

Student Organization Handbook

University of California, Riverside (UCR)

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Student Organization Handbook

Introduction

Student organizations contribute a great deal to a student's growth experience at the University of California, Riverside (UCR) and make important contributions to the life of the campus and community.

Living in a community such as the University of California, Riverside, the city of Riverside and nearby communities, requires that we all live up to certain agreed upon community standards. This is true not only of individuals but of organizations as well. Agreed upon standards, processes, resource priorities and conflict resolution methods are an important part of being a good citizen and an adult member of any community.

In a large, complex organization like UCR, there are many institutional policies and operating procedures. To help student organizations, leaders and advisors become familiar with these policies and processes Student Life has compiled many of these policies and procedures that affect student organizations into this publication. These regulations have been created through a variety of agencies: some by specific UCR departments, some by campus officials, and others by the Board of Regents of the University of California and still others by the Associated Students of UCR (ASUCR).

It is important to keep in mind that regulations are never designed to "make life difficult" or to cause unnecessary delays in accessing resources. All regulations, rules, processes and so forth exist for some reason that typically has to do with equitable access to limited resources and to reflect the priorities of the community.

Please remember that the purpose of the Student Organization Handbook (and the Handbook Supplement) is to help your organization to be successful by informing you about student organization policies and procedures here at the University and beyond campus. If we can help in any way with your organizational processes or activities, please feel free to visit with the staff members in Student Life.

SOLAR Staff, UCR Student Life

I. Staying Up To Date

Get the latest updates on UCR student organization related information.

Change is a constant in life. From the moment this Handbook was published, it started to become outdated.

For the newest information on policies, procedures, resources, advising and support for your student organization check out the office of Student Life website regularly.

www.studentlife.ucr.edu

This website includes the current edition of the *Student Organization Handbook* and the *Student Organization Handbook Supplement* as well as various forms and resources for student organizations. It also contains links to access the online Student Organization database, known as the SOLAR System, of currently registered and pending student organizations. Additional resources on this site include information about other programs and services offered by Student Life, including programs for first-year, transfer, and commuter students, Campus Activities, and Leadership Initiatives among others.

Consultation Desk

The Student Organization Consultation Desk is located in 228 Commons inside the Student Organization Workroom. The Consultation Desk is a help desk for student organizations with questions on policies, procedures, rights, responsibilities and those "HOW TO" questions. Student Organization Advising Peers (SOAP) are volunteer students who regularly staff the Consultation Desk. Stop by and check it out.

SOLAR System

In 2005, Student Life launched a new online student organization database and management system called the SOLAR System, powered by Symplicity. Students use their UCR Netid and password (same as those used for GROWL and iLearn) to access the system. This system provides a means for student organizations to register, keep current contact information, update rosters, upload files and links, and be easily contacted by students interested in the organization.

II. Important Phone Numbers And Websites to Know

Associated Students Program Board (ASPB): On-campus Entertainment. 827-2772, **www.aspb.ucr.edu**

Associated Students of the University of California Riverside (ASUCR): Student Organization funding and bookkeeping, UCR committee appointments, student advocacy, The Exchange student store. 827-3621, **www.asucr.ucr.edu**

The Barn: A Building Steward is required for events that are held outside of the normal operating hours of (M-F) 7 am-3 pm; more than one steward might be required depending on the size and type of the event. There is a fee per hour, per steward. 827-2776, **www.dining.ucr.edu**

Campus Police: Campus Emergency 9-911, Non-Emergency 827-5222, **www.police.ucr.edu**

Commons Event Scheduling Office: Room and space reservations, Vendor reservations. 827-3215, **www.commonsonline.ucr.edu**

Dining Services: Food catering for meetings and events 827-7279, **www.dining.ucr.edu**

Environmental Health and Safety: Food Safety Training, Temporary food permits for fundraisers. 827-5528, www.ehs.ucr.edu

Escort Service: (available from dusk until midnight) 827-3772, www.escortservice.ucr.edu

Information for Campus: 827-1012, www.ucr.edu

KUCR Radio: Advertise your student organization events. 827-3140, www.kucr.org

Library Administration: For donation box approval. 827-3221, www.library.ucr.edu

Multimedia Technologies: Rental for on-campus media. 827-3041, <http://mediaresources.ucr.edu/>

Policies Applying to Campus Activities, Organizations and Students (University of California):
<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html>

Policies regarding student and student organization disciplinary procedures (Student Conduct & Academic Integrity Programs): www.conduct.ucr.edu

Physical Plant: Rental of tables, chairs, etc. 827-4214, <http://www.pplant.ucr.edu/>

Printing and Reprographics: On campus printing services, 827-4444, www.printing.ucr.edu

Material Management – Office of Insurance, Risk Management, and Business Agreements, 827-3785 or 827-3095, <http://matmgmt.ucr.edu/insurance/>

Student Life: 827-7344, www.studentlife.ucr.edu

Student Organization registration
Student Organization advising
Student Organization mailboxes
Banner and flyer making
Bulletin board posting
Banner space reservations
Leadership programs
Bear Facts Orientation & Bear Tracks Transition
Commuter Programs
First-Year Programs

III. What is the relationship between student organizations and the University?

Student Organization Guiding Principles

Relationship between Student Organizations and the University

The University of California at Riverside (UCR) considers student organization activities and programs an integral part of the University's mission. The programs and activities contribute significantly to the student's total educational development and progress. Student activities provide experiences that stimulate interest and

understanding of current social, economic, political, cultural or religious problems and issues. At the same time, they provide rewarding experiences that come from working in group projects and living with individuals of varying races, lifestyles, creeds, and cultural backgrounds. In addition, student activities provide students with stimulation for intellectual growth, leadership development, democratic processes, and citizenship responsibilities.

Affiliation with the University

Student organizations are considered to be affiliated with, but not official units of, UCR. As a condition for continuation of the affiliation relationship, the organization agrees to abide by University regulations. In return, the student organization gains access to selected University facilities and resources. Some organizations may seek affiliation with specific departments of the University and may be required to agree to abide by additional regulations in order to receive this affiliation.

Registered Student Organizations are entities separate from the University, and the University assumes no liability for these groups or for the groups' activities. Membership and participation in registered student organizations is purely voluntary and undertaken at the student's own risk. The University does not insure injuries arising from the activities of registered student organizations, on- or off-campus.

Student organizations may only identify themselves with the University by using the following format in the organization name: "Club XYZ at UCR." The name must not suggest endorsement by the University of the organization's purpose or activities, or imply that the organization is speaking on behalf of the University, any of its divisions, or departments. This restriction on use of the University's name includes organization email and website address formats.

The seal of the University and any other logos, trademarks, letterhead or insignias of the University, may not be used unless permission is granted through the Office of Strategic Communication.

Approved Constitutions, by laws and other operating documents

As a condition of affiliation with UCR, all student organizations must have an approved constitution on file with Student Life. Organizations that develop additional operating documents such as bylaws and guidelines must file these items with Student Life as well. The approved documents on file become part of the agreed upon policies and procedures for affiliation. Violations of the organization's constitution and /or other operating documents are a violation of the terms of affiliation and can result in actions against the organization including the termination of the affiliation status (loss of recognition by the university). Interpretations of these documents may be requested from UCR Student Life as needed by the organization. Revised/amended documents must be submitted, reviewed and approved by Student Life before they can be implemented by the organization. Constitutions, bylaws and other important documents should be uploaded to the File section of the SOLAR system for each organization; only members of the organization as listed in the SOLAR roster and campus administrators are able to view these files.

Off-campus Affiliation Guidelines

Many student organizations at UCR are affiliated with local, regional, state, and national organizations. These off-campus affiliates frequently have guidelines or regulations the organizations must comply with in order to remain in good standing and to continue their affiliation. Such guidelines are considered important operating documents and must be on file in Student Life.

Fraternities and Sororities

Social fraternities and sororities are a different type of student organization. These organizations have been granted legal exception from Title IX requirements and are permitted to have a membership of one gender only. Fraternity and sorority chapter history in the United States has demonstrated the many positive aspects of having these organizations present on a University campus. Additional requirements for recognition and affiliation with UCR may be required for these organizations due to the complexity of these organizations and

the many requirements of the University needed to fulfill their mission. Organizations that are exempt from the gender requirement of Title IX have membership of one gender will be categorized as “Fraternity/Sorority” when registered, regardless of the organization’s name (i.e. organizations that use Greek letters or not that meet this standard will be categorized as such).

Other Special Organization Categories

Various other organizations are special in various ways including the Associated Students of the University of California, Riverside (ASUCR), Associated Students Program Board (ASPB), Recreational and Service organizations. These organizations have special requirements and/or privileges that are explained under “Supplemental Requirements for Registered Campus Organizations by Organization Type.”

Faculty or Staff Participation

To promote their objectives, student organizations are encouraged to involve faculty and staff as advisors, consultants, or members. Establishing and maintaining close and open relationships with faculty and staff can help provide stability, continuity and consistency in a student organization. It is expected that the role of faculty/staff advisors should be limited to the offering of advice, counsel, training and assistance that is welcomed by the student organization. Alumni advisors, who may not be UCR faculty or staff are also encouraged.

Financial Responsibility of Organizations

Officers of organizations are responsible for making sure their groups are financially sound. Student organizations should contact the State and Federal Internal Revenue Services for specific information on income tax requirements. Student organizations may be liable to pay sales tax on some of their fundraising efforts.

The University of California, Riverside is not responsible for debts or other liabilities of student organizations. All new and continuing members of an organization, as well as businesses where products and services are ordered, should be informed of this. Officers of organizations may be held liable for financial obligations incurred by the organization.

Student organization financial records should be made available at all times for membership review and/or University audit.

Freedom and Responsibility of Organizations

Free inquiry and expression are essential in a community of scholars. As members of such a community, students should be encouraged to develop a capacity for critical judgment and an independent search for truth. Freedom to learn depends upon opportunities and conditions in the classroom, on the campus, and in the larger community.

Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition, and association. Students and student organizations may examine and discuss all questions of interest to them, and express opinions publicly, as well as privately. They may support causes by lawful means, which do not disrupt the operations of the University or the organizations accorded the use of University facilities. Students are reminded that they are subject to Municipal, State, and Federal laws. The University expects that all student organizations will prevent unlawful actions in connection with their activities.

The freedom of action granted to registered organizations implies a responsibility for the development of the direction, scope, and character of the organization in order to promote UCR's educational mission. This freedom of action is limited by the stated purpose of the organization and the rules and regulations imposed by the University and society.

Good Neighbor Guidelines (published online at www.studentlife.ucr.edu)

UC Riverside and the City of Riverside encourage student residents within Riverside neighborhoods to live up to the tenets of the Good Neighbor Guidelines. UC Riverside further pledges to educate its students of the content of the Good Neighbor Guidelines and to hold students accountable. The Good Neighbor Guidelines outlines the basic elements of being a responsible member of the Riverside Community. Students, registered student organizations, and their neighbors may add additional provisions. Each registered student organization shall review and update their Good Neighbor Guidelines on an annual basis.

Like all residents, students are expected to conduct themselves as mature and responsible members of the Riverside and University communities. As such, they are responsible for upholding all state and city laws and ordinances, especially those relating to noise, traffic, parking, zoning, and consumption of alcohol. In addition, as responsible members of society, they are expected to foster an atmosphere that nurtures positive educational pursuits, the development of understanding and tolerance of those with different cultural and political points of view, and an environment that encourages responsible behavior in the community.

Interpretation and Compliance with Regulations

A student organization should not assume that it may rightfully engage in any activity that is not specifically restricted by University regulations. If there is any doubt as to an activity's acceptability, the organization should contact the Student Life for assistance.

Jurisdiction/ Adjudication

Official jurisdiction in disciplinary cases arising from student organization activities rests with the office of Student Conduct & Academic Integrity Programs in collaboration with the office of Student Life.

Detailed information on student judicial procedures, policies, charges, hearings, sanctions, access to advisors and appeals is available online at the Vice Chancellor for Student Affairs website, at <http://conduct.ucr.edu>.

UCR's Not-for-Profit Status

UCR is a not-for-profit educational institution and part of the University of California System. Student organizations, by virtue of their recognition by UCR and the use of UCR facilities and other resources, must comply with the limitations of the University's not-for-profit status. Any activity which is intended to generate profit for an individual or a commercial enterprise is prohibited. None of the facilities or resources of UCR may be used for these activities. Fund-raising activities, for the purpose of raising funds for student organizations, are permitted within applicable policies and procedures.

Student Organization Contributions to a Student's Educational Experience

Members and officers of student organizations learn skills and have opportunities to apply information learned in academic settings through their participation in student organizations and their activities. Students learn (among other skills) how to set priorities and goals, plan events/activities/projects, work in groups, various types of leadership skills, public and persuasive speaking, and time management.

Conflict of Interest

Student organization officers, members and advisors should seek to avoid obligations, private interests and transactions that are a conflict of interest or give the appearance of impropriety. The University reserves the right to set reasonable additional procedures, on a case by case basis, to provide appropriate checks and balances in a case of or potential case of conflict of interest.

How Student Organization Services Are Organized and Provided

Student fees collected from the student body support many services for student organizations. For this reason, services are focused on currently enrolled students and are organized in the most cost efficient manner possible without sacrificing the quality of the services provided. Certain services are provided on a walk-in basis during the academic year or through websites. In many cases, however, specialized services for student organizations

are available through particular individuals or groups of individuals who cannot be made available on a walk-in basis. As a result, some services are available by appointment, which allow for focused, specialized service delivery to the student organization requesting advice, support or resources.

Who Are We and What Do We Do?

Student Life

The mission of the UCR Student Life is "enriching student lives through co-curricular programs." Student Life is composed of the following program areas: First-Year Programs, and Student Organization Leadership, Advising and Resources (SOLAR).

Student Life coordinates and administers UCR policies, procedures and resources to and for registered student organizations. Organization registration, advising and access to resources as well as policy and procedure compliance are available to students and student organization through this office.

Student Life programs and resources include:

- Involvement Fair
- Bear Facts Orientation
- Block Party
- Homecoming Activities
- Leadership Initiatives Program
- Student Organization Advising
- Student Organization Celebration and Awards
- Student Organization Leadership Retreat
- Welcome Week
- World Tour

Student Life
University of California, Riverside
229 Commons
Riverside, CA 92521
(951) 827-7344
(951) 827-2439 fax
E-mail: ucrlife@ucr.edu
www.studentlife.ucr.edu

IV. How do we register or start a new organization?

How to Register a Student Organization

Registering a student organization is a simple and easy process. There are no fees for registering. However, keep in mind that all student groups must re-register each and every year. All of the forms you need are available online at www.studentlife.ucr.edu.

