

# **Student Organization Policies and Handbook**



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## 1.1 Introduction and Overview of Student Life

The office of Student Life oversees all student organizations, the Fraternity and Sorority Involvement Center, Highlander Orientation, First Year Programs, Veteran Services, and Commuter Programs. We also support some of UCR's large campus-wide activities and events. We're located in the Highlander Union Building, room 229. You can also call our office between 8am-5pm at (951)827-7344. This is where you can come meet your Student Life advisor for 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 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

## 2.1 Definitions

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

- A. **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 rests in the hands of currently enrolled UCR students who are members of the organization.
- 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 Associations (GSA):** Organizations 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.

## 2.2 Registration and Membership Requirements

### Registering a New Organization

Potential new Registered Student Organizations or Graduate Student Associations must meet the following registration criteria in order 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 year-round). This meeting will also go over the process to register a new group, which is summarized below.
2. Participate in a New Organization Workshop and complete an assessment to demonstrate comprehension of registration requirements, campus policies, and other applicable information that is discussed at that workshop. These dates and times will be given to you by your Student Organization Advisor.
3. Provide an organization membership roster by the announced deadline. The roster should include a minimum five (5) currently enrolled undergraduate and/or graduate UCR students. UCR Extension students do not count in the five (5) member minimum requirement.
4. Sign an agreement 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 individual organization circumstances and off-campus affiliations. Minimum requirements for an organization's constitution will be provided by Student Life upon request and are available on the Student Life website.
6. 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 should be uploaded to the student organization database additional operating documents. Any advisers connected to the club will be listed as well.

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

### Maintaining Status as a Registered Student Organization

Currently registered student organizations must meet the following on-going registration criteria to maintain registration 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 are not eligible for the ten member minimum. All

officers of the student organization must be current registered UCR students. At least 50% of membership must be made up of currently enrolled UCR students (undergraduate and graduate). All student organization officials/officers must be in good social standing, and in good academic standing per the University General Catalog.

3. Update the student organization database roster with new officers within ten (10) business days of the change being made.

4. All registered student organizations must have an approved constitution on file with Student Life. 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.

5. Update organization membership rosters by the registration deadlines. Fraternity and sorority organizations are additionally required to participate in a scholarship reporting system.

6. Complete an annual check-in meeting with your assigned Student Life Organization Advisor. Some clusters may have additional requirements about mandatory meetings.

7. A member of your registered student group must attend the Student Organization Leadership Seminars offered annually during week zero of the Fall quarter. GSAs are exempt from this requirement.

8. Comply with all policies outlined in this document.

9. Student organizations that have accrued \$300 in late fees for reservations they've placed on-campus are not eligible to re-register until they've paid all fees through our Student Business Services office.

### **3.1 Policies: Conduct and Discipline**

All Registered Student Organizations and Graduate Student Associations are required to comply with University policies and campus regulations as well as applicable laws or it will be subject to revocation of registration, loss of privileges, or other sanctions. In denying or revoking registration or applying sanctions, campus regulations provide an opportunity for a hearing with basic standards of procedural due process through the Student Conduct and Academic Integrity Programs office (SCAIP).

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex\*, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

*\*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.*

No registered 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.”

### **3.2 Policies: Use of the 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.”

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

All student organizations must comply with the University regulations on fiscal accountability. 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 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.

### **3.5 Policies: Anti-Hazing Compliance**

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. The University may impose discipline 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 suspension or dismissal from the University of California

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.
- 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.
- 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.
- 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.
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of California State Law.

Additional information is available on the [Dean of Students website](#).

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

It is required to have a formal document on file with the office of Student Life that outlines each organization's mission, structure, and processes. We encourage groups to act as a democracy and allow voting by all members but an organization may create an appointment process instead if they'd like. Whichever process they choose must be outlined in detail in this document.

This document also must outline any dues that an organization enforces for joining, clearly stating how much is due and what the window is to pay these dues in order to join or retain 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 recognizing the organization.

## 4.1 How to Use HighlanderLink

HighlanderLink 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 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 learning 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. 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 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 in order to gain entrance to the website, essentially creating a profile.

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 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 <http://conferences.ucr.edu> 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 food permits through the office of Environmental Health and Safety(EH&S). You can find both the training and permits at their website [ehs.ucr.edu](https://ehs.ucr.edu). If you're interested in reserving a blue tent, we have an in-depth tutorial on how to do so [here](#). 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 be considered risky, the university might ask you for additional information to get insurance to cover your event. All registered student groups that do not have insurance provided to them by any other means have access to insurance at [risk.ucr.edu](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. Anyone that's NOT associated with the university, so not a staff, student, or faculty member, has to 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 whatever they are talking about, the university isn't condoning or approving it.

## **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. 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.
- Do not remove HUB metal chairs and tables from the HUB patio area.
- Collecting donations, selling items, or selling food require reservations via [HUB Scheduling](#)
- Respect those at and around your space.
- 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 (if you are driving onto campus the allotted time for pick-up is from 5:30pm-6:30pm). Exceptions may be granted with prior approval and a reservation due to an event.

## 5.7 Major Events Policy

There are certain events that may happen on-campus which trigger a process outlined in the [Major Events Policy](#). These events are typically in larger in scope or involve a prominent speaker/guest that might require some additional steps or meetings prior to the event happening.

In this policy, a 'Major Event' is classified as an event that has an expected attendance of over 300 individuals or might impact the safety, security, campus services, or campus operations based on proposed location, time of day, date/time of the week, use of amplified sound, proximity to other events, needed security resources, anticipated weather conditions, expected duration, involvement of alcoholic beverages, or any objective and credible evidence of a threat to campus safety.

If the event is classified as a Major Event, the policy itself outlines the timeline of meetings and various additional requirements that other events may not need. If you believe your events might fall under this category, read the [policy itself](#) to become familiar with the timeline and expectations.

## 6.1 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, mishandled, or mistreated. 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, 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 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. 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.

## 6.2 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, 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.

### 6.3 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.

### 6.4 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

There are many ways to post around campus and the policies change based on what and where you are posting.

## 8.2 Student Design Center

The Student Design Center is located in the Student Org Workroom (HUB 228). 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. These designers also can help you to use images of Scotty Highlander, UCR's mascot, if you wanted to use Scotty in your organization's logo or marketing. Using other logos and images that don't belong to you isn't allowed, which includes images copyrighted to UC Riverside such as the starburst R logo, the University seal, and images belonging to specific departments such as Athletics.

Not permitted for student organization use:



### 8.3 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. You can also have a banner made by a graphic designer in the Student Design Center, limit 1 per quarter.

### 8.4 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.

Social media posts should utilize common hashtags such as #ucr, #ucriverside, and #highlanderorientation during the summer for new students to find you.

If you're posting events, meetings, or fundraisers, you can use the following hashtags that Student Life will then repost on Instagram on their [@ucrstudentlife](#) account:

#shareRmeeting for meeting announcements and information.

#shareRfundraiser for events such as food sales, off-campus restaurant fundraisers, and more.

#shareRevent for one-time big events that you'd like to advertise to non-members.

These hashtags should be used by 3pm on Monday of that week in order to be posted Monday afternoon/evening.

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](#).