

CSUSM Student Organization Handbook

University
Student Union
3400
(760) 750-4970
csusm.edu/sll



7/8/2020

Greetings Student Organization Leaders!

The Student Leadership & Involvement Center-SLIC (formerly known as Student Life & Leadership) is excited to welcome you and your members to this leadership journey. Although our name has changed, our services and commitment to you remains the same! Our goal is to provide you with quality advising, service, and support that will help you achieve your group's goals and objectives.

This handbook provides an overview of campus policies and procedures that you will need to know as you plan events, develop fundraising plans, manage your organization's finances, and get your organization set-up for success!

All recognized Student Organizations will receive a letter or recognition with their unique 25Live username and password and Associated Students Inc. (ASI) account/chargeback number.

In addition to our Director, Tony Pang, you each have an assigned Student Leadership & Involvement Center (SLIC) Coordinator listed below. Please reach out to us any time you have a question or concern regarding your organization:

Megan Ceppi, Coordinator of Fraternity & Sorority Life

Point of Contact for: All Sororities & Fraternities, Greek Honor Societies, Greek Leadership Council, Interfraternity Council, Multicultural Greek Council, and Panhellenic Council

Office: USU 3600

mcurran@csusm.edu

(760) 750-4952

LaPorcha Ellick, Coordinator of Student Involvement

Point of Contact for: Cultural Organizations, Special Interest, Political, Club Sports, Service Organizations

Office: USU 3600

lingram@csusm.edu

(760) 750-4962

Dr. Shannon Nolan-Arañez, Coordinator of Student Involvement

Point of Contact for: Religious Groups, Academic & Honor Societies

Office: USU 3400

snolan@csusm.edu

(760) 750-4973

Please call, email and visit us in SLIC located in USU 3600 once we are back on campus.

In addition to your SLIC Coordinator, we are also pleased to offer support through our experienced Student Specialists who are also accessible during business hours to address your questions and to provide general information about the Student Organization recognition process, leadership development opportunities, and the campus posting policy. If you would like to reach them by email, please send a message to studentorgs@csusm.edu.

Best wishes for a wonderful academic year!

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University Recognition & Requirements for Recognized Student Organizations

- California State University (CSU) Executive Order 1068 requires that the campus recognize all Student Organizations if they wish to use University facilities for meetings/events and to associate the organization with the name of California State University San Marcos (CSUSM) or enjoy other privileges of being a recognized Student Organization.
- Student Leadership & Involvement Center (SLIC) is responsible for administering the recognition process for CSUSM Student Organizations each semester.
- Tukwut Trax (Presence) houses all Student Organization recognition documents, including but not limited to:
 - Student Organization Recognition Agreement,
 - Membership Roster, and
 - Constitution & By-Laws

Student Organization Annual Recognition Process

Per CSU Executive Order 1068, all Student Organizations must submit the necessary documents for University recognition on an annual basis. At CSUSM, the following information must be submitted by the posted University deadlines:

- Online Student Organization University Recognition Form.
- Unique Student Organization email address that stays constant within the organization. Keep this email address from year to year.
- Electronically signed Student Organization Officer & Advisor Agreement Form.
- Electronically signed ASI Student Organization Funds Administration Agreement Form.
- Current Constitution and/or By-Laws using CSU template.
- Electronic Excel Spreadsheet of Current Membership Roster with at least 5 member names, student IDs and campus email addresses.
- All Student Organization Presidents and Treasurers must meet minimum officer requirements as listed in the coded memorandum.
- Officers must attend the recognition leadership conference in fall or spring depending on when they are recognized, and
- Each officially recognized Student Organization must have a University Faculty/Staff Advisor who is either a CSUSM faculty member or professional staff member. Advisors may not be from auxiliary organizations.
- Learn more about Executive Order 1068 [here](#).

****Note:** If there are any substantive changes or amendments made to the organization's governing documents, they must be provided to SLIC within 90 days of the change or your organization risks losing recognition.

Officer Changes/Transitions:

If your student organization changes their leadership (President, Treasurer, Advisor) at any point during the academic year, the old or new officers are required to fill out the [Officer Change Form](#) located on our website. Student Leadership & Involvement Center will send out a new Officer Agreement Form,

allowing access to ASI funds and other student organization necessities. The information needed on the form includes:

- President & Treasurer's first and last name, CSUSM ID, CSUSM email, and phone number.
- Advisor's first and last name, CSUSM email, and phone number.

Officer Requirements

Student Organization Presidents and Treasurers must meet minimum academic eligibility requirements outlined by CSU Coded Memorandum AA-2012-05_

- Be matriculated and enrolled at CSUSM,
- Maintain a minimum overall grade point average of 2.0 each term,
- Be in good standing with the University,
- Earn at least 6 semester units while holding office, as undergraduates. Graduate and Credential students must earn at least 3 semester units while holding office,
- Is limited to 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater, graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required, whichever is greater.
- SLIC will only accept grade appeals for circumstances beyond the students control such as medical and military situations.

Privileges of a Student Organization

Once a Student Organization has completed the recognition process outlined above, an official letter of recognition will be emailed to the organization's President, Treasurer and their Faculty/Staff Advisor. Recognized Student Organizations are afforded a variety of privileges, including but not limited to the following:

- Designated SLIC Coordinator to support you in all areas.
- 2 sponsored guest (parking) passes per event upon 3 business days' notice to SLIC Coordinator.
- Free item check-out for org events.
- Monthly fundraising week.
- Meeting areas.
- Supplies for poster making.
- Leadership workshops and development opportunities.
- Use of California State University San Marcos (CSUSM) name.
- Use of University facilities and resources for meetings and events at discounted rates.
- Organization name listed in the SLIC Student Organization directory.
- Use of ASI Student Org Funds and Accounting Services.
- Ability to apply for funding for events through ASI Leadership Funding (ALF).
- Use of a mailbox in SLIC (USU 3600).
- Use of designated campus bulletin boards for publicity.
- Ability to recruit members on campus.
- Fall & Spring Student Organization Fairs to market your organization.
- Ability to participate in fundraising opportunities on campus.

Responsibilities of a Student Organization

Recognized organizations and their members serve as representatives of the University. As such, they have a responsibility to conduct themselves in a manner that provides a favorable impression of CSUSM, to the public and to their fellow students. In exchange for the privileges outlined above, the following minimum standards are required for all recognized organizations:

- Organization policies must be consistent with those of the University. This includes all standards for student conduct, policies, purposes, and regulations, including regulations involving non-discrimination and hazing.
- Select and maintain an authorized (Non-Auxiliary Employee) Faculty/Staff Advisor from California State University San Marcos.
- Schedule all events and meetings in accordance with the approved procedure for scheduling events.
- Advertise all functions and meetings according to the University posting guidelines & publicity.
- Maintain an active programming calendar (meetings, events, co-programming, community service projects) that reflects the purpose of the organization as stated in the constitution. Ensure that all Student Organization activity that is not included on your online recognition form is communicated to SLIC. SLIC would like to have the opportunity to advise your organization in a timely manner to ensure that all activities are within University policy.
- Assume responsibility for all clean-up after on campus and community events.
- Regularly check and empty your mailbox in USU 3600.
- Be in good fiscal standing with the University and ASI.
- Send appropriate representatives to annual Student Organization Leadership Conference or Leadership Workshop for organizations recognized in Spring.
- [Report any travel](#) to SLIC within 3 business days of a scheduled trip.
- Follow all University [cash handling procedures](#).

