Student Life Organization Resource Guide

1.1 Introduction

The office of Student Life oversees all student organizations, the Fraternity and Sorority Involvement Center, Highlander Orientation, First Year Programs, and Commuter Programs. We also support some of UCR’s large campus-wide activities and events. We’re located in the Highlander Union Building in room 229. You can also call our office between 8am-5pm at (951) 827-7344. This is where you can come to meet your Student Life advisor, get fliers approved, set up appointments, or ask general questions. If you have any questions regarding Registered Student Organization policies please visit the resource page of the student life website: http://studentlife.ucr.edu/studentorganizations/resources.html

1.2 The Workroom

The Workroom is where your organization can meet and chat. Student Life offers various workshops throughout the year and most of them meet here. You can also come here to paint banners. We’ve got all sorts of colors and you can just ask anyone working to help you get paper and the paint. Your student organization also has a mailbox where you can have mail sent. If you want to have mail sent here, this is the address: Your Student Organization’s Name, 900 University Ave 229 HUB Riverside, CA 92521

1.3 Student Design Center

The Student Design Center is also located in the Student Org Workroom. This is where all of your organization’s design needs can be met. Here, there are graphic designers that can help your organization design logos, posters, graphics or anything you need designed. If one of your organization members knows how to use the graphic design software there will be computers available for them to produce their own designs for the group. Also, there will be free classes offered to those who want to learn to use graphic design software. Your student organization will be permitted 1 free large banner print per quarter.

2.1 How to Start an Organization

- First make sure an organization like the one you want to start does not already exist by visiting highlanderlink.ucr.edu and browsing the available organizations.
- Make an appointment with a Student Life advisor.
- Create your Organization’s profile on highlanderlink.ucr.edu and create a constitution.
- The last step is attending the New Organization Workshop held at the beginning of Fall and Winter quarter.

Note: You must have 5 members to start a new organization. For help creating a constitution contact your Student Life advisor or watch this video: https://youtu.be/-yALX2skBrA
2.2 Basics: Keeping Your Registered Student Organization Active

- Schedule a check-in meeting with your Student Life Advisor. You need to do this once a year.
- Attend a Cluster Meeting. You need to do this once a year.
- In the spring quarter your organization must re-register. Your organization must have 10 members to re-register.
- Attend the Fall student organization retreat based on your cluster.

2.3 Basics: Keeping Your Graduate Student Association Active

- Schedule a check-in meeting with your Student Life Advisor. You need to do this once a year. If you have an advisor in your academic department that assists your organization, they can fill out an exception form instead of this check-in meeting, which can be obtained by emailing your Student Life Advisor.
- Attend monthly Graduate Student Association meetings.
- You must re-register your organization in Fall (or an early re-registration in Spring).
- Must have at least 10 graduate students listed on the official roster.

Note: For more information on Graduate Student Associations please watch this video https://youtu.be/pgVmlq89pzU

2.4 How To Use Highlanderlink

You can:
- Add members by clicking on Roster then Invite People.
- Assign different officer titles to individual members by clicking on the Manage Roster tab. It is very important to assign Reservers if you want to be able to reserve spaces on campus.
- Create events by clicking on Events on your profile page and then Create Event.
- Manage your profile by clicking on profile then edit and also by clicking the Manage tab.

Note: You must be logged in with your Net ID and password and also have administrative privileges in your organization to make any of the changes mentioned above. Also, when creating events be sure to add a picture or flier so your event will be posted on the home screen bulletin board. For more details on how to use Highlanderlink please contact Student Life at (951)827-7344 or watch these videos:

- How To Use Highlanderlink https://youtu.be/4QFXCirFn-s
- Highlanderlink: Reporting service hours https://youtu.be/gbIRVUhIdTM
- How to Create a Co-Curricular Transcript https://www.youtube.com/watch?v=sr7q6RmLlIM
- The Guide to Getting Involved https://www.youtube.com/watch?v=CTUDfmCviUM
3.1 Events: Reservations, Food, Insurance, and Speakers:

- If you would like to reserve space on campus please visit HUB Scheduling to learn more about procedures and policies [http://hub.ucr.edu/eventscheduling/commonseventsscheduling.html](http://hub.ucr.edu/eventscheduling/commonseventsscheduling.html).
- Your user ID will be Firstname.lastname@email.ucr.edu and your password will be your UCR I.D.# starting with 860 or 861.
- If you need a room set up a certain way or need media to be set up, there will be additional costs.
- When reserving a space please provide as much detail as possible. Describe everything that will be happening at your event.

Note: Most of the spaces available on this reservation site are free. Your organization will need to provide a TAX I.D. number (if you bank on campus) or an Employer Identification Number (if you bank off campus) if you accrue costs.

- Housing Spaces can be reserved at [http://conferences.ucr.edu](http://conferences.ucr.edu) or by collaborating with housing staff to help put on your event.
  i. There will always be a cost/fee when reserving these spaces.
  ii. Collaboration with a housing staff member may waive the reservation fee.
- If your organization is planning on giving away or selling food to the general public your group must get training and food permits through the office of Environmental Health and Safety (EH&S).
  i. You can find both the training and permits at their website ehs.ucr.edu.