All organizations, whether currently established or newly registering, must meet the following **annual registration criteria** in order to register or re-register:

1. Meet with a Student Organization Advisor.
2. Participate in an annual registration workshop.
3. Complete an assessment following the registration workshop to demonstrate comprehension of registration requirements, campus policies, and other applicable information.
4. Provide updated organization membership roster information by the announced deadline including a minimum of five (5) currently enrolled UCR students (undergraduate or graduate, excluding UCR Extension students).
5. Submit a completed original, with primary officer signature, of a Policy Compliance form to be kept on file in the office of Student Life.
6. Provide the organization's current constitution and/or bylaws (all that are applicable) to be approved by Student Life. Additional operating documents may be required depending on individual organization circumstances and off campus affiliations. Minimum requirements for an organization constitution are provided by Student Life upon request.

Specific, up-to-date procedures for student organization registration are available on the Student Life website at www.studentlife.ucr.edu under "Starting a New Student Organization."

Organizations that are currently registered must meet the following **on-going registration criteria** in order to maintain registration with the University through the office of Student Life:

1. Consist of a minimum of at least five (5) currently enrolled UCR students (undergraduate, graduate, or both). UC Extension students and non-students do not count toward the five-member minimum.
2. Identify a primary officer (i.e. President, Chairperson) that is a currently enrolled student at UCR.
3. Have an active membership that is composed of at least 50% UCR students (five members must still be UCR students). Non-students may also belong; however, the organization must be operated by its student members and must remain in the control of the students. All decision making power must rest in the hands of currently enrolled UCR students.
4. Update organization membership rosters by the third week of fall, winter, and spring quarter, respectively (fraternity/sorority organizations are also required to participate in the scholarship reporting system).
5. Re-register annually with the office of Student Life.
6. Notify Student Life in writing of changes to organization officer information within ten (10) business days of the change being made.
7. Notify and submit for the approval of Student Life, all amendments/changes to the organization's constitution and/or bylaws (as applicable) prior to membership ratification. Organization constitutions and bylaws must be adhered to by the organization membership and officers and must be re-ratified by the organization membership at least once every three years. If the organization has an off-campus affiliation with a local, regional, state, national or international organization which requires adherence to guidelines or regulations, a copy of these requirements is also required to be on file as additional operating documents with Student Life.
8. Officials of the organization must be enrolled UCR students and maintain good academic standing as defined in the UCR General Catalog or similar document detailing academic standards. Currently, this requirement is a cumulative GPA of 2.0 and making satisfactory progress towards a degree. These requirements must be met in order to remain in an official capacity (i.e. officer positions, liaisons, delegates, committee chairs, etc.) with the organization.
9. Comply with the policies stated on the UCR Student Organization Policy Compliance Form:
 - State and Federal Law

- Fiscal Accountability
 - Use of University Name
 - Membership
 - Hold Harmless Agreement
10. There are additional requirements that some organizations must comply with additional special requirements. See Section V of this Handbook for details on organization requirements.

Special and Unique Requirements

Certain categories of student organizations and/or individual groups may have special requirements in addition to those listed above for all organizations. For example, all organizations identifying themselves as service organizations are required to file quarterly service reports with the office of Student Life. Similarly, certain organizations are required by their national organizations to submit scholarship reports (commonly known as grade reports).

UCR reserves the right to set additional requirements on various organizations or organization activities and establish processes for organizations to access certain forms of support to meet requirements. Failure to meet the established requirements or processes may result in actions against the organization including loss of benefits, access to facilities and/or resources or loss of campus recognition/affiliation.

V. What are our rights, responsibilities and obligations as a registered student organization?

Maintaining Your Student Organization Status and Special Requirements

Annual Registration for New and Existing Student Organizations

It is important for all student groups interested in forming an organization to officially register their group with the office Student Life. The purpose of registering your student organization is to ensure that all UCR student organizations are being adequately served. Registration for all organizations is only valid until the end of spring quarter. All organizations must then re-register and update the contact information for the following academic year. Re-registration dates and times will be advertised campus wide and are available online at www.studentlife.ucr.edu.

Officer Transition Workshop (Re-Registration Process)

Each year, all registered student organization must re-register to continue recognition and affiliation with UCR. Starting in the Winter quarter of each year, Officer Transition is offered to allow organizations to register for the coming academic year and avoid a lapse in recognition. Advanced registration dates and times will be advertised campus wide and detailed information will be provided at www.studentlife.ucr.edu. Only organizations that have successfully completed the Officer Transition process are eligible to participate in *Bear Facts Orientation Student Organizations And Resources (SOAR) Expo tables, Block Party booths, Student Organization Leadership Retreat, and/or other early fall events*. Organizations that **do not** complete Advanced Registration in May must wait until registration opportunities early in the fall quarter are scheduled and announced.

Officer Transitions

Many student groups elect new officers during the Winter and Spring Quarters. In order to keep our records up to date, Student Life requires all primary officer and contact person information changes to be reported to our office and attend an Officer Transition Workshop. If your student organization has elected a new primary officer, contact information must be updated on the online SOLAR System website by the organization's "owners" (typically the most recent Primary Officer is listed as an Owner). Doing so keeps UCR files for your organization current and also ensures the continuation of your student organization privileges.

Membership Rosters

All student organizations are required to update their membership rosters at the beginning of each quarter. By doing so, you are providing us with valuable statistics on campus activities and student involvement. Roster information is located on the online SOLAR System and includes each member's first name, last name, UCR webmail address, member status, and officer titles (if applicable). This includes adding new members and changing status of members who are inactive, alumni, or no longer officers in the organization. Rosters must be updated by Friday of week three for fall, winter and spring quarters.

GPA Requirement

This new requirement calls for a minimum grade point average (GPA) of 2.0 or higher in order for an individual student to hold an official position in the organization such as President, Treasurer, Recruitment Committee Chairperson and so on. The University views student involvement and leadership as an activity that should support and enhance academic success and excellence. Given this, we strongly recommend that students who are in academic difficulty focus on regaining good academic standing and defer to others to take on leadership roles in student organizations.

Supplemental Requirements for Registered Campus Organizations by organization type.

The following special requirements apply to the types of organizations listed below. In addition, the University may impose supplemental requirements on specific organizations or additional types of organizations on a case by case basis to address issues of health and safety, risk management and compliance with laws, safety codes and/or ordinances.

1. Service organizations: Community Service Reports

Any organization that lists itself as a service organization must report service statistics to the University on a quarterly basis. If these reports are not submitted, the student organization type will not be listed as "service." Failure to submit reports may also comprise registration status and access to resources/privileges.

2. Fraternity/Sorority organization: Fraternities and Sororities

a. **Definition:** The following attributes characterize the social fraternities and sororities at UCR:

1. The organizations are primarily social in nature and seek to cultivate and develop the individual members as well as the organization as a whole.
2. Membership is limited to a single gender and granted exception to Title IX requirements for the purpose of cultivating and supporting an environment of brotherhood or sisterhood.
3. Membership in one organization in this category is mutually exclusive to membership in any of the others (i.e., an individual may only belong to one of the organizations in this category).

b. Because of their potential pitfalls as well the potential successes these types of organizations are likely to have, the University has placed some additional requirements on these organizations to help support their success and discourage their failure. These requirements supplement and are complimentary to the requirements for all Registered Student Organizations. These requirements are:

1. All fraternities and sororities are required to attend an anti-hazing workshop as part of their registration/re-registration process each year. The required workshop is offered by Student Life in conjunction with the required organization registration workshops.
2. Membership recruitment (also known as rush or intake for these organizations) is limited to particular dates and times during the academic year.
3. All organizations must sign a Relationship Statement that helps to explain not only the relationship between the organizations and UCR but its relationship and obligation in the Riverside Community as well.

4. Each organization is required to have a Risk Management policy on file with office of Student Life to guide the organization in planning successful, safe events. Organizations lacking Risk Management policies of their own must use the Standard Risk Management Policy for Student Organizations as their policy.
5. Each organization must participate in a Council of like organizations. In some cases, this will be a Council of organizations that the chapter's national organization belongs to and may have regulator authority over member organizations. In other cases, the Council will simply be a communication forum for the organizations and the University to enhance interaction and collaboration.
6. Each organization will participate in the Scholarship Report system (also known as grade reports). These reports provide a GPA average for the membership of the organization and comparison information such as ranking among like organizations, all men's and all women's averages and so on. This requirement will serve as an early warning system for issues within the organization that are having a negative impact on the membership's academic performance.

c. New Fraternities and Sororities at UCR (Expansion/Extension)

Because of the experiences that these organizations offer students, and in consideration of the resources they need to be successful, UCR regulates the establishment of new fraternities and sororities on campus (a process known as expansion and/or extension).

Organizations who wish to start a new chapter (colonize) on the UCR campus must go through a process set in place by the appropriate Council of like organizations and the UCR administration. This is also true in the case of a local organization that wishes to form exclusively at UCR.

For details on the appropriate expansion procedures for new fraternities or sororities, questions, clarification or additional information, please contact Student Life, 229 Commons, (951) 827-7344, online at www.studentlife.ucr.edu, or Email at uclife@ucr.edu.

3. Competitive Sport Organizations: Sport Clubs *Effective Date: 04/15/08 Draft*

- a. **Definition:** The following attributes characterize the competitive sports clubs at UCR:
 1. Participation in a league or conference, membership in, or affiliation with, a sports league or union.
 2. A club must participate in competitive sport/activity, either individually or as a team.
 3. The sport must be:
 - A. Focused primarily on extramural competition
 - B. Recreational in nature
 - C. Non-violent
 - D. Open to all that wish to participate and meet club requirements
- b. **SPORT CLUB REQUIREMENTS:** Because of the potential dangers these types of clubs are likely to come in contact with, the University has placed some additional requirements on these organizations to help ensure their success and discourage their failure. These requirements supplement and are complimentary to the requirements for all Registered Student Organizations. These requirements are:
 1. The club is organized and maintained fully through student efforts.
 2. Club Sport assumptions of risk and waivers of liability must signed by every member of organization and kept current throughout the year.
 3. Separate application submitted to the Recreation Department's Club Sport office.

4. Club sports must have a coach, either paid or volunteer, to train players and develop skills in the sport that must be approved by the Club Sport office.
5. Each member must pay fees/dues to the club to be eligible to participate in any club activity.
6. Each member must show proof of good health before engaging in any club activity.
7. Each organization is required to have a Risk Management policy on file with the Club Sport office to guide the organization in planning successful, safe events. Organizations lacking Risk Management policies of their own must use the Standard Risk Management Policy for Student Organizations as their policy.

Welcome Week Policy Announcement

New Student Welcome Week at the University of California, Riverside begins on fall quarter move-in day at the residence halls (typically the Sunday before classes begin) and ends at 12:00am on the Monday following Block Party. During the New Student Welcome Week **all students organization sponsored social events that are held off campus during this period must comply with the following requirements:**

1. All social gatherings must be “by invitation only” and a guest list must be present at the entry point of the event to insure that only invited guests are admitted. In support of organizations that have risk management policies, guest lists for all organization sponsored events are due in the Student Life office, 229 Commons, at least two business days prior to the event date. This will allow Student Life to support the organization should an unforeseen incident occur at the event and concerns for the health and safety of guests are raised. Guest lists must include the name of the host organization, date and name of event, names of invited guests and any additional information required for the organization’s risk management policy (if applicable).

2. **No events are to admit new first-year students until after the end of the Welcome Week period.**
The first priorities for new students are:
 - a) Becoming acclimated to the UCR campus environment,
 - b) Beginning their academic program and course work
 - c) Settling into the routines of University life.

Membership in a student organization and attendance at organization events can add a great deal of value to a college experience but only if the student is successful as a student first and as a member or guest of an organization second. After **the end of the Welcome Week period**, student organization sponsored events off campus may admit new students.

3. All events that expect an attendance of 100 individuals or more (over the duration of the event, not necessarily at one time) will be required to complete a **“UNET Courtesy Notice of Party or Special Event.”** The form is available in Student Life, 229 Commons, or online as a PDF at www.studentlife.ucr.edu under “Student Organizations”, then “Resources” and may be submitted, when completed, at any one of the following locations:
 - a) Student Life, 229 Commons
 - b) UCR Police Department (corner of Linden and Canyon Crest)
 - c) UNET Police Department (University Village)

Courtesy Notices are due at least seven business days prior to the event date.

4. Host organizations are reminded that the Office of Student Conduct & Academic Integrity Programs (SCAIP) has the authority to bring charges against individual students and student organizations for inappropriate conduct on or off campus. Organizations must comply with all City of Riverside (or event location) ordinances as well as state and federal laws and applicable safety regulations (such as safe maximum capacity for a room or venue space).

Failure to comply with these instructions and requirements may be interpreted as a disregard on the part of the host organization for the health and safety of their guests and University policies and procedures. Violations of the requirements in this announcement may be used as a basis for judicial action against the organization and, if applicable, its individual members.

For additional information on local ordinances, laws and other important elements of off campus events for student organizations, consult the Good Neighbor Guidelines available online at <http://studentlife.ucr.edu/Student+Organizations/Resources.htm>

Please direct questions, concerns and issues related to this announcement to Student Life.

Student E-mail Policy, Procedures, and Guidelines

Effective: October 20, 2003

www.vcsa.ucr.edu

UCR Student Computer Expectation & E-mail Policy

"UCR strongly recommends that all students have a computer with Internet access. UCR faculty will assume students have such access, and academic work may require it. The UCR administration will also assume that students have Internet access, and many administrative tasks may require students to use the Internet. **The primary mode of campus communications is e-mail, and it is therefore mandatory for students to utilize their campus e-mail accounts to review academic and administrative electronic correspondence.**"

E-mail messages

Important announcements to student organizations will be sent to currently registered student organizations using the Primary Officer or Primary Contact person email provided to Student Life at the time of the organization's current registration. If a change in contact information is needed, the organization is responsible for updating the SOLAR System with the appropriate information. It is the responsibility of the organization to 1) check the Primary Officer and Primary Contact email address at least once a week for important announcements and 2) keep the contact information on file in the SOLAR System current.

Electronic Hosting (websites and email)

Student organizations are encouraged to establish email addresses for their organizations and develop websites for their organizations. Such communication tools are very useful in telling the campus community and others about the organization and allowing individuals to contact the group through a central, unchanging email address.

