico-highlands-university/#senate>

NMHU Foundation Office

All chartered clubs and organizations are required to have an account with the Foundation Office. Under no circumstances is a club or organization allowed to open an external, off-campus bank account. Any groups or organizations not abiding by this stipulation may face revocation of their charter. Any monies received by your club or organization, including funding from ASNMHU, fundraising, or donations, must be deposited into your Foundation account. Monies approved by ASNMHU will be directly routed to your account at the Foundation. Each academic year, club advisors and officers are required to attend an orientation to learn about the rules and requirements for accessing and using Foundation funds.

If a club or organization does not submit a complete charter application by the deadline, the club or organization will be placed on "suspension" and any monies in their account at the Foundation will be placed on hold until the following academic year. If a club or organization does not re-charter for two consecutive years, their charter will be revoked and any monies left in their Foundation account will be transferred to the Student Extreme Hardship Fund. These monies will not be returned to a club or organization if they re-charter after two consecutive years of not being chartered.

Fundraising Policies

Fundraisers are a great way to raise money for your club or organization! The following policies apply to fundraising events or use of raised funds by chartered clubs and organizations:

1. Fundraisers and any funds raised must be used in support of the organization's purpose and the university's mission.
2. All fundraisers must not prevent an individual from attending or participating in the event. For example, clubs and organizations are welcome to solicit donations from participants but must not require payment for participants to be able to attend the event.
3. Any funds raised from activities such as ticket sales, concession sales, contractually obligated payments, or other non-charitable revenue will not be accepted for deposit into a Foundation account.
4. No gross receipts tax or other taxes inconsistent with the Foundation's status as a 501©(3) tax-exempt entity will be paid on any funds deposited into a Foundation account.
5. Funds raised must be deposited in the club or organization's Foundation account.
6. Funds raised must not be used for an individual's personal gain or expenses.
7. Funds raised must not be used to support another organization outside of the University or Foundation, whether it be a private, corporate, public, or non-profit organization.
8. Funds raised must not be used for expenditures on which any type of federal, state, local, or other certain taxes must be withheld.

NMHU CHARTERED CLUBS & ORGANIZATIONS *(continued)*

- Fundraisers and any funds raised must not be used for any purpose that violates any law, regulation, University or Foundation policy, procedure, or practice, that is inconsistent with the charitable mission and IRS 501©(3) determination of the Foundation, or any other use specifically prohibited by the Foundation Executive Director and Vice-President of Student and Donor Engagement, in consultation with the NMHU Foundation Board of Directors.

Disbursements from any Foundation account must be made by submission of a fully completed Foundation Check Request Form. The Foundation Check Request Form must be authorized by a full-time staff or faculty member of NMHU. Contingent faculty members, students, or part-time, temporary, contracted, or seasonal staff are not able to authorize check requests. Expenses cannot be self-authorized. Check requests must be submitted at least ten (10) days in advance of the date of payment. All documentation requested by the Foundation must be submitted along with the check request in order to receive disbursement from your Foundation account, including but not limited to: receipts reflecting personal expenses paid in support of a club or organization's event or other activities or an invoice reflecting contracted-for and/or due and payable charges to directly pay a vendor.

For a Foundation Check Request Form, please contact Adam Bustos at 505-454-3478 or adambustos@nmhu.edu

RESOURCES FOR STUDENT CLUBS & ORGANIZATIONS

Engage@HU

What is Engage@HU?

Engage@HU is a virtual platform that is home to all student engagement opportunities at New Mexico Highlands University. All NMHU students, faculty, and staff have access to Engage@HU through the Portal or directly at Engage@HU. Login with your NMHU email address and password to start exploring the site!

Navigating Engage@HU

Engage@HU is a one-stop destination for all your organization's needs. Every chartered club or organization will have a profile page on Engage@HU that can display their roster, their regular meeting times, upcoming events, and much more! Students can find your organization and request to join or send a message to your organization's primary contact for more information. In addition, your organization can be found on a filterable database in which students can find you based on the type of organization you are or what their interests are. Any events that your organization hosts will be advertised on the site so that more students can find opportunities that interest them and RSVP to them. You can also track attendance, request feedback from attendees, and invite students that you know are interested in your organization. For more information, click this link to watch a brief tutorial about how to navigate Engage@HU:

<https://www.youtube.com/watch?v=F8gxTeieJWM>

Additional features of the site include the ability to find service opportunities to participate in, report your service hours, hold elections for club officers, and nominate students, faculty, and staff for the end-of-year Student Leadership Banquet Awards. In addition, students can record their out-of-class engagement on a co-curricular transcript that will help them write resumes and cover letters, provide talking points for interviews, and give employers a holistic view of students' college experience. Students can also choose to complete a designated pathway that will focus on a specific area in which students want to improve their learning and skill development. More information about the co-curricular transcript and the co-curricular pathways can be found below.