Removal or Denial of Recognition

If at any point it is determined that a Student Organization is not meeting University requirements, SLIC will provide a notice of the concern and the Student Organization will have the ability to respond. Potential reasons for the denial, suspension, or removal of organization recognition include:

- Academic dishonesty.
- Accounts of cyberbullying or misconduct.
- Violation of local, state or federal law or health guidelines such as Covid19 health precautions, social distancing, or Title IX (Non-discrimination).
- Failure to submit CSUSM recognition forms by University deadlines.
- Violation of CSU Executive Orders, University policies and/or procedures.
- Violation of financial responsibilities.
- Failure to act in accordance with the organization constitution or stated objectives.
- Violation of California Educational Code, Title V (Commercial Solicitation).
- Violation of travel or event policies.

Student Organization Accountability Review Process

If SLIC receives a report indicating that a recognized Student Organization has violated the Standards for Student Conduct or University policy, the organization will receive written notice of the alleged violation(s). A Student Organization and its members may collectively and individually be held responsible upon University review.

Official notice of the allegation will be sent to the organization President and Advisor, and in some cases, the affiliated or inter/national organization. Disciplinary matters involving individuals are referred to the Dean of Students, and possibly to the University Police Department. Actions taken by the Dean of Students and University Police Department may run concurrently with actions taken by SLIC.

If the organization is found to be responsible, SLIC will determine sanctions for the organization. Organizational sanctions may include but are not limited to:

- Organization probation,
- Suspension of recognition,
- Educational requirements, or
- Restriction of activities based on the nature of the violation.

Violations that are serious in nature and may result in temporary or permanent loss of University recognition or may be referred to a judicial hearing.

Advisory Support for Recognized Student Organizations

The University requires that all campus-recognized Student Organizations have an official Student Organization Advisor. The Advisor must be a CSUSM faculty or staff member who is willing to provide guidance and support to the organization – above and beyond their duties as a CSUSM professional.

Student Organization Advisors are volunteers who, out of their personal interest and dedication, give their time and talent to support and promote co-curricular programs at California State University San Marcos. The selection of an Advisor and the decided length of their term are negotiated by each individual organization. It is crucial that SLIC be informed of any changes regarding the selection of an Advisor throughout the academic year.

The California Code of Regulations, Title 5, Article 2, Functions of Auxiliary Organizations and Requirement for Written Agreements, Section 42500 does not list club advisement as an appropriate function for auxiliary organizations. Therefore, Advisors must be state employees and cannot be selected from organizations such as ASI and the UVA/QUAD. SLIC will review the eligibility of Advisors as part of the University recognition process and communicate with officers and the Advisor if they are ineligible as a result of this policy.

Role of an Advisor

- Play an active role in helping students design meaningful programs that are consistent with the organization's constitution and purpose.
- Ensure the proper supervision (self or pre-arranged substitute) of organized events.
- Review the financial status of the organization (e.g. overseeing the handling of organization funds and maintenance of financial records). All organization expenditures must have the Advisor's signature.

- Become familiar with University policies and procedures related to Student Organizations. Advisors are to report any University policy violations to SLIC.
- Preserve records to enhance organizational continuity by maintaining copies of organization minutes, constitution/bylaws, membership lists, online conduct and liability forms, or event documents.
- Attend organization meetings periodically.
- Communicate organization news, concerns, or questions to SLIC at (760) 750-4970 or studentorgs@csusm.edu.
- As a mandated reporter, Advisors must report any Title IX or Clery Act incidences and/or violations.
- Advisors may refer any students of concern to the [Cougar Care Network \(CCN\)](#).

Organization's Responsibilities to the Advisor

It is expected that Student Organizations will inform their Advisors about the plans and activities of the group. Officers and the organization's leadership are responsible for the following:

- Notifying the Advisors of all meetings and events.
- Consulting with the Advisor in the planning of activities before major events are undertaken.
- Consulting with the Advisor before making any major changes to the structure of the group or in the policies of the organization.
- During meetings, allow the Advisor to speak, although they are not allowed a vote.
- Discuss concerns and issues with the Advisor.
- Acknowledge that the Advisor's time, support and energy are voluntary. Student Organizations should express their appreciation whenever possible.
- Be clear and open about expectations of the Advisor and periodically provide feedback to the Advisor.

Affiliate or Community Advisors

In some instances, Student Organizations are affiliated with organizations external to the University. It is important that the organization work closely with their Student Organization Advisor or SLIC Coordinator on matters related to University policies and procedures and communicate with SLIC should contradictory advisement be provided by the affiliated organization.

Student Leadership & Involvement Center Coordinators

In addition to having a Faculty/Staff Advisor, each organization is assigned to an SLIC Coordinator who provides University advisement for on-campus event planning, campus posting and organizational visibility, organizational structure as outlined in the constitution and/or bylaws, leadership development and coaching, and officer support in navigating University policies and procedures. The SLIC Coordinator works in collaboration with the Student Organization Advisor and serves as an additional University support mechanism to provide direction and feedback on policies, procedures and Student Organization best practices. SLIC Coordinators' contact information can be found in the front of this handbook.

Student Organization Membership

Membership is the livelihood of a Student Organization. CSU Executive Order 1068 requires that recognized Student Organizations uphold open membership policies, with officers signing that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender (except a social fraternity or sorority or other University living groups that impose a gender limitation as permitted by Title V, California Code of Regulations, Section 41500 and Title IX, a federal law), marital status, citizenship, sexual orientation, sex (including pregnancy, childbirth and related medical conditions), genetic information or disability.

Here are some other important notes about keeping an active membership:

- Student Organizations must maintain at least five members who are currently enrolled in at least one California State University San Marcos course.
- A maximum of twenty percent of the members of a recognized Student Organization may be non-CSU students.
- Voting rights are limited to CSUSM student members.

Recruiting New Members

It is important to recruit new members who will invest their time and energy in the organization.

In order to do this, you must be able to clearly articulate the philosophy, purpose, values, goals, and membership requirements of your organization.

- Develop a marketing plan for the year (including, but not limited to posters, social media, brochures, flyers, t-shirts) to spark interest in your organization and maintain visibility.
Identify current members who are committed to the organization's purpose who can actively recruit new members.
- Determine the motivation, needs, and interests of prospective members.
- Approach ALL new students, both first-year and transfer, who are eager to connect with the University.
- Recruit throughout the year, not just at the beginning of each semester.
- Provide realistic expectations of members within your organization; be clear about financial obligations and time commitments.

Retaining Members

- Remember that members are volunteers who may have multiple responsibilities and involvements outside of your organization. Therefore, offer a variety of meeting times, responsibilities and opportunities.
- Maintain lines of open communication. It is important for members to know they are appreciated and have the opportunity to make suggestions and participate/contribute to organization events.
- Be aware of the needs and wishes of members and provide them with incentives and rewards to promote continued interest and motivation.
- Challenge members with new activities. New members with fresh motivation often provide the best suggestions for a new direction.
- Develop a leadership "pipeline" by grooming enthusiastic members for future officer positions.

Leadership Development Opportunities

Civility Campaign

Student leaders are expected to model civility. You and your organization can also volunteer to serve on the campus' Civility Campaign which exemplifies how SLIC expects student leaders to value diverse perspectives and provide inclusive platforms for all students to engage in campus life. Civility at CSUSM is about respecting and empowering perspectives through critical conversations. By engaging in principles of Civility, the campaign builds a conscious and caring community that supports all voices to foster change.

LEAD Retreat

The LEAD Retreat is a leadership experience open to all first- and second-year students who wish to learn more about leadership and their ability to be a dynamic, involved student leader. This retreat is a collaboration between Housing, Student Leadership & Involvement Center, Associated Students Inc., and the University Student Union.

