

CSUSM Student Organization Handbook



Updated October 2023

Hello, Student Organization Leaders!

The Student Leadership & Involvement Center (also known as SLIC) is excited to welcome you to this academic year! Our team is here to support you and your organization by providing training, advising, and resources to help you make this year a rewarding experience for your organization members and for yourself as a student org leader.

This handbook provides an overview of campus policies and procedures that you will need to know to effectively run your organization. We encourage you to bookmark or print this handbook and save it in an easily accessible location for quick access. Make this handbook your first stop for fast answers to your questions by scanning the Table of Contents or using the Control/Command + F feature to search for key words and phrases.

If you are ever in need of additional support, our knowledgeable SLIC Student Specialists and professional staff are available during business hours to answer your questions and provide general information and support related to your student organization. Feel free to visit our office or contact us at the phone number or email address below. You can also [visit our website](#) for additional resources and information about our other events and programs.

Good luck and best wishes for a fantastic academic year!

Warmly,

The SLIC Team

Student Leadership & Involvement Center

[Student Leadership & Involvement Center](#) | [Division of Student Affairs](#)

California State University San Marcos

Phone: 760-750-4970 | **Email:** studentorg@csusm.edu



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University Recognition & Requirements for Recognized Student Organizations

[California State University \(CSU\) Executive Order 1068](#) establishes systemwide policies, procedures, and guidelines for student organizations and activities. The Student Leadership & Involvement Center (SLIC) is responsible for administering the recognition process for CSUSM Student Organizations.

University policy requires all student organizations to be recognized by the University in order to utilize University facilities, associate the organization with the name of California State University San Marcos (CSUSM), and access other privileges and benefits available to recognized student organizations.

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.

[Tukwut Trax \(also known as Presence\)](#) houses all CSUSM Student Organization recognition forms and documentation, including, but not limited to:

- The Organization Registration Form (also known as the Transition Form)
- The Officer & Advisor Agreement Form
- Organization membership rosters
- Organization Constitution & Bylaws documents

At CSUSM, all student organizations must provide the following items by [posted deadlines](#) to obtain recognized status:

- An updated Student Organization Registration Form (also known as the Transition Form)
- A unique student organization email address that stays constant within the organization from year to year
- A current Constitution & Bylaws document that includes all elements required by CSU and CSUSM policy
- A membership roster with at least 5 current CSUSM students who are enrolled in at least one class, including a designated President and Treasurer
- A designated Faculty/Staff Advisor who is either a CSUSM faculty member or professional staff member
- Signed Student Organization Officer/Advisor Agreement Forms from the President, Treasurer, and Advisor

Once a student organization has submitted the items outlined above and completed all required trainings, an official notice of recognition will be emailed to the organization's President, Treasurer, and Advisor.

Full details and instructions for the Annual Recognition process can be found on the [SLIC website](#).

Officer Requirements

As outlined by [CSU EO 1068](#), student organization Presidents and Treasurers are considered Minor Student Office Holders and must fulfill minimum requirements for eligibility. All Presidents and Treasurers must:

- 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 and not on academic, disciplinary, or administrative probation or notice of any kind
- Earn at least 6 units per semester if an undergraduate student, or at least 3 units per semester if a graduate student
- Undergraduate students may not exceed 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.

Changes to Organization Officers, Advisors, Constitution & Bylaws, or Organization Name

Officer Changes/Transitions: If there are any changes to the President, Treasurer, or Advisor positions at any point during the academic year outside of the Annual Recognition period, the organization must submit a Student Organization Change Form to document the change. Any new officers or Advisors must also then submit an Officer/Advisor Agreement Form. Both forms can be found on the [Student Organizations website](#). **Note:** Changes to officers or advisors during the [Annual Recognition period](#) may be documented through that process. A Student Org Change Form is not necessary during that window.

Constitution Amendments: If there are any substantive changes or amendments made to the organization's governing documents outside of the Annual Recognition period, the organization must provide a copy of the new documents to SLIC within 90 days via the Student Organization Change Form, which can be found on the [Student Organizations website](#). **Note:** Changes to the constitution during the [Annual Recognition period](#) may be documented through that process. A Student Org Change Form is not necessary during that window.

Organization Name Changes: If an organization wishes to change the name of the organization, the organization must submit a Student Organization Change Form to document the change. The Student Org Change Form can be found on the [Student Organizations website](#). **Note:** Changes to the organization name during the [Annual Recognition period](#) may be documented through that process. A Student Org Change Form is not necessary during that window.

Privileges of Student Organizations

Recognized student organizations are afforded a variety of privileges, including the following:

- Advisement from SLIC professional staff in conducting business as an organization
- Use of university facilities for meetings and events
- Organization name listed in the SLIC Student Organization directory
- Use of the CSUSM name in organization correspondence and publicity
- Ability to recruit members on campus
- Use of Associated Students, Inc. (ASI) Student Organization Account Services

- Ability to apply for and receive funding via various campus-sponsored opportunities
- Access to fundraising opportunities on campus within established guidelines
- Ability to participate in the Student Organization Fair and other events hosted by SLIC
- Access to student organization trainings and leadership development opportunities provided by SLIC
- Free item checkout for student organization events and tabling
- Use of designated campus bulletin boards for publicity

Responsibilities of Student Organizations

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 organizations are expected to uphold the following standards:

- Organization policies must be consistent with those of the University. This includes all standards for student conduct, policies, procedures, and regulations, including policies involving non-discrimination and hazing.
- Organization members are expected to abide by all university policies, procedures, regulations, and standards for student conduct.
- All organizations must select an authorized Advisor who is a CSUSM faculty or staff member.
- Update the membership roster, list of officers, and advisor contact information on [Tukwut Trax](#) each semester and whenever changes are made.
- Keep a copy of the Organization's Constitution and Bylaws (and a copy of any affiliated organization constitution, if applicable) on file in [Tukwut Trax](#). Documents must be refiled with SLIC within 90 days after any substantive change or amendment.
- Utilize [Tukwut Trax](#) to preserve records and enhance organizational continuity by maintaining copies of organization meeting minutes, the most current constitution, membership rosters, and documents related to organization activities, including travel documents.
- Maintain an active programming calendar (meetings, events, service projects, etc.) that reflects the purpose of the organization as stated in the constitution. (SLIC Staff are available to support your organization with event and program planning.)
- 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.
- Schedule all [events and meetings](#) in accordance with campus policies and assume responsibility for all clean-up after all events located on and off-campus.
- Advertise all functions and meetings according to the University posting guidelines & publicity.
- Maintain good fiscal standing with the University and ASI.
- Send appropriate representatives to annual Student Organization Leadership Conference and all other required training sessions.
- Follow all University [cash handling procedures](#).