CO-CURRICULAR TRANSCRIPT (CCT)

What is a co-curricular transcript?

A co-curricular transcript is a system that tracks students' out-of-class learning experiences and utilizes intentional reflection activities to promote deeper learning and a greater ability to apply one's skills to their future employment. A co-curricular transcript encourages students to diversify their co-curricular activities to create a more well-rounded college experience, enhance skill development, and enable students to find and develop their passion areas. This transcript will complement your academic transcript, give employers a holistic view of students' overall learning and development, and help Highlands' graduates to stand out from other applicants in the professional world. Those who complete the transcript program will be awarded with a Certificate of Completion that delineates them as well-rounded leaders with practical interdisciplinary experience and skills that employers are looking for in their applicants.

The co-curricular transcript program can be completed at any point during the students' career at Highlands and the pace at which a student completes the transcript is determined by them. The cocurricular transcript can be completed as quickly or slowly as a student wants. However, a suggested timeline is included below:

1. First Year & Second Year: Complete the Pathway Exploration stage and choose your Pathway Concentration
2. Third Year: Complete the Pathway Concentration stage and determine your Pathway Completion project
3. Fourth Year+: Develop, finalize, and present your Pathway Completion project*

**Your Pathway Completion project can be substituted for an internship or similar experience, though students are still expected to create and display a presentation based on their experience.*

What are co-curricular pathways?

Pathways exist within the co-curricular transcript to help students find and develop their passion areas and apply their passion to their chosen major or career field. Ten different pathways exist within the Engage@HU platform that encourage students to focus on a specific topic of their choosing and develop their knowledge and skills related to this topic by attending events on campus and in the community, joining campus or community organizations, attaining internships, or participating in research with faculty members. For example, a business administration major may choose the "Leadership" pathway and use this as an opportunity to improve their knowledge of leadership as well as their ability to be an effective and inclusive leader in general as well as within the business world. This student will then be able to showcase their overall learning and how they have applied their new-found skills to their major. The pathways that are currently available within the Engage@HU platform include:

- | | |
|-------------------------------|-----------------------|
| 1. Leadership | 4. Sustainability |
| 2. Civic Engagement | 5. New Mexico 101 |
| 3. Social Justice & Inclusion | 6. Financial Literacy |

Why should I complete a co-curricular pathway?

A co-curricular transcript not only complements and enhances your academic transcript, it also provides potential employers with a holistic view of your college experience. Co-curricular pathways provide students with diverse opportunities to gain practical experience and leadership skills, individualize their resume, and share in interviews. In addition, the co-curricular transcript system at New Mexico Highlands University is one of the first of its kind in the state, which means that you will have an invaluable resource to talk about that sets you apart from other candidates! Finally, by completing a co-curricular pathway, you will be able to meet more people, stay engaged, and expand your network!

CO-CURRICULAR TRANSCRIPT (CCT) *(continued)*

How do I complete a pathway in the CCT program?

All current NMHU students will be automatically enrolled in this program and their out-of-class learning experiences will be documented within the Highlands Experience platform. However, it is up to students to choose to progress through and complete a co-curricular pathway. If a student does choose to complete the program, there are three stages to progress through as outlined below:

