

# Student Organization Policies and Handbook



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## 1.1 Introduction and Overview of Student Life

The Office of Student Life oversees all registered recognized student organizations, the Fraternity and Sorority Involvement Center, Highlander Orientation, First Year Programs, Veteran Services, Leadership and Service, and Commuter Programs. We also support some of UCR's large campus-wide activities and events via the Associated Students Programming Board (ASPB). We're located in the Highlander Union Building, room 229. You can also call our office between 8am-5pm at (951)827-7344 or email [uclife@ucr.edu](mailto:uclife@ucr.edu). This is where you can come meet your Student Life advisor regarding your student organization, get fliers approved, set up appointments, or ask general questions.

Connected to Student Life is the Student Organization Workroom, located in HUB 228. The Workroom is where your organization can meet and discuss organization business or work on organization projects. Student Life offers various workshops throughout the year and some of them are hosted here. You can also come here to paint banners and posters.

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

## 2.1 Definitions

The purpose of student organizations is to provide an opportunity for undergraduate or graduate members of the campus community to connect with other campus community members with similar interests, values, or identities. Student organizations promote diverse opportunities for involvement that are reflective of the campus community.

- A. **Recognized Student Organizations (RSO):** The terms "recognized campus organization" and "student organization" mean any group or organization of students of the University of California, Riverside that has obtained formal status as a registered campus organization and/or as a recognized sorority/fraternity. Recognized student organizations are independent of the university and are not official units of the university.
- B. **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. These organizations are for students, but managed by a University unit/department.
- C. **Graduate Student Organizations:** A recognized student organization that is composed mostly or entirely of UCR graduate students and are registered through the Office of Student Life via an annual registration. These organizations may have additional requirements under the larger umbrella of the

Graduate Student Association as a whole. These organizations are different from graduate student employee organizations in that they are not relating to employment, but rather are relating to extracurricular activities or academic interests.

D. **Membership:** Membership in a recognized student organization is defined as being listed on the organization's official HighlanderLink roster in either an Officer role or a non-Officer role.

E. **Active Status:** Active status for a recognized student organization is defined as meeting all current requirements for recognition from the university, including compliance with all trainings and applicable university policies. An organization may lose active status as a result of disciplinary action from the university or failure to meet ongoing requirements such as annual re-registration or annual student leader training.

## 2.2 Registration and Membership Requirements

### Registering a New Organization

Potential new Recognized Student Organizations or Graduate Student Organizations must meet the following criteria to register as a new organization:

1. Meet with a Student Organization Advisor during a select window during Summer or during the first 5 weeks of Fall and Winter (Graduate groups can meet with an advisor at any time year-round). The process to register a new group, which is summarized below, will be covered in this initial meeting.
2. Complete the New Organization Registration process on HighlanderLink to demonstrate comprehension of registration requirements, campus policies, and other applicable information including anti-hazing education and resources. This process includes signing an anti-hazing compliance form and signing a policy and compliance form.
3. Provide an organization membership roster by the announced deadline. The roster should predominantly comprise of students, faculty, and staff, and should include a minimum of five (5) currently enrolled undergraduate and/or graduate UCR students. UCR Extension students do not count toward the five (5) member minimum requirement.
4. The primary contact for the organization must sign an agreement to adhere to the policies outlined in this document.
5. Upload a copy of the organization's constitution and/or bylaws to be approved by Student Life. Additional operating documents may be required depending on an individual organization's circumstances and off-campus affiliations. Minimum requirements for an organization's constitution are available on the Student Life website and are provided by Student Life upon request.
6. If the organization has an off-campus affiliation with a local, regional, state, national or international organization which requires the organization to adhere to additional guidelines

or regulations, a copy of these requirements must be uploaded to the student organization's database as well as any additional operating documents. Any advisers connected to the club shall be listed as well.

Once all these above steps are completed, your Student Organization Advisor will activate your new organization and you will have access to many of the resources outlined in this document.