The University of California, Riverside does not provide email or website hosting services for student organizations. This is due in part to the separate, affiliations status of the organizations and the restrictions on organization free speech that would be involved with University servers hosting websites for organizations.

Student organizations are free to arrange for email addresses and website hosts as they wish. Keep in mind that organizations, their members and officers, are liable for the financial obligations of their organizations (see "Guiding Principles"). In addition, the University's name may not appear at the beginning of a website or email address per **Guiding Principles, Affiliation with the University.**

Mailboxes

All organizations must comply with the policies stated in Section VI, "You've Got Mail!". It is the organization's responsibility to check the campus mailbox at least once a week for important announcements.

Failure to comply with any of the above listed policies may result in the suspension of your campus recognition as a student organization or loss of student organization privileges.

Student Organization Policy Advance Sign Up

Due to recent changes in the room cancellation policies through Commons Event Scheduling (www.commonsonline.ucr.edu), Student Life is implementing the following procedure:

1. All events open to student organizations such as *SOLAR workshops*, *organization registration orientations* and *Officer Transition*, among others, require advance sign up in order to attend the event.
2. If no organizations have signed up for an event at five business days in advance of the event date, the event will be cancelled and the room reservation released in order to avoid a late cancellation fee from Commons Event Scheduling.

This Policy is design to insure that avoidable fees do not consume student fees that support student organizations. This policy will require that representatives of student organizations plan ahead and follow through on their commitment to attend events they have signed up for.

Privileges & Benefits

Why should we register?

All registered student organizations are entitled to the following privileges:

1. Use of academic and non-academic facilities for meetings and events at minimal or no cost.
2. Use of West Belltower walkway for student organization recruitment tables.
3. Use of a Student Organization mailbox located in Student Life.
4. Advising and consultation on program planning, fundraising, membership recruitment, community service, publicity/marketing techniques and other topics of interest to the organization.
5. Participation in special programs including Welcome Week, UCR Block Party, Bear Facts Orientation for First-Year Students Activities Expo, Fall Involvement Fair, Homecoming, Leadership programs, Student Organization Leadership Retreat, World Tour & International Food Faire, Spring Splash, and more!
6. Ability to request student organization funding and bookkeeping through ASUCR.
7. Rental of audiovisual equipment through Media Resources.
8. Use of campus posting boards, stake signs and banner locations for the purposes of publicizing organization events.
9. Use of banner paper and paint markers after a banner space has been reserved.
10. Ability to sponsor on-campus fundraising activities including, but not limited to, sponsoring vendors.
11. Featured on the Student Life website in the online database of student organizations.

Policies Applying to Campus Activities, Organizations, and Students

(published online at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html>)

The *University California Policies Applying to Campus Activities, Organizations, and Students* are a set of policies created by the University of California that cover all UC Campuses (**website above**). In addition, the University of California, Riverside has created campus specific elements for these policies. Both of these sets of policies apply to all registered student organizations. Violations of these policies will result in charges being brought against the organization, an investigation into the charges, and adjudication on the charges. For more information concerning judicial policies and procedures, see the Vice Chancellor for Student Affairs website at www.vcsa.ucr.edu under the tab “conduct policies.”

University of California Policies Applying to Campus Activities, Organizations, and Students prohibits the following forms of conduct:

- Academic Misconduct; Dishonesty; Forgery, alteration, or misuse;
- Theft, conversion, destruction, or damage to property;
- Theft or abuse of University computers and other University electronic resources;

- Unauthorized entry to, possession of, receipt of, or use of any University services, equipment, resources or properties;
- Violation of policies governing University housing facilities;
- Physical abuse (including threats of violence); Sexual Harassment; Stalking behavior;
- Harassment;
- Hazing
- Obstruction or disruption;
- Disorderly or lewd conduct;
- Disturbance of the peace or unlawful assembly;
- Failure to comply with the directions of a University official;
- Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations;
- Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations;
- Explosives, firebombs, or other destructive devices;
- Firearms or other weapons; Violation of terms of a disciplinary action;
- Violation of the conditions of Emergency Suspension;
- Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course.

VI. How do we function day to day?

Daily and Weekly Activities

The following activities should be done frequently and regularly to insure that your organization does not miss an important opportunity or deadline:

Check the student organization's mailbox in Student Life, 229 Commons (or other campus location if the organization has a box in another department). This should be done at least once a week during fall, winter and spring quarters and once a month during the summer.

Check the organization's contact email as listed in the online student organization database. Periodic notices to the organization will be sent to this email address. This should be done at least once a week throughout the year, including the summer months.

You've got Mail!

Once your organization is registered, you may wish to have a mailbox assigned in Student Life or another campus department if that department agrees. It can be used for correspondence for student group purposes only. Please follow the policies listed below for proper mailbox maintenance:

1. Only student leaders should check the mailbox - It is suggested that only the student leaders of the organization pick up the mail. Oftentimes, important information may be discarded before it gets into the right hands.
2. Pick up your mail each week - Many campus organizations and commercial companies encourage student organizations to participate in activities and fundraisers. You may miss out on great

opportunities, especially fundraisers, if you do not check your box on a weekly basis. If your mailbox is not checked regularly, it will be reassigned to another student group.

3. Do not put valuables in your mailbox - The mailboxes in the Student Life are not locked, therefore leaving valuables in your box is not wise. The office of Student Life assumes no responsibility for lost or stolen material.
4. Refrain from having certified mail sent to your mailbox - The office of Student Life will not sign for packages, certified mail, and shipments of any kind unless approved in advance.
5. Oversized mail - If your organization has received a package that is larger than your mailbox, it will be kept at the front desk and a notice will be issued. Please bring this notice to the front desk staff to pickup your package as soon as possible. Packages unclaimed after two weeks will be sent "return to sender."

Your student organization's mailing address:

(Name of Student Organization) (Three-digit box number)
Student Life
University of California
229 Commons
Riverside, CA 92521

Please remember that having a mailbox is considered a privilege. If it is not maintained properly, your mailbox will be reassigned to another student organization.

Some student organizations have campus mailboxes in other locations due to close relationships with an academic department or program office. These mailboxes must also be used for organization purposes only and the campus mailing address must be filed with Student Life.

Reducing unwanted US Mail

First Class postage

These items may be returned to the sender if they have not been opened. They will either have a postage meter imprint or stamps on them. On the address area write one of the following:

“Return to Sender, Undeliverable as addressed”

“Return to Sender, Addressee no longer at this address”

“Return to Sender, Remove from mailing list”

You can add the phrase “future mailings will be discarded” to any of the statements above.

Be sure to write clearly. You may wish to draw a line from the delivery address to the sender's address.

Not First Class postage

Most catalogs, promotional mailers and magazines are sent in any one of several postage classifications that are not first class postage (frequently bulk mail). In these cases, remove the page with the mailing address information or copy the envelope's address information (both sender and delivery address). Write one of the messages listed above on the copy or mailing page. You will then need to place it in an envelope and mail it to the sender. This will cost an envelope and postage but should stop the mailings.

Meetings: Reserving meeting room space

See “Registration guidelines for meetings and events: How to Reserve Rooms and Space” in Section VII of this Handbook.

Event & Program Planning

See “VIII. How do we plan activities and events?” in this Handbook.

Payments for University services

When student organizations use on-campus facilities for meetings and activities, they sometimes need to make use of University services to support these activities. Commonly used services include Dining Services (for catering in accordance with campus catering requirements and policies; non-University caterers are not permitted in some facilities), Media Resources and Services (projectors, VCR/DVD players, microphones and sound systems and so forth), and Physical Plant (outside tables, chairs, canopies, etc.).

If your organization has accounts with ASUCR, you must contact the ASUCR accounting staff to make arrangements for payment for these and other campus services. If your organization does not have an ASUCR account, you may contact Student Life at (909) 827-7344 to obtain consultation on the various methods that may be used to arrange payment for various campus service providers.

For those campus service providers who will accept payment by check or money order, these forms of payment should be made payable to “Regents UC.”

VII. What support and resources are available for our organization, and how do we access them?

The resource information provided in this section of the Handbook is supplied to provide useful information for UCR registered student organizations. The office of Student Life provides these resources to assist registered student organizations with daily functions characteristic of a student group. The information assistance and resources available to student organizations includes:

- “IT” Kit
- Leadership Initiatives
- Leadership Library
- Quick Tips
- Information related to reserving the use of university facilities
- Media Resources
- Physical Plant
- Student Organization Workroom (Commons 228)

"IT" Kit

Icebreaker & Team Builder Kit

Are you planning a retreat? Do you want to make your meetings more fun? Check out the IT Kit! This Icebreaker and Team Builder Kit has all of the supplies you need to facilitate:

Name Games
Getting Acquainted Exercises
Introduction Games

Diversity Activities
Team Builders
Communication Activities
And much more

There is no charge to rent the IT Kit, so check it out today! Call 827-7344 for more information.

Leadership Initiatives

The Leadership Initiatives Program, sponsored by Student Life, is designed to provide UCR students with a variety of unique opportunities to develop and enhance leadership skills and abilities. Since leadership development is an intentional and on-going process, several leadership development programs and courses are offered to accommodate all levels of student leaders. Programs and courses include:

CR LeaderShape Institute – a 6-day, non-credit residential leadership development program for students who want to make a difference at UCR and the world (additional information is available at www.leadershape.org)

Leadership Skills Topical Workshops

For more information about building your leadership skills through our programs, contact Student Life at 827-7344.

Leadership Library

The Office of Student Life offers a Leadership Library, which is located in the file drawers in the Student Organization Workroom, 228 Commons. The Library includes books, videos and handouts related to specific leadership issues, program development, reference materials and resources for personal leadership growth. Materials are available for browsing or a two-week checkout period with a UCR student ID card. A listing of what is available in the library is on www.studentlife.ucr.edu.

Quick Tips

In addition to advising your student organization on university policies, programming, community service and leadership training, the office of Student Life also provides our student leaders with wonderful resources. To help you maintain a successful student organization, we have created "Quick Tips." "Quick Tips for Student Leaders" are supplements to help your organization run smoothly and efficiently.

Record Keeping
Planning a Meeting
Planning an Event
Parliamentary Procedures
Delegation
Creating a Constitution and By-laws
Financial Recording
Funds/Fundraising
Recruitment
Officer Transitions
Retreat Planning
Icebreakers
Utilizing Advisors

All "Quick Tips" titles are available online at www.studentlife.ucr.edu under "Resources."

How to Reserve Rooms and Space

Registration guidelines for meetings and events

The most commonly used privilege of student organizations is room reservations. Officially registered student groups may use campus facilities for meetings, fundraisers and special events for either free of charge or of minimal cost. For reservations or to check rooms and space availability, go to the Commons website at: www.commonsonline.ucr.edu, then click on Commons Event Scheduling.

Your event will not be considered registered until all of these steps have been completed. In scheduling meetings and events, the following guidelines must be followed.

GENERAL POLICIES

1. Registered UCR student organizations may schedule University facilities for non-academic, University related purposes through the Commons Event Scheduling office on a first-come, first serve basis.
2. Organizations may begin scheduling Commons facilities only (excluding the Cafeteria) first day of Spring break for Summer and Fall quarter. Organizations may begin scheduling Commons facilities only (excluding the Cafeteria) first Monday after commencement for Winter and Spring Quarter. Departments may begin scheduling (excluding the Cafeteria) on the first day of instruction for the following quarter. Scheduling will begin for fall quarter on first day of summer session.
3. Academic rooms, intended for use after 6 p.m. or on weekends, may be requested on a quarterly basis beginning six (6) weeks prior to the first day of instruction for each quarter. Academic Scheduling will not process applications for weekday use of academic rooms until after the end of the second week of instruction each quarter. Academic rooms are not available for non-academic uses during final exams. In addition, all academic room reservations are subject to cancellation if the room is later needed for an academic use.
4. Only two (2) members of each student organization may be authorized to schedule rooms.
5. Please allow 3 working days for your application/request to be processed.
6. Organizations must leave rooms in good clean condition, which includes emptying trash. Failure to do so will result in a charge. Damages will be charged to the student organization. Doors and hallways may not be blocked with chairs or other equipment.
7. The uses of candles, heating devices or flammable materials are prohibited in University facilities.
8. Student organizations are limited to a total of six (6) room hours per week excluding weekends, special programs and conferences.

CANCELLATION POLICY FOR STUDENT GROUPS

- a. All cancellation and change requests must be completed with an on-line application at <http://www.commonsonline.ucr.edu>.
- b. Any student organization, department, or off campus user that cancels an event less than five days before the event date will be charged one-half of the hourly rental cost at the off campus user rate. Events cancelled three days or less before the event date will be charged the full hourly rental cost at the off campus user rate.
 1. Additionally, any student organization, department or off campus user who cancels (5 days or less) more than three times in one quarter will result in losing scheduling privileges for ten consecutive weeks.
- c. All departments who submit a change request will be charged a \$5 change fee per room/location. Student Organizations are exempt from the change fee.
- d. No-Shows: Any student organization, department, or off campus user who either does not use the space reserved or fails to cancel will be charged the full hourly rental cost of the off-campus user fee and after three times in one quarter will result in the loss of scheduling privileges for fifteen consecutive weeks.

CANCELLATION FEES

Any student organization, departments, or off campus user who cancels more than three times in one quarter or five times in two consecutive quarters will result in losing scheduling privileges for the two following quarters.

Any student and non-student clubs and organizations that cancel an event less than five days before the event date will be charged one-half of the hourly rental cost at the off campus user fee. Events cancelled three days or less before the event date will be charged the full hourly rental cost at the off campus user fee.

SOUND

1. Amplified sound outside in the Commons/Bell Tower area is only allowed between the hours of 12 noon and 1p.m. and must be scheduled in advance. No other conflicting sound is permitted.
2. No music or amplified sound is allowed inside academic classrooms.

LIABILITY/INSURANCE

The group or individual using University property accepts full responsibility for their event. This responsibility is not limited to, but shall include, fiscal responsibility for all charges and damages associated with the event.

1. Insurance naming the Regents as additional insured and a signed Hold Harmless agreement is required for all off-campus groups regardless of the event or campus co-sponsorship. For an event to be co-sponsored, it must involve extensive department activity, not just pro forma sponsorship. A one day Special Events Insurance Policy is available for purchase through the Insurance Risk Management office. Allow ten working days for the processing of the Special Event Insurance Policy. Limits of liability are determined on a case-by-case basis and are dependent upon the amount of risk associated with the activity, program, etc.
2. Campus departments and programs are covered under the Regents of the University of California. Non-University participants of a campus department program may be required to provide an evidence of insurance. Depending on the event, student clubs/organizations may be required to provide insurance coverage for special events. A one day Special Events Insurance Policy is available for purchase through the Insurance Risk Management office.
3. All exceptions to the insurance requirements are made by the Campus Risk Coordinator.