Tukwut Leadership Circle (TLC)

Continue your leadership journey with the SLIC's leadership certificate program, the Tukwut Leadership Circle (TLC)! Sequential in nature, we hope that you will complete the foundational certificate which provides theoretical framework and basic understanding of leadership and then pursue our diversity focused "Multicultural Intelligence & Leadership Certificate (MIL). Along the way you're able to also earn a certificate from the United Nations Education, Scientific, and Cultural Organization (UNESCO) if you participate in our Mountain Shadows project! That is a possibility of 3 different leadership certificates you can earn in one year!

CSU Systemwide Policies & Procedures

A summary of the CSU Executive Orders that impact Student Organizations is included below. SLIC expects that all recognized Student Organizations comply with CSU systemwide policies and specific CSUSM policies. If you have any policy-related questions, please contact your SLIC Coordinator for more information.

The CSU hosts a comprehensive [policy stat website](#) for further details on the following student organization policies. CSU Policies and executive orders that impact student organizations are:

Executive Order No. 1068 – Org Recognition

Policies which are frequently referenced or directly related to Student Organization activities can be found on the SLIC website:

<http://www.csusm.edu/SLIC/studentorgs/policies.html>

A complete list of CSUSM policies and procedures is also available through

<http://www.csusm.edu/policies/>.

CSUSM Title IX Coordinator:

Dr. Bridget Blanshan

Associate Vice President for Student Engagement and Equity

Address: Craven Hall 3200

Email: bblansha@csusm.edu

Phone (760) 750-6020

Monday - Friday 8am to 5pm, Closed during campus closure days

To Report all other forms of Discrimination (NOT based on Gender, Gender Identity or Expression, or Sexual Orientation) please contact CSUSM's Discrimination Harassment & Retaliation Administrator, Gail Mendez, 3200 Craven Hall, gmendez@csusm.edu, (760) 750-6020.

Executive Order No. 966 – Alcohol Sales and Advertising Policy

[Executive Order No. 1095- Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy](#)

[Executive Order No. 1096 – Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Third Parties](#)

[Executive Order No. 1098 – Student Conduct Procedures](#)

CSU Systemwide Standards for Student Conduct

CSUSM Acceptable Network Use Policy

CSU Executive Order 1097

[CSUSM's Notice of Non-Discrimination on the Basis of Gender or Sex](#)

The California State University does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking.

All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific sexual activity is Sexual Misconduct and constitutes a violation of this policy, whether or not the sexual activity violates any civil or criminal law. As a student, if you have been discriminated against based on your gender, sex or sexual orientation including sexual misconduct or harassment, stalking, and domestic/dating violence, you can receive support and/or file a complaint with the Title IX Coordinator. Your campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint with the police (sexual assault and violence); the University's complaint process, including the investigation process and confidentiality.

[Confidential Reporting](#)

Students can receive advocacy and support through Student Health and Counseling Services, CSUSM's Sexual Violence Advocate and Educator, or off-campus advocacy services.

Student Health and Counseling Services

Sexual Violence Advocate & Educator, Christa Wencil, cwencil@csusm.edu
Address: Bldg. 21, (located adjacent to the parking structure and across from the University Student Union)

Phone: (760) 750-4915 (ext. 7 for Christa Wencil)

Monday-Friday 8AM to 5PM, closed during campus closure days

Website: <http://www.csusm.edu/shcs/advocate/>

Center for Community Solutions (CCS) – OFF CAMPUS

Address: 210 S. Juniper St., Suite 101, Escondido, CA 92025

Monday-Friday 8:30AM to 5PM; Phone: (760) 747-6282

24-Hour Crisis Hotline: (888) 385-4657 (Bilingual)

Website: www.ccscsd.org

Women's Resource Center – OFF CAMPUS

Address: 1963 Apple St., Oceanside, CA 92054

Phone: (760) 757-3500 (24-Hour Hotline)

Monday-Friday 9AM to 5PM

Website: www.wrcscsd.org

Criminal Reporting

Reporting to University Police and/or local police is an option at any time following a Sexual Violence incident. If students choose not to report to the police immediately, they can still make the report at a later time. However, with the passage of time, the ability to gather evidence to assist with criminal prosecution may be limited.

Students may also choose to obtain a protective or restraining order (such as a domestic violence restraining order or a civil harassment restraining order). Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can protect victims who have experienced or are reasonably in fear of sexual violence, including domestic violence, dating violence and stalking. CSUSM Sexual Violence Advocate and Educator can offer assistance with obtaining a protective or restraining order.

University Police Department
Address: 425 La Moree Road
Email: dispatch@csusm.edu
Phone: (760) 750-4567 or 911 on
campus phones

Local Police: San Diego County
Sheriff - San Marcos
Address: 182 Santar Place, San
Marcos, 92069
Phone: (760) 510-5200

CSUSM Policies & Procedures

Use of University Name

When developing materials (flyers, shirts, letterhead) that include the University name and logo, it is important that you are aware of the campus branding standards. Please visit the Office of Communications website (<http://www.csusm.edu/communications/brand-style-guide/logo/>) to read the University's branding style guide. The Cougar Spirit logo (the cougar head graphic) has been specifically identified for Student Organization use. Consult with your SLIC Coordinator as you develop internal and external marketing plans and ensure that you are printing with the University Store or licensed vendor.

University Hazing Policy and Education

California State University San Marcos expects that all members of the campus community and specifically recognized Student Organizations will observe and fully comply with the State of California Educational and Penal Code requirements on hazing. All students are expected to adhere to regulations set forth by the State of California and the University referring to hazing. The State of California Educational Code defines hazing as the following:

- **“Hazing” means any method of initiation or preinitiation 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.**
- **Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.**
- **The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.**
- **Prosecution under this section shall not prohibit prosecution under any other provision of law.**

The University Hazing Education Team (UHET) has been established to support the education and development of positive campus traditions at CSUSM. UHET members provide an educational overview of the campus hazing policy at the Student Organization Leadership Conference in the fall but are also available to facilitate interactive educational workshops within your organization. To contact members of UHET or to report hazing behaviors that threaten the health and safety of our community, visit:

<http://www.csusm.edu/SL/resources/hazing/index.html>

Student Travel

[Executive Order No. 1041](#) sets guidelines regarding student air or bus travel that is offered by any Student Organization. There are restrictions on travel based on Covid19 safety guidelines. Organizations are expected to honor local, state and national guidelines during the Covid19 pandemic.

Please contact your SLIC Coordinator prior to planning or committing to international travel related to your organization.

- Travel should never be required for members if the risks associated with travel are significant.
- If University funds are being used to pay for or reimburse conference registration fees, ensure you are following the respective policies and procedures.

Required Paperwork:

- Notify your SLIC Coordinator within 3 business days of traveling and they will notify the University Police Department.
- Complete online Release of Liability & Student Conduct Agreement forms for each student traveler.
- Create an electronic Excel or Google Sheet of all student travelers with first and last name, CSUSM student ID numbers, emergency contact name and phone number in alpha order by last name. Email list to SLIC Coordinator with event name, location, date, and time.
- You are also responsible for retaining these forms in case of an emergency or University violation or crime.

Free Speech at CSUSM

Free speech and First Amendment rights are cornerstones of democratic society and essential to the educational process. As members of the CSUSM community, we are allowed to express our opinions as long as we do not disrupt the work of the University with excessive noise, by blocking access to buildings, offices, classrooms, or by posing a public safety risk. For more information please visit:

http://www.csusm.edu/policies/active/documents/public_assembly.html.