1. **Pathway Exploration:** During this stage, students will explore a diverse array of events and experiences on campus and in the community to develop their passion areas and determine the pathway that they wish to complete. Students will be encouraged to engage in ~10 different experiences of their choosing, which can range from attending a HU Cares workshop to participating in a club's multicultural event to completing service hours with a local nonprofit organization. Students can also get credit for this stage by holding a leadership position on-campus, participating in research with a faculty member, or having an on-campus job. Once these ~10 activities have been completed, students will reflect on their experiences, their overall learning and skill development, and how they have applied their newfound knowledge and skills to their major or other areas of their life. In addition, students will be prompted to select their Pathway Concentration and will be able to proceed to stage two of completing their co-curricular transcript.
2. **Pathway Concentration:** During this stage, students will choose one of the Pathways to concentrate on and develop throughout their remaining time on Highlands. They will participate in ~5 additional experiences that focus specifically on their Pathway, complete a reflection activity, and work with the Student Development Coordinator to brainstorm what their Pathway Completion project will be.
3. **Pathway Completion:** During this stage, a student will complete and present a project* of their choosing that demonstrates overall learning and skill development. Pathway Completion projects will be presented at the end of each academic year, though they can be completed at any time during a students' tenure at Highlands.

**Alternatives for the Pathway Completion project include internships or similar experiences, though students are still expected to create and display a presentation based on their experience.*

For more information about the CCT or pathways, please contact Jaycie Loud at jmloud@nmhu.edu.

CAMPUS RESOURCES AVAILABLE TO CLUBS & ORGANIZATIONS

Consultation to Clubs and Organizations

Chartered student clubs and organizations will have the opportunity to take advantage of advising and consultation sessions provided by the Center for Professional Development & Career Readiness. These sessions will encompass information to enable clubs and organizations to be the best that they can be and to serve students in the most effective ways possible. Topics will include event planning, fundraising ideas, how to recruit new members, and many others. The Student Development Coordinator will also be available to provide aid to clubs and organizations should they need it, such as with organizing and publicizing events or recruiting and retaining new members. If a club or organization wants or needs to schedule an advising session, please contact the Student Development Coordinator at jmloud@nmhu.edu or call 505-454-3048.

Leadership & Professional Development Workshops

Leadership and professional development workshops are offered by the Center for Professional Development & Career Readiness throughout the academic year. All members of chartered clubs or organizations are invited to attend the workshops. It is required that each club attend at least two workshops per semester. Officers and/or advisors may be asked to attend additional workshops or trainings throughout the academic year. If a club or organization is unable to attend any of the workshops, they must present a valid excuse to the Student Development Coordinator and arrange a time to meet with them. A schedule of the workshops will be released at the beginning of each academic year to all club officers and advisors.

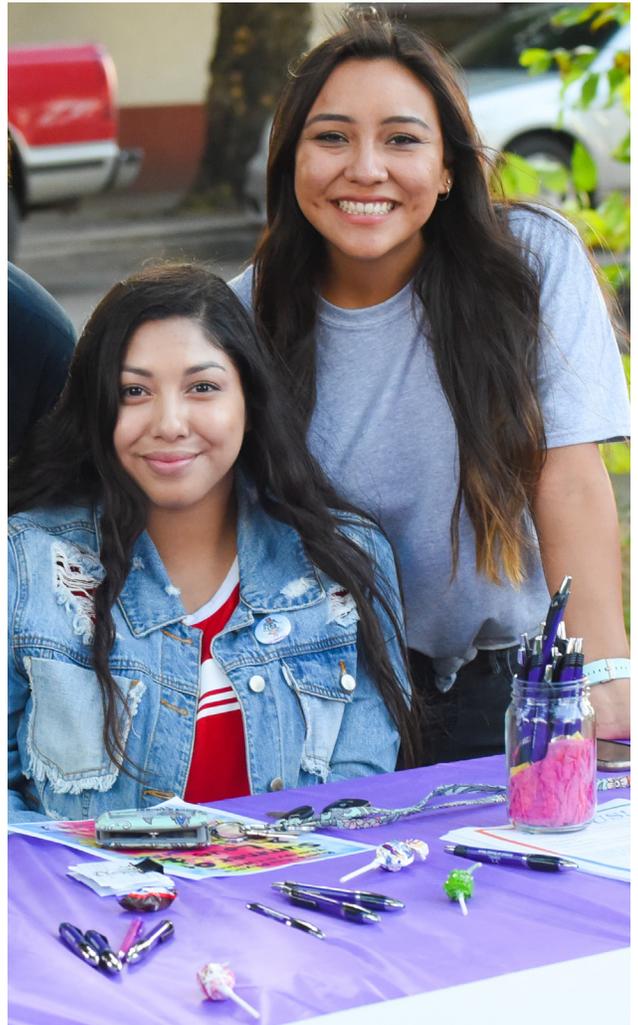
The purpose of these workshops is to provide updates on happenings around campus that may pertain to student clubs and organizations. These workshops also provide students with the opportunity to explore their interests, to build their knowledge, to find and develop their passions, and to build or improve their leadership and professional skills. They are built to complement in-class and out-of-class learning experiences so that NMHU students feel more prepared to enter the job market or to continue their post-secondary education. Many of these workshops will focus on the skills that are most valuable to employers and graduate schools today.