Removal or Denial of Recognized Status

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, but are not limited to:

- Failure to complete required recognition steps by [University deadlines](#)
- Violation of CSU Executive Orders or University policies, procedures, or regulations
- Violation of CSUSM Standards for Student Conduct (such as academic dishonesty, cyberbullying, etc.)
- Violation of local, state, or federal law or health guidelines (including COVID-19 prevention guidelines)
- Violation of financial responsibilities
- Violation of university travel or event policies
- Failure to act in accordance with the organization's constitution or stated objectives
- Violation of [California Educational Code, Title V \(Commercial Solicitation\)](#).

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 state, regional, national, or international organization as applicable. 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 be concurrent 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 or revocation of recognition
- Educational requirements
- 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 recognized Student Organizations have a designated Student Organization Advisor. 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. CSUSM's policies on student organization Advisors are derived from and governed by [CSU Executive Order 1068](#).

Advisor Eligibility and Selection

A student organization 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. Part-time faculty and staff who are employees of CSUSM or one of its auxiliaries (with the exception of

graduate assistants or teaching assistants) may serve as advisors. SLIC will review the eligibility of Advisors as part of the University recognition process and communicate with the organization and the Advisor if they are ineligible as a result of this policy. Advisors are not required to have knowledge or experience related to the mission of the organization.

The selection of an Advisor and the decided length of their term are determined and negotiated by each individual organization. The University may remove an advisor from their student organization-related responsibilities as needed to ensure that the educational purpose of student organizations is met, or in the interests of student health, safety and welfare.

Role of an Advisor

Per [CSU EO 1068](#),

“Advisors take on different responsibilities depending on the needs of their organization. It is important to remember that an advisor is not an administrator, executive officer or leader of the organization. Some common roles of the advisors are as a mentor, team builder, motivator, role model, educator, institutional policy interpreter, source of information and ideas, and liaison between the organization and university administration.

The duties and expectations of an advisor include maintaining regular contact and involvement with the officers of their student organizations, being knowledgeable about the missions, goals, and purpose of the student organization, helping the group understand the university's policies and guidelines, being familiar and involved with activities and events of the group, and being available to provide resources and support for events and usage of spaces, and to consult with respect to the administration of the financial affairs of the group in general.”

At CSUSM, student organization Advisors are also designated as Campus Security Authorities under the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(the "Clery Act"\)](#). Advisors will be expected to complete annual CSA training and to fulfill responsibilities as a Campus Security Authority in accordance with [requirements outlined in CSU policy](#).

Advisors of student organizations are expected to:

- Play an active role in helping students design meaningful programs that are consistent with the organization’s constitution and purpose.
- Preserve records to enhance organizational continuity by maintaining copies of important organization documents and records, including but not limited to: organization minutes, constitution and bylaws documents, membership lists, student conduct agreements, liability waivers, event-planning documents, and other records.
- Periodically attend organization meetings.
- Ensure the proper supervision (self or pre-arranged substitute) of any Student Organization meeting or activity.
- Participate in Advisor trainings hosted by SLIC.
- Periodically review the financial status of the organization and oversee the handling of organization funds and maintenance of financial records. (Please note that all organization expenditures must have an advisor signature. Associated Students, Inc. oversees all Student Organization accounts. Please contact ASI with any questions related to organization finances.)

- Communicate organization news, concerns, or questions to SLIC at (760) 750-4970 or studentorg@csusm.edu.
- Become familiar with University policies and procedures related to Student Organizations. Advisors must report any University policy violations to SLIC.
- As a mandated reporter, Advisors must report any Title IX or Clery Act incidents and/or violations.
- Advisors are encouraged to 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 expected to:

- Notify Advisors of all meetings and events.
- Consult with the Advisor in the planning of activities before major events are undertaken.
- Consult with the Advisor before making any major changes to the structure of the group or the policies of the organization.
- Allow the Advisor the opportunity to speak during meetings (although they are not allowed a vote).
- Discuss concerns and issues regarding the organization 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, such as a regional or national governing organization. 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 Organizations are also expected to provide current contact information for any affiliated organizations and advisors via the Student Organization Registration Form.

Student Leadership & Involvement Center Coordinators

In addition to having a Faculty/Staff Advisor, each student organization is assigned to a SLIC Coordinator who provides University advisement and support for general organization management, navigating University policies and procedures, on-campus event planning, organization promotion, leadership development and coaching, development and revision of constitution and bylaws documents, roster changes, and annual recognition. 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 best practices. See below for contact information for your SLIC Coordinator:

Organization Category	SLIC Coordinator	Email
Fraternities & Sororities	Cristian McGough	cmcgough@csusm.edu
All other organizations	Tyler Vuillemot	tvuillemot@csusm.edu

Student Organization Membership

Basic Membership Requirements: Student Organizations must maintain at least five members who are currently enrolled in at least one California State University San Marcos course. Voting rights are limited to CSUSM student members.

Open Membership Policy: [CSU Executive Order 1068](#) requires that recognized Student Organizations uphold open membership policies, with officers certifying annually that the organization has no rules or policies that discriminate on the basis of race or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental). A social fraternity or sorority may impose a gender limitation as permitted by Education Code Section 66273.

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, etc) 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.
- Maintain realistic expectations of organization members and 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. Make an effort to offer a variety of meeting and event times, leadership roles and responsibilities, and engagement opportunities.
- Maintain open lines of communication. It is important for members to be informed and know who to contact with questions. It is also important for them to know they are appreciated and have the opportunity to participate, make suggestions, and contribute to the organization.
- Be aware of the needs and wishes of members and provide them with incentives and rewards to promote continued interest and participation.
- Develop a leadership "pipeline" by training enthusiastic members for future officer positions.

Student Organization Policies & Procedures

A summary of CSUSM and CSU systemwide policies that impact Student Organizations is included below. All recognized Student Organizations are required to comply with CSUSM and CSU systemwide policies.

- [Comprehensive CSU systemwide policy website](#)
- [Comprehensive CSUSM policy website](#)

Other policies that are frequently referenced or directly related to Student Organization activities can be found in the [Policies section of the student orgs website](#).

If you have any policy-related questions, please contact your SLIC Coordinator for more information.