If you are planning a rally/protest that is being sponsored by your Student Organization, remember these tips:

1. Work with your SLIC Coordinator to determine safe ways of demonstrating, as well as campus expectations regarding signs, amplification, and location as well as notification to University Police.
2. The University may establish reasonable time, place and manner regulations regarding the use of facilities to ensure that individuals and groups exercising their legitimate rights do not infringe on the rights of others or disrupt the educational process or other operations of the University.
3. As per the policy, demonstrations cannot disrupt or obstruct instruction, research, or administrative operations, disturb areas set aside for study, or interrupt a scheduled activity.

CSUSM Posting Guidelines

The university maintains posting venues for the purpose of sharing information that may be of interest to the campus community. Some campus venues require advance scheduling, while others do not. The content of the information posted is the responsibility of the author and is not approved or endorsed by the university unless noted explicitly on the posted material.

University students, faculty, staff, registered student organizations, departments, and off-campus community members may post or exhibit printed materials in approved areas which refer to an event, activity or service in accordance with the policy/procedure outlined herein. Security Alerts from University Police or the Office of the Dean of Students are exempt from university posting policy regulations.

https://www.csusm.edu/policies/active/documents/posting_informational_material.html

A-Frames

Recognized student organizations and campus departments are permitted to place temporary A-Frame signage in designated locations on campus for the purpose of marketing campus events and programs. Use of A-Frames is limited to University events/programs. (Directional signage for events on campus and emergency or safety notifications are exempt from this policy.)

For reasons of safety, aesthetics, accessibility, and sustainability, A-Frames are limited to designated locations on campus.

The designated campus locations are marked by a blue & white numbered circle on the ground. A map of the locations is available through Safety, Health, and Sustainability, Dean of Students Office, and Event & Conference Services.

Spaces are claimed on a first-come, first-serve basis for a period of no more than 30 days.

General Guidelines:

- A-Frames are only permitted in designated spaces and in a first-come, first-serve basis.
- Posted information must include the recognized organizational name, University department, and/or contacts.
- The posting must be constructed of a material strong enough to withstand strong winds and weather conditions.
- Size is limited to 2 1/2 feet x 4 feet (30 inches x 48 inches).
- A-Frame may be placed for up to one month at a time per A-Frame. Those promoting a specific event must indicate a removal/expiration date of no more than 48 hours after the conclusion of the event.
- Announcements regarding specific events must include date, time, and location, as well as contact details for people wishing further information and an accommodation statement.
- A-Frames must be tagged (luggage-style tag on handle) with the department or organization that owns the A-Frame. The tag is also required to indicate the expiration date of the current posting.
- Departments/organizations are responsible for removing their A-Frames by the expiration date.
- Those A-Frames found after the expiration date or in non-designated locations will be removed and may be charged a nominal removal/storage fee. Departments/organizations that repeatedly violate the location and/or timely removal requirements may not be permitted to continue to reserve A-Frame space. All A-Frames will be removed to the Recycling Center to be picked up by user M-F, 7am-3:30pm.
- Non-CSUSM departments and organizations are not permitted to use A-Frame location or post A-Frames on campus property.

Learn more about these guidelines here: <https://www.csusm.edu/dos/a-frames.html>.

Banners

- Recognized Student Organizations and campus departments may hang banners up to 6 feet wide by 4 feet high without pre-scheduling the posting.
- Banners may not be hung on stairway handrails or on any campus railings where they present a safety risk.
- The name of the sponsoring organization must be displayed clearly on the banner.
- Plastic or cloth banners may hang until the end of the academic term in which they are posted.
- If the tape used strips the paint from the railings, your organization may be found in violation of campus posting policies and responsible for costs associated with the repair.

USU Hanging Reservations/Banners

- The USU permits Student Organizations and campus departments to request to hang banners in select areas of the building.
- The USU reserves the right to schedule banners according to operational needs and deny any request submitted.
- Please review the USU Banner Guidelines at: http://www.csusm.edu/usu/about/BuildingInfo/banner_form.html.
- Banners will be reviewed to ensure appropriate content and messages are conveyed.
- By submitting your reservation, you acknowledge that you have reviewed and agree the USU Banner policies. *For additional questions, please email: usuevents@csusm.edu.*

Bulletin Boards

- General-purpose bulletin boards and kiosks exist on campus for the publicizing of information.
- Materials posted do not need to be approved prior to posting, but a contact name and phone number or email and the date of posting must be clearly visible on the flyer.
- The date is to be handwritten on all material posted.
- Posted materials will be removed if a date is not visible and/or no contact name (an individual or organization name).
- Materials may remain on the bulletin boards for 1 month prior or 48 hours after a scheduled event.
- All non-University related materials may only be posted on the Community Access bulletin board which is located in Founders Plaza.

Chalking

- A request to chalk, including submission of an 8 ½" x 11" rendering, date(s), location, the name of the responsible individual(s) or organization(s) and a commitment to clean and remove the chalking (following university guidelines) must be submitted to Student Life and Leadership (SLIC) at least three days before the desired date of the chalking.
- Those who chalk, like those who post temporary signage, shall identify the organization(s), group(s) or individual(s) responsible for the chalking on the chalk-marked sign.
- Review and approval of requests to chalk will be made on a content neutral basis.

- Only water-soluble chalk may be used.
- Chalking is permitted only on flat, horizontal, exterior, white concrete surfaces (e.g. sidewalks and plazas) – chalking of building surfaces, walls, painted surfaces, colored concrete, marbled or tiled surfaces, doors, windows, interior surfaces, trees, and streets is not permitted.
- Chalking is prohibited on USU sidewalks, patios, stairs, pathways and the amphitheater.
- Chalking must not interfere with pedestrian traffic.
- A one-week maximum duration must be observed.
- If chalking is announcing a specific event/activity, chalk must be removed within 48-hours after the conclusion of the event/activity.
- Removal must be scheduled at a time that avoids major disruption of campus activities and general pedestrian flow.
- No one is to remove approved chalking other than the party who applied it, or their designee (other than in cases of exceeding one week or 48-hour time limit).
- Should responsible individual/organization chalk without permission or fail to adhere to the written removal plan, cleanup may be performed by the University and charged to the responsible group or individual.

Flyers

Flyers detailing campus events, programs or services that are distributed personally by members of a University department, recognized Student Organization, California State University San Marcos students, or by individual faculty or staff members for functions related to their employment.

- May not be left unattended in an area and must be disposed of after events have taken place.
- Must include the name of the sponsoring organization on each sheet distributed.
- For procedures regarding handing out materials that detail off-campus events or services refer to the Solicitation Policy http://www.csusm.edu/policies/active/documents/commercial_solicitation_policy.html.

Dues and T-Shirt Sales

Organizational dues and T-shirt sales should happen through your organization online billing such as GreekBill or via check to ensure there is a record of the transaction. T-shirts can be sold collecting cash if proper cash handing procedures are followed.

Lawn Campaign Signs/Posting on Lamp Posts

Like any other poster/posting, yard signs must have the organization listed, point of contact, and contact information included on the posting. If your signs take up lawn space, you must have a confirmed 25Live reservation you must request permission from facilities management to ensure lawn maintained and sprinkler schedule is not impeded by your signs.

Student Organization Events

As leaders of your Student Organization, you will likely want to plan a meeting or event during the year and SLIC and Events & Conference Services (ECS) are here to help you! It is important to keep in contact with the Student Leadership & Involvement Center, Campus Event Planners and check the designated Student Organization e-mail account regularly in order to set-up

your event for success. Student Organization officers are also responsible for managing the activities of their organization in a manner that is aligned with the expectations of your Student Organization Advisor, and in a way that follows all CSU Student Code of Conduct, local, state, and federal laws. Please visit the ECS website for all campus policies pertaining to event planning: www.csusm.edu/events/policiesrates/policies.html

Event Space Reservations

Requests for event spaces are managed through 25Live and reviewed by ECS before they are confirmed. To serve the greatest number of organizations, ECS reserves the right to change any space reservation if necessary, to accommodate as many reservations as possible. ECS may cancel any event or modify the extent of services provided in the event of utility interruptions, campus emergencies, threat of imminent danger, in the interest of public safety, or acts of nature.

