Hello, Student Organization Leaders!

The Student Leadership & Involvement Center (also known as SLIC) is excited to welcome you to a new 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 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 at https://www.csusm.edu/slic/index.html 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 each semester.

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 Onboarding Form
- Organization membership rosters
- Organization Constitutions & Bylaws

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 a Treasurer.
- A designated Faculty/Staff Advisor who is either a CSUSM faculty member or professional staff member. Advisors may not be from auxiliary organizations.
- Signed Student Organization Officer/Advisor Onboarding Forms from the President, Treasurer, and Advisor.

Once a student organization has completed the recognition process outlined above, an official notice of recognition will be emailed to the organization’s President, Treasurer, and Advisor.

Officer Requirements
As outlined by CSU Coded Memorandum AA-2012-05, 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 probation 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, or Constitution

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 Onboarding Form. 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. 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.

Privileges of Student Organizations
Recognized student organizations are afforded a variety of privileges, including but not limited to the following:

• A designated SLIC Coordinator to support you 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.
• Use of designated campus bulletin boards for publicity.
• Ability to recruit members on campus.
• Use of Associated Students, Inc. (ASI) Student Organization Account Services.
• Access to fundraising opportunities on campus within established guidelines.
• Ability to participate in the Student Organization Fair.
• Ability to apply for and receive funding as appropriated by ASI.
• Access to student organization trainings and leadership development opportunities provided by SLIC.
• Free item checkout for student organization events and tabling.
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 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 Advisor who is a CSUSM faculty or staff member. Employees of auxiliary organizations are not eligible to serve as Advisors to student organizations.
- 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 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 or procedures
- Violation of CSUSM Standards for Student Conduct (including 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 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.

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. The selection of an Advisor and the decided length of their term are determined and negotiated by each individual organization.

Advisors should not be selected from auxiliary organizations, including but limited to ASI, CSUSM Foundation, or CSUSM Corporation. 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.

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.
Role of an Advisor
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 organization minutes, constitution/bylaws, membership lists, online conduct and liability forms, or event documents.
• 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 studentorgs@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 incidences 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 the 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. 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:

<table>
<thead>
<tr>
<th>Organization Category</th>
<th>SLIC Coordinator</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraternities &amp; Sororities</td>
<td>Sonya Stepacheva</td>
<td><a href="mailto:sstepacheva@csusm.edu">sstepacheva@csusm.edu</a></td>
</tr>
<tr>
<td></td>
<td>Megan Ceppi</td>
<td><a href="mailto:meceppi@csusm.edu">meceppi@csusm.edu</a></td>
</tr>
<tr>
<td>All other organizations</td>
<td>Tyler Vuillemot</td>
<td><a href="mailto:tvuillemot@csusm.edu">tvuillemot@csusm.edu</a></td>
</tr>
</tbody>
</table>

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. 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.

Open Membership Policy: 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, marital status, citizenship, sexual orientation, or disability. A social fraternity or sorority or other University living groups may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500.

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 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: https://calstate.policystat.com/
• Comprehensive CSUSM policy website: https://csusm.policystat.com/

Other policies that 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

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
• Coded Memorandum AA-2012-05: Minimum Qualifications for Student Office Holders
• 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
• Interim 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: https://www.csusm.edu/title9/support/index.html

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.
- 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 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 https://www.csusm.edu/slic/resources/hazing/index.html.

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 logo and trademarks:

- CSUSM Logos and Branding Standards
- Procedures for using a CSUSM logo or word mark on a custom product

The Cougar Spirit logo 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 any materials with the University Store or another licensed vendor.

Student Organization Travel

CSU Executive Order No.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.

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

Student organizations participating in 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 complete 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 complete 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.

- 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.

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: https://csusm.policystat.com/policy/7987241/latest
- 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: https://csusm.policystat.com/policy/8016057/latest/

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 https://www.csusm.edu/dos/a-frames.html. 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.


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.
**Bulletin Boards**
- General-purpose bulletin boards are available 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 of posting is to be handwritten on all material posted.
- Posted materials will be removed if a date and contact information is not visible.
- Materials may remain on bulletin boards for 1 month prior to and 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.
- For an updated list of approved posting locations, visit [https://www.csusm.edu/slic/studentorgs/policies.html](https://www.csusm.edu/slic/studentorgs/policies.html).