CSU Policies and Executive Orders

- [Executive Order 1068](#): Policies, procedures and guidelines for student organizations and activities
- [ICSUAM 03141.01](#): Administration of Student Organization Funds
- [Executive Order 1098](#): Student Conduct Procedures
- [Executive Order 1109](#): Sales, Service, and Advertising of Alcoholic Beverages
- [Executive Order 1041](#): Student Travel Policy
- [CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation](#)

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 gender 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), including admissions. The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, sexual exploitation, dating and domestic violence, and stalking.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to have experienced the conduct that could constitute sex discrimination or sexual harassment), in-person, by mail, by telephone, or by electronic mail, using the contact information listed below for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

The following person has been designated to handle inquiries regarding the non-discrimination Policies and Title IX complaints for CSUSM:

Dr. Bridget Blanshan
Associate Vice President & Title IX Coordinator, Student Development Services
3200 Craven Hall
Bblanshan@csusm.edu
760-750-6020

Questions may also be addressed to:

Office for Civil Rights
San Francisco Office
U.S. Department of Education
50 United Nations Plaza
San Francisco, CA 94102

Telephone: (415) 486-5555
Facsimile: (415) 486-5570
Email: OCR.SanFrancisco@ed.gov

For more information about Title IX, reporting options, and current information about support and resources, visit the [CSUSM Title IX website](#).

Hazing

All members of the campus community, including recognized Student Organizations, are required to observe and fully comply with the [CSU Standards for Student Conduct](#) and the [California Penal Code](#) requirements on hazing.

- Hazing is defined 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 (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.
- Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this policy.
- A violation that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
- 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 and are 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 the [UHET webpage](#).

CSUSM Policies & Procedures

Use of University Name, Logos, and Trademarks

When developing marketing materials and apparel (flyers, shirts, etc) that include the University name or logo, it is important that you are aware of the [campus branding standards and procedures for using a CSUSM logos and trademarks](#).

Custom organization logos: The Cougar Spirit logo has been specifically identified for Student Organization use. If your organization would like to request a Cougar Spirit Logo customized for your organization, contact University Communications at publicity@csusm.edu. Consult with your SLIC Coordinator as you develop internal and external marketing plans and ensure that you are printing any materials with the University Store or another licensed vendor.

Purchasing organization merchandise: The [CSUSM University Store](#) has the first right of refusal for production of all student organization apparel and merchandise, including shirts and graduation stoles. To request a quote, submit a [Custom Order Request Form](#). For questions, contact the University Store Manager by email at 1259mgr@follett.com or phone at (760) 750-4731.

- Should the University Store decline to fulfill the order, an outside vendor may be used. For instructions on finding a vendor that is licensed to use CSUSM trademarks, visit the [Licensing & Trademarks webpage](#).

Student Organization Travel

[CSU Executive Order 1041](#) sets guidelines regarding student air or bus travel that is offered by any Student Organization. Please contact your SLIC Coordinator prior to planning travel related to your organization.

Per [CSU Executive Order 1041](#),

“All students participating in CSU-affiliated programs which require travel shall be informed in writing that participation in such programs is voluntary and that travel involves risks to personal safety which could result in damage to property, injury or death. Students participating in such travel shall be informed in writing that the CSU assumes no liability for damage, injury, or death occurring on such voluntary travel and those students undertake such travel at their own risk.

All students participating in CSU-affiliated programs which require travel shall be required to acknowledge that they have been informed of the risks of travel required by such programs and to sign a statement (Attachment I) certifying that they have been informed of and undertake such travel voluntarily with full knowledge of such risks, and release and hold harmless the state of California, the California University, the campus affiliated with the program requiring travel, and each and every officer, agent, and employee of each of them, from any of the above institutions or persons, by reason of any accident, illness, or injuries, death, or other consequences resulting directly or indirectly from or in any manner arising out of or in connection with, the student being a passenger on a flight or public livery conveyance.”

If University or student organization funds are being used to pay for or reimburse conference registration fees or other travel expenses, the organization must complete the following steps before travel begins:

1. Notify the Student Leadership & Involvement Center via email at studentorg@csusm.edu a minimum of 5 business days in advance and inform them that travel with a student organization will occur.
2. Each participant must sign a [Release of Liability Waiver](#) prior to traveling. If the student participant is a minor, the student's legal guardian(s) must complete the waiver.
3. Each participant must sign a [Student Conduct Agreement](#) prior to traveling.
4. Email a [Student Organization Travel Roster](#) and copy of the Release of Liability Waiver and Student Conduct Agreement for each participant to the Student Leadership & Involvement Center via email at studentorg@csusm.edu and to the University Police Department at dispatch@csusm.edu. Ensure the student organization retains the original copy.

If these forms are not executed and submitted to SLIC and UPD prior to travel, CSUSM will not authorize or support travel and may not approve reimbursement for travel expenses.

Free Speech at CSUSM

Free speech and First Amendment rights are cornerstones of democratic society and essential to the educational process. Members of the CSUSM community are permitted to exercise their constitutional right to assemble and express opinions on University property, provided such activities do not pose a public safety risk, infringe on the rights of others, or disrupt the educational process or other operations of the University.

- [Full CSUSM policy on public assembly](#)
- [Navigating Free Speech at CSUSM](#)

If your organization is planning a rally, protest, or demonstration, remember these tips:

1. Work with your SLIC Coordinator to determine safe ways of demonstrating and navigate campus policies regarding signs, sound amplification, demonstration location, and 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. Per campus 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 in the [full CSUSM policy on posting informational material](#).

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 and 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. Designated locations are marked by a blue & white numbered circle on the ground. For a map of designated locations, visit the [A-Frame policy webpage](#). 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. No request for approval is needed.
- One A-Frame is allowed per dot. Do not place an additional or move an A-Frame from a dot.
- Organizations are allowed a maximum of one A-Frame in a designated area (i.e. Forum Plaza or USU Arcade).
- Posted information must include the recognized organization name and contact information.
- 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.
- 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. Organizations that repeatedly violate the location and/or timely removal requirements may not be permitted to continue to utilize 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.

For the full detailed policy on placing A-Frames on campus, visit the [A-Frame policy webpage](#).

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 be hung on any campus railing that does not present a safety risk to those hanging the banner or to those who pass by it once it is hung. Banners may not interfere with entrance or exits to buildings. Banners may not be hung in any location that requires a ladder to install them. Banners may not be hung on handrails near steps or other walkways. Unusually large banners must be secured as to not present a safety hazard.