25Live Event Scheduling Software

25Live is the event portal used to schedule all on-campus events and meetings. Each Student Organization will be provided a unique 25Live username and password to schedule organization events through their University letter of recognition. This account is connected to your Organization's generic e-mail address.

For additional information about the 25Live reservation process, please visit the Event and Conference Services website (<https://www.csusm.edu/events/support/index.html>), review our 25Live [reservation training guide](#), and/or register to attend a campus [25Live Training](#).

Link to 25Live: <https://25live.collegenet.com/pro/csusm>

Ensure the following details are inputted completely and accurately to avoid delays in the review process by Event & Conference Services (ECS):

Event Name: This will be the name of the event for internal purposes and **will only appear on the calendars IF you do not enter an Event Title**. Make it unique for ease of tracking and organizing purposes.

Event Title: When publishing to a campus calendar, this field will be displayed as the name of the event. We suggest including the Student Organization name or acronym.

Event Description for Campus Calendars: The Event Description is visible to the public and should include pertinent event information for your potential attendees. This may include items such as links to purchase tickets, parking information, specific contact information and purpose of the event. The description can also be edited at a later time. *If you are requesting Featured Calendar placement, a comprehensive description **MUST** be included.* **NOTE:** This text will only be displayed on calendars if a campus calendar has been selected.

Event Date & Time: Reservations can include multiple dates and times, but they should still be grouped by the month. Be cognizant of date/time restrictions, especially for Academic Locations (classrooms and computer labs).

Event Types: It is very important to select the correct Event Type. Contact ECS if you are unsure. Our campus uses three (3) main Event Types.

1. Meeting Only - Request space through 25Live no less than three (3) business days prior to the event. This request does not require dedicated personnel, equipment or campus resources and conforms to established building hours.

- **Submission Deadline:** Minimum 3 business days prior to the meeting.

2. Campus Self-Service - The Campus Self-Service model gives departments the opportunity to plan and coordinate events without the need for a planner. Departments will request standard indoor or outdoor set ups during established building hours. Since there will be no planner assigned to these events, ECS will book the room and ensure proper set up but the rest is handled by the department including catering, audio visual, conference telephone and parking.

- **Submission Deadline for Tabling:** Minimum 5 business days prior to the event date.
- **Submission Deadline for All other Self-Service Events:** Minimum of 3 weeks prior to the event date.

3. Campus Full-Service - Event and Conference Services provides a service that will assure a successful and one stop event planning experience. By selecting Full Service, departments will meet with an Event Planner to coordinate all aspects of the event. The Event Planner will work with departments to define the services needed to fit within the budget and campus venue. An event coordination fee of 10% will be applied to all Full-Service events. The following locations are required to be entered with the **Campus Full-Service Event Type:**

- *The McMahan House*
- *USU ballroom, Amphitheater and Rooftop*
- *Kellogg Library Reading Room*
- *Athletic Fields*
- **Submission Deadline w/ alcohol or outside vendors:** Minimum 8 weeks prior to the event date.
- **Submission Deadline for all other Full-Service Events:** Minimum 3 weeks prior to the event date.

Event Notes: Include additional event details, needed resources (tables, chairs, etc.), questions or concerns for the Campus Schedulers.

Publish to Calendar: 25Live reservations can be published to campus calendars. Only check the box for the appropriate audience/calendar.

- Events that are open to the entire campus community may check the box for "Featured Events Calendar Consideration" so that the event is reviewed by the Office of Communications for the homepage CSUSM featured events calendars: <http://www.csusm.edu/calendar/>.
- If your event is open to all students, add your event to the Tukwut Life calendar at: <http://www.csusm.edu/dos/facstres/programmingcouncil/form.html>
- Events on campus calendars can also be linked to Campus Announcements (<https://www.csusm.edu/communications/contact/announcements.html>)

Event Custom Attributes: As a part of the risk assessment process, there will be series of required questions asked about the event details. The following are specific to Student Organizations and important to answer accurately.

- **Student Contact:** Include a primary contact for the event, including a phone number and email.
- **Account/Chargeback Number:** Enter your organization's 5-digit account/chargeback number, which was included in your SLIC Letter of Recognition.

Reminders & Tips for a Successful Event

- Get creative with your virtual meetings this Fall and consider hosting shorter but more frequent meetings that include socialization/get to know you activities.
- Check the designated Student Organization e-mail regularly for event support, updates and 25Live reservation confirmations.
- Schedule your space EARLY and include all relevant event details: number of attendees, speaker names, food, budget, etc.
- Review the CSUSM calendar of events to ensure that your event is a success and does not compete with any other major campus events.
- Incomplete 25Live event requests or requests that fall outside the submission deadlines will result in scheduling delays and potential event cancellations.
- Once you have completed an event request, "star" it to easily track all of your organization's meetings/events in the system.
- Academic coordinators, faculty advisors and departments should NOT make reservations on behalf of your Student Organization - these reservations are not tracked in the 25Live system in the same way and therefore the event will not be editable or advisable by your SLIC Coordinator.
- Remember your organization must have sufficient funds to cover the costs of the event prior to making the event reservation.
- The Student Organization's officers are personally responsible for any costs that cannot be covered by the Student Organization's account. Please see [ASi Account Services](#) section in this handbook for more details.
- Indicate if your event/meeting includes food as there are specific spaces on campus that do NOT allow food. If you serve food in a non-approved room, you risk being charged a **\$75 clean-up fee**.
- Cleaning and/or maintenance fees will apply for failure to follow these policies and will be added to final event charges.
- Glitter, confetti and candles are **prohibited** for use on campus.
- No organization may reserve, transfer, sublease or sell facility reservations on behalf of another organization. Any and all changes in space reservations must be done through your assigned Event Planner.
- **Reminder:** All University furniture may not be relocated from its location. All equipment must be requested from ECS for event use.

Events & Conference Services (ECS) Contact Information:

Lauren Moreno
Event Planner
lmoreno@csusm.edu
(760)750-8897
cell/text (760)497-4050

25Live Questions:
ECS Front Desk
eventassistant@csusm.edu
(760) 750-8800

Hosting Events with Guest Speakers and Performers

Off-campus performers will need to complete the CSUSM Indemnification and Hold Harmless from Liability Statement prior to coming to campus. Submit [Indemnification](#) form(s) to Events and Conference Services prior to the start of the Event (eventassistant@csusm.edu). We recommend sending the form to them via email for ease of completion. Our goal is to protect the officers, students, guests, and the campus from potential injury and liability claims. If the Indemnification Form is not filled out completely, it will be returned to the Student Organization for immediate completion. Forms can be found at: https://www.csusm.edu/events/documents/csusm_indemnification_form.pdf

Events Requiring Parking Passes for Guests

- Indemnification forms must be completed and signed by each visiting guest. Once you submit the signed form to SLIC you may request sponsored guest parking.
- You may request up to 2 free sponsored guest parking permits by emailing your SLIC Coordinator the full names of your guests at least 72 hours in advance.
- Sponsored guest passes are only valid in designated lots with labeled "Sponsored Guest" spaces in lots C, E, H, the 1st and 6th floors of the parking structure. All guests will need to pick up the permits from Parking Services off of La Moree Road.
- If needed, Full Parking Lot reservations can be secured through your Campus Event Planner.

Hosting Events with Minors

- There are additional considerations/responsibilities that must be managed when planning events that include participation of minors.
- Please consult with your SLIC Coordinator to determine whether indemnification forms, permission slips, guardian attendance, additional training or special event insurance will be required.