Note: To serve cold or pre-packaged food, you need to have two members trained. To serve hot food, you need at least three members trained.

- If your group is doing something that could be considered risky, the university might ask you for additional information to get insurance to cover your event.
  i. All registered student groups that do not have insurance provided to them by any other means have access to insurance at risk.ucr.edu.
  ii. If your event is occurring on-campus, the insurance is paid for by the University of California Office of the President.
  iii. If your event is happening off-campus, you might be asked to pay for insurance coverage, so consider how often your events happen off-campus.
- If you are bringing a speaker on to campus.
  i. Anyone that’s NOT associated with the university, so not a staff, student, or faculty member, has to sign a form similar to the Policy Compliance Form’s “Hold Harmless Agreement” section. This form can be found at [http://hub.ucr.edu/docs/holdharmlessspeaker.pdf](http://hub.ucr.edu/docs/holdharmlessspeaker.pdf)
  ii. By signing this form, your speaker is agreeing that whatever they are talking about, the university isn’tcondoning or approving it.
Note: You will need to have your Reservers set in Highlanderlink for 72 hours before they can reserve spaces or apply for insurance. For more information on reserving spaces or hosting events please contact Student Life or watch this video: https://youtu.be/EX7kgV8VSo

4.1 Finances: Banking

- All student organizations are required to have a bank account.
  - ASUCR (asucr.ucr.edu) is the on-campus bank that many organizations use. They can help to provide some startup money but function completely through reimbursements.
  - Any FDIC approved off campus bank or credit union is also an option. Your organization has to rely completely on fundraising or member dues but you can pay with checks instead of paying upfront and waiting for reimbursements.

Note: If your organization banks on-campus and you are being asked to provide non-profit status to someone who has donated to your organization, you can reach out to ASUCR about potentially using their number. If you bank off campus your organization will need to apply for non-profit status with the IRS. http://www.irs.gov/Charities-&-Non-Profits

- Obtaining your Tax I.D. Number or EIN:
  - If you need to provide a Tax I.D Number for any reason and you bank with ASUCR you can contact their office to request ASUCR’s Tax I.D Number
  - If you bank off-campus please visit this site http://1.usa.gov/1icTLSf to obtain your EIN.

4.2 Finances: Fundraising

- Business Sponsorships can help with something simple such as purchasing fliers or helping to pay for a portion of your event. Whatever your organization works out with that business is between you and that business.
- You are always allowed to take donations. Some people may want proof of non-profit status for tax purposes so make sure you have everything ready if you plan on taking donations.
- You can bring a vendor on to campus twice a quarter and each time, the vendor has to pay you at least $150 dollars, or more depending on what you negotiate. They also have to pay a $35 fee. Once you have a business you are working with, head up to the Highlander Events Scheduling office at 353 HUB to start the process.
- If your organization is planning an event and need some help paying for some of the costs, you can apply for a co-sponsorship with ASPB. If you would like to know more please visit the ASPB office At 111 HUB.
- There are a few fundraisers that groups try to do but are actually illegal, so we want to stress not to do them.
- The first one is gambling. Any and all forms of gambling are against UC policy and are not allowed to be used as fundraisers on or off campus. There are three elements to gambling:
i. **Consideration** - If there is an admission charge for the event then there is an element of *consideration*. A “casino night” format in which no guest is required to part with anything of value to participate in games of chance lacks the *consideration* element of the offense of gambling. Therefore, if there is no admission charge for the event and all guests are given gaming pieces (chips or gaming money) there is no *consideration*.

ii. **Chance** - Since the object of the “casino night” is to play games of *chance*, it is difficult to completely eliminate this element. As stated previously, the penal code is not violated if one of the three elements is absent. Therefore, the element of *chance* does not have to be removed from the games when either *consideration* or *prize* is absent.

iii. **Prize** - A *prize* is something offered that has a value. Certificates or trophies having no resale value would not be considered *prizes*. If there is no charge for the gaming pieces then *prizes* of value can be auctioned or given away based on winning.

- Raffles. You should not be holding raffles at your events because they could potentially be considered gambling.
- Date auctions - Please see section 7.1 for a statement regarding date auctions.

Note: If you want to do a raffle, tournament, or anything else that requires participants paying for the chance to win something, you should meet with your organization advisor and they can help you brainstorm and come up with an activity that is appropriate for your event. For more information on Banking please contact Student Life or watch this video: [https://www.youtube.com/watch?v=EJvngOut7gc](https://www.youtube.com/watch?v=EJvngOut7gc)

### 4.3 Finances: Best Practices for Fiscal Accountability

Student organizations should always use best practices when it comes to fiscal accountability. The organization is solely responsible for their own bookkeeping and should consider taking as many safeguards as possible to make sure their banking information is not misused, mishandled, or mistreated. Here are some ways to help make sure your finances are safe and secure.

- **Multiple Officers Involved**
  No one person should be responsible for the entirety of your finances. If your Treasurer is responsible for writing checks or paying expenses, maybe another position should look over the monthly statement and make sure it all lines up (“reconciling”). The more officers are able to look at and discuss the organization’s finances, the harder it will be for anyone to misuse that system.