- Banners may be secured with string, rope, zip ties, or masking tape. Do not use scotch tape, duct tape, electrical tape, or any other fiber tape as it can damage the surface. 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.
- The name of the sponsoring organization must be displayed clearly on the banner.
- Banners may hang until the end of the academic term in which they are posted. Banners may be hung per the following dates:
 - **Fall Semester:** Banners may be hung beginning August 15 and must be removed by December 15.
 - **Spring Semester:** Banners may be hung beginning January 1 and must be removed by May 15.
 - **Summer Term:** Banners may be hung beginning June 1 and must be removed by August 1.

Bulletin Boards

- General-purpose bulletin boards are available on campus for the publicizing of information. For an updated list of approved posting locations, visit the [SLIC website](#).
 - All non-University related materials may only be posted on the Community Access bulletin board, which is located in Founders Plaza.
 - Many other bulletin boards exist across campus that are not available for general use. The full [CSUSM policy on Posting Informational Material](#) contains descriptions of the locations and purposes of different campus bulletin boards. Recognized Student Organizations must inquire with the manager of a particular bulletin board for permission to post materials on that board.
- Materials posted do not need to be approved prior to posting, but must comply with all guidelines indicated in the full [CSUSM policy on Posting Informational Material](#).
- Posted material must include the name of the individual or organization authoring the printed material. Posted materials will be removed if an individual/organization name or posting date are not visible.
- The date of posting must be visible on all posted materials. Postings may be displayed for up to one month. Postings should be removed after one month or within 48 hours after the advertised event or activity has occurred.

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 SLIC via the [Chalking Request Form](#) at least 5 business days before the desired date of the chalking.
- Review and approval of requests to chalk will be made on a content-neutral basis.
- 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 at all USU facilities, including sidewalks, patios, stairs, pathways, and the amphitheater.
- Only water-soluble chalk may be used.
- Chalking must not interfere with pedestrian traffic. Removal must be scheduled at a time that avoids major disruption of campus activities and general pedestrian flow.
- Chalking may be displayed for a maximum of one week. If chalking is announcing a specific event/activity, chalk must be removed within 48-hours after the conclusion of the event/activity.
- No one is to remove approved chalking other than the party who applied it, or their designee (other than in cases of exceeding the display time limit).

- Should an individual or 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.

Distributing Flyers

Flyers are defined as documents detailing campus events, programs, or services that are distributed personally by members of a recognized student organization or CSUSM student, faculty, or staff member.

- Flyers may not be left unattended in an area and must be disposed of after events have taken place.
 - Flyers may be left in campus offices if permission is obtained from those offices.
- Flyers 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 [CSUSM Commercial Solicitation Policy](#).

University Student Union Posting Policies and Options

- The USU allows Student Organizations to request to post information in select areas of the building, with permission from building staff. For the full USU posting policy, visit the [USU Facility Guidelines webpage](#).
- The USU also permits student organizations to request to hang banners in select areas of the building. For questions regarding banner guidelines and reservations, contact usuevents@csusm.edu.
- The USU reserves the right to schedule postings according to operational needs and deny any request submitted.
- For additional questions regarding USU posting policies, please contact usuevents@csusm.edu.

Lawn Signs

Like any other posting, lawn signs must display the name of the sponsoring organization. Lawn signs must have a confirmed 25Live reservation and permission from facilities management to ensure lawn maintenance and sprinkler schedule is not impeded.

Prohibited Forms of Advertising

- Leafleting on vehicles on university property is not permitted, per the [campus policy on commercial solicitation](#).
- Posting is prohibited on marble surfaces, painted surfaces, lampposts (except for lamppost banners detailed above), passageway glass, doors, windows, stucco, ceramic tile, trees, interior walls of buildings, posting in restrooms, and elevators.
- Advertising may not be secured (i.e., chained, nailed, tied, etc.) to university property.

Student Organization Events

As a Student Organization, you will likely want to plan a meeting, host an event, or make a tabling reservation during the year. SLIC and Event & Conference Services (ECS) are here to help you! It is important to keep in contact with SLIC, ECS, and check the designated Student Organization e-mail account regularly to set up your event for success. Student Organization officers are also responsible for ensuring the activities of the organization are follow all CSUSM policies and local, state, and federal laws. For detailed campus policies pertaining to event planning, visit the [ECS website](#).

Events & Conference Services (ECS) Contact Information

- **Phone:** 760-750-8800
- **Email:** events@csusm.edu

Event Space Reservations

To reserve campus space for a meeting, event, or tabling, student organizations must submit a reservation request via 25Live. 25Live requests are reviewed by ECS before they are confirmed. **Student Organizations may submit space reservations up to 14 months in advance.** 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

25Live is the 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.** This account is connected to your Organization's general e-mail address, so make sure to check it regularly.

For additional support with the 25Live reservation process, utilize the following resources:

- [25Live Support and FAQs](#)
- [25Live Reminders and Tips for Student Organizations](#)
- [25Live Training Guide](#)
- [Attend a 25Live Training](#)

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

How to find your organization's 25Live Credentials

To make a reservation for your student organization on 25Live, **you will use a username and password that has been created for your organization. You will not use your personal CSUSM credentials to log in.** Follow these steps to find your org's login credentials:

- Go to the [Tukwut Trax](#) home page (it is recommended to do this on a computer with your browser window in full screen)
- Click the person icon in the top right corner and select login, then enter your CSUSM credentials
- When the page reloads, click the person icon again and select Admin Dashboard
- Select Organizations from the menu on the left
- Find your org on the list and click on it. This will take you to your Organization Details page.
- When the page loads, scroll down until you see a box titled Student Org Account Information. You'll find your org's username and password there.
- If you are unable to access the Admin Dashboard or your org's credentials are missing, please contact studentorg@csusm.edu.
- These tutorials will show you how to log in to and navigate the Admin Dashboard:
 - [Student's guide to the Admin Dashboard](#)
 - [Student's guide to Org Management](#)

Submitting a 25Live Reservation

When submitting a 25Live reservation, ensure the following details are entered 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 and clear 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 Type: It is very important to select the correct Event Type. Contact ECS if you are unsure. Our campus uses three (3) main Event Types.

- **Meeting Only:** Use this setting for events or meetings that will utilize the existing room setup within established building hours and do not require additional planning support or resources from ECS.
 - **Example:** A regular organization meeting in a classroom during open building hours.
 - **Submission Deadline:** Minimum 3 business days prior to the meeting.