### **Maintaining Status as a Recognized Student Organization**

Currently recognized student organizations must meet the following on-going criteria to maintain active status with the University through the Office of Student Life:

1. Re-register annually with the Office of Student Life in an electronic process through the HighlanderLink database (must meet all other requirements below to be eligible).
2. Maintain a minimum of five (5) currently enrolled UCR students (undergraduate and/or graduate students). UC Extension students do not count toward the five-member minimum. All officers of the student organization must be current registered UCR students in good academic standing and conduct standing. At least 50% of membership must be made up of currently enrolled UCR students (undergraduate and/or graduate).
3. Update the organization's HighlanderLink roster with new officers within ten (10) business days of any changes.
4. All recognized student organizations must have an approved, current constitution on file with Student Life. Constitutions and other important student organization documents must be uploaded to the student organization database and can be viewed by organization members listed on the student organization roster. Failure to maintain a current constitution can result in termination of registered status and loss of access to the benefits of being a registered student organization
5. Update organization membership rosters by the registration deadlines. Fraternity and sorority organizations are also required to participate in a scholarship reporting system (contact [fsic@ucr.edu](mailto:fsic@ucr.edu) for additional information and resources).
6. Complete an annual check-in meeting within the academic year with your assigned Student Life Organization Advisor. Some clusters may have additional requirements about mandatory meetings.
7. An officer of your recognized student group must attend the Student Organization Leadership Seminars offered annually during week zero of the Fall quarter. "Attendance" means at least one representative of the organization attends every session of the seminar, including any mandatory workshops or events. An RSO's recognized status may be revoked and the ability to use resources reserved for recognized student organizations may be

jeopardized if students leave the seminar early or do not appear to one or more sessions of the seminar

8. Comply with all policies outlined in this document and all other applicable University policies.
9. Student organizations that have accrued a minimum of \$300 in late fees for reservations they've placed on-campus are ineligible to re-register until they've paid all fees through our Student Business Services office.

### **2.3 Graduate Student Organizations**

Graduate Student Organizations are a welcome part of the Student Life framework. Graduate student organizations are governed by policies set by the UC Riverside Graduate Student Council and by bylaws passed by the Graduate Student Association (GSA), in addition to all other applicable University policies. Graduate student organizations must meet the following criteria to maintain active status with the University through the Office of Student Life:

1. For registration and use of campus spaces, graduate student organizations must register with the Office of Student Life, regardless of affiliation status with GSA or prior departmental affiliation.
2. To register and gain the benefits associated with being registered, graduate students must: meet with the cluster adviser for GSA, mini-GSA, and graduate student organizations; upload an approved constitution to their HighlanderLink profile page; and have at least two officers (President and Vice President). Graduate Student Organizations should also plan to meet with GSA's Vice President for Academic Affairs (VPAA) to stay current on expectations and maintain connections with GSA leadership.
3. Complete an annual check-in meeting with the graduate student organizations' cluster adviser
4. All graduate student organizations must have an approved constitution on file with the Office of Student Life. If the organization amends or updates their constitution, the version with the latest updates must be sent to the Office of Student Life for recordkeeping. Constitutions and other important student organization documents may be uploaded to the student organization database, and can be viewed by organization members listed on the student organization roster. Failure to upload an approved constitution may result in termination of registered status and loss of access to the benefits of being a registered student organization.
5. Provide an organization membership roster by the announced deadline. The roster should predominantly comprise of students, faculty, and staff, and should include a minimum of five (5) currently enrolled graduate and/or undergraduate UCR students. UCR Extension students do not count toward the five (5) member minimum requirement.
6. An officer of your recognized graduate student group must attend the Student Organization

Leadership Seminars offered annually during week zero of the Fall quarter. All organizations must send at least one representative per organization to attend the Seminar or attend similar approved trainings sponsored by the Office of Student Life around education on anti-hazing policy, campus policy, and organization requirements. "Attendance" means at least one representative of the organization attends every session of the seminar, including any mandatory workshops or events. An organization's registered status may be revoked and the ability to use resources reserved for recognized graduate student organizations may be jeopardized if students leave the seminar early or do not appear to one or more sessions of the seminar.

7. Organizations must re-register annually to maintain their active status and to be able to reserve campus and academic spaces. To re-register, organization officers must submit a re-registration form on HighlanderLink, update their roster to reflect current membership numbers, and upload an approved constitution. Registration and re-registration for new and existing graduate student organizations can occur at any time during the calendar year, but groups must re-register on an annual basis in order to maintain recognized status.

### **3.1 Policies: Conduct (PACAOS 70.30)**

All Registered Student Organizations and Graduate Student Associations are required to comply with University policies and campus regulations as well as applicable laws and this Handbook. Failure to comply may result in termination of registered status, loss of privileges, or other sanctions. In denying or terminating registration or imposing sanctions, campus regulations provide an opportunity for a hearing with basic procedural due process through the Student Conduct and Academic Integrity Programs office (SCAIP).