Use of the Term Networking Event Instead of Job Fair

- If your event includes inviting local employers or companies for the purpose of networking and job sharing, consult with the Career Center to see about partnering or to ensure that your event does not conflict or compete with a pre-existing Career Center event.
- Student Organizations hold "Networking Events" whereas the Career Center hosts "Job Fairs".
- Please market your networking events as such to minimize confusion. This includes the event title on the 25Live reservation.
- If an outside organization will be bringing items beyond themselves (tables, chairs, activities, etc.) they will need to provide insurance. Procurement will then create an agreement/contract to be signed by the outside organization. Depending on the specifics of the Networking Event, the facilitation of the outside organizations' insurance will be done by your Campus Event Planner (if required).

Hosting Events that Include Food

- Be aware of food sensitives and allergies before serving food.
- All Student Organizations selling or distributing food on campus at public events must apply for a Temporary Food Permit from Safety, Risk & Sustainability at:
http://www.csusm.edu/srs/safety_programs/food_safety.html
- Food served on campus must come from an approved source; it cannot be prepared at a home or other residence. Food source options include: University Catering Services: (<https://csusm.sodexomyway.com/catering/index.html>), University approved caterers, and foods purchased from local vendors (grocery stores, restaurants, etc.).
- If you want to host an event with a caterer, you must select from the campus approved caterers list. The most current approved catering list can be found at:
<https://www.csusm.edu/corp/dining/approvedcaterers/index.html>.
- Food dropped off at the curb by a local vendor is acceptable in Craven Circle and Campus Way Circle. Having a representative of your organization meet the vendor at their establishment and bringing it back to campus is allowable.
- Having food delivered to other campus locations by a local vendor **is** considered catering. Having a representative of your organization pick up food from a local vendor and bring it back to campus **is not** considered catering.
- If you have a specific caterer in mind, but they are not on this list, please share this information with your SLIC Coordinator/Campus Event Planner during your event planning meeting.
- Every person in the food booth who handles food must have either a valid San Diego Food Handler's Card or a CSUSM Temporary Food Handler's Certificate. Certificates can be earned by completing an instructor led course or an online course through the ETC at:
<http://www.csusm.edu/etc/>.
- CSUSM is currently under contract with PepsiCo. Only PepsiCo products may be served at campus events.
- If you have questions about serving food at a private event (such as a monthly meeting), ask your SLIC Coordinator or contact Safety, Risk & Sustainability.
- The following campus locations/classrooms allow food:

ROOM	SEATING CAPACITY	SEATING ARRANGEMENT
Academic Hall 102	145	Auditorium
Academic Hall 305	90	Arm tablet chairs
Academic Hall 411A	48	Arm tablet chairs
Academic Hall 411B	48	Arm tablet chairs
Kellogg Library 1111	80	Arm tablet chairs
Markstein Hall 101	45	Tiered case study room

Markstein Hall 106	60	Tiered case study room
Markstein Hall 214	55	Seminar style
Science Hall 2 242	74	Arm tablet chairs
Science Hall 2 243	45	Arm tablet chairs
University Hall 100	65	Tiered
University Hall 101	45	Tiered

Use of a Grill on Campus

With approval, Student Organizations can bring propane barbeques on campus to prepare and serve food at events. Charcoal barbeques are not permitted. As with any food service on campus, the grill and food service must be operated by individuals with a current food handler's card.

- The Student Organization is provided a functional fire extinguisher.
- University representatives may inspect the grill and your food operation to ensure it meets health code guidelines and requirements on a drop-in basis.
- Provide a grease drop/cardboard to protect the concrete under the grill.
- Set up the grill in a way that prevents pedestrian traffic from moving behind/too close to the grill.
- Grill **cannot** be under the USU Arcade(overhang/covered area on 4th floor of the USU).
- Grills **may not** be placed under a canopy for cooking.
- Ensure that your food is cooled/cooked properly under the supervision of a food handler's card holder.
- Each person handling food must have completed the Food Handler Training and have their card present.
- Keep food separate. Raw meat, poultry and fish should be kept separate from fruits/vegetables and milk-based products. Also, ice for drinks should be in its own ice chest or cooler.
- Wash your hands. Take along disposable hand towels to use before and after working with foods.
- Anyone handling money should not simultaneously handle food, and vice versa.

The following locations are designated spaces that may be used for grilling:

- Mangrum Field (Grass Only)
- Forum Plaza (Square & Grass Only)
- USU Arcade Sections #1-4

Working with Vendors

Many Student Organizations partner with local businesses as a way to raise funds for their respective organization. Email your SLIC Coordinator with any information about fundraising opportunities your organization is considering and allow sufficient time for the review of any contracts with external groups. It is always recommended that you put any agreement in writing; make sure you understand the full extent of the agreement/contract before moving forward with the vendor. If your event is taking place on campus, work with your ECS

Planner and your SLIC Coordinator to facilitate the vendor review and approval, including food vendors that can be found on this link: https://www.csusm.edu/uarsc/commservices/approvedcaterers/approved_caterers/index.html

If your event is taking place off-campus it is important that your organization not use the University name without approval from the Director, Student Leadership & Involvement Center.

Events with Amplified Sound

Expectations surrounding amplified sound were developed in collaboration in Academic Affairs to best enable campus programs and classes to co-exist without disruption. SLIC has a sound system available for check-out through online requests at:

<http://www.csusm.edu/SLL/studentorgs/itemcheckoutform.html>.

- Amplification is encouraged during University Hour (U-Hour): Tuesday & Thursday 12:00 pm - 1:00 pm, a period during which classes are not scheduled.
- Recommended Locations: USU Arcade & Kellogg Plaza
- Speakers should face away from the Library or any academic building.
- The sound level should not go above 80 decibels. You can download a free decibel meter to monitor the sound on your personal device.

If you receive a noise complaint, please adjust the volume level or reposition speakers to mitigate the problem. Courtesy and advocacy for student life events will be carefully balanced and considered so that both students and community members enjoying the event and campus members involved in meetings, study sessions, and/or classes are all considered.

Events at the University Student Union

- The University Student Union (USU) is a key location for Student Organizations to host their events throughout the year. For more detailed information, please refer to the USU website <http://www.csusm.edu/usu/events/index.html>.
- Priority scheduling period for the University Student Union: Student Organization/Student Focused Events are allowed to be scheduled up to 14 months in advance.
- A limit may be placed on the number of reservations a Student Organization may make for reoccurring events in the USU. Notice will be given to all recognized Student Organizations if this becomes necessary.
- To serve the greatest number of organizations, the USU or ECS reserves the right to change any room assignment if necessary, to accommodate as many reservations as possible. This will be done based on information provided about the scheduled event and setup needs.
- Please notify the USU as soon as possible if you need to cancel your room reservation, so the space can be made available for others. Failure to notify may result in cancellation fees. If a group is requesting/reserving multiple blocks of time and not using them, reservations may be canceled, and the group will only be allowed to make single date reservations for the rest of the semester.
- Five business days are required for any change in event set-up. Any incurred cost due to a late change or cancellation will be the responsibility of the requesting organization. If you have specific questions about the University Student Union spaces, contact usuevents@csusm.edu.

Events at Clarke Field House and Campus Recreation Fields

Athletics and Campus Recreation receive priority scheduling for Campus Recreation Fields (Mangrum Track & Field, Lower Field). Based on weather and/or field conditions, events putting the fields at risk may be redirected to an alternate campus location. The Sports Center is not currently available for event use.

Rainy weather will result in mandatory field closures to mitigate field damage, so be sure to develop a rain plan if scheduling a large event.