In addition, trainings for navigating the Engage@HU platform will be held virtually once a month to provide additional support and troubleshooting for students, faculty, and staff to ensure that they can benefit from the platform to its fullest extent.

Student Leadership Recognition Banquet

A student leadership recognition banquet is held annually to recognize outstanding student leaders and to show appreciation for their efforts to make the student experience at NMHU more positive and engaging. Faculty and staff members will be able to nominate students for leadership awards. Students will be able to nominate faculty and staff members for Advisor of the Year and Supervisor of the Year. The banquet will be held in April of every academic year. Nominations can be made on Engage@HU.

- Student Leader of the Year: This award recognizes a student who has demonstrated outstanding dedication and leadership through their involvement in one or more campus activities.
- Student Employee of the Year: This award recognizes a student employee who has demonstrated outstanding dedication and leadership through their on-campus employment.
- Outstanding Community Service Award: This award recognizes a student who has demonstrated an extraordinary commitment to community service and has made a significant impact on the Las Vegas community.
- Emerging Leader of the Year: This award recognizes a student that has demonstrated significant potential for leadership, a commitment to personal growth and development, and plays an active role in the NMHU community.



CAMPUS RESOURCES AVAILABLE TO CLUBS & ORGANIZATIONS *(continued)*

- **Advisor of the Year:** This award recognizes a student organization advisor who has excelled and exemplified outstanding service, dedication, and leadership to the organization they advise.
- **Supervisor of the Year:** This award recognizes an on-campus supervisor who has excelled in their role and exemplified outstanding service, dedication, and leadership to the student employees they supervise.
- **Student Organization of the Year:** This award recognizes a student club or organization that has exemplified excellence among its peers by positively contributing to the NMHU community, improving the student experience, and fulfilling the mission of the organization.

Club Expo

Club Expo is an annual event that takes place during the first week of the fall semester during Welcome Back Week. This event is a fantastic opportunity for clubs and organizations to acquire extra publicity, advertise their club and events, and recruit new members prior to chartering. All clubs and organizations are required to attend this event and set up a table to showcase their organization. Be sure to bring an interest sheet form so that you can obtain interested students' contact information and invite them to your first meeting!

If students are interested in discovering the multitude of opportunities that are available to Highlands students and find clubs or organizations to get involved with, this is the place to be! For more information about this event, please contact the Center for Professional Development & Career Readiness.

Digital Advertising

NMHU is a marketplace for students, faculty, and staff to showcase their departments and events. There are a variety of activities and services that can be advertised through Engage@HU, the Portal, and digital signage. Digital signage is a great way to advertise your events on-campus to a broad audience.

To request a post on the Portal, please email portalrequests@nmhu.edu. To request a post on digital signage, please email martinezda@nmhu.edu.

Campus Facilities

Chartered clubs and organizations are allowed to reserve virtually any space on campus at no charge. Room reservations and facilities requests are automated through Engage@HU. Additional costs may be incurred by the club or organization for the following reasons:

- Security personnel is needed
- Food is provided by Sodexo Dining Services
- Event requires a setup or teardown after hours or on weekends
- Technician fees associated with the use of Ilfeld Auditorium

Any additional costs associated with the event are the responsibility of the club or organization. If the club or organization fails to provide the additional funding for such events, their charter may be placed on hold or revoked.