- **Campus Self-Service:** Use this setting for events or meetings during established business hours that require a custom setup and/or equipment without the need for support from an ECS event planner. ECS will book the room and ensure proper setup, but the rest of the planning is handled by the student organization, including catering, audio visual setup, parking, etc.
 - **Example:** An outdoor event during the day that requires tables, chairs, and tents, but the student organization is supplying food, decorations, etc. and receiving no additional planning support from ECS.
 - **Submission Deadline for Tabling:** Minimum 5 business days prior to the event date.
 - **Recommended Deadline for All other Self-Service Events: October 1st (Fall) / March 1st (Spring)**
 - **Final Deadline:** Minimum of 3 weeks prior to the event date.

- **Campus Full-Service:** Full-Service events will be assigned an ECS event planner to assist with all logistical coordination and planning. The Event Planner will work with you to define the services needed to fit within the budget and campus venue. The Full Service setting is generally used for complex, large-scale events.
 - **Example:** A weekend event in the University Student Union that requires a custom setup and is bringing in outside vendors.
 - **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.

The following locations are required to be entered with the **Campus Full-Service Event Type:**

- McMahan House
- All University Student Union (USU) locations
- Kellogg Library Reading Room
- Athletic Fields

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 RSVP, parking information, contact information, and the 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 separated by month. Be aware of date/time restrictions, especially for Academic Locations (classrooms and computer labs). Event & Conference Services and the University Student Union hold final authority on the approval of event dates (depending on the requested location).

- **Campus Closure Dates:** Student organization reservations will not be accepted for dates on which the campus is closed, including but not limited to: MLK Jr. Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving holiday, and Winter break between Christmas Eve and New Year's Day.

Event Location: Select a location that will fit the desired headcount and setup for the event. If you cannot find your desired location or need assistance, select "Location Not Found" and contact events@csusm.edu for assistance.

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 are important to answer accurately.

- **Student Contact:** Include a primary contact for the event, including a phone number and email address.
- **Account/Chargeback Number:** Enter your organization's 5-digit ASI fund number. You can look up your organization's account number on the [ASI Student Organization Account Services](#) website.

Campus Calendars and Newsletters: 25Live reservations can be published to the [CSUSM campus calendar](#). Check the boxes for the calendars where you would like to display the event.

- Events submitted via 25Live can also be included in campus event newsletters by submitting a [Campus Announcement request](#).

Confirmation Notes: Include additional event details, necessary resources (tables, chairs, etc.), questions, or comments for the ECS schedulers and planners.

Reminders & Tips for Planning a Successful Event

- **Check the designated Student Organization e-mail regularly for reservation confirmations and communications from ECS and SLIC.** Failure to respond to communications from event-planning staff may result in potential event cancellations.
- Schedule your space early and include as much relevant detail as possible.
- Review the CSUSM calendar of events to make sure your event 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.
- Academic coordinators, student organization advisors, and university departments should NOT make reservations on behalf of a Student Organization.
- 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 the ASI Account

Services section in this handbook for more details on how to utilize your student org funds for events.

- Make sure to indicate in your reservation 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 cleanup fee.
- University furniture may not be relocated from its location. All equipment must be requested from ECS for event use.
- Glitter, confetti and candles are prohibited for use on campus.
- Cleaning and/or maintenance fees will apply for failure to follow ECS or campus policies and will be added to final event charges.
- 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 ECS Event Planner or Scheduler
- Please notify the ECS 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.
- If your organization hosts an event annually, submit the 25Live reservation request for next year as soon as your event is over!

Risk Management

SLIC will work with the CSUSM office of [Safety, Health, & Sustainability](#) (SHS) 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, and release of liability forms. SLIC event advisement will minimize activities that have the potential for injury or accidents involving CSUSM students and their guests.

Insurance Requirements for Events

CSUSM has insurance requirements for outside organizations, speakers, vendors, or performers who come to campus for events. Work in advance with your ECS Event Planner and/or SLIC Coordinator when developing or requesting service contracts with outside entities. It is encouraged that organizations begin the contracting process as early as possible to allow time to complete university verification processes.

Hosting Speakers, Performers, and Vendors / Guest Parking

- All visiting speakers, performers, and vendors must submit a signed Indemnification Form prior to coming to campus for an event. A representative of the student organization can [initiate the form online](#).
- After the Indemnification Form is complete, a student organization may request up to 2 free sponsored guest parking permits by submitting a guest parking permit request form at least 5 business days (1 week) in advance. The guest permit request form can be found on the [SLIC website](#).
- Sponsored guest passes are only valid in designated lots with labeled “Sponsored Guest” spaces.
- If needed, Full Parking Lot reservations can be secured through your Campus Event Planner.

Events with Minors

- There are additional considerations/responsibilities that must be managed when planning events that include participation of minors (individuals under the age of 18 who are not CSUSM students).
- Please consult with your SLIC Coordinator to determine whether indemnification forms, liability waivers, permission slips, guardian attendance, additional training or special event insurance will be required.

Working with Vendors

If your organization is working with an off-campus vendor for an event, 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/or SLIC Coordinator to facilitate the vendor review and approval.

Events with Food

Food Safety

- 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, Health, & Sustainability](#).
- All individuals handling food must complete the [CSUSM Food Safety Certificate training](#) or have a valid San Diego County food handler's card.
- Food served on campus must come from an approved source. Food *cannot* be prepared at a home or other residence.
- Food served on campus may be prepared on-site following [Temporary Food Facility Guidelines](#) or obtained from a licensed local vendor or commercial kitchen (grocery stores, restaurants, etc).

Purchasing Food / Catering

- **If your organization is planning to spend more than \$250 on food for an on-campus event, you must first [submit a catering request](#) to campus dining partner Sodexo.** Sodexo will approve or deny your request depending on their availability.
 - If your request is approved, Sodexo will send instructions for submitting an order.
 - If your request is denied, you may order from another [approved caterer](#) or purchase food from another off-campus vendor and bring it to your event.
- **If your organization is not planning to spend more than \$250 on food for your event,** you may order from another [approved caterer](#) or purchase food from another off-campus vendor and bring it to campus your event.
- Food from non-approved caterers may be picked up at the establishment and transported to campus or delivered to Craven Circle or Campus Way Circle. Having food delivered to other campus locations by a local vendor is considered catering.
- If you have a specific caterer in mind that is not on the list of approved caterers, please share this information with your SLIC Coordinator/Campus Event Planner during your event planning meeting.
- 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, Health, & Sustainability](#).
- The following campus 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 may bring propane barbeques to campus to prepare and serve food at events.