(Refer to Scheduling Policy "Insurance and Scheduling Guidelines for Use of University Facilities, Section 1" located online at <http://commons.ucr.edu/event-scheduling/policies.htm>).

SECURITY

1. The number of security personnel needed varies with the event scheduled and is to be determined by the University Police Department. All Public Safety Department services will be billed directly to the user. (Policy determined by UCR Police Department).

FOOD AND CATERING

The Commons Dining Service has exclusive catering rights within the Commons facilities (including adjacent patios). Student groups are allowed to bring campus-approved caterers into these (Commons) facilities on a case by case basis.

1. Food Permits:

Users preparing food to give away or sell to the public must have a food permit approved by Environmental Health and Safety. Food Permit Applications are available at the Non-Academic Scheduling Office and require two weeks for processing. Cost of permit is \$10.00 payable to Environmental Health and Safety. (Policy determined by Environmental Health & Safety).

2. Potlucks & Snacks In Conference Rooms

Student organizations may have potlucks and snacks in the Commons Terrace Rooms and International Lounge as long as the food service is for the organization members. Student groups are allowed to bring campus-approved caterers into these (Commons) facilities on a case by case basis. The user must clean up the room, which includes emptying trash cans and disposing of trash in bins behind the Food Service dock area, washing off tables and vacuuming floor. Failure to clean up the room after a potluck or snack will result in a charge. (Policy determined by Environmental Health and Safety and the Commons Event Scheduling Office).

MULTIMEDIA TECHNOLOGIES SERVICES

1. Student organizations must deal directly with Multimedia Technologies (located in the basement of Sproul Hall) for their media needs. The student group must show a copy of their room/space confirmation for media services.
2. Multimedia Technologies requires that a request be submitted a minimum of three days before an event.

PLEASE SEE COMMONS EVENT SCHEDULING WEBSITE FOR ADDITIONAL POLICIES & PROCEDURES OR CALL THE COMMONS EVENT SCHEDULING OFFICE AT (951) 827-3215.
WWW.COMMONS.UCR.EDU

Frequently Asked Questions about reserving rooms and other spaces

1. Who can reserve a room?

Any registered student organization, campus department, off-campus user or individual may schedule University facilities for non-academic, University related purposes through the Commons Event Scheduling Office located in the Commons. 827-3215, **www.commonsonline.ucr.edu/**.

2. What is an "authorized reserver"?

Each registered student organization may designate up to two (2) people to reserve rooms on the groups' behalf. The designated members must be listed on the organization's SOLAR roster, enrolled at the University, and be identified by a green checkmark on the SOLAR roster. Organizations may change their reservers in the SOLAR system but should note that the Commons Event Scheduling reservation system will not immediately be accessible; new reservers should wait until 1:00am the following day to be able to reserve rooms. The SOLAR System is accessible at **<http://studentlife.ucr.edu/Student+Organizations/SOLAR+Online.htm>**.

3. How do I reserve a room?

Visit **www.commonsonline.ucr.edu** and click on the "Commons Event Scheduling" link, then "Reserve a Room." Follow the instructions to log in and fill out the online room reservation form. If you have trouble, contact Commons Event Scheduling at 827-3215.

4. How long will it take to get a confirmation?

Reservation requests are normally processed in 3 working days or less. Requests for Academic rooms, large events such as conferences, or events with special requirements such as speakers may take longer. Users are encouraged to submit their reservation requests as early as allowed by policy.
www.commonsonline.ucr.edu/, 827-3215

5. How will I get my confirmation?

Confirmations are sent via e-mail to the authorized reservers.

6. What if the room I requested is not available?

In the event the room you request is not available, an alternate location will be provided, whenever possible. If there are no rooms available, the reserver will be notified via e-mail.

7. How do I reserve a walkway for an information table?

Student organizations are NOT required to reserve space on the walkway for an information table. However, space reservations must be made at least three (3) days in advance for spaces involving sales, sound, risk or gatherings of more than 25 people at one time. Campus departments wishing to set up an information table on the walkway must also make reservations. 827-3215, www.commonsonline.ucr.edu/

8. How do I reserve space for a vendor?

Student organizations that wish to sponsor a vendor must have their authorized reserver submit an on-line reservation request at least five (5) working days in advance. Vendors must have a current certificate of insurance on file in the Office of Risk Management before the application is submitted. 827-3215, www.commonsonline.ucr.edu/

9. Is amplified sound allowed?

Sound is allowed (in accordance with policy) in the Commons Belltower area between the hours of 12:00pm-1:00pm. In consideration of others in adjacent rooms, no amplified sound or music is allowed in academic rooms. 827-3215, www.commonsonline.ucr.edu/

10. Can we serve food?

Food is allowed (in accordance with policy) in Commons, non-academic rooms. Food is never allowed in Academic rooms.

Commons rooms: 827-3215, www.commonsonline.ucr.edu/

Environmental Health and Safety: 827-5528, www.ehs.ucr.edu/.

Belltower Walkway Guidelines

1. Only student organization information tables may be set up on the West Bell Tower Walkway without space reservations. However, space reservations must be made at least 3 days in advance for space involving sales, sound, risk or gatherings over 25 people at one time. There are no spaces available on Market Day, Fall Involvement Fair, during setup for large events, or any other time when the entire Bell Tower area has been reserved for a campus program.
2. There is absolutely NO DRIVING OR PARKING ON THE GRASS. Students may request a permit to drive on to the walkway for the purposes of loading and unloading only. Students must leave enough room for emergency vehicles to pass.
3. The Commons has tables and chairs available on first come, first served basis to student organizations. Students must leave their student ID at the Commons front desk (in the Gameroom, Second floor of the Student Commons) until the tables and chairs are returned. Borrowed tables and chairs must be returned the same day or a \$5/day late fee will be imposed. The current replacement cost of the tables and chairs will be added after 7 days.
4. Any group serving food must have a reservation at least two weeks in advance, and obtain a temporary food permit from Environmental Health and Safety (see www.ehs.ucr.edu/).
5. All litter must be removed and the area left clean or a clean up fee will be imposed.
6. No group shall infringe upon any surrounding activity.

7. Only student organizations and campus department information tables may be set up on the West Belltower Walkway.
8. Student groups wishing to sponsor a vendor must reserve walkway space at least 5 working days in advance and set up on the East Belltower Walkway.
9. Any violation of these guidelines may result in a loss of scheduling privileges.

Motor Vehicles on campus sidewalks (Including Belltower Walkways)

No motor vehicles designed and approved for public road use are permitted on campus sidewalks. Additional barriers have been installed at points of entry to halt vehicles from driving onto campus sidewalks.

If a student organization has a need to drive a vehicle on campus sidewalks, such as delivery of large display set up materials to the Belltower area, a permit must be obtained from Transportation and Parking Services from the kiosk on West Campus Drive. The student organization must reserve the space. The reservation request must contain as much information as possible including the name of the organization, a contact person and contact information, the event or purpose of the activity and so on. In other circumstances written requests should be sent to the Parking Kiosk at least **THREE BUSINESS DAYS** in advance of the date the access is needed. Permission to use sidewalk access must be given prior to use (*you may not assume that your request has been approved. You must have evidence of approval or you will be cited for violation of this policy*).

These policies and procedures may be modified as this new policy is implemented. For additional information contact **Transportation & Parking Services at 827-4395**.

Popular Campus Facilities for Meetings And Special Events

Location	Capacity (may change based on room setup)
A & I Grassy Knoll	3000
Belltower East	50
Belltower Lawn	200
Belltower North	50
Belltower South	50
Belltower West	50
Bourns A125	126
Bourns B118	329
Cafeteria	500
Cafeteria Mall	100
Cafeteria Patio	100
Commons 260	84
Commons 268	81
Commons 302	Varies, contact Commons
Commons 355	193
Commons 367	94
Commons 379	81
Commons Lawn	200
Football Stadium	4547
Gymnasium	1000
Humanities 1501	148

Life Sciences 1500	303
Lower Fields	1000
Lower Level Meeting Room I	25
Lower Level Meeting Room II	25
Olmsted 1208	110
Physical Education Pool	100
Physics 2000	288
Recreation Center Gym	2000
Sproul 1102	100
University Theatre	488
Watkins 1000	170
Watkins Lawn 175	

Multimedia Technologies Services

Student organizations may use UCR Multimedia Technologies for their student organization's special events and meetings. Rental, operator and delivery costs apply.

**Multimedia Technologies
Rates for Services and Equipment
Effective for 2007-08 Academic Year (subject to change)**

Service	Rate	
Delivery or Pickup of Equipment	\$14.97	Per hour
Operator	\$14.97	Per hour
Technology Consultant	\$59.37	Per hour

Equipment

Equipment installed in G.A. Classrooms	\$38	Per hour
10.5' x 14' Screen **	\$17.71	Per day
10' x 10' Screen *	\$14.98	Per day
16mm Film Projector **	\$82.29	Per day
35mm Slide Projector	\$19.22	Per day
Audio Cassette Player	\$20.81	Per day
Beta VCR	N/A	
Bullhorn	\$14.98	Per day
Camcorder – VHS	\$26.32	Per day
CD Player	\$15.11	Per day
Concert Sound Equipment *	\$248.47	Per day
Document Camera **	\$27.89	Per day
DVD Player	\$15.45	Per day
Laser Disc Player	\$58.76	Per day
LCD Data/Video Projector **	\$15.69	Per day
Lecternette	\$23.69	Per day
Marantz Audio Recorder	\$25.53	Per day
Miscellaneous Cables	\$14.98	Per day
Monitor	N/A	

Monitor & VHS VCR	\$17.83	Per day
Overhead Projector	\$16.86	Per day
Record Player	\$25.19	Per day
Reel -to-Reel Player	N/A	
Sound Amplification System *	\$17.64	Per day
Standard Microphone *	\$15.54	Per day
Standard Projection Screen	\$15.47	Per day
Tri-Standard VCR	N/A	
U-Matic VCR	N/A	
VHS VCR	\$15.81	Per day
Videoconference Unit *	\$16.80	Per day
Wireless Hand Microphone *	\$16.19	Per day
Wireless Lapel Microphone *	\$16.23	Per day

* Renting this item requires Operate Service

** Renting this item requires Delivery/Pick up service.

ALL EQUIPMENT RENTAL PRICES ARE SUBJECT TO CHANGE. CONTACT MULTIMEDIA TECHNOLOGIES FOR CURRENT PRICING.

Transportation: Any event that involves the use of our dept vehicle (mostly off- campus events) will incur a transportation charge; contact Multimedia Technologies for current pricing.

STUDENT ORGANIZATION PAYMENT INFORMATION: If you have an account through ASUCR and wish to use that account for payment, please submit your request through the ASUCR office. Make sure you make their deadline (allow a week for processing your Media request) so they can make ours. If you do not wish to use an account, you can come in person and prepay an estimate. Contact Multimedia Technologies for estimates. We cannot take your request without payment.

Contact Information

Multimedia Technologies

B221 Sproul Hall

Riverside, CA 92521

(951) 827-3041 Fax (951) 827-7282

<http://mediaresources.ucr.edu>

Physical Plant Services

Student Organizations may use UCR's Physical Plant for their special events. Rental items include:

Item	Cost
Tables	\$2.50 - 4.00/day
Chairs (folding)	\$0.65/day
Canopies	\$50.00 - \$75.00/day
Easels	\$5.00/day
Podiums	\$10.00 - \$65.00/day
Staging	\$17.50/section/day
UCR Banners	\$8.00 - \$25.00/day

Delivery and setup labor charges also apply. Be sure to place your order a few weeks in advance, as there are a limited amount of items available.

If your organization has an account through ASUCR, and you would like to use this account for payment, please submit your request through the ASUCR office. All charges will be deducted from your ASUCR account.

For a complete listing of all rental items, visit the Physical Plant website at <http://www.pplant.ucr.edu/administrative/recharge.htm>.

Environmental Health & Safety

For details on health and safety issues related to student organization fundraisers involving food see “X. How do we generate and manage organization funds?: Food Fundraisers” in this Handbook.

VIII. How do we plan activities and events?

Event & Program Planning

To assist students and student organizations in finding information related to planning programs, events and activities, Student Life has adopted the phrase “Event & Program Planning” as an umbrella term to cover all these areas. This allows students to seek out this one phrase to find information of interest to the various elements of planning events, activities and programs.

About Sponsoring Events, Programs and Activities

Student organizations provide many events and programs for the campus community. The information in the Event & Program Planning section of this Handbook is intended as a first step in planning programs. Other regulations may be applicable and additional services/resources may be available depending on the details of a particular event. Student organizations are strongly encouraged to seek program planning expertise and advice as early as possible in the planning process. Event & Program Planning assistance is available from Student Life staff members.

Most student groups organize small events. These might include a brown bag lunch speaker, membership recruitment event, on-going meetings, socials and similar events.

Student organizations sometimes arrange for major events or programs on campus. Many of the guidelines for small events hold true for major programs as well. In addition, there are a number of considerations unique to major programs.

Why sponsor an event or activity?

It is important for an organization to give careful and thoughtful consideration to the reasons behind the desire to sponsor an event or activity and not just to plan events each year that the organization has always done without any thought to whether or not they are still successful. It is also important to consult the organization’s mission/purpose statement (found in the constitution) to determine if a particular activity is a legitimate sphere of activity for the organization to be engaging in. Before deciding what event or activity to do, it is important to know what the organization is seeking as an outcome and evaluate different activities to assess the degree of probability of reaching the goal of the activity with each possibility.

How will we know if we are successful?

The beginning of the activity planning process, not the end, is the place to determine how the success of the event will be measured and evaluated. Deciding at the beginning of the event planning process exactly what sort of measures and evaluations need to be available at the end of the event will make planning for them much easier. It also insures that evaluation of the event is part of the overall program plan from the start. Frequently,

student organizations fail to do any meaningful post-event evaluation to determine if the event was successful in meeting its goals and purpose for having been sponsored. It is sometimes important to get evaluation and feedback from event participants while at other times it is critical to collect evaluation and recommendations for improvement from the individuals working on the event or activity.

Target Audience

Once the purpose of an event or activity has been determined, it is important to decide who the target audience for the event will be. A target audience is a group of individuals whom the event planners are most interested in seeing as participants in the event or activity. An end of year banquet, for example, is generally a “members only” event so the target audience would be the members of the organization. By contrast, a recruitment event would have a target audience of current UCR students who are not currently members of the organization but who would be interested in the purposes and goals of the organization and might want to join.

