

Greetings Student Leaders!

We are excited to see all of the wonderful things your Student Organization will bring to the CSUSM community during the 2016-2017 academic year. This handbook provides an overview of campus policies and procedures that you will need to know as you plan events, develop fundraising plans, manage your organization's finances, and get your organization set-up for success!

Our goal is to provide you with quality advising, service, and support that will strengthen and grow your Student Organization in a way that achieves your group's goals and objectives. All recognized Student Organizations have a Student Life & Leadership (SLL) Coordinator:

Megan Curran, Coordinator of Fraternity & Sorority Life

Point of Contact for: All Sororities & Fraternities

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(760) 750-4973

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Please call, e-mail and visit us in Student Life & Leadership located in USU 3600 (main suite) and USU 3400 (Cross Cultural Center - C3). While we accept walk-ins, it is best to schedule an appointment so that you will have our undivided attention and so that your coordinator can prepare, gathering relevant information and materials in anticipation of your meeting.

In addition to your SLL Coordinator, we are also pleased to offer support through our experienced Student Specialists who are also accessible during business hours to address your questions and to provide general information about the Student Organization recognition process, leadership development opportunities, and the campus posting policy.

If you would like to reach them by e-mail, please send a message to studentorgs@csusm.edu.

Best wishes for a wonderful academic year!

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University Recognition and Minimum Requirements for Recognized Student Organizations

California State University (CSU) Executive Order 1068 requires that all Student Organizations be recognized by the campus if they wish to use University facilities for meetings/events or wish to associate the organization with the name of California State University San Marcos (CSUSM).

The Office of Student Life & Leadership (SLL), located in USU 3600, is responsible for administering the recognition process for CSUSM Student Organizations on an annual basis. SLL houses all Student Organization recognition documents, including but not limited to the Student Organization Recognition Agreement, Membership Roster, and Constitution & By-Laws for all recognized groups. In addition, event approval and program advising is handled by the SLL Coordinators.

Student Organization Annual Recognition Process

<http://www.csusm.edu/sll/studentorgs/recognition.html>

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

1. Online Student Organization University Recognition Form
2. Electronically signed Student Organization Officer Agreement Form
3. ASI Student Organization Funds Administration Agreement
4. Current Constitution and/or By-Laws
5. Electronic Excel Spreadsheet of Current Membership Roster with at least 5 member names, student IDs and campus e-mail addresses

If there are any substantive changes or amendments made to the organization's governing documents, they must be provided to SLL within 90 days of the change.

In addition, all Student Organization Presidents and Treasurers must meet minimum officer requirements and attend the annual Student Organization Leadership Conference. The intent of the annual leadership conference is to provide organization officers with the information, campus points of contact, and leadership skills necessary to successfully lead their Student Organization. The conference also includes critical CSU and campus policy information as required and outlined through various CSU Executive Orders.

Officer Requirements

Minor Student Officers (Student Organization Presidents and Treasurers) must meet minimum academic eligibility requirements outlined by CSU Coded Memorandum AA-2012-05:

1. Be matriculated and enrolled at CSUSM.
2. *Maintain a minimum overall grade point average of 2.0 each term.
3. Be in good standing with the University and not on probation of any kind.
4. Earn at least 6 semester units while holding office, as undergraduates. Graduate and Credential students must earn at least 3 semester units while holding office.

5. Is limited to 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and Credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required, whichever is greater.
**Student Life & Leadership will only accept grade appeals for circumstances beyond the students control such as medical and military situations.*

Privileges of a Student Organization

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

1. Extensive workshops and leadership development opportunities.
2. Use of California State University San Marcos (CSUSM) name.
3. Marketing and advertising Student Organization events are consistent with the university posting guidelines and publicity.
4. Use of University facilities and resources for meetings and events at discounted rates.
5. Advising and support from Student Life & Leadership.
6. Organization name listed in the SLL Student Organization directory.
7. Use of ASI Banking and Accounting services.
8. Ability to apply for funding for events through ASI Leadership Funding (ALF).
9. Use of a mailbox in Student Life & Leadership (USU 3600).
10. Use of designated campus bulletin boards for publicity.
11. Ability to recruit members on campus.
12. Fundraising opportunities on campus.