- The grill and food service must be operated by individuals with a current food handler’s card and the organization must obtain a temporary food permit. Each person must have a copy of their food handler’s card present.
- All food must be prepared utilizing [On-Campus Temporary Food Facility Guidelines](#).
- Charcoal barbeques are not permitted.
- The student organization must provide a grease drop/cardboard to protect the concrete under the grill.
- The grill must be set up in a way that prevents pedestrian traffic from moving behind or too close to the grill.
- Grills may not be placed under the USU Arcade (overhang/covered area on 4th floor of the USU).
- Grills **may not** be placed under a canopy or trees for cooking.
- The Student Organization must provide a functional fire extinguisher or request one from ECS or SLIC.
- University representatives may inspect the grill and food operation at any time to ensure it meets health and safety requirements.

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

- Mangrum Field (grass only)
- Forum Plaza (Paved area & grass only)

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.

- [Full CSUSM policy for Alcohol Use on Campus](#)

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.

Responsibilities of Event Organizers

Individuals and/or groups sponsoring events where alcohol is served must 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.

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.

- Amplification is encouraged during University Hour (U-Hour) on Tuesdays & Thursdays from 12:00-1:00pm, a period during which fewer classes are scheduled.
- Recommended Locations: USU Arcade, Forum Plaza, & 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.

Showing Movies & Films

Open/Public Events: Student organizations hosting a showing of a movie, film, or TV show that is open to the campus community and/or the general public, must purchase a license. Organizations planning to host an open movie showing should contact studentorg@csusm.edu at least 6 weeks in advance for assistance with purchasing a license.

Closed/Private Events: Student organizations are generally permitted to host showings of movies, films, or TV shows as long as they are not open or advertised to the campus community and/or general public.

For questions regarding showings of movies, films, or TV shows, contact studentorg@csusm.edu.

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 about available spaces, please refer to the [USU website](#).

Events at Campus Recreation/Athletics Facilities

Athletics and Campus Recreation receive priority scheduling for all athletic facilities. When requesting Athletics or Campus Recreation spaces, please include a detailed description of planned activities so that Event & Conference Services, Athletics, and/or Campus Recreation can properly evaluate your request. It is recommended that any requests for these spaces be submitted as far in advance as possible.

Based on weather and/or field conditions, events putting the fields at risk may be redirected to an alternate campus location. 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.

If you have specific questions about the use of Athletics or Campus Recreation facilities, contact Event & Conference Services.

Event Billing and Payments

To pay an ECS invoice for an event, follow the instructions in the [ASI Student Organization Account Services guidebook](#).

Event Cleanup

Student organizations are expected to clean up event spaces and leave them in the same condition as found before the event. Student organizations may be charged for failure to clean up event spaces or damage to event spaces, including outdoor spaces.

- Glitter, confetti and candles are prohibited for use on campus.
- **Water balloons:** Any organization hosting an event involving water balloons must clean up ALL water balloon pieces after the event.
- **Pies/Pieing:** Any organization hosting an event involving pieing must put down a tarp or other covering to keep the ground in the pieing area clean.

Cash Handling and Electronic Payments

For any event that involves handling payments of any kind, please refer to the policies on cash handling and electronic payments in the [Account Services, Funding, and Finances](#) section below.

Ticket Sales

Student Organizations must use Eventbrite or CrowdChange (Crowdchange is reserved for Fraternity & Sorority Life organizations only) to sell tickets for an event in advance. Tickets for events may also be sold at the door with proper [cash handling procedures](#). Cash ticket sales are not to occur at any other time.

Events with Prizes

For policies and procedures regarding awarding prizes to event attendees, visit the [Account Services, Funding, and Finances](#) section below.

Networking Events / Job Fairs

- 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 should market such events as “Networking Events”, including on the 25Live reservation. The term “Job Fairs” is reserved for use by the Career Center.
- If an outside organization will be bringing any equipment or activities (other than themselves and marketing materials) to such an event, they must provide insurance. Work with your ECS Event Planner or SLIC Coordinator to navigate the process of obtaining insurance.

Off-Campus Events

If your organization is hosting an off-campus event or activity, consult with your SLIC coordinator to notify them of event details and discuss a risk management plan.

Resources for Student Organizations

Mail Services

The Student Leadership & Involvement Center is available to accept mail and packages on behalf of student organizations. It is the responsibility of each organization to regularly visit SLIC to check for mail and packages.

All mail sent to the SLIC office should be addressed in the following format:

Student Leadership & Involvement Center, USU 3600
Attn: Organization Name
California State University San Marcos
333 S Twin Oaks Valley Rd
San Marcos, CA 92096

Mailing Checks: Checks should be mailed to ASI or Student Financial Services rather than the SLIC office. For further instructions, visit the [Account Services, Funding, and Finances](#) section below.

SLIC Item Check-Out

SLIC offers A-frame signs, tables, chairs, and cash boxes for student organizations to borrow for tabling and events. To request to borrow an item, submit the [SLIC Item Checkout Form](#).

- Requests must be submitted to SLIC online at least 5 business days in advance of the event.
- Items must be returned on time. Items must be picked up and returned during SLIC open business hours.
- Student Organizations 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, and may be charged a monetary fee for late, lost, or damaged items.

Tukwut Trax (Presence)

Tukwut Trax (also known as Presence) is CSUSM's hub for student organizations. You can use Presence to manage your organization's roster, promote events, track attendance, and more. For a summary of how to use Presence and what it can do for your organization, [view the How to Use Tukwut Trax presentation on the Student Orgs website](#) and visit the Tukwut Trax support link below.

- [Tukwut Trax portal](#)
- [Tukwut Trax support](#) (you must log in to your account on Tukwut Trax before clicking this link)

Student Organization Directory

SLIC maintains an [alphabetical listing of all recognized Student Organizations](#) on the SLIC website.

- The directory links to organization profiles on Tukwut Trax. Information for organization profiles is gathered through the Organization Registration/Transition form during Annual Recognition and can be updated throughout the academic year.
- SLIC updates the Student Org Directory once per semester. If you notice an error, contact studentorg@csusm.edu.

Student Organization Fair

SLIC hosts the Student Organization Fair at the beginning of the fall and spring semesters to offer student organizations an opportunity to recruit new members and promote their organizations.

- Organizations must be recognized and in good standing with the University to participate.
- Student Organizations will receive signup information in advance via email. Space is limited and assigned on a first-come, first-served basis.
- Organizations that do not secure an official org fair space are not permitted to bring their own table to the event.

Student Org Market Days

SLIC has coordinated with the University to plan Student Organization Market Days which are scheduled twice per semester on the USU Arcade.