Insurance and Liability

Sponsoring organizations must always consider the need for insurance when hosting an event. Typically, events that involved non-University individuals, as performers, presenters or as part of the audience, require the purchase of additional insurance. If the event includes any activities that have a higher level risk of injury than normal day-to-day activities, additional insurance will likely be required. Commons Event Scheduling and other facilities reservation offices on campus, in collaboration with the **Office of Insurance, Risk Management, and Business Agreements** will determine if insurance is required for an event or activity.

ABC's of Programming

You are planning a lecture, 100 people are waiting at the door, and only 10 chairs are in the room. What went wrong? Programming can be tricky if you don't look at the big picture. Here are some helpful guidelines.

Program Concept

Determine goals

Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities, to socialize or to relax.

Brainstorm

Brainstorm the type of program and possible themes that will match your goals. Examples: speaker, film, dance, fund-raisers, trip, festival, athletic event, recreation, tournament, quiz bowl contests.

Decide on a program within your budget

Discuss the options within your group and make a group decision.

Program Planning

Pick a date

- *Consult the academic calendar.
- *Find a convenient day for members.
- *Check on facility availability.

Choose a location

- *Project attendance.
- *Determine the program needs—chairs, tables, lighting, sound, stage, open space, cooking area, ticket booths.

Decide on a time

Determine a convenient time for the targeted audience. For example, commuter students are on campus during the day, so plan a time between day classes for a program. Do not plan a program when major organizations have standing meetings.

Don't forget your budget

- *Project all expenses and incomes
- *Stay on budget.
- *Brainstorm additional funding sources.

Consider the entertainment value

- *Determine the entertainment type.
- *Research local, regional and national possibilities.
- *Contact and negotiate.

Food

- *Determine food needs.
- *Design a menu.
- *Make arrangements.

For detailed information related to how to Reserve Rooms and Space: Registration guidelines for meetings and events: Food and Catering” and details on UCR policies on food and catering, see Section **VII. What support and resources are available for our organization?** Only approved caterers may be used in most UCR facilities. A list of approved caterers appears on the Commons Event Scheduling/Commons website: www.commonsonline.ucr.edu

Publicity

- *Consider all publicity possibilities.
- *Design publicity strategies for targeted audiences
- *Design your promotion to fit the style and theme of the program (i.e., educational, festive, informational).

For detailed information related to UCR policies on promotion and publicity see Section **IX. How Do We Promote and Publicize our organization and Activities?**

Other

Cover all aspects of the program—additional possibilities are: travel, cleanup, security and volunteers.

Program in motion

Backward Planning

Develop a list of tasks that need to occur, before, during and after the event (e.g. ushers, clean-up) and determine who is responsible. On a blank calendar, mark the date the tasks are due to be completed. Then count days backwards to assign due dates for the components of the task to lead up to the final task being completed.

The day of the program

- *Come early to check on room arrangements and setup.
- *Prepare a brief introduction statement. For example, “Welcome to tonight’s performance sponsored by _____. If you are interested in having more events like this one, please talk to a representative of our organization.”

Evaluate

- Do an evaluation of the program at the next meeting.
- *Determine if you have accomplished your program goals.
- *Record results (positive/negative) for future planning.
- *Prepare financial statement of actual expenditures.

*Send thank you notes to appropriate people.

Taken from "ABC's of Programming", Student Organization Useful Resources for Co-curricular Experience (SOURCE) published by Student Involvement at the University of Nebraska-Lincoln, Lincoln, NE

Checklist for Programming

The Six-Week Event & Program Planning Checklist

6 weeks prior to the event

Get a clear picture of the event

- Who, What, Where and When?

Reserve the space where the event is to be held. Complete all Scheduling requirements and Food Permits. Additional forms such as On-Campus Dance Reservation Form, Performance Agreement and insurance forms may need to be submitted.

Dealing with Agents and Performers - Before you contact them, be sure of the following:

- size of your budget
- confirmation of venue reservation
- know the size of your venue and it's number of seats
- dimension of stage pieces
- equipment that you or the campus can provide
- Campus insurance requirements - off campus groups must carry liability insurance to perform on campus.

Contracting - Remember, everything is up for negotiation!

- negotiate price of act for performance
- discuss rider requirements (sounds, lights, stage requirements, equipment, travel, lodging needs, food and hospitality)

Seek Co-Sponsorships - It's a great way to save money! Create a letter with all of the pertinent information (date, time, location, reason, etc.). You may include the specific amount of money, time and resources you are requesting

Develop your evaluation method and schedule it for implementation. This may include printing evaluations to have on hand at the event and so forth.

5 weeks prior to the event

Order all materials, equipment and special services

- room setup - Commons
- podiums, stage, tables, chairs - Physical Plant or Commons
- audio/visual equipment – Multimedia Technologies
- Review of security measures - UCR Police Department's Administrative/Crime Prevention Sergeant (951) 827-6333.
- directional signs, parking permits, parking staff - Transportation & Parking Services

Begin recruiting volunteers for set-up, clean up and marketing

- request help from other student organizations

4 weeks prior to the event

Begin marketing and publicity - BRAINSTORM!

- Banners
- Posters
- Flyers
- Handbills
- Newspaper Articles
- ASUCR Clubs Page in the Highlander
- Press Releases
- Glass Cases
- Table Tents
- Residence Halls Banners and Box Stuffer

Use your volunteers to contact other student organizations and departments - Try to speak to the leaders of organizations or get on the agenda to speak at a student organization meeting.

- Residence Halls meetings
- Student Organization meetings
- Student Services Offices
- Sorority and Fraternity meetings
- Campus Newspapers
- UCR Website

** Always remember...Do NOT market any events until you have received a confirmation from the venue and the artist.

3 weeks prior to the event

Follow up on Contracts and Insurance (if they have not been received)

Confirm your materials, equipment and special service needs

2 weeks prior to the event

Submit contracts for payment (and insurance rider to Commons Event Scheduling and Risk Manager, and floor plan to police and fire marshal.

Distribute marketing - Use your volunteers!

Send out special invitations or letters

- Departments
- Advisors
- Alumni and former members

Confirm that the evaluation method and process are ready for use at the event or immediately after.

1 week prior to the event

Follow up on all requests (Media Resources, Physical Plant, Transportation & Parking Services, etc.)

Event organizers should re-contact the UCR Police Department's Administrative/Crime Prevention Sergeant **7 days prior to an event** (951) 827- 6333

Redistribute marketing (if necessary)

Day before the event

Confirm all requests (Media Resources, Physical Plant, Transportation & Parking Services, etc.)

Event organizers should re-contact the UCR Police Department's Administrative/Crime Prevention Sergeant **7 days prior to an event** (951) 827- 6333

Review checklist - Was anything skipped?

Within one week of the event

Be sure that all of the performers and services have been paid

Send "Thank You" notes to:

Performers/Artists, Special Guests, Judges, Advisors

Implement your evaluation of the event, compile responses and attempt to measure how successful the event was based on your purposes for sponsoring it.

Donation Box Policies

Community Service is a tradition for many student groups and departments. Clothing, food, toys, medical supply and school supply drives are very popular and are extremely successful. They not only benefit the community, but also promote your student organization. Groups are encouraged to organize such activities, however please be aware of campus policies during the planning process.

The sponsoring organization must comply with the following policies:

1. Receive prior approval from each department where your box will be located.
2. Provide the department with the name and phone number of contact person and name of the program/event.
3. The donation box must be checked and emptied each day or more frequently if requested by the department.
4. The donation box must look professional and be clearly labeled with the title of the event/program, dates of the event, name of the donation's benefactors and sponsoring group's name and phone number.
5. The donation box must be picked up at the end of the advertised date.

Should the group not fulfill the above items, the department reserves the right to deny future placement of the donation boxes.

Suggested Locations include:

Campus Libraries, Library Administration	827-3221
Commons Main Desk	827-3611
Residence Halls	827-6500
Various Campus Departments	

IX. How do we promote and publicize our organization and activities?

Freedom of Speech and Expression

Freedom of Expression

Freedom of inquiry, discussion, and expression (as recognized by the First Amendment of the United States Constitution) is indispensable to a free society. The University has a place in such a society and particularly needs this freedom for its own purposes and to contribute to society in a useful way.

Accordingly, the University and its regulations do not restrain the views that students or others may seek to present. The regulations do not require approval of expression. The regulations are concerned with logistical aspects (time, place, and manner) of the events regulated, and then only within the laws governing freedom of speech under the First and Fourteenth Amendments and other sources.

Moreover, the University encourages students and student organizations to exercise this freedom in participating in the business of the University, academic community, society and the world in general. Similarly, the pursuit of truth and the expression of opinions and creativity, especially in a University context and within University facilities, is encouraged when helpful to and desired by students.

Scope of Student Freedom

Students have the right accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition, and association. Students and student organizations may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. They may support causes by lawful means, which do not disrupt the operations of the University, or the operations of organizations accorded the use of the University facilities.

Libelous or Slanderous Speech

Libel is any written or printed material tending to injure a person's reputation unjustly. Slander is the utterance of falsehood that damages another person's reputation. Such forms of expression are illegal and can lead to legal action by the injured party against those who make such expressions. Organizations should be mindful of this when choosing in what mediums, and using what words and images, the organization wishes to express itself and promote its events and activities.

Inflammatory Speech/Fighting Words

Prohibited "fighting words" are defined as: "those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so." From UCSD website: www.ucsd.edu/judicial, SPJA, UC Policies Applying to Campus Activities Appendix F.

Freedom of Speech in Promoting Events And Organizations

Publicity Policy

The Publicity Policy was developed for the following purposes: to protect and help maintain campus facilities; to ensure that events sponsored by Registered Student Organizations do not promote an event in a manner that introduces undue risk or liability for the sponsoring organization; to protect freedom of expression while honoring the UCR Policy on harassment; to help student leaders create publicity and promotion that presents a favorable impression of the organization to members of the UCR community; to provide priority to UCR students and organizations in fundraising; to limit solicitation of students by vendors.

The office of Student Life is available to assist with any questions about content, layout or posting of publicity.

Content

Student organizations are encouraged to create publicity that accurately depicts both the membership of the organization and the event being promoted. The content, graphics and style of publicity should be agreed upon by the organization (rather than one or two individuals) before it is implemented.

1. Language and graphics contained in all publicity must uphold the policies and standards of community for UCR. The UCR Principles of Community states that: "Implicit in this mutual respect is the right of each of us to live, study, teach and work here free from harassment or denigration. Any violation of this right -- verbal or written abuse, threats, harassment, intimidation or violence against person or property - will be considered a violation of the Principles of Community that are an integral part of the University of California's focus, goals and mission. Such behavior will be discouraged by the University to the full extent of its power."

For example, publicly should not contain derogatory images of human body parts or nudity, racial slurs, violent images or language against individuals or groups, or sexually explicit innuendoes that are commonly viewed to be in poor taste.

2. Publicity may not directly or indirectly advertise the availability of alcohol or any illegal substances or acts.
3. Publicity must accurately reflect and portray the actual program or activity that is to take place. Inaccurate or misleading publicity may expose the sponsoring organization and hosts of the event to undue risk and liability.
4. All publicity must indicate the sponsoring organization and creator of the publicity piece. An organization or creator's email address or website address may not be used in lieu of a full proper name.

In developing promotional material for an organization or an event, students sometimes choose expression that they believe will get attention. However, expressions that are misleading or generate negative attention do more harm than good. When considering forms of expression to promote your organization or event, check to make sure the following are true:

1. The expression accurately portrays the event or organization.
2. The expression is consistent with the purpose statement of the organization/event sponsor. If the sponsor is a member of a larger organization, make sure the expression is also consistent with the mission of the larger organization (such as a national organization or regional council).
3. The expression does not portray negative or belittling images of others.
4. The expression is focused to get the attention of the target audience of the event or organization.
5. The expression is not libelous.

Commercial Speech

Commercial speech is any expression for the purpose of attracting business for a for-profit entity. This type of speech is not protected in the same manner as non-commercial free speech is. This type of speech is not permitted on campus without a campus sponsor. To use UCR facilities and resources for this type of speech is a violation of the University tax classification as a non-profit education institution. An on campus sponsor, such as a department or student organization, may sponsor such speech on campus if it is a fundraising activity for the campus sponsor. Also see Vendor policies for required insurance details.

Campus Posting

Editor's Note: At the time of publication of this Handbook, a comprehensive, revised campus posting policy was in developed. For current information on the new policy, once it has been approved and implemented, see the Student Organization Handbook Supplement at www.studentlife.ucr.edu under "Resources."

One of the most popular ways of marketing your events and meetings on campus are through flyers and banners. UCR has designated many posting locations that are exclusively for student organization and departments. A summary of the posting guidelines is listed below.

Flyers

1. All flyers posted on bulletin boards must be no larger than 8 ½" x 11".
2. Flyers must be for student organization use only (e.g. advertisements for fundraisers, events, etc.) and bear the name of the student organization or department.

3. Once the flyers are created, stop by the Student Life to get your flyers approved. All flyers must be stamped with "Meets UC Riverside Posting Policy." The stamp includes an expiration date for the posting.
4. Using your own staplers and tacks, you may post only 1 flyer per bulletin board.
5. All postings expire 14 days after the stamped date.
6. Posting flyers inside buildings without the consent and the authorization from the responsible department is prohibited.
7. NO materials may be posted on trees, doors, common area windows, interior or exterior walls, light poles, columns, sidewalks, etc.
8. Postings, which damage the surface, do not conform to these rules and will be removed at the expense of the student organization. Future posting privileges may be denied.

Banners

1. All banners are not to exceed 2' x 3'.
2. Banners are only allowed at designated locations. To reserve banner space for your student organization, you must sign up at Student Life. Reservations are taken every other Friday (call 827-7344 to find out the next sign up date).
3. The content of the banner must be in conformance with your student organization's official "Statement of Purpose."
4. All student groups and departments are limited to 2 banners spaces per week.
5. Any reserved banner spaces on the Belltower are to be hung no higher than 10' from the ground.

Application/Nomination distribution in Student Life

Frequently, student organizations wish to make an application and/or nomination form available to interested students in the Student Life office for pick up or submission. The following policy and procedure should be followed if an organization wishes to use the office of Student Life as a pick up and/or drop off point for applications, nominations and similar items.