**Chalking**
- 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.
- 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 at least three business days before the desired date of the chalking.
- Review and approval of requests to chalk will be made on a content-neutral basis.
- 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 and contact information on each sheet distributed.
- For procedures regarding handing out materials that detail off-campus events or services, refer to the CSUSM Commercial Solicitation Policy: [https://csusm.policystat.com/policy/7983131/latest](https://csusm.policystat.com/policy/7983131/latest).
University Student Union Posting Policies and Options

- The USU permits Student Organizations to request to post information in select areas of the building. For the full USU posting policy, visit https://www.csusm.edu/usu/about/facilityguidelines.html.
- The USU also permits student organizations to request to hang banners in select areas of the building. For the full banner policy and request form, visit https://www.csusm.edu/usu/forms/banner_form.html.
- 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 and organization name and contact information. Lawn signs must have a confirmed 25Live reservation and permission from facilities management to ensure lawn maintenance and sprinkler schedule is not impeded.

Light Pole Banners
Selected campus light poles have been equipped to serve as posting/publicity/community building venues for the campus per the following guidelines. These venues are limited to use by university recognized student organizations and university departments. Contact SLIC to arrange posting on campus light poles.

Prohibited Forms of Advertising

- Leafleting on vehicles on university property is not allowed (see Solicitation Policy).
- 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 or event during the year and 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. 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. 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 generic 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: https://www.csusm.edu/events/support/index.html
- Attend a 25Live Training: https://www.csusm.edu/events/support/training.html


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
- USU Ballroom, Amphitheater and Rooftop
- 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 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 account/chargeback number, which was included in your SLIC Letter of Recognition.

**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 the following form: [https://www.csusm.edu/communications/contact/announcements.html](https://www.csusm.edu/communications/contact/announcements.html)

**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.
• 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!

Events & Conference Services (ECS) Contact Information
• Phone: 760-750-8800
• Email: events@csusm.edu

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 at this link: https://adobesigndynamicworkflow.csusm.edu/event_approval
• After the Indemnification Form is complete, a student organization may request up to 2 free sponsored guest parking permits by emailing your SLIC Coordinator the full names of your guests and the completed indemnification forms at least 72 hours in advance.
• 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.

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, liability waivers, permission slips, guardian attendance, additional training or special event insurance will be required.

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 2SLive 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.

Events with 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, Health, & Sustainability: https://www.csusm.edu/shs/safetyprograms/foodsafety.html
• 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 purchased from licensed local vendors (grocery stores, restaurants, etc).
• Catered events must use a vendor from the campus approved caterers list: https://www.csusm.edu/corp/dining/approvedcaterers/index.html.
• 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 locations/classrooms allow food:

<table>
<thead>
<tr>
<th>ROOM</th>
<th>SEATING CAPACITY</th>
<th>SEATING ARRANGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Hall 102</td>
<td>145</td>
<td>Auditorium</td>
</tr>
<tr>
<td>Academic Hall 305</td>
<td>90</td>
<td>Arm tablet chairs</td>
</tr>
<tr>
<td>Academic Hall 411A</td>
<td>48</td>
<td>Arm tablet chairs</td>
</tr>
<tr>
<td>Academic Hall 411B</td>
<td>48</td>
<td>Arm tablet chairs</td>
</tr>
<tr>
<td>Location</td>
<td>Capacity</td>
<td>Seating Style</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Kellogg Library 1111</td>
<td>80</td>
<td>Arm tablet chairs</td>
</tr>
<tr>
<td>Markstein Hall 101</td>
<td>45</td>
<td>Tiered case study room</td>
</tr>
<tr>
<td>Markstein Hall 106</td>
<td>60</td>
<td>Tiered case study room</td>
</tr>
<tr>
<td>Markstein Hall 214</td>
<td>55</td>
<td>Seminar style</td>
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<tr>
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<td>45</td>
<td>Arm tablet chairs</td>
</tr>
<tr>
<td>University Hall 100</td>
<td>65</td>
<td>Tiered</td>
</tr>
<tr>
<td>University Hall 101</td>
<td>45</td>
<td>Tiered</td>
</tr>
</tbody>
</table>

**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 (Square & Grass Only)
- USU Arcade Sections #1-4

**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.

**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.
**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 & 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 about available spaces, please refer to the USU website: http://www.csusm.edu/usu/events/index.html

**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.

**Events Where Alcohol is Served**

Full CSUSM policy for Alcohol Use on Campus: https://csusm.policystat.com/policy/7981803/latest/

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.