- **Transparency of Records**
  It shouldn’t be a secret what your organization is spending funds on, so having these records available to members at meetings is always a good idea. They may not want to look at them, but at least the officers are showing an effort to be transparent with how the organization spending its money.
Use a Central Mailing Address
Sometimes a new account may be set up using an officer’s address but that officer will eventually graduate, so it’s a good idea to have all bank information, such as monthly statements and checkbook deliveries, sent to one address. All student organizations can have mail sent to:

(Organization Name)
900 University Ave
HUB 229
Riverside, CA 92521

We’d recommend officers check their mailbox at least monthly for important mail that might be coming in.

Consider Consequences for Embezzlement
Hopefully something like embezzlement is a rare concern but it’s best for your organization to be prepared. Consider adding a clause in your constitution or bylaws that outlines the consequences for embezzlement. Define what embezzlement means, how do you track spending and catch misuse of funds, and then what are the consequences. Any potential cases of embezzlement should be brought up with your Student Organization Advisor in Student Life, who can refer you to the proper resources. Hopefully by outlining the definition and consequences, it will deter activity before it begins.

Remove Your Information When You Leave
If you graduate or are no longer an officer, you want to make sure that your information is disassociated with your organization’s bank account, so that you won’t be responsible for future misuse. Removing your information doesn’t release responsibility for misuse that occurred while you were an officer in the organization however.

5.1 Marketing Your Organization and Events

- 8 1/2x11 Fliers. This is normal paper-size and the size allowed on bulletin boards, per the posting policy. Posting policy can be found here: [http://deanofstudents.ucr.edu/docs/student-affairs-posting-policy.pdf](http://deanofstudents.ucr.edu/docs/student-affairs-posting-policy.pdf)
- They must include the organization’s name on it, there must be a UCR email or a phone number listed as contact information, and should include the date, time, and location of your event.
- We will give you a map so that you can see all the bulletin board locations around campus where you can put them up.

Note: A maximum of 30 copies must be taken to Student Life to be approved and stamped. They can be up for 2 weeks. You cannot put up a flier that says just to join your group.
- The Highlanderlink news feed is an easy way to get exposure for your events just be sure to include a date, time, and location.
- Banners can be made in the Workroom and posted at the Bell Tower with Student Life approval.
- They must include the organization’s name on it, there must be a UCR email or a phone number listed as contact information, and should include the date, time, and location of your event.
- You can also have a banner made by a graphic designer in the Student Design Center. (limit 1 per quarter)

Note: The graphic designer can help you create marketing, such as fliers, t-shirts, logos, or more.

- Tabling at the Bell Tower can also be a way to get exposure about events or your organization in general.
- HUB Info Desk provides a table and chairs to student organizations on a first come first serve basis.

Note: If you plan to only give out information at the Bell Tower, no reservation is needed. For some ideas on marketing through social media please watch this video: https://youtu.be/5NdOHSxGRls

6.1 Elections

- All student organizations must hold elections to elect new officers
- In order to be elected to office, the candidate must be in good academic standing (GPA of 2.0 or better) and be a full time student (enrolled in 12 Units)
- All active members must be given the right to vote for their new officers.
- Active members - current fulltime UCR Undergraduate Students and Graduate students.
- Officer transition can be difficult if the outgoing officers do not inform the new officers on how to navigate through UCR procedures and forms or give them administrative privileges in Highlanderlink. Help the incoming officers so your organization does not run the risk of being deactivated.

Note: All officers must be elected to their office by the active members. By no means is it allowed to appoint any officers to any office. Your Organization should have a constitution outlining the election procedure. If your organization does not have a constitution or does not have access to it, please contact Student Life.
7.1 Date Auctions

There are some specific concerns about date auction events as fundraisers. Please be aware of these concerns and potential problems.

Date auctions have a similar structure to slave auctions. Slave auctions essentially turn human beings into merchandise, and involve one person "bidding" for the services of another and places a "value" on each person being auctioned. This action of auctioning one human being’s services to another closely resembles the slave auctions of the past. Another concern regarding date auctions is personal safety. Your organization has no way of knowing what motives a bidder has in buying this person’s time. This presents an opportunity for bidders to purchase time with someone they have a fascination or affinity toward. This can result in a huge risk and legal liability for the organization who sponsors this type of event.

There are many concerns that expose the potential for persons to be physically and/or emotionally hurt or offended, and therefore date auctions may be an ill-conceived manner to raise money. As an alternative, we suggest auctioning items (tickets, services, etc.) rather than individuals.

Adapted from the Texas A&M Department of Student Life Date auction Policy

7.2 UCR Zero Tolerance for Hazing

California state law defines hazing as “any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.” (Source: California Penal Code Section 245.6).

An organization and/or an officer, or any of its members, new/associate members, or alumni who commit or assist in incidents of hazing may also be charged with violation of the hazing laws, and may also incur significant financial consequences.

Hazing includes but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity, or
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement to a small space, calisthenics, scavenger or treasure hunts, or other activity that may subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student, or
- Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the subject, or
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may be reasonably expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection, or
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of California State Law