



TEXAS A&M UNIVERSITY-SAN ANTONIO  
Student Counseling Center

### **SCC Policy for Student Organization Collaborations**

- The Student Counseling Center (SCC) requires a minimum of six weeks advance notice in order to collaborate with a student organization for any programmatic and/or educational outreach event.
  - This is primarily due to the volume of students being seen in the clinic during peak times of the year. In addition, the SCC plans all educational programming and outreach events before the start of each academic semester. Therefore, it is recommended that student organizations reach out to the SCC with their respective requests as early as possible.
  - All requests should be submitted via the [SCC Outreach Request Form](#)
  - The SCC Director will make final decision to approve or decline outreach requests.
  
- **While collaborating with the Student Counseling Center, the respective student organization is expected to do the following:**
  - 1) The student organization must have a primary point of contact who is responsible for coordinating and communicating between the SCC and the respective student organization until the event takes place. If at any point the primary point of contact changes, it is the student organization's responsibility to notify the SCC of this information as soon as possible in order to streamline communication.
  - 2) The primary point of contact for the student organization must consistently remain in communication with the designated Student Counseling Center staff member. This includes (but is not limited to) timely responses to email communications and requests, as well as timeliness, promptness, and consistency attending any scheduled planning meetings with the SCC.
  - 3) The primary point of contact for the student organization must adhere to and be respectful of any deadlines assigned to them while coordinating event planning logistics. This may include but is not limited to deadlines for submitting marketing materials, financial/purchasing/food requests, and room requests.
  
- Expectations related to the collaboration will be discussed prior to the SCC committing to the event. Most times, while collaborating with the Student Counseling Center, the respective student organization is the primary entity planning and coordinating the event which includes but is not limited to preparing marketing materials, creating a JagSync event, scheduling room reservations, and promoting the event to the campus community, and the SCC is a contributing partner.
  
- As a contributing partner with the student organization, the SCC is expected to:



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- Identify a staff member to be the main point of contact for the event to communicate with the respective student organization regarding planning and logistics.
- Be available to consult with the student organization regarding any event planning logistics (e.g., room reservations, marketing flyers, promotional giveaways, etc).
- Assist in promoting the event on the clinic's respective social media platforms.
- Depending upon resources, the SCC can provide the following for the event:
  - A minimum of 1-2 Staff Members/Clinicians,
  - Resource table,
  - Canopy tent,
  - Promotional giveaways,
  - Flyers, pamphlets, and brochures,
  - Food purchases.
- At any point, should the student organization's primary point of contact become inconsistent in their communication with the SCC, and does not adequately assist with the planning, coordinating, and scheduling for the collaborative event, then the SCC reserves the right to respectfully decline collaborating with the student organization for the event. The SCC will place this decision in writing (along with copying the student organization Advisor).
- This policy will be reviewed with the student organization's primary point(s) of contact.
- This policy will be reviewed during the initial meeting scheduled between the SCC and the respective student organization, and will also be distributed via email following the initial meeting.