**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.

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.

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
For Ticket Sales, Student Organizations must use Eventbrite or CrowdChange (Crowdchange is for Fraternity & Sorority Life organizations only). Tickets for events may be sold at the door with proper cash handling procedures. Cash ticket sales are not to occur at any other point.

Event Billing and Payments
To pay an ECS invoice for an event, follow the instructions in the ASI Student Organization Account Services guidebook.
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:

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

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, visit: https://csusm.presence.io/form/student-organization-item-checkout

- 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 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, 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: https://csusm.presence.io/  
- Tukwut Trax support: http://learn.presence.io/en/

Student Organization Directory

SLIC maintains an alphabetical listing of all recognized Student Organizations at www.csusm.edu/orgs.

- 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 a 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.

Fundraising Days

SLIC has coordinated with the University to identify Student Organization fundraising 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 food safety policies and procedures.

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.

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 on utilizing Student Organization accounts, visit the ASI Student Org Account Services website: [https://www.csusm.edu/asi/services/account_services.html](https://www.csusm.edu/asi/services/account_services.html)

Fundraising Options

Recognized student organizations have the ability to utilize a variety of methods to raise funds to support the mission of the organization.

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

**Student Org Giving Site:** Students Organizations can encourage donors to give online via the Student Org Giving Site: [https://give.csusm.edu/givetostudentorgs](https://give.csusm.edu/givetostudentorgs). 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 (formerly known as dues), 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.

**Fair Share Donations (formerly known as membership dues):** Student organizations may choose to require members to contribute a fair share donation to support organization operations and cover expenses. The organization’s policies and procedures for fair share donations should be outlined in the organization’s constitution.

**On-Campus Fundraising 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.

**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.

- **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.

- **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.

**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.

<table>
<thead>
<tr>
<th>CAMPUS FUNDING SOURCE</th>
<th>INFORMATION</th>
<th>CONTACT</th>
</tr>
</thead>
</table>
| ASSOCIATED STUDENTS INC. LEADERSHIP FUNDING (ALF) | • Recognized Student Organizations are eligible to apply for on-campus event funding  
• Funds awarded on a reimbursement basis  
• Receipts must be submitted within 10 business days after your event | ASI USU 3700  
https://www.csusm.edu/asi/services/alf.html |
| ARTS & LECTURES (A&L) (APPLICATIONS DUE IN SPRING OF YEAR PRIOR) | • A&L encourages proposals that are linked to Student Organizations.  
• A&L encourages proposals that are in partnership with community organizations and campus departments. | Arts & Lectures  
www.csusm.edu/al |
| CO-CURRICULAR FUNDING (APPLICATIONS DUE IN SPRING OF YEAR PRIOR) | • Examples of co-curricular events include, but are not limited to: graduation recognition ceremonies, cultural events, celebrations, leadership conferences, etc.  
• Student organization advisors must be actively involved in the development of proposals and provide oversight for student organization event planning.  
• All awardees are required to submit a final report within two weeks after the event. | Dean of Students Office USU 3500  
https://www.csusm.edu/dos/funding/index.html |

**Cash Handling Procedures**

1. Any organizations collecting cash must utilize a cash box. The cash box should never be left open or unattended. A limited number of cash boxes are available for checkout in Student Leadership & Involvement Center, USU 3600.
2. All organizations must use a receipt book, cash collection tally, or [ASI Deposit Form](https://www.csusm.edu) to track cash intake.
3. Separation of duties must be maintained throughout the cash collection and counting process. No single person should have complete control over any portion of the process.
4. At least two people must count and reconcile cash intake and prepare the Deposit Form.
5. Deposits must be made within 24 hours to Student Financial Services (also known as the Cashier's Office) in Cougar Central (Craven Hall 3rd Floor) with a completed Deposit Form. If the office is closed, you can deposit the funds in the overnight drobbox outside of Cougar Central (make sure the envelope and deposit slip are clearly labeled with the name of your organization.
6. 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.
7. Any person handling cash at an event should not also handle food.
8. Note that the university has a detailed cash handling policy. Organizations that are identified as out-of-compliance may risk having the privilege revoked.

**Electronic Payments**

Venmo, Zelle, Square, Google Pay, Apple Pay, Cash App, and all other forms of electronic payment 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.