Responsibilities of a Student Organization

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

1. 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.
2. Select and maintain an authorized (Non-Aux Employee) Faculty/Staff Advisor from Cal State San Marcos.
3. Schedule all events and meetings in accordance with the approved procedure for scheduling events.
4. Advertise all functions and meetings according to the University posting guidelines & publicity.
5. Maintain an active programming calendar (meetings, events, co-programming, community service projects) that reflects the purpose of the organization as stated in the constitution. Ensure that all Student Organization activity that is not included on your online recognition form is communicated to SLL. SLL would like to have the opportunity

to advise your organization in a timely manner to ensure that all activities are within university policy.

6. Assume responsibility for all clean-up after on campus and community events.
7. Regularly check and empty the Student Organization mailbox in USU 3600.
8. Be in good fiscal standing with the University and ASI banking services.
9. Send appropriate representatives to annual Student Organization Leadership Conference.
10. Report any travel to Student Life & Leadership.

Removal or Denial of Recognition

If at any point it is determined that a Student Organization is not meeting University requirements, SLL 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:

1. Failure to submit CSUSM recognition forms by University deadlines.
2. Violation of CSU Executive Orders, University policies and/or procedures.
3. Violation of financial responsibilities.
4. Failure to act in accordance with the organization constitution or stated objectives.
5. Violation of California Educational Code, Title V (Commercial Solicitation)
6. Violation of local, state or federal law, including Title IX (Non-discrimination)

Student Organization Accountability Review Process

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

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

If the organization is found to be responsible, SLL will determine sanctions for the organization. Sanctions may include but are not limited to probation, suspension of recognition, educational requirements, or restriction of activities based on the nature of the violation.

Violations that are serious in nature and may result in temporary or permanent loss of university recognition and may be referred to an administrative hearing with a panel comprised of a CSUSM faculty, staff and students.

The ability to appeal the loss or suspension of recognition will be reviewed on a case by case basis. If an organization loses recognition as a result of the administrative hearing process they have the right to submit a written appeal to

Dean of Students within five business days of receiving the e-mail notification of suspension or loss of university recognition.

Advisory Support for Recognized Student Organizations

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

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

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

Role of an Advisor

1. Play an active role in helping students design meaningful programs that are consistent with the organization's constitution and purpose.
2. Ensure the proper supervision (self or pre-arranged substitute) of any Level 3 or 4 event organized by the group with which s/he is working.
3. Review the financial status of the organization (e.g. overseeing the handling of organization funds and maintenance of financial records). All organization expenditures must have the Advisor's signature.
4. Become familiar with University policies and procedures related to Student Organizations. Advisors report any University policy violations to SLL.
5. Preserve records to enhance organizational continuity by maintaining copies of organization minutes, constitution/bylaws, membership lists, travel forms and activity notes or event documents.
6. Attend organization meetings periodically.
7. Communicate organization news, concerns, or questions to SLL at (760) 750-4970 or studentorg@csusm.edu
8. As a mandated reporter, Advisors must report any Title IX or Clery Act incidences.

Organization's Responsibilities to the Advisor

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

1. Notifying the Advisors of all meetings and events.
2. Consulting with the Advisor in the planning of activities before major events are undertaken.
3. Consulting with the Advisor before making any major changes to the structure of the group or in the policies of the organization.

4. During meetings, allow the Advisor to speak, although he/she is not allowed a vote.
5. Discuss concerns and issues with the Advisor.
6. Acknowledge that the Advisor's time, support and energy are voluntary. Student Organizations should express their appreciation whenever possible.
7. Be clear and open about expectations of the Advisor and periodically provide feedback to the Advisor.

SLL Coordinators

Each organization will have (in addition to their primary Faculty/Staff Advisor) an SLL Coordinator who is designated to provide University advisement for on-campus event planning, campus posting and organizational visibility, organizational structure as outlined in the constitution and/or bylaws, leadership development and coaching, and officer support in navigating University policies and procedures. The SLL Coordinator works in collaboration with the Student Organization Advisor and serves as an additional University support mechanism to provide direction and feedback on policies, procedures and Student Organization best practices.

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 SLL Coordinator on matters related to University policies and procedures, and communicate with SLL should contradictory advisement be provided by the affiliated organization.

Student Organization Membership

Membership is the livelihood of a Student Organization. CSU Executive Order 1068 requires that recognized Student Organizations uphold open membership policies, with officers signing that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender (except a social fraternity or sorority or other university living groups that impose a gender limitation as permitted by Title V, California Code of Regulations, Section 41500 and Title IX, a federal law), marital status, citizenship, sexual orientation, or disability annually. Student Organizations must also maintain at least five members who are currently enrolled in at least one class at Cal State San Marcos. A maximum of twenty percent of the members of a recognized Student Organization may be non-CSU students, although voting rights are limited to CSUSM student members.