1. Submit a request in writing to the front desk staff in Student Life, 229 Commons requesting permission to use Student Life as a pick up and/or drop off point for materials. Requests should be submitted two weeks prior to the starting date of distribution. Include the following information in your request:
 - a) Full name of the organization
 - b) A copy of the form to be picked up or dropped off
 - c) Purpose of the form and the activity
 - d) State the date you wish to begin distribution and the ending date of distribution
 - e) Provide detailed contact information for reaching the person in charge of the process related to the form.
2. Once the request has been reviewed and approved, the contact person named in the request will be notified.
3. Forms must include the name of the student organization (full name, no acronyms, abbreviations of words in name are acceptable), name and contact information for the person in charge of the form's process. Forms must also contain instructions on how and where to submit the form. Unless previously approved by Student Life, the Student Life front desk is NOT to be designated as the drop off point. All submitted forms that require a payment enclosed **MUST be submitted in a sealed envelope (provided by the applicant or the organization)** addressed to the organization and person overseeing the process. **Reminder:** student organization mailboxes in Student Life are not secure and it is not advisable to have students drop off payments to your organization's box; if you instruct students to do so, the organization does so at its own risk.
4. If approved, the organization will be assigned a slot in the racks in Student Life. The organization is responsible for checking and re-stocking the form. Due to copy costs, Student Life staff will not make

copies of the form for interested students if the stock of forms is exhausted but will provide the contact information for the form to interested students.

5. On the approved ending date of the distribution, the organization is responsible for collecting any unused forms. Failure to do so will result in the forms being discarded by Student Life staff.

Residence Halls Posting and Other Policies

CAMPUS CLUBS AND ORGANIZATIONS, LIST J

HOUSING POSTING POLICY

The following policies have been established in order to both assist you in advertising your activities in the Housing facilities and protect our residents' right to privacy. Housing facilities include: Aberdeen-Inverness, Lothian, Pentland Hills, Bannockburn Village and Plaza, Canyon Crest Student Family Housing, Stonehaven Apartments, and International Village.

POSTING

We encourage you to advertise your events in the Residence Halls and Campus Apartments. Your organization's name must be clearly listed on all materials to be posted (flyers, banners, and stuffers). We can only post materials from registered campus organizations and departments. Please allow at least five (5) working days for all your posting requests.

Housing Services reserves the rights to refuse the posting of materials, mailbox stuffers, or other forms of advertisement that are contrary or not consistent with the mission, goals, and values of the University of California, Riverside. This includes, but is not limited to: materials presented in a manner that reinforces or appeals to social stereotypes based on race, ethnicity, culture, religion, gender or sexual orientation; and materials that promote controlled substance use, lewd or sexually explicit conduct, or criminal activity.

1. **FLYERS:** We will post flyers in each housing complex. Just leave the specific number of flyers at the Resident Services Office at the following locations: A-I: 25 flyers; Lothian: 25 flyers; Pentland Hills: 30 flyers; Campus Apartments (Bannockburn K-101): 36 flyers (10 for all apartments, 16 for GrandMarc and 10 for Family Housing); and International Village: 10 flyers.
2. **BANNERS:** Due to space restrictions, the maximum size of banners is 4 feet wide by 3 feet high. Banners must be left at the Resident Services Office of each building for posting. Banners will be posted in high traffic areas in the living areas. Due to limited space, please leave only one banner per building, per event. Banners will be posted up to 10 days prior to the advertised event. Please do not use orange or yellow paints as these colors may bleed through to the walls.
3. **MAILBOX STUFFERS:** We can stuff the residents' mailboxes with your flyers. The maximum size of stuffers is 8½ inches by 11 inches. To stuff all the mailboxes we will need 3070 copies in the Residence Halls, 1,200 copies in Campus Apartments, and 100 in International Village. Due to the labor involved, there is a **\$30** stuffing fee for Residence Halls, **\$25** stuffing fee for Campus Apartments, and **\$5** stuffing fee for International Village. Make checks payable to "Regents, UC" and pay for Residence Hall stuffing at the Pentland Hills Resident Services Office, for Campus Apartments and Family Housing pay at the Bannockburn Resident Services Office (K-101), and for International Village pay at the Front Desk of International Village. Campus departments will need to provide FAU numbers for direct recharge. Bring stuffers to each Resident Services Office. Total copies needed for each area are as follows: A-I: 900 stuffers; Lothian: 1,020 stuffers; Pentland Hills: 1150 stuffers; Campus Apartments and Family Housing: 1,200 stuffers; and International Village: 100 stuffers. Extra stuffers will not be saved.
4. **RESIDENCE HALL DINING HALLS:** Posting in the Residence Hall Dining Halls is reserved for Residence Life and Residence Halls Association activities only. No banners, table tents, etc. are permitted.

SOLICITING

All areas other than the building lobbies and Cafeterias are considered private living areas. ***NO GROUP IS ALLOWED IN THESE AREAS FOR POSTING, SOLICITING, OR DISTRIBUTING FLYERS.*** The only soliciting allowed in Housing buildings and **surrounding grounds (includes parking lots)** is by the dinner line at A-I and Lothian Cafeterias. Arrangements may be made for this at the A-I and Lothian Resident Services Office. Only “PASSIVE” soliciting is allowed, meaning you may have a sign at the table and interested residents will approach you. You are not to approach the residents. A five (5) working day notice is required. Only one group is allowed per evening per building.

QUESTIONS

Contact A-I (x5460), Lothian (x5972), Pentland Hills (x6500), Campus Apartments (x5723) and International Village (826-3100) for any questions.

Revised: Sept. 8, 2003

News Releases

Taken from “More on News Releases”, Student Organization Useful Resources for Co-curricular Experience (SOURCE) published by Student Involvement at the University of Nebraska-Lincoln, Lincoln, NE

A news release is a document used to provide information in a ready-to-publish form. A reporter should have enough information from your news release to write a brief story on your event. To write an effective news release and to get the most publicity from it, there are several guidelines you should follow.

Physical appearance

There is a standard format for news releases; anything that varies from this format may be overlooked or discarded.

- Always use 8.5”x 11” paper or letterhead.
- Always type your information.
- Identify the sender (organization, association) in the upper right-hand corner of the page by listing their name, address and telephone number.
- Double space down and in the upper left-corner, also include a contact person who can answer questions about the event by typing FOR MORE INFORMATION CONTACT: (person’s name and phone number).
- Double space down and type FOR IMMEDIATE RELEASE or FOR RELEASE ON (give date).
- Triple space down before starting your text.
- Double-space your text so that editors will have room to edit your material.
- Include all pertinent information, but try to limit your news release to two pages or less. Most can be done in one page.
- If you have more than one page, never split a paragraph from one page to the next. Put (more) at the bottom of each unfinished page.
- Place an identifying slug line (headline) and page number on each page after the first.
- At the end of the news release, tripled space down and in the center of the page, type three number signs (###) to indicate the end of the news release.

Content

Be aware that your release is probably one among many on the editor’s desk. You want yours to be noticed right away. To get the editor’s attention, the content of the news release is very important.

- Start the text with the fundamentals—the who, what, when, where and why of the event. The first sentence of the opening paragraph should be the most important.
- The second paragraph should include more information about the event or performer.
- Be concise. Eliminate clichés and excess information. Most editors will edit them out anyway.

- Be certain that every fact, title and performance time in the release is correct and that every name is spelled correctly.
- Include the group who is sponsoring the event.
- Enclose a black and white photo, if possible.
- Always edit your own copy. Check for misspellings and grammatical errors.

Other Tips

- If possible, find out the name of the person you are sending the release to. Usually this will be the news editor, the assignment editor or the entertainment editor.
- Send the news release at least two to three weeks in advance.
- Make a list of what outlets you sent the news release to in case there are mistakes or cancellations.

Media outlets for your news release

For a list of the student organizations who act as media organizations and who will likely have an interest in your news release, go to the online database of student organizations at www.studentlife.ucr.edu and search by the keyword “media.” You may also wish to contact **UCR Strategic Communications**, 140A Highlander Hall, 827-5185 FAX 827-5008, e-mail submissions to: kris.lovekin@ucr.edu

Organization Mailbox Stuffers and Alternatives

Many student organizations have mailboxes in Student Life, 229 Commons. Historically, many organizations and departments have done mailbox stuffings in these boxes to promote events and opportunities to organizations. **However, it is very frequently the case that these stuffings are not read by the organization but rather left to get out of date in the mailbox and then discarded.** Student Life discourages blanket, all-box stuffings to these boxes because it has proven to be an ineffective way to promote programs and opportunities and the large amount of trash and recycling it creates.

Alternatives to the organization mailbox stuffing promotional method include:

- 1) **Monthly organization email message:** Student Life sends an announcement once a month to the contact email address of each registered organization. Submissions are required by the 15th of each month to be included in the next month’s email message. Messages must be of interest to organizations (rather than general student interest) and messages may be edited. Submit announces to uclife@ucr.edu.
- 2) **Literature rack display:** See “Application/Nomination Distribution in Student Life” to arrange to make literature available in Student Life literature racks.
- 3) **Information table in Belltower area**
- 4) **Selective mailbox delivery:** Check the organization database online at www.studentlife.ucr.edu. Select those organization’s that would be most interested in your promotional items and selectively deliver your material to their mailboxes in Student Life.

Commercial promotions for any for-profit business or activity are prohibited from doing mailbox stuffings in Student Life. Exceptions include companies that are seeking organization sponsors for an organizational fundraiser (all Vendor policies apply).

Other Marketing Ideas

There are a variety of other marketing approaches that student organizations may use to promote their events. These include purchasing promotional novelty items such as pens, key-rings and T-shirts and purchasing special banner space such as on city buses and other venues. The sky is the limit (hey, what about sky writing?) for developing your marketing plan.

Be sure to consult with staff in the office of Student Life before implementing a new and untried method of marketing to insure that it is in compliance with University policies.

X. How do we generate and manage organization funds?

Financial Responsibility of Organizations

Officers of organizations are responsible for making sure their groups are financially sound. Student organizations should contact the State and Federal Internal Revenue Services for specific information on income tax requirements. Student organizations may be liable to pay sales tax on some of their fundraising efforts.

The University of California, Riverside is not responsible for debts or other liabilities of student organizations. All new and continuing members of an organization, as well as businesses where products and services are ordered, should be informed of this. Officers of organizations may be held liable for financial obligations incurred by the organization.

Student organization financial records should be made available at all times for membership review and/or University audit.

Taken from "Student Organization Handbook, Section III. What is the relationship between student organizations and the University?: Student Organization Guiding Principles."

Banking Services

Organizations receiving ASUCR funding must use ASUCR as their banking service provider. Additional off-campus accounts are prohibited.

All student organization funds should be held in either ASUCR accounts or in an account at a bank or credit union in the name of the organization. Organization funds should never be held by an individual or in an individual's bank or credit union account. The individual becomes liable for the funds and responsible for reporting it to the IRS as personal income. If the organization funds are reported as personal income, the organization is in violation of the University's non-for-profit status and will face judicial actions against it.

Student Organizations without ASUCR funding may use the banking service provided by the Service Plus Credit Union, (formerly the Riverside Campus Federal Credit Union) www.servicepluscu.org, or any financial institution of their choice. Financial institutions require a tax identification number for all interest-bearing accounts. To apply for a tax identification number for a student organization, first obtain an SS4 form from the financial institution or the IRS website www.irs.gov. After completing this document, call 1-800-829-1040 and request a tax identification number.

Banks and Credit Unions will be penalized (sometimes severely) by the FDIC and/or IRS for having social security numbers of individuals on accounts that belong to groups. The individual whose social security number is on the account is required to claim the funds in the account as personal income on their Federal and State Income Taxes. The tax identification number (see above) acts as a Social Security Number for an organization.

Tax filing

Registered student organizations are not automatically tax-exempt and are not included in the University's tax-exempt status. If the student organization meets specific criteria (some of which are provided below) they are

required to obtain their own federal identification number and complete the necessary forms to obtain and maintain tax-exempt status.

Organizations with ASUCR accounts do not need to file income reports with the Internal Revenue Service (IRS) since the report filed by ASUCR will include their accounts. Organizations using a tax identification number issued to them by their national or parent organization must report account holdings to this organization, which, in turn, files the IRS report.

1. Income tax

In general, organizations that acquire receipts and revenues of more than \$5000 in any one calendar year are required to file for and maintain tax-exempt status. If an organization receives receipts and revenues of more than \$25,000 in any one calendar year the Internal Revenue Service (IRS) requires that the student organization submit Form 990, an annual information return. The overall responsibility for the items stated above is that of the student organization. Failure to comply with IRS rules and regulations may result in significant fines.

2. Sales tax

There is a general misconception that if an organization is exempt from federal income taxes, it is exempt from other taxes, i.e., state sales taxes. Sales and payroll taxes are not exempted by federal income tax exemptions. Please direct any questions about tax issues to the Student Life or ASUCR offices.

3. Taxes and Fund-Raising Activities

Student organization must submit the appropriate amount of sales tax on all fundraising activities involving sales.

In addition, organizations that raise funds in excess of \$5000 may be required to report their holdings to the IRS on an annual basis.

Funding and Fundraising Tips

Many campus organizations find that membership dues do not cover all of the expenses for the group's activities, so they seek to raise funds in other ways. Only registered student organizations may conduct fundraising activities.

What types of fundraisers are acceptable?

The most common type of fundraising is direct solicitation. Organizations can sell a variety of products, buttons, books, jewelry and food for example. Raffles and such are to be conducted as donations. Under California State Law (California Penal Code 319), "50/50" raffles, lotteries, gift enterprises and similar games are considered illegal if they include the following elements:

1. Consideration (paying money)
2. Chance
3. Prize

In order to legalize it, one of these three elements must be removed. Generally, Consideration is removed by stating that no purchase is necessary and offering the ticket for free upon request. (Source: University of La Verne, Club and Organization Handbook).

In addition to vendors and food sales, dances, carwashes, walk-a-thons (or any "-athon" activity), auctions, candy sales, TV tapings and garage sales are very popular moneymakers. At all times, the sponsoring organization and the purpose of the fundraiser should be clearly stated and posted. Any solicitation that would make refusal awkward or uncomfortable is prohibited.

Where can we fundraise on campus?

Outdoor solicitation on campus must be scheduled through the Office of the Commons/Commons Event Scheduling (827-3215, www.commonsonline.ucr.edu). Solicitation tables are limited to the areas that the Commons designates appropriate. Students soliciting funds must not interfere with normal traffic, especially along campus walkways, doorways, parking lot entrances or exits. Fundraising can be conducted indoors only during scheduled meetings or events of the sponsoring organization.