When making reservations, include a complete description of activities and whether you will be utilizing Campus Recreation staff to oversee your event in your request. Lights are only available on Mangrum Field and not any other field. Your organization will have to work with Event & Conference Services to have lights provided for events after sunset on any other field. If you have specific questions about field use, contact Event & Conference Services at: events@csusm.edu or (760) 750-8800.

Hosting an On-Campus Dance

All dances must be planned with an SLIC Coordinator and Campus Event Planner. Additional preparations may be needed for security, ticket sales, and guests.

- The Student Organization should define the scope/purpose of the dance and adjust the planning as needed (High School Students; Fundraiser; On-Campus only).
- Tickets should be sold via Eventbrite or CrowdChange. No ticket cash ticket sales are allowed except at the door.
- Cash collection must happen with a cash box and follow the cash handling procedures. Student Organizations are responsible for identifying two members for this responsibility.
- Deposits must be made within 24 hours of the event.
- There is no re-entry for dances. This should be posted at the entrance to the dance venue. Student Organizations may want to determine a final entry time (i.e. No entry after 10pm). All dances should end by midnight unless otherwise approved.
- The Event & Conference Services Planner and University Police Department review and determine how to staff the event with security.
- All dances will have some hired CSO/Security/UPD as determined by University Police Department. The Student Organization and/or campus-sponsoring department is responsible for associated costs.
- CSO/Security/UPD will decide if bag checks must be conducted. The trained security staff will do these.
- No outside beverages or food are allowed. This should be posted and enforced at the entrance to the event.
- The Student Organization must identify and staff the doors with organizations members. The SLIC Coordinator or Student Organization Advisor must be present at the event.
- Student IDs are required. All guests need an ID and are accompanied by a CSUSM student. The CSO/Security/UPD will check and verify IDs. Minors are not permitted unless they have a CSUSM ID.

Events Where Alcohol is Served

California State University San Marcos is committed to enforcing State, local and University regulations regarding the sale, service and use of alcohol. The purpose of this policy is to provide basic guidelines for the sale, serving, supply and consumption of alcoholic beverages on University property. All events at which alcohol is served require the involvement of a Campus Event Planner and a campus approved alcohol vendor. Student Organization leaders must complete the Alcohol Approval Form no later than **8 weeks** prior to the event with the assistance of an ECS Event Planner. A copy of the finalized Alcohol Approval Form and ABC license must be made available at the event to University and CSUSM PD officials.

Risk Management Safety, Risk & Sustainability Services

SLIC will work with the Office of Safety, Risk & Sustainability (SRS) to appropriately advise Student Organizations regarding events and activities that expose either the organization, the University or event participants to elements of risk. It is critical that organizations fill out the 25Live event request form completely and provide as much detail about the vision of your event as possible. Some of the risk management strategies you will find within the event planning process include the use of contracts, risk assessment forms, release of liability forms (aka "CSUSM Standard Waiver"). SLIC event advisement will minimize activities that have the potential for injury or accidents involving CSUSM students and their guests.

Insurance Requirements

The campus has insurance requirements that need to be met by outside organizations, vendors or performers. All requests need to be made 6 weeks prior to event. Work in advance with your campus Event Planner in conjunction with your SLIC Coordinator when developing or requesting service contracts with outside entities.

Cash Handling Procedures

1. Cash handling training should be completed by all organization members handling cash. Trainings are offered through Student Leadership & Involvement Center.
2. Before your event/fundraiser, request or print your ASI deposit slip with your Student Organization account.
3. Cash collection must happen with a cash box. The cash box should never be left open or unattended. Cash boxes are available for check-out in Student Leadership & Involvement Center, USU 3400.
4. You must use a receipt book, cash collection tally, or ASI Deposit Form to track your cash intake. This is your document reconciliation when depositing your cash.
5. Separation of duties must be maintained when cash is received, and no single person should have complete control over a given process.
6. When reconciling, there must be two people counting cash and preparing the organizational deposit.
7. Deposits are made within 24hours to Cougar Central's Cashier Counter (Craven 3800). If the Cashier's Office is closed, you can deposit the funds in the overnight DropBox outside of Cougar Central (make sure the envelope and deposit slip are clearly labeled).
8. If you are the person collecting cash for fundraising weeks, you cannot be serving food.
9. Note that the university has a [detailed cash handling policy](#). Organizations that are identified as out-of-compliance, may risk having the privilege revoked.

Ticket Sales

For Ticket Sales, Student Organizations must use Eventbrite or CrowdChange (Fraternity & Sorority Life). Tickets may be sold at the door with proper [cash handling procedures](#). Otherwise, Cash ticket sales are not to be occurring at any other point. Ticket sales are not permitted to be sold out of pocket in exchange for cash.

Electronic Payments

Square and electronic payment may NOT be used or connected to an individual group members' personal account. Square/Venmo require an approved off-campus Student Organization account with 501.C3 status.

Event Billing and Payments

- Student Organizations can fill out the ASI Campus Sponsored Student Organizations Expenditure Request Form (ERF) to initiate payment of event bills through ASI (USU 3700) with Final Event Estimate.
- The official University Invoice (invoice number begins with the letters "RA") will be generated 30 days after the event. ASI will process the payment once the final invoice has been received.
- Please see the [ASI Account Services](#) section in this handbook for more details.

Event Reimbursement

If you have pre-approval for reimbursement and you spend your own personal funds on a Student Organization event, you need to complete an ASI Campus Sponsored Student Organizations Expenditure Request Form (ERF), which requires the signatures of the Student Organization President, Treasurer and on-campus Advisor.

You must include itemized, original receipt(s) or the final event estimate, or invoice, to the ASI ERF. Submit the form at bit.ly/erfcusm. Reimbursements take about 10 business days to be processed.

Paying for Events from an Off-Campus Account (Fraternity & Sorority Life Only)

Oftentimes, fraternities and sororities utilize an off-campus account to pay for event related charges. Only Greek affiliated Student Organizations are permitted to have off-campus bank accounts and pay with a credit or debit card online. Or, at other times, individuals may choose to cover specific costs related to an event out of their own personal account. Do not pay these charges until you receive a University Invoice from ASI. Take the invoice(s) to the University Cashier's to process payment. Be sure to reference the RA#(s) on the memo line of the check and keep the receipt for your records. This ensures that the payment has been made for those specific University charges.

Responsibilities of Event Organizers

Individuals and/or groups sponsoring events where alcohol is served, agree to the following:

- a. To abide by University, State and Federal regulations regarding alcohol use and distribution, as well as all conditions set forth in this policy.

- b. To ensure that any distribution or sale of alcohol is handled by an approved alcohol beverage service vendor. The vendor must also be licensed by the Dept. of Alcoholic Beverage Control for alcohol sales and hold the liquor liability coverage and training.
- c. To establish controls to ensure that the sale or distribution of alcohol to individuals under the age of 21 will not be permitted.
- d. To require that in order for alcohol to be served to an individual, a valid picture ID (State ID, Drivers' License, etc.) must be presented. A second ID may be required if the primary ID is deemed unacceptable.
- e. To ensure that there is no price discounting on alcohol.
- f. To accept responsibility for all damages incurred during the activity and to provide restitution for damages.
- g. To maintain behavior and activities appropriate to a University setting that adhere to all campus sanctioned policies.

Any student sponsored on-campus event with alcohol present must have Responsible Hosts who assist University Police in maintaining the safety of the event. Any student, regardless of age or class year, is eligible to be trained as a Responsible Host. Specific duties and responsibilities are outlined in the Responsible Host Training that will be provided by SLIC prior to the event.