Recruiting New Members

It is important to recruit new members who will invest their time and energy in the organization. In order to do this, you must be able to clearly articulate the philosophy, purpose, values, goals, and membership requirements of your organization. Schedule and publicize meeting times so that interested students can connect with your organization, and be intentional when recruiting members so that your organization will grow and experience longevity on the campus.

- Develop a marketing plan for the year (including, but not limited to posters, social media, brochures, flyers, t-shirts) to spark interest in your organization and maintain visibility.

- Identify current members who will actively recruit new members. These members must believe in the organization and be able to communicate effectively.
- Determine the motivation, needs, and interests of prospective members.
- Approach new students, both first year and transfer, who are eager to connect with the University, recruiting throughout the year, not just at the beginning of each semester.
- Provide realistic expectations of members within your organization; be clear about financial obligations and time commitments.

Retaining Members

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

Leadership Development Opportunities

Monthly Student Org Workshops

Each month student org officers and members are invited to learn about different topics to make their student organization successful. Please feel free to attend and invite any/all members or officers as well. All workshops are held once a month, 12-1pm on a given Thursday and location below:

Fall 2016 Workshops:

September: "Officer Transitions & Event Planning 101"

Thursday, September 22nd
12:00pm-1:00pm
USU 2300B

October: "Fundraising, Debit Card & Money Matters w/ASI"

Thursday, October 27th
12:00pm-1:00pm
USU 2310B

November: "How to Run a Successful Meeting"

Thursday, November 17th
12:00pm-1:00pm
SBSB 1101

December: "Recruiting & Retaining Members"

Thursday, December 1st
12:00pm-1:00pm
USU Ballroom

January: “Holistic Wellness & Leadership”

Thursday, January 26th

12:00pm-1:00pm

USU 2310B

February: “Fundraising, Debit Card & Money Matters w/ASI”

Thursday, February 23rd

12:00pm-1:00pm

USU 2310B

March: “How to Navigate Conflict in Leadership”

Thursday, March 30th

12:00pm-1:00pm

USU 2310B

April: “Mindfulness & Leadership”

Thursday, April 20th

12:00pm-1:00pm

SBSB 1103

May: “Officer Transition”

Thursday, May 11th

12:00pm-1:00pm

USU 2310B

Leadership Fast-Track

In collaboration with the University Student Union and Associated Students Incorporated, the Office of Student Life & Leadership hosts an annual half-day leadership workshop for upper-division and transfer students based on leadership and professional skills. To learn more, students can visit:

www.csusm.edu/sll/involvement.

LEAD Retreat

The LEAD retreat is a leadership retreat open to all first and second year students who wish to learn more about leadership and their ability to be a dynamic, involved student leader. The retreat typically takes place in the Spring semester and is a collaboration between Student Life & Leadership, Associated Students, and the University Student

Union. <https://www.csusm.edu/sll/involvement/leadership/index.html>

Tukwut Leadership Circle Overview

Continue your leadership journey with the SLL's leadership certificate program, the Tukwut Leadership Circle! Complete the following components within one semester or one academic year. All workshops are held in Tuesdays & Fridays USU 2310 from 12:00pm-12:50pm.

The TLC has a partnership with Art Miles Mural Project, Mountain Shadows, and the San Marcos Arts Council in a mural project called: Mountains Shadows: Painting Our World Radiantly (M:POWR). If you participate in three visits to the M:POWR project, you will also earn a certificate from the United Nations Education Science and Cultural Organization (UNESCO).

TLC Program Activities:

1. Submit your Interest
2. TypeFocus Self-Assessment (Abbreviated MBTI)
3. Enroll with your Peer Leader
4. 7 TLC Workshops hosted by various leaders on Tuesdays & Fridays 12-12:50pm
5. 7 Hours of Campus Engagement
6. 7 Hours of Civic Engagement Engagement – *Option: Mural Project
7. Write & Refine your Resume
8. Reflection Paper
9. Leadership Portfolio via LinkedIn
10. Graduation Application
11. Panel Exit Interview

Upon completion of the TLC, graduates earn a leadership certificate signed by President Haynes and a leadership medallion!

How to sign-up and learn more about the TLC:

<http://www.csusm.edu/sll/involvement/leadership/tukwutleadershipcircle.html>



"The TLC taught me that we are all leaders and that anyone can lead if empowered and given the proper tools." – Donna

"Leadership is about engaging with my community, reflecting and being honest with who