How do we conduct a food sale on campus?

See next section

How do we sponsor a vendor?

See next section

What is a group sponsorship?

Often a student organization will be involved in an activity that could benefit from a corporate sponsor or a local Riverside business sponsorship. Some sponsors have helped organizations to fund refreshments for meetings, events, tournaments as well as provide coupons or give-a-ways for the organization.

As a rule, student organizations should look to sponsorship from firms that support our campus, either by other sponsorships/donations or because they do business with our campus.

An important point to remember when seeking corporate or business sponsorships is that these potential supporters are in business to make money. If a company sees that sponsorship of your group may bring them additional business or greater profits, the more likely they are to be supportive of the idea of sponsoring a student organization. So before approaching a potential sponsor, think about how you may be able to help them. Be inventive when approaching off campus sponsors.

What are campus department co-sponsorships?

To obtain funding for your student organization or a particular event, you can seek out campus departments that are relevant to your organization. For example, an engineering organization would ask the College of Engineering. Develop a letter to the department that includes a specific amount of money, time and resources that are being sought. Upon entering into co-sponsorship, it is the role of the president of your organization to put into writing all conditions of the co-sponsorship and to have this document signed by both the president and a representative of the co-sponsoring organization or department.

Where else can funding be found on campus?

Registered student organizations may request funds through the Finance Committee of ASUCR. Be sure to plan ahead, as much of these funding resources are allocated early in the year. Budget applications can be obtained through ASUCR. Once your forms are completed and submitted for review by the Finance Committee, you are required to schedule an interview with the committee to present your budget request. As a matter of policy, ASUCR does not provide funding for food or refreshments and also requires that a portion (20%) of the group funds be generated by income or revenue. ASUCR will NOT fully fund any group.

Organizations which are funded through ASUCR also receive certain benefits relating to copying, bookkeeping, etc. For further information, contact ASUCR at 827-3621 www.asucr.ucr.edu/.

How to Sponsor a Vendor

Although there are numerous ways to fundraise on campus, the most popular are vendor sponsorships. Any off-campus business or commercial entity that sells merchandise or distributes material are considered vendors and

are required to be sponsored by a student group or department to conduct business at UCR. Vendors often range from credit card companies to clothing and shoe distributors. If your group is interested in vendor sponsorships, please be sure to follow these guidelines carefully:

1. All student organizations and departments are limited to sponsoring two (2) vendor days per quarter with one (1) vendor on any given day.
2. Reservations are to be made in advance with the Commons Event Scheduling Office. To reserve vendor space, you must complete the online reservation form at www.commonsonline.ucr.edu. Please note that a "reservation" is not a "confirmation." You will receive confirmation for your vendor via e-mail or campus mail once all the paperwork is complete.
3. Proof of Insurance must be submitted to the Commons Event Scheduling Office prior to the student or department submitting a reservation request for the vendor. The insurance must name the UC Regents as additionally insured for no less than \$1,000,000 (one million) per occurrence.
4. All vendors must pay a minimum per day of \$150 to the sponsoring organization and \$35 to "Regents UC" prior to confirmation of the reservation request. Checks must be presented to the Commons Event Scheduling office prior to confirmation of space. Two (2) separate checks must be made:

Check 1: \$35 made payable to Regents, U.C.

Check 2: Minimum of \$150 made payable to the sponsoring organization.

5. Commons Event Scheduling will not accept a check made out to an individual.
6. The Commons Event Scheduling will notify you when your vendor fee must be paid. You will be sent a vendor space confirmation once all fees are paid and all reservations are complete.

Remember, your student organization may negotiate more than \$150 per day for a vendor. Although flat rates are easier, you may negotiate a percentage of the vendor's gross sales for the day on top of the \$150 base fee! It is all up to you and the art of negotiation!

Food Fundraisers

Sales of homemade foods are very popular moneymakers. The health and safety aspects of food dispensing on campus are supervised by the Office of Environmental Health and Safety office (EH&S). For each food sale event, a Temporary Food Permit must be purchased. Please follow these procedures to ensure a legal and successful food sale fundraiser:

1. Complete an application for a Temporary Food Permit -- Applications can be submitted online on the Environmental Health and Safety website (www.ehs.ucr.edu). Completed applications can be submitted to EH & S online along with a \$5 or \$10 service fee. Please allow at least 2 weeks for EH & S approval.
2. Attend the food service training conducted by EH&S -- This training is mandatory for all food sales. Student groups need only attend one food service training session for the entire academic year! Training classes are listed on the EH & S website.
3. Schedule space through the Commons Event Scheduling office -- To reserve space, complete the online reservation form at www.commonsonline.ucr.edu.
4. You will be notified when your food permit is approved. The EH&S permit card must be displayed during your food sale. If there are barbecues or flames involved with your food preparation, EH&S will issue your group a fire extinguisher.

For more information regarding food sales and health and safety issues, please visit the Environmental Health and Safety website at www.ehs.ucr.edu.

Guidelines for Pre-packaged Food and Bake Sales

Organizations holding fundraisers and bake sales on the UC Riverside campus are required to obtain prior approval from the Commons Event Scheduling Office located at the Commons 827-3215, www.commonsonline.ucr.edu.

If the food items (candy, chips, sodas, cake, muffins, or other baked items that do not require special handling) are prepackaged as individual servings, they can be sold at campus bake sales and fundraisers. Bake sale items with cream or custard toppings or fillings may not be sold without prior EH & S approval. Sales of pre-packaged food items only required a permit costing \$5.00 from Environmental Health and Safety, www.ehs.ucr.edu/ (as opposed to the \$10 permit for food preparation).

Bake sale items can no longer be prepared in private homes if they will be served to the public. All baked goods must either be prepared in a permitted kitchen or obtained from an approved source. EH & S inspectors perform periodic inspections of campus bake sales, fundraisers and other temporary food sales. In the event compliance with the following guidelines cannot be met, organizers may be required to discontinue sales until the necessary corrections are made.

If you have any questions about these guidelines, please call EH&S at 827- 6302 for consultation.

XI. What if we have a problem?

General Problems

Organizations with general problems with accessing University resources and related matters should contact Student Life at (951) 827-7344.

Conflicts within an organization

Conflict within a student organization is a common occurrence and not always a bad thing. Disagreements and divergent points of view call for the membership and leadership of the organization to apply critical thinking skills and interpersonal skills, which benefit individuals as well as the organization. However, there are times when conflict and disagreement within an organization is nothing but a negative experience.

If your organization is struggling with an internal conflict or disagreement, it is best to consult the organization advisor for advice on how to approach the situation. You may also seek assistance from staff members in of the SOLAR Staff in Student Life. SOLAR staff will work with organization members to mediate and resolve inter-group conflicts.

In some cases, judicial actions on the part of the organization are necessary and for this the organization will need a constitutional provision or bylaw that outlines its due process for taking judicial action. Again, assistance with developing and implementing such a process is available from staff members of SOLAR.

Conflicts between organizations

It is sometimes the case that two or more student organizations find themselves in disagreement and conflict. Again, this is not always a negative situation but it frequently can be.

Staff members in both the office of Student Life and the office of Student Conduct & Academic Integrity Programs are available to discuss and assist with resolution of such intra-group conflicts.

Student Conduct Policies

Should individual student or student organization conduct be in violation of *University of California Policies Applying to Campus Activities, Organizations, and Students* (<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html>), Student Life and the office of Student

Conduct & Academic Integrity Programs will apply the University's judicial procedures to the violations and seek adjudication of the alleged violations.

The same judicial policies that apply to individual students also apply to all student organizations. For more information concerning and to obtain any of the Student Conduct Policies you can check out the website: www.conduct.ucr.edu.

Appendix A: Advisors' Information and Resources

Editor's Note: This Appendix is about advising student organizations at the University of California, Riverside and is written to be valuable to both the organization advisor and the student leadership of the organization being advised. This Appendix is not "For Advisors Only."

Introduction: Advising student organizations at UCR

Registered student organizations at UCR are not required to have staff/faculty or alumni advisors in order to register and be in good standing. However, it is to the benefit of the organization to seek out one or more interested advisors who have experience and characteristics that the organization values. Advisors can help organizations reach new heights of programming and productivity, ease officer transition difficulties and provide a sense of historic continuity since they generally stay with an organization longer than the student members do.

What an advisor is and does

A student organization advisor is a person, selected by the organization, to provide guidance and advice in the operations of the organization. Advisors are educators outside of the classroom setting and a resource person for the organization. Advisors have a variety of roles with an organization including being a mentor, teacher, leader and follower.

Ideally, the advice of the advisor to the organization's membership and leadership is welcome and seen as valuable. The decision making and goal setting for the organization should remain in the hands of the student membership but should be tempered with the valuable insights of the advisor.

What an advisor is not and does not do

Unfortunately, some student organizations have a misinformed notion of what an advisor does and does not do. An advisor is not someone who cleans up after a major event or makes sure that regular meeting rooms for the organization have been reserved; these are responsibilities of the student leadership of the organization. An advisor is not someone to invite to events but otherwise exclude from the business of the organization until the organization is in trouble; the advisor should be informed about and consulted with in regard to the on-going business of the organization. An advisor does not take control of the organization; this is the responsibility of the student membership and if the organization ceases to exist due to inaction by the student membership, this is an unfortunate but appropriate outcome. Organizations should not look to their advisor to do crisis intervention on behalf of the organization but only to seek to do so in conjunction with the student leadership.

Types of advising

When considering advising for a student organization, the following distinctions in types of advising can be useful:

Technical Advising: This type of advising has to do with using UCR processes and procedures, compliance with policies, ordinances, safety regulations and laws. The area of finances is a special area of Technical Advising which requires information on tax codes and financial regulations applicable to organizations. This type of advising is typically provided by the professional staff in Student Life by the Student Organization

Advisors or Coordinator for Student Organizations. Each organization has a point person from Student Life and these are listed on the website.

Event Planning: This type of advising provides students with challenging questions as to the purpose and expected outcome of an event as well as organizing and implementing a successful program. This type of advising may be provided by a staff/faculty advisor, an alumni advisor or a member of the Student Life staff.

Developmental Advising (Internal affairs): This type of advising covers two key areas. The first is the internal affairs or operations of the organization. The second is membership and organization development and growth processes. Examples of *operations issues* include following the organization's constitution, conducting fair elections for positions, development of financial checks and balances and dispute resolution. Examples of *developmental items* would include such things as team building within the organization, retreats, leadership development experiences and the like. This type of advising may be provided by a staff/faculty advisor, an alumni advisor or a member of the Student Life staff.

Requiring an advisor as part of corrective action

From time to time, the university will require an organization to secure a staff/faculty advisor as part of a corrective action, typically as a term of probation or sanction for inappropriate conduct. The purpose behind this action is not to force the organization to give up its autonomy to an advisor but rather to assist the organization in making better decisions in the future with the help and guidance of an advisor.

It can be difficult for an organization that is not in good standing to find a member of the university staff or faculty who is willing to advise them. It is awkward to ask someone to serve as your advisor after your organization has been found responsible for violations of UCR policy. However, the staff in Student Life can assist organizations in this situation in locating short term and long term advisors.

As with all advisor/advisee relationships, the guidance and support offered is only as good as the level of sharing and trust between the parties involved. Organizations that withhold information and/or plans from their advisor are likely to create far more difficulties for themselves in the long run. Efforts must be made to develop a trusting relationship to insure the best quality of experience can be had for all parties involved.

Support for UCR organization advisors

Student Life provides resources and support for staff/faculty members who wish to be organization advisors as well as organization alumni that wish to be advisors. Appointments with key student organization support staff, an annual Advisor Reception, use of the Leadership Library resources, "IT Kit" and online information at www.studentlife.ucr.edu are all encouraged and available to advisors.

Collective Responsibility For Fraternities and Sororities *DRAFT April 2008*

Collective Responsibility

Unlike voluntary student organizations, fraternities and sororities have the privilege of choosing their own members. With this privilege comes the responsibility of governing the organization's behavior in a way consistent with the University's educational mission and standards of conduct as well as in accord with National/International/Regional organization standards, local ordinances, state and federal law and safety regulations. Thus, fraternities and sororities bear a certain level of responsibility for the individual actions of their group members when this behavior is part of a group activity or represents chapter norms.

It is expected that each organization will establish and enforce policies to achieve responsible group governance. While members may be held accountable for their actions individually, sanctions may also be imposed upon an entire chapter for individual member actions when the behavior is inconsistent with UC

Riverside's goals, principles and policies. Each case will be evaluated individually by the Student Conduct and Academic Integrity Programs (SCAIP) and/or the Student Conduct Committee, with final decisions resting with the Dean of Students.

How Collective Responsibility is Used

As a training and orientation tool

Fraternity and sorority leaders are encouraged to work with their membership to encourage collective behavior within their chapter that reflects and supports the University's mission and the organizations stated values and principles. Fraternities and sororities should have clear organization values, shared governance and group management structures, active involvement from all members and effective internal disciplinary systems for individuals whose behavior jeopardizes the chapter as a whole. Fraternity and sorority leaders should participate in an annual orientation that explores their role in instilling responsible group behavior through the use of guest presenters, case studies, and discussions.

As a conduct tool

When organization conduct problems occur, collective responsibility serves to drive the exploration about the problem behavior and to what extent the incident is a result of irresponsible group norms or governance. Typical incidents that fall within the policy of collective responsibility include poor party planning, group alcohol and other substance abuse, hazing, destructive behavior and pranks. In this context, the following questions should be considered:

1. Was the activity officially sanctioned by the chapter and/or its officers?
2. Did the organization and/or its leaders implicitly encourage the activity even though they did not "officially sanction" it?
3. Were a substantial number of the other chapter members or officers aware, in advance, that activity might take place and did they fail to take appropriate steps to prevent it from taking place?
4. Were a substantial number of the other chapter members or officers aware of the misconduct after the fact and cover-up, such that they can be viewed as accessories after the fact? Were they aware of the misconduct after the fact and did they take steps to correct the problem(s) that occurred?
5. Has the chapter failed to establish reasonable standards of conduct to which all of its members are to be held? Has it failed to effectively communicate those standards to its new members/pledges and actives, through both new member/pledge training and ongoing education and training for all active members?
6. If the chapter has established and communicated such standards, has it nonetheless failed to put into place a mechanism for enforcing those standards and adjudicating alleged breaches of those standards? Has the chapter failed to respond in a timely and appropriate manner to the alleged misconduct in this particular case?
7. Have the individuals involved in the incident been involved in earlier incidents and has the chapter failed to respond to those earlier incidents, such that the individuals might have come to the conclusion that misbehavior is condoned by the chapter?
8. If the chapter claims this is an isolated incident by renegade members, have other members of the organization also engaged in "isolated" incidents themselves, such that a pattern of misbehavior and group norms emerges from otherwise seemingly isolated incidents?