### **3.2 Policies: Use of the University Name (PACAOS-70.40)**

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."

### **3.3 Policies: Fiscal Accountability**

All student organizations must comply with all applicable University regulations on [fiscal accountability, including the guidelines outlined in this Handbook](#). Student organizations are encouraged to receive funding through ASUCR or they can go to an approved banking institution. Organizations that have off-campus accounts must apply for an Employee Identification Number (EIN) with the IRS. This EIN must be included in the organization's profile in the student organization database. The President/Chairperson is personally responsible and financially liable for the organization's fiscal matters. To learn how to open an off-campus account, refer to [this tutorial](#).

### **3.4 Policies: Hold Harmless Agreement**

The registered student organization and its members agree 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.

### **3.5 Policies: Anti-Hazing Compliance (See PACAOS 102.12)**

No registered student organization or graduate student organization may participate in hazing or any method of initiation or pre- initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person. Hazing is also prohibited under the State Penal code, Section 24.6 also known as "Matt's Law."

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).

UC Hazing Policy 102.12 prohibits "participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person."

The University has jurisdiction over on and off-campus incidents involving students or student organizations, pursuant to UCR Student Conduct Procedures, Section 3.00, Jurisdiction. The University may impose sanctions for a violation or an attempt to violate any University policy or campus regulation. The lack of intent to commit a violation is not a factor in determining if a violation has occurred.

Organizations and/or individual students may face sanctions intended to stop the behavior and prevent its recurrence. This can include University/chapter/organizational and/or individual student disciplinary Suspension or Dismissal from the University of California

For information related to hazing and hazing prevention, you can visit the official website of the Dean of Students:

<https://deanofstudents.ucr.edu/policies-and-procedures/hazing>



### **3.6 Policies: Constitution and Bylaw Policies**

RSOs are required to have a constitution on file with the Office of Student Life that outlines each organization's mission, structure, and processes. We encourage groups to operate democratically and allow voting by all members in order to select officers, but an organization may choose to appoint officers as well. . Whichever process they choose must be outlined in detail in the RSO's constitution..

The Constitution also must outline any dues that an organization charges for joining, clearly stating how much is due and the timeline to pay dues to join or maintain membership.

Student Life provides a template when writing a constitution that includes two statements mandated by the University of California Office of the President, including a statement on non-discrimination and a statement on fiscal accountability. Any organization missing these mandated statements will be asked to include them before their registration application will be processed.

Per the non-discrimination clause, membership in a student organization must be open to all enrolled UCR students.

Historically, Honor societies and certain fraternities and sororities have included a GPA requirement when it comes to membership, as well as student organizations that have national/umbrella organizations with GPA requirements, of which they are a member. Organizations that wish to include a GPA requirement are recommended to meet with their Student Life Advisor to assess the rationale and potential impacts of such a requirement, including implications for the organization.

Violations of the policies of the Office of Student Life, including omissions and the addition of illegal or discriminatory language to the organization's constitution, can result in termination of registered status or suspension of active status on HighlanderLink and a loss of access to the benefits of being an RSO.

#### **4.1 How to Use HighlanderLink**

HighlanderLink ([highlanderlink.ucr.edu](http://highlanderlink.ucr.edu)) is our online database for all student organizations and campus departments. It can do many things and the basics are covered in informational videos at the bottom of this section.

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 at least two Reservers if you want to be able to reserve spaces on campus. Only these two positions are able to do so.
- Create events by clicking on Events on your profile page and then Create Event. When creating events be sure to add a picture or flier so your event will be posted on the home screen bulletin board
- Manage your profile by clicking on profile then edit and also by clicking the Manage tab.

- Connect your HighlanderLink to social media such as Facebook, Twitter, and YouTube. 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. For more details on how to use HighlanderLink please contact Student Life at (951) 827-7344 or watch these videos:

[How to Use HighlanderLink](#)

[HighlanderLink Tutorial: Forms](#)

[HighlanderLink Tutorial: Inviting and Removing Members](#)

[HighlanderLink Tutorial: Reporting Service Hours](#)

[HighlanderLink Tutorial: Creating Events](#)

[How to Create a Co-Curricular Transcript](#)

## 5.1 Event 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.

To login to the [room reservation site](#), your two Reservers on your HighlanderLink roster can login using their UCR credentials. Most of the spaces available on this reservation site are free. For more information and to review current rental rates, please visit [www.hub.ucr.edu](http://www.hub.ucr.edu).