Support for Student Organizations

Student Specialist & Event Support

SLIC Student Specialists and SLIC Coordinators are available to assist student leaders with 25Live, basic event planning steps, posting policy information, Student Organization recognition and providing registration and information about the many SLIC and Cross-Cultural Center (CCC) programs and services.

Organization Mailboxes

- Student Leadership & Involvement Center provides a mailbox for each recognized Student Organization in USU 3600.
- These mailboxes should be checked regularly and need to be emptied at the end of each semester.
- If an organization receives an oversized package or item, a note will be placed in your mailbox directing you to see the SLIC front desk to claim your item.
- Large items left for longer than a week will be returned to sender.

SLIC Item Check-Out

- Student Leadership & Involvement Center (SLIC) has miscellaneous items that can be loaned to Student Organizations only for on-campus events.
- Requests must be submitted to SLIC online at least 5 business days in advance of the event. All items, except for A-frames, are for single day use only. A-frames are available for up to 2-weeks.
- Items must be returned on time. Items must be picked up and returned during these allotted hours: Monday-Thursday 8:00am to 4:30pm, Friday 8am-1pm.
- The only exception for using items outside of these allotted hours for on-campus events, would be the attendance of an SLIC professional staff member.
- If a SLIC professional staff member will be attending the entirety of your event, and has agreed to assume the responsibility, please select that staff member when you're completing the reservation form.

- Student Organization leaders that do not return their items by the identified time will not be permitted to check out additional items until item(s) have been returned.
- Resources listed below are for Student Organizations only and will be reserved on a first come first serve basis:
 - 6 ft. Tables
 - 5 ft. Table
 - 4 ft. Tables
 - A-frames (2-week limit)
 - Sound system
 - Extension cords
 - Chairs
 - Cash boxes/cash bags with locks
 - Games
- A request form is available on-line:
<http://www.csusm.edu/SLIC/resources/itemcheckoutform.html>

Student Organization Directory

- Each Organization is expected to set-up a page on “Tukwut Trax” where you can manage membership and engage.
- SLIC maintains an alphabetical listing of all recognized Student Organizations with links to simple, one-page descriptions or splash pages for each organization at www.csusm.edu/orgs. As your “Tukwut Trax” landing pages are created we will transition this online list to your respective pages.
- CSUSM does not offer server space for Student Organization websites.
- SLIC updates the “Student Org Directory” once each semester.
- Organization descriptions and email contact information will be gathered through the On-Line Recognition form submission and any officer updates filed with SLIC throughout the academic year.

Student Organization Fairs

- SLIC coordinates an in-person or virtual Student Organization Fair at the beginning of both the fall and spring semesters to support groups in recruiting new members into their organizations.
- Organizations must be recognized and in good standing with the University to participate.
- Student Organizations will receive email communication to sign up in advance. There are a limited number of tables, so availability is on a first-come first-serve basis.
- Groups that do not secure an SLIC -sponsored table are not allowed to bring their own table and participate in the fair.

Fundraising Weeks

- SLIC has worked with the University to identify Student Organization fundraising weeks which are scheduled on a monthly basis during the academic year on the USU Arcade.
- Fundraising weeks have been identified as the second week of the month October through May, excluding January.
- Student Organizations must submit an on-line request to participate, selecting one of three packaged set-up options related to their fundraising proposal: Space Only, Basic, or BBQ.
- There is a \$5 fee charged to the Student Organization account when selecting the BBQ package to provide fire extinguishers.

- BBQ grill is not provided.
- Remember to review the campus-wide calendar of events when considering your fundraising efforts and avoid dates where food will be provided for free at events nearby.
- For more information, contact the: studentorg@csusm.edu.

Student Organization Account Services & Funding

The California State University Chancellor's Office order ICSUAM 3141.01 mandates that all CSU campuses distinguish oversight of student organizations accounts either with the campus or one of its auxiliaries. At CSUSM, our campus chose to designate oversight of the Student Organizations Accounts to the Associated Students, Inc. and the campus remains responsible for recognizing eligible student organizations. Therefore, Student Organizations must adhere to all relevant CSU, CSUSM and when applicable ASI policies and procedures to remain in good standing with CSUSM.

In ASI, the [Student Organizations Account Services](#) program supports and assists recognized Student Organizations with utilizing their campus accounts in addition to:

- Coaching on where to locate account services resources
- Weekly account balances
- Assist with eligible purchases
- Process reimbursements
- Support to make deposits with the CSUSM Cashier's Office
- Advocate to campus partners to streamline processes supporting the Student Organizations like recording of fundraising transactions, billing with Events and Conference Services, payment processing tools, etc.

Solicitation of Donations

If you are requesting donations from businesses off-campus, you must contact Sean Briner, Director of Annual Programs, before you begin soliciting.

- Email Sean Briner (sbriner@csusm.edu) with the list of businesses (and individuals who are not parents/relatives/friends) you plan to contact. Sean will contact you if there are any concerns moving forward.
- It is recommended that you start this process 6 weeks prior to implementing your solicitation plan.
- After University Advancement reviews your solicitation list, they may be able to give you other suggestions to add to your list. If you are working on a significant solicitation campaign, communicate your goals with SLIC prior to reaching out to University Advancement.
- Sean can also help with your solicitation letter. Please email a first draft with the solicitation list.
- If you receive a donation from a business or individual, please inform ASI.
- Also, please note the donation on your deposit form when depositing the check into your Student Organization on-campus account.

Campus Funding Sources

Due to our global pandemic, we are uncertain about different funding sources that are available to student organizations. Therefore, please check each source's website for information as the year progresses.

CAMPUS FUNDING SOURCE	INFORMATION	CONTACT
ASSOCIATED STUDENTS INC. LEADERSHIP FUNDING (ALF)	<ul style="list-style-type: none"> - Only recognized Student Organizations are eligible for on-campus event funding - All students may apply for ALF conference support even if they are not a member of a student organization - Awards are reviewed monthly - Funds are on a reimbursement basis - Receipts must be submitted within 10 business days after your event 	ASI USU 3700 http://www.csusm.edu/as/servicesalf.html (760) 750-4989
ARTS & LECTURES (A&L) (PROPOSAL DUE IN APRIL OR PRIOR YEAR)	<ul style="list-style-type: none"> - A&L provides financial support for standard audio/visual fees for on-campus A&L-sponsored events as well as customary publicity costs (semester brochure and web site postings). - A&L encourages co-sponsorships that are in partnership with community organizations - A&L encourages student proposals that are linked to a faculty member or a Student Organization. - A&L promotes campus initiatives and diverse programming. 	Arts & Lectures Coordinator Gina Jones CRA 4700 gjones@csusm.edu (760) 750-8272 www.csusm.edu/al
CO-CURRICULAR FUNDING (APPLICATIONS ARE DUE IN SPRING OF YEAR PRIOR)	<ul style="list-style-type: none"> - All awardees are required to submit a final report within two weeks after the event - The report must be detailed and received by SLIC prior to the final transfer of funds - Review process at: https://www.csusm.edu/sll/resources/funding/application.html 	Student Leadership & Involvement Center USU 3600 (760) 750-4970
DONATIONS FROM COMMUNITY ORGANIZATIONS OR BUSINESSES	<ul style="list-style-type: none"> - Before soliciting funds from local companies, you must receive approval from University Advancement. - Email Sean Briner with a list of businesses and/or individuals that you hope to contact/solicit. - Requests are due 6 weeks in advance - University Advancement can also provide sample donation letters, sponsorship forms, and a Gift-In-Kind form. <p><i>(Note, you do not need permission to solicit % food sales)</i></p>	University Advancement Sean Briner Commons 201-A (760) 750-4404 sbriner@csusm.edu