If the answer to one or more of these questions is yes, there is basis for finding the chapter engaged in some level of willful misconduct, recklessness or negligence, and on this basis could be held collectively responsible

for the misconduct of its members. Once collective responsibility is determined the seriousness of the current misconduct incident and the extent to which other recent incidents of misconduct have occurred and poor chapter leadership is evident are used in determining the type and level of University sanctions recommended.

Subjective Selectivity

An individual's voluntary decision to associate with another individual or group is a basic human right. Elements of subjective decision making must have appropriate safeguards relating to race, religion, national origin, sexual orientation, and socioeconomic background as an essential part of this process.

Campus Policy Number: 700-55

Registered Campus Organizations *Policy Owner: Student Life Effective Date: 04/15/08 Draft*

A. Introduction

The formation of registered campus organizations is encouraged to promote and provide for the special and varied interests of members of the campus community. For the purpose of this policy, there are two types of registered campus organizations:

- 1) Registered Student Organizations (RSO): Organizations composed of UCR students that are recognized by the campus via annual registration through the office of Student Life. The decision making power within these organizations must rest in the hands of currently enrolled UCR students; an example of this type of organization would be the Chess Club at UCR. Student Organizations must update their registration annually in the Student Life Office (see requirements for registration below).
- 2) Departmental Organizations for Students (DOS): Organizations composed of UCR staff, faculty, community members, and/or students that are not required to re-register annually. These organizations are overseen by a campus department or unit. An example would be the Campus Escort Service (Women's Resource Center); these organizations are for students but managed by a University unit/department.

Related policies:

The following list of related policies is not exhaustive. Other UCR and UCOP policies may apply in specific contexts to Registered Campus Organizations. In addition, all State and Federal laws, local ordinances and safety codes (such as fire codes) are applicable and must be complied with at all times.

University of California, Office of the President (UCOP)

Policies Applying To Campus Activities, Organizations And Students

<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html>

[20.00 Policy on Non-Discrimination](#)

[30.00 Policy on Speech and Advocacy](#)

[40.00 Policy on Use of University Properties](#)

[50.00 Policy on Campus Emergencies](#)

[60.00 Policy on Student Governments](#)

[70.00 Policy on Registered Campus Organizations](#)

[90.00 Policy on the Campus Assessment of Voluntary Student Contributions to Student Governments and Registered Campus Organizations](#)

[100.00 Policy on Student Conduct and Discipline](#)

[170.00 Policy on University Obligations and Student Rights](#)

[Appendix B: Use of the University's Name](#)

UCR Principles of Community at <http://www.chancellor.ucr.edu/documents/community.pdf>

UCR Standards of Conduct at <http://conduct.ucr.edu>

B. Requirements for all Registered Student Organizations

Organizations that are established must meet the following **annual registration criteria** in order to register (as a new organization) or re-register (as a continuing organization):

7. Participate in an annual registration workshop.
8. Complete an assessment following the registration workshop to demonstrate comprehension of registration requirements, campus policies, and other applicable information.
9. Provide updated organization membership roster information by the announced deadline including a minimum of five (5) currently enrolled UCR students (undergraduate or graduate, excluding UCR Extension students). Students listed on the roster must verify their membership in the organization.
10. Submit a completed original, with primary officer signature, of a Policy Compliance form to be kept on file in the office of Student Life.
11. Provide a copy of the organization's current constitution and/or bylaws (all that are applicable) to be approved by Student Life. Additional operating documents may be required depending on individual organization circumstances and off campus affiliations. Minimum requirements for an organization constitution are provided by Student Life upon request.

Organizations that are currently registered must meet the following **on-going registration criteria** in order to maintain registration with the University through the office of Student Life:

11. Consist of a minimum of at least five (5) currently enrolled UCR students (undergraduate, graduate, or both). UC Extension students and non-students do not count toward the five-member minimum.
12. Identify a primary officer (i.e. President, Chairperson) that is a currently enrolled student at UCR.
13. Have an active membership that is composed of at least 50% UCR students (five members must still be UCR students). Non-students may also belong; however, the organization must be operated by its student members and must remain in the control of the students. All decision making power must rest in the hands of currently enrolled UCR students.
14. Update organization membership rosters by the third week of fall, winter, and spring quarter, respectively (fraternity/sorority organizations are also required to participate in the scholarship reporting system).
15. Re-register annually with the office of Student Life.
16. Notify Student Life in writing of changes to organization officer information within ten (10) business days of the change being made.
17. Notify and submit for the approval of Student Life, all amendments/changes to the organization's constitution and/or bylaws (as applicable) prior to membership ratification. Organization constitutions and bylaws must be adhered to by the organization membership and officers and must be re-ratified by the organization membership at least once every three years. If the organization has an off-campus affiliation with a local, regional, state, national or international organization which requires adherence to guidelines or regulations, a copy of these requirements is also required to be on file as additional operating documents with Student Life.
18. Officials of the organization must be enrolled UCR students and maintain good academic standing as defined in the UCR General Catalog or similar document detailing academic standards. Currently, this requirement is a cumulative GPA of 2.0 and making satisfactory progress towards a degree. These requirements must be met in order to remain in an official capacity (i.e. officer positions, liaisons, delegates, committee chairs, etc.) with the organization.
19. Comply with the policies stated on the UCR Student Organization Policy Compliance Form:
 - State and Federal Law
 - Fiscal Accountability
 - Use of University Name
 - Membership

- Hold Harmless Agreement

10. Attend the Student Organization Leadership Retreat offered each fall.

C. Supplemental Requirements for Registered Campus Organizations by organization type.

The following special requirements apply to the types of organizations listed below. In addition, the University may impose supplemental requirements on specific organizations or additional types of organizations on a case by case basis to address issues of health and safety, risk management and compliance with laws, safety codes and/or ordinances.

1. Service organizations: Community Service Reports

Any organization that lists itself as a service organization must report service statistics to the University on a quarterly basis. If these reports are not submitted, the student organization type will not be listed as "service." Failure to submit reports may also comprise registration status and access to resources/privileges.

2. Fraternity/Sorority organization: Fraternities and Sororities

a. **Definition:** The following attributes characterize the social fraternities and sororities at UCR:

4. The organizations are primarily social in nature and seek to cultivate and develop the individual members as well as the organization as a whole.
5. Membership is limited to a single gender and granted exception to Title IX requirements for the purpose of cultivating and supporting an environment of brotherhood or sisterhood.
6. Membership in one organization in this category is mutually exclusive to membership in any of the others (i.e., an individual may only belong to one of the organizations in this category).

b. Because of their potential pitfalls as well the potential successes these types of organizations are likely to have, the University has placed some additional requirements on these organizations to help support their success and discourage their failure. These requirements supplement and are complimentary to the requirements for all Registered Student Organizations. These requirements are:

1. All fraternities and sororities are required to attend an anti-hazing workshop as part of their registration/re-registration process each year. The required workshop is offered by Student Life in conjunction with the required organization registration workshops.
2. Membership recruitment (also referred to as "intake" or "rush by some of these organizations) is limited to particular dates and times during the academic year.
7. All organizations must sign a Relationship Statement that helps to explain not only the relationship between the organizations and UCR but its relationship and obligation in the Riverside Community as well.
8. Each organization is required to have a Risk Management policy on file with office of Student Life to guide the organization in planning successful, safe events. Organizations lacking Risk Management policies of their own must use the Standard Risk Management Policy for Student Organizations as their policy.
9. Each organization must participate in a Council of like organizations. In some cases, this will be a Council of organizations that the chapter's national organization belongs to and may have regulator authority over member organizations. In other cases, the Council will simply be a

communication forum for the organizations and the University to enhance interaction and collaboration.

10. Each organization will participate in the Scholarship Report system (also known as grade reports). These reports provide a GPA average for the membership of the organization and comparison information such as ranking among like organizations, all men's and all women's averages and so on. This requirement will serve as an early warning system for issues within the organization that are having a negative impact on the membership's academic performance.

c. New Fraternities and Sororities at UCR (Expansion/Extension)

Because of the experiences that these organizations offer students, and in consideration of the resources they need to be successful, UCR regulates the establishment of new fraternities and sororities on campus (a process known as expansion and/or extension).

Organizations who wish to start a new chapter (colonize) on the UCR campus must go through a process set in place by the appropriate Council of like organizations and the UCR administration. This is also true in the case of a local organization that wishes to form exclusively at UCR.

For details on the appropriate expansion procedures for new fraternities or sororities, questions, clarification or additional information, please contact Student Life, 229 Commons, (951) 827-7344, online at www.studentlife.ucr.edu, or Email at ucrlife@ucr.edu.

3. Competitive Sport organizations: Sport Clubs

- c. **Definition:** The following attributes characterize the competitive sports clubs at UCR:
 1. Participation in a league or conference, membership in, or affiliation with, a sports league or union.
 2. A club must participate in competitive sport/activity, either individually or as a team.
 3. The sport must be:
 - A. Focused primarily on extramural competition
 - B. Recreational in nature
 - C. Non-violent
 - D. Open to all that wish to participate and meet club requirements
- d. **SPORT CLUB REQUIREMENTS:** Because of the potential dangers these types of clubs are likely to come in contact with, the University has placed some additional requirements on these organizations to help ensure their success and discourage their failure. These requirements supplement and are complimentary to the requirements for all Registered Student Organizations. These requirements are:
 8. The club is organized and maintained fully through student efforts.
 9. Club Sport assumptions of risk and waivers of liability must signed by every member of organization and kept current throughout the year.
 10. Separate application submitted to the Recreation Department's Club Sport office.
 11. Club sports must have a coach, either paid or volunteer, to train players and develop skills in the sport that must be approved by the Club Sport office.
 12. Each member must pay fees/dues to the club to be eligible to participate in any club activity.
 13. Each member must show proof of good health before engaging in any club activity.
 14. Each organization is required to have a Risk Management policy on file with the Club Sport office to guide the organization in planning successful, safe events. Organizations

lacking Risk Management policies of their own must use the Standard Risk Management Policy for Student Organizations as their policy.

C. USE OF UNIVERSITY SERVICES AND FACILITIES

Registered student organizations may make limited use of various University facilities as long as such use is consistent with the organizations statement mission/purpose statement, such use is consistent with the Universities mission and the use is in compliance of all other University policies and procedures governing the use of the specific facilities. For details see policies specific to each facility or contact Student Life at (951) 827-7344.

D. LOSS OF ORGANIZATION REGISTRATION STATUS AND APPEAL PROCESS

There are three ways in which an organization may lose its registration status with the University.

- 1) Suspension or Dismissal as a result of a Student Conduct Committee hearing; appeals to a decision of the Student Conduct Committee may be made to the Assistant Vice Chancellor/Dean of Students; see <http://conduct.ucr.edu> for more information. This may include an Interim Suspension issued by the University.
- 2) The organization fails to re-register itself annually.
- 3) The organization fails to meet the requirements for re-registration or the requirements for on-going registration
- 4) The organization is determined to present an unacceptable level of risk in its activities and/or presents a threat to the health and safety of its members or other persons.

When necessary and when notified, the office of Student Life may uphold the decision of applicable (inter) national headquarters to place on probation, suspend, and/or force closure of an organization at the University. The office of Student Life will attempt to work closely with these organizations to assist in organization rehabilitation, report sanction completion, assist with organization suspension, organization closure, and/or the organization's return to campus, if applicable.

UCR Student Organization Policy Compliance Form

We, the membership of _____ do hereby agree to comply with the University of California policies and procedures and U. C. Riverside POLICIES APPLYING TO CAMPUS ACTIVITIES, ORGANIZATIONS, AND STUDENTS, which includes but is not limited to:

I. State & Federal Law

No student, student organization or other person attending UCR shall knowingly violate any State or Federal Law, local ordinance or safety regulations or codes. The University of California, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Employment Act of 1967, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, religion, sex*, handicap, or age in any of its policies, procedures or practices; nor does the University, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the section 12940 of the State of California Government Code, discriminate against any employees or applicants for employment because they are disabled veterans or veterans of the Vietnam era, or because of their medical condition (as defined in Section 12926 of the California Government Code), their ancestry, or their marital status; nor does the University discriminate on the basis of sexual orientation. This nondiscrimination policy covers admission, access, and treatment in University programs and activities, and applications for treatment in University employment.

No student, student organization, or other person attending UCR shall knowingly commit, participate in, or conspire to commit in any manner, acts of hazing. Hazing or any method of initiation or pre-initiation into a campus organization or any activity engaged in by the organization or members of the organization that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person (as per section 102.12 of the POLICIES APPLYING TO CAMPUS ACTIVITIES, ORGANIZATIONS, AND STUDENTS). **Hazing is also prohibited under the State Penal Code, Section 245.6 also known as "Matt's Law."**

II. Fiscal Accountability

All student organizations must comply with the University regulations on fiscal accountability. Only student organizations funded through ASUCR may use the University's Tax Identification Number. The President/Chairperson is personally responsible and financially liable for the organization's fiscal matters.

III. University Name

A registered student organization may not imply that it is sponsored by the University, and therefore shall not use the name of the University of California, or abbreviation thereof as a part of its own name other than as a location, i.e. "at UCR."

IV. Membership

The President/Chair of the student organization must be a registered UCR student. At least 50% of membership must be made up of currently enrolled UCR students (undergraduate and graduate students). All organization officials must be in "good academic standing" per the University General Catalog.

V. Hold Harmless Agreement

The registered student organization and its members agrees to indemnify, hold harmless, defend, release, and forever discharge the University, its officers, agents, employees, and any person or persons under its direction and control from, and waive any and all responsibility of same, for any and all liability, claims, demands, actions, loss or expense (including costs and attorney's fees), loss or damage of any kind whatsoever imposed by law upon the University for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising out of or in consequence of the performance of this agreement, provided such injury to persons or damage to property results from and is caused by the negligent or willful acts or omissions of the student organization, its officers, agents, employees, and any person or persons under its direct supervision and control.

*With respect to fraternities and sororities there may be an exemption to Title IX of nondiscrimination on the basis of gender/sex, whereby membership may be limited to single sex members.

Name of President/Chairperson

Signature of President/Chairperson

Name of Student Organization

Date Signed

Coverage Dates

Student Life Approval

Beginning Date: _____

Expiration Date: _____