Your organization will need to provide your ASUCR account number (if you receive funding from them) or an Employer Identification Number (if you bank off campus). This info is needed in case you accrue any costs or fees. You will need to have your Reservers set in HighlanderLink for a minimum of 72 hours before they can reserve spaces or apply for insurance.

The first time a Reserver logs in, they may need to Reset Their Password to gain entrance to the website, essentially creating a profile.

If you need a room set up a certain way or need media set up, there will be additional costs. When reserving a space please provide as much detail as possible and describe everything that will be happening at your event. If HUB Scheduling emails you questions about your event, failure to respond may result in a cancellation of your reservation, so pay close attention for any messages!

Not all spaces can be reserved this way. Some Recreation spaces require special approval and some other venues like the Barn do not show up in this system. Housing Spaces can be reserved at <https://hospitality.ucr.edu/venues> or by collaborating with housing staff to help put on your event. There will always be a cost/fee when reserving these spaces. Collaboration with a housing staff member may waive the reservation fee. This includes the use of our Alumni and Visitor Center.

You can reserve outdoor spaces but if you plan on using amplified sound (anything from a speaker or that you can hear from a significant distance) you must get a Sound Exemption Form, which is available through the HUB Scheduling office.

## 5.2 Reservations and Food

If your organization is planning on giving away or selling food to the general public your group must get training and secure proper food permits through the office of Environmental Health and Safety (EH&S). You can find both the training and permits on their website <https://ehs.ucr.edu>. Blue tents are only permitted to sell food that is already made, assembled and packaged. Students who are purchasing food to sell in their blue tent must pick up the order at the establishment or it can be delivered and picked up at the Lot 1 flagpole.

UC campuses have adopted a policy to support our food service workers. This policy states that if you are providing food at your organization's event/programming you must use UCR's catering services. Catering is defined as food and/or beverage service that includes on-campus service or on-campus food preparation, provided at an on-campus event or function. For full-service catered meals, students, faculty and staff will be required to use catering services by UC Dining Services. Visit [UC Policy 5402](#) for more information.

All UCR students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverage is distributed or sold to the public on campus. All food/drink sold or distributed on campus must be pre-approved by the Procurement Department. For more information, contact (951) 827-3095.

[Pre-Approved Caterers](#)

[List of Approved Prepackaged/Bottled drinks](#)

If you're only providing food for your general members or your event is invite-only, a food permit is not required.

## 5.3 Reservations and Insurance

If your group is doing something that could create liability or pose a risk, the university might ask you for additional information to get insurance to cover your event. All registered student groups have access to insurance at <https://risk.ucr.edu>. If your event is occurring on-campus, the insurance is paid for by the University of California Office of the President. 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.

## 5.4 Reservations and Guest Speakers

If you are bringing a speaker on to campus, there may be additional requirements as well which you can find on the HUB Scheduling [website](#). Anyone that's NOT associated with the university, (i.e., not a staff, student, or faculty member) must sign a form similar to the above Hold Harmless Agreement section (3.4). This form can be found [here](#). By signing this form, your speaker is agreeing that the University neither approves nor disapproves of the content.

## 5.5 Unpaid Fees Policies

Event organizers have 30 days from date of their final event bill to pay their event fees. After 30 days, the Cashier's office will begin to assess late fees of \$25 a month up to \$300 in total late fees. If an organization goes past 90 days, they will lose their event reservation privileges until payment is made in full.

Student organizations that have late fees of \$300 (in addition to their original fee) may not re-register with the office of Student Life during Spring quarter unless they pay their balance in full and are able to complete re-registration before the deadline. If a student organization goes inactive and they owe fees, the organization will continue to owe those fees if they ever re-register. Individuals that are part of a student organization that goes inactive may not register an organization of the same purpose or intent or with a membership that overlaps by more than 30% of its members. Fees are not eligible for financial forgiveness and no partial payments or payment plans accepted.

## 5.6 Lawn Use

The Bell Tower and surrounding lawn areas are usually very busy, with student organizations tabling and promoting upcoming events. Tabling serves the purpose to recruit and inform students about your organization. Please help do your part by holding your members accountable and encouraging them to remember the following:

- Pick up trash at and around your space
- Nothing can be attached or leaning on/against the trees. The trees may not be marked, blemished, or written on in any manner, shape, or form.
- Do not remove HUB metal chairs and tables from the HUB patio area.
- Collecting donations, selling items, or selling/giving out food require reservations via [HUB Scheduling and compliance with Section 5.2 Reservations and Food](#). Without a reservation, organizations can only provide information about their org or upcoming events.
- Respect those at and around your space, in accordance with UC Riverside's Principles of Community.