- Organizations must be recognized and in good standing with the University to participate.
- Student Organizations will receive signup information in advance via email. Space is limited and assigned on a first-come, first-served basis. All signups are subject to the approval of SLIC staff.
- Organizations that do not secure an official Fundraising Day space are not permitted to bring their own table or otherwise fundraise/sell goods or services at the event.

- All organizations selling food must follow university policies and procedures for food safety and cash handling.
- Student organizations are not permitted to sell food on campus outside of designated Student Org Market Days.

Student Organization Account Services, Funding, and Finances

[California State University ICSUAM 3141.01](#) mandates that all CSU campuses establish oversight of student organization accounts with the campus or one of its auxiliary organizations. In accordance with this policy, all student organizations fund accounts at CSUSM are administered through the [Associated Students, Incorporated of CSUSM](#). As a result, ASI manages all student organization accounts and SLIC oversees all other aspects of student organizations. Therefore, Student Organizations must adhere to all relevant CSU, CSUSM, and ASI policies and procedures to remain in good standing. The [ASI Student Organization Fund Account Policy](#) outlines basic policies and procedures related to student organization fund accounts.

In ASI, the [Student Organizations Account Services](#) program assists recognized Student Organizations with utilizing their organization accounts, including but not limited to the following services:

- Providing weekly account balance updates
- Assisting with eligible purchases and processing reimbursements
- Making deposits

For detailed instructions and policies regarding Student Organization accounts, visit the [ASI Student Org Account Services website](#).

ASI Student Organization Fund Agreement

Each student organization establishing a fund account relationship with California State University San Marcos (CSUSM) and Associated Students, Inc. (ASI) must have a current and signed Student Organization Funds Administration Agreement on file with ASI (submitted via the [Officer Advisor/Agreement Form, which can be found on the SLIC website](#)). Student organization accounts consist of those funds held in trust by ASI on behalf of officially recognized student organizations. The Student Leadership & Involvement Center (SLIC) controls the recognition status of all student organizations.

The Student Organization President, Treasurer, and Faculty/Staff Advisor must agree to the following terms:

1. All officially recognized student organizations are required to maintain an on-campus fund account with ASI.
2. Only the current President, Treasurer and Advisor are able to sign and approve expenditures on behalf of the student organization. All Expenditure Request Forms (ERFs) for reimbursements or payments must be signed and approved by the organization's President, Treasurer and Advisor, followed by the ASI designated professional staff or designee.
3. Signers on this form give authorization to the ASI designated professional staff and SLIC designated professional staff to process payments on behalf of the student organization if a

payment is more than 60 days overdue. The organization's account will be deactivated until all outstanding invoices are paid.

4. Student organizations with negative balances will not be able to process reimbursements until there are sufficient funds in the account.
5. In the event that the student organization account has insufficient funds to cover any costs, the authorized signers may be held personally responsible for amount due.
6. All funds collected in the name of the student organization must be used exclusively for the purpose of furthering the organization's goals and objectives.
7. All requests for reimbursements or payments must include original itemized receipts and/or invoices containing information about what was purchased, how it was paid, when it was paid, and who paid it (if applicable).
8. All reimbursement requests must be submitted within same fiscal year (July 1 – June 30) as the purchase.
9. Expenditures for reimbursement will not be accepted for purchases of alcohol or purchases not for the purpose of furthering the student organization's goals and objectives.
10. There will be no fees charged to the organization for use of ASI and CSUSM cash handling services.
11. There will be no interest earned on fund accounts held in trust for the organization by ASI.
12. If a student organization has not been recognized by the Student Leadership & Involvement Center for at least two academic years and funds remain in the student organization's fund account, these funds will be moved into an account used for student organization programming after July 1 of the new fiscal year. These funds will be made available on a reimbursement basis for student organization programming. The student organization's fund account will also be placed on inactive status.
13. Student organization fund accounts cannot be used to hold funds on behalf of other student organizations, except on behalf of an external organization on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization.
14. All funds generated by a philanthropic event must follow the CSUSM cash handling policy. Student organizations must follow guidelines for philanthropic events as determined by the Student Leadership & Involvement Center.
15. Funds for a student organization can be raised through membership dues, donations, fundraising activities, etc. If a student organization does not follow the cash handling policies as outlined in the CSUSM Student Organization Handbook, the student organization's recognition will be nullified for the remainder of the semester and the fund account will be inactive.

Each student organization must understand the fiduciary expectations, requirements and responsibilities of officers and advisors for the fiscal year as outlined in the CSUSM Student Organization Handbook. Officers will receive training in fiscal responsibility each Fall at the Student Organization Leadership Conference and Advisor Training.

Fundraising Options

Recognized student organizations have the ability to utilize a variety of methods to raise funds to support the mission of the organization. For additional fundraising resources, visit the [Fundraising section of the SLIC website](#).

Options that *do not* require assistance or approval from University Advancement:

Fair Share Donations: Student organizations may choose to require members to contribute a fair share donation to support organization operations and cover expenses (example: \$10 per semester or \$20 per academic year). The organization's policies and procedures for fair share donations should be outlined in the organization's constitution.

Student Org Giving Site: Students Organizations can encourage donors to give online via the [Student Org Giving Site](#). This form allows donors to select the student organization they want to support and enter their payment information electronically. Funds are then deposited straight into the organization's account.

- **Notes:** The giving site may be used to collect Fair Share Donations but it may not be used to accept payment for any goods or services. Keep in mind, the site collects a 5% processing fee for all donations.

ASI Leadership Funding: ASI provides funding for student organization events and professional development activities. To learn more and apply, visit the [ASI Leadership Funding website](#).

Co-Curricular Funding: The Office of the President financially supports co-curricular events hosted by student organizations. Some examples of co-curricular events include graduation recognition ceremonies, cultural events, celebrations, and leadership conferences. To learn more and apply, visit the [Co-Curricular Funding website](#).

Student Org Market Days: SLIC has coordinated with the University to identify Student Organization fundraising days which are scheduled twice per semester on the USU Arcade. See the Resources for Student Organizations section above for more information.

- **Notes:** Student organizations are not permitted to sell food on campus outside of designated Student Org Market Days.

Restaurant fundraisers: Student organizations may partner with restaurants both on and off-campus to donate a portion of sales on a specific date to the organization. If your organization would like to conduct a restaurant fundraiser, please contact SLIC via email at studentorg@csusm.edu.

Options that *do* require assistance and/or approval from University Advancement:

Cougar Crowdfunding: Cougar Crowdfunding is designed to help student organizations raise funds by sharing impactful stories to bring groups of donors together to fund specific projects during a time-constrained campaign (similar to GoFundMe). If approved for a Cougar Crowdfunding campaign, your organization will have direct support from a professional staff member in University Advancement to design and promote your campaign. For more information, visit the [Cougar Crowdfunding website](#).