Most activities of a chartered club or organization are protected by the general liability coverage of the university. Available spaces for clubs or organizations to reserve include classrooms, lecture halls, the ballroom, university parks, etc. To reserve a space, a club or organization must submit an Facilities Request Form, which can be found on

Engage@HU. If your event requires use of university facilities, requests must be made at least two weeks prior to the event to allow time for processing and to avoid a late fee. All reservations are allocated on a first-come, first-serve basis. To submit an Facilities Request Form in full, the following information must be provided:

- Name of sponsoring club or organization
- Contact information of club officer or advisor
- Date, time, and preferred location of event
- Preferred room setup and additional equipment needed (if applicable)
- Digital signature of officer/advisor requesting the event

Campus Police

Clubs and organizations that are sponsoring events on campus must obtain the signature of Campus Police, who will determine whether the event requires security to monitor and secure facilities and parking lots associated with the event. Should additional security be needed, it is the financial responsibility of the sponsoring club or organization. For further information, please call Campus Police at 505-454-3105.

Dining Services

Clubs and organizations are allowed to serve food at their events. Students may bring their own food or order from Dining Services. To arrange for food to be provided at an event, please contact Sodexo Dining Services at 505-426-2119.

Additional Policies for Utilizing Campus Facilities:

- If the actions of a non-student who is attending a club or organization's event on campus is responsible for the destruction of property, the sponsoring student organization will assume responsibility and be liable for damages
- Property damages are to be reported immediately to the Campus Police Department
- If a club or organization reserves a facility and then cancels the event, Facilities Services, the Community Liaison, and the Center for Professional Development & Career Readiness must be informed as soon as possible
- Any individuals or clubs or organizations in violation of any university policies will be referred to the Student Development Coordinator. Additionally, any policy violations will be forwarded to the Director of the Center for Professional Development & Career Readiness and the Dean of Students.
- NMHU reserves the right to shut down any event if the continuance of the event presents a potential hazard to those present at the event, the public, and/or university property
- If an event or program organized by a club or organization is deemed to threaten the health, safety, or property of members of the NMHU community, the request for scheduling may be denied. Decisions may be appealed in writing to the Dean of Students.



APPENDIX A: NMHU CAMPUS RESOURCES

Academic Affairs

Rodgers Administration Building – 220
Phone: 505-454-3311

Accessibility Services

Felix Martinez Building – 130
Phone: 505-454-3252

ARMAS Center

Engineering Building – 106
Phone: 505-426-2010

Archuleta Fitness Center

Archuleta Hall
Phone: 505-425-4352

Ben Lujan Leadership & Public Policy Institute

Sanchez Teacher Education Center – 220
Phone: 505-454-3531

Campus Police

Hewett Hall
Phone: 505-454-3278

The Center for Professional Development and Career Readiness

Felix Martinez Building – 230
Phone: 505-454-3049

Dean of Students

Student Union Building – 324
Phone: 505-454-3020

Facilities Services

Facilities Services – 2360
Phone: 505-454-3260

Food Services

Student Union Building – 306
Phone: 505-426-2119

Foundation

Kennedy Hall – Foundation Annex
Phone: 505-454-3248

HU Cares

Student Union Building – 328
Phone: 505-454-3445

Housing & Student Conduct

Student Union Building – 301
Phone: 505-454-3544

International Student Services

Student Union Building – 311
Phone: 505-454-3372

Native American Center

Felix Martinez Building – 160
Phone: 505-426-2049

President's Office

Rodgers Administration Building – 212
Phone: 505-454-3269

Student Health Center

Stu Clark Building
Phone: 505-454-3218

Student Senate

Stu Clark Building
Phone: 505-454-3594

Student Success Center

Felix Martinez Building – 130
Phone: 505-454-3188

University Relations

University Communications West Bldg – 111
Phone: 505-454-3387

Wellness Program

Physical Education Complex – 133
Phone: 505-454-3104

Writing Center

Douglas Hall – 115
Phone: 505-454-3537



APPENDIX B: ADVISOR AGREEMENT FORM

Organization name: _____

Advisor name: _____

Advisor preferred method of communication: _____

How much time will the advisor commit to the organization? _____ hours/month

Who will the advisor's primary point-of-contact within the organization be? _____

What sort of organization challenges does the advisor want to be made aware of?

Which organization meetings/events will the advisor attend? How often? What will their role be at the meetings or events?

How does the organization prefer the advisor provide constructive feedback?

How does the advisor prefer the organization provide constructive feedback?

What expectations does the advisor have for the organization regarding communication?

What expectations does the organization have for the advisor regarding communication?

What other general expectations does the organization have for the advisor?

We acknowledge and agree to the expectations presented in this document:

Organization Representative Signature

Date

Advisor Signature

Date