Grounds staff continue to work on the lawns until 7:30am. Lawn spaces may not be occupied at all until after 7:30am. All items must be removed by 8:00pm each day.

## 5.7 Major Events Policy

- 6.1 **There are certain events that may happen on-campus which trigger a process outlined in the [Major Events Policy](#). These events are typically larger in scope that require additional steps or meetings prior to the event happening. All RSOs must follow the processes outlined in the Major Events Policy if planning to host a "Major Event," as that term is defined in the Policy.**

## 6.2 Finances: Best Practices

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 or mishandled. Here are some ways to help make sure your finances are safe and secure.

### A. 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, then 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 them.

### B. 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.

### C. 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.

### D. 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.

### E. Considerations for Handling Money and Events with Fees

It is critical for student organizations to consider protocols for working with money and hosting events that may charge fees. Articulation of responsibility should be clarified during the planning process with any individuals involved who will be managing funds, including creating protocols of communication regarding event planning, cancellations, refunds (if applicable), and money handling.

It is recommended for student leaders to meet with their Student Life Advisor to create a plan to ensure relevant expectations are clear and that responsibilities of each group involved are clear. Lapses in responsibility or failure to follow through may risk future partnership privileges.

#### F. 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.

### 6.3 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, Student Life doesn't mediate or track these discussions. You are always allowed to take donations. Some people may want proof of non-profit status for tax purposes but be aware that just because your organization doesn't make a profit, that doesn't mean you're officially a non-profit organization. To learn more, watch [this tutorial video](#).

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. 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. These co-sponsorships happen the quarter prior to your event, with the exception of Fall co-sponsorships being accepted at the very beginning of Fall quarter.

ASUCR also has specific grants that can help you, including grants for outreach to K-12 or community colleges, grants for sustainability-focused projects, and events to help pay for large-scale programming open to the entire campus.

### 6.4 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, listed below, and you must remove at least one of them.

Consideration (Payment) - 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, no charge to play any games or enter any drawing, and all guests are given gaming pieces (chips or gaming money) there is no *consideration*.

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.

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.

You should not be holding raffles at your events because they could potentially be considered gambling. 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, removing one or more of the above factors.

## **6.5 Date Auctions and Service Auctions**

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*

## **7.1 Elections Policies and Requirements**

All student organizations must have a written process for how they conduct annual elections. While we encourage open and democratic voting structures, student organizations have the freedom to create an appointment / interview process, as long as it's outlined in their organization constitution.

We *recommend* elections or appointments take place at the end of Winter, allowing for Spring quarter to serve as a transition period.

If a student organization needs assistance, their Student Life Advisor can assist with the elections process either by instructing on how to use HighlanderLink's elections tool, by creating and facilitating

the elections themselves, or attending meetings and facilitating in-person elections. This is useful in situations in which current board members are also running for positions or the trust in the executive board has been lost.

### 8.1 Marketing Your Organization and Events And Use of Logos

Student organizations are welcome to create their own, distinct logos that represent their organization.

Recognized Student organizations may use official university logos to showcase affiliation with the university, but the logos must be separate and distinct from the student organization’s logos. Combining the UC Riverside logo or monogram with custom graphics – to create a new logo – is never allowed. Logos should not be used in a way that suggests University endorsement or sponsorship of the group.

For more information, please visit the official UCR branding website: [brand.ucr.edu](http://brand.ucr.edu)

In order to honor university branding policies, here are examples of what can be used by student organizations:





## 8.2 Posting Policies

Traditional 8.5x11 fliers are allowed on bulletin boards, per the posting policy. The posting policy in its entirety can be [found here](#). All fliers must include the organization's name, there must be a UCR email or a phone number listed as contact information, and must 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.

Larger banners can be made in the Workroom and posted at the Bell Tower and Spieth Hall 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.

## 8.3 Other Marketing Techniques

The HighlanderLink news feed is an easy way to get exposure for your events just be sure to include a date, time, and location.

Tabling at the Bell Tower can also be a way to get exposure about events or your organization in general. The HUB Info Desk on the first floor of the HUB 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](#). To learn about tips on how to make your social media accessible to students with disabilities, check out [this video](#).