Customized Giving Link: Recognized student organizations can submit a request for a customized giving URL unique to their organization. This unique link can be shared to an approved list of prospective donors.

Soliciting donations from off-campus organizations: If your organization is interested in asking off-campus companies, foundations, or other organizations for donations, please contact

studentorg@csusm.edu. University Advancement can potentially provide support with any such requests, but they are subject to approval.

Alternative Fundraising Options

For additional fundraising options not listed here, please contact your SLIC Coordinator for guidance.

Cash Handling Guidelines

These guidelines designed in accordance with the [university-wide cash handling policy](#). Student Organizations that are identified as out-of-compliance may risk having their account privileges or recognized status revoked.

For a video overview and presentation slides on cash-handling, visit the [Student Org Training Resources webpage](#).

Accountability

These guidelines ensure that CSUSM students who process and/or handle cash and cash equivalents for student organizations can be held responsible in fulfilling their duties. Accountability is present when the organization can demonstrate or show record of the following:

- Knowledge of who has/had access to, and why they have/has access to, cash and cash equivalents.
- Knowledge of where cash or cash equivalent assets are **at all times**.
- Knowledge of what transpired from the beginning of a cash handling process to the conclusion of the process.

Cash Handling Training

Any organization member who is collecting, counting, or depositing cash or cash equivalents must have completed Student Organization Cash Handling Training. You have completed cash-handling training if you have done any of the following:

- Attended Day 2 of the Student Organization Leadership Conference (SOLC)
- Completed the SOLC online make-up training
- Completed [online cash-handling training](#)

If there is a change in the executive committee, all new officers who will be handling cash must complete the Student Organization Cash Handling Training.

Cash Collection and Reconciliation

Any organizations collecting cash or cash equivalents must utilize a cash box.

- A limited number of cash boxes are available for checkout from the Student Leadership & Involvement Center. To request a cash box, submit an [Item Checkout Form](#).
- The cash box should have a functioning lock and key, and should never be left open or unattended.

Separation of duties must be maintained throughout the cash collection and counting process.

- At least two (2) or more authorized persons (members of the organization Executive Board who have received cash handling training) must be conjointly involved in the collection, handling, and depositing processes. No one individual should have complete control of the process.

Students handling cash and cash equivalents must immediately establish a record of receipt. All organizations must use a receipt book, cash collection tally, or [ASI Deposit Form](#) to track cash intake.

- An official cash receipt shall be recorded for each transaction and a copy be provided to payers.
- Cash and cash equivalents must be received, verified/processed, and deposited by at least two (2) authorized persons. One person cannot do the whole process by themselves.

Transportation and Depositing of Funds

- Receipt of cash and cash equivalents should be verified, processed, and documented conjointly by at least two (2) authorized persons (members of the organization Executive Board who have received cash handling training) before making a deposit or before giving the cash to another person for storage or transport.
- Cash should be deposited by an authorized person as soon as possible after collection at Student Financial Services (also known as the Cashier's Office) in Cougar Central (Administration Building, 3rd Floor) with a completed [Deposit Form](#).
 - If the office is closed, you can deposit the funds in the overnight drobox outside of Cougar Central. Make sure the envelope and Deposit Form are clearly labeled with the name of your organization.
- It is highly recommended that cash be deposited within 24 hours of receipt. If you cannot make the deposit within 24 hours, it must be made within a **maximum** of 5 business days.
- Cash should not be transported visibly in a cashbox. Organizations are encouraged to transport the cashbox out of view in a backpack or tote bag. Cash and cash equivalents may also be transferred to an envelope or bank pouch for storage during transportation.
- If cash cannot be deposited right away, it should be stored in a secure location in a cash box, safe, or other locked receptacle until the time of transportation and deposit.
- Student organizations must make a deposit whenever excess cash exceeds \$1,000.
 - Deposits over \$1000 require a campus police escort. Contact the [CSUSM University Police Department non-emergency line](#) at 760-750-4567 to request an escort.
 - Any amount of cash or cash equivalents that exceed \$1,000 must be stored in a safe or vault until deposit.

Authorized Accounts

- It is prohibited to keep student organization funds for personal use or to deposit student organization funds into an unauthorized or personal bank account at any time.
- Electronic forms of payment such as Venmo, Apple Pay, Google Pay, Zelle, Cash App, etc. are not permitted for use by Student Organizations. **Any organizations found to be accepting electronic payments via unauthorized methods may have their recognized status or account privileges revoked.**

Common Cash-Handling Out-Of-Compliance Findings

- Having a non-authorized, non-trained individual involved in any of the Cash Handling process (receipt, processing/verifying, or deposit of funds).
- Having only one (1) person involved in the receipt, processing/verifying, and depositing of funds.
- Leaving cash and/or checks out for any non-authorized person to have access to/take.
- Sending checks or cash for your organization to a student's personal address.
- Holding onto cash and/or checks for more than 5 business days.
- Bringing a deposit of \$1,000 or more to the Cashier's Office or Drop Box without a Police Escort.

Electronic Payments

Mobile payment apps including, but not limited to Venmo, Zelle, Square, Google Pay, Apple Pay, and Cash App are not permitted unless they are connected to an **approved** off-campus Student Organization account. Many of these forms of electronic payment are connected to personal bank accounts, and **it is prohibited to deposit student organization funds into an unauthorized or personal bank account at any time. Any organizations found to be accepting electronic payments via unauthorized methods may have their recognized status or account privileges revoked.**

Prizes and Giveaways

General Prizes

Student Organizations are encouraged to document giveaways or prizes given to organization members, event attendees, or other individuals with a [Gift Card/Prize Form](#). This form should be saved in your organization's records in case of a future audit.

Gift Cards

Student organizations may utilize organization funds to purchase gift cards as giveaways or prizes. All gift card prizes/giveaways must be documented with a [Gift Card/Prize Form](#).

Cash Prizes

Student organizations are not permitted to award cash prizes to members, event attendees, or any other individual. Organizations are permitted to utilize gift cards rather than cash prizes.

Receiving Checks in the Mail

All checks mailed to student organizations should be mailed to the ASI office.

Checks sent to the ASI office should be addressed in the following format:

Associated Students Incorporated, USU 3700
 Attn: Organization Name
 California State University San Marcos
 333 S Twin Oaks Valley Rd
 San Marcos, CA 92096

ASI will notify the student organization when the check has arrived and is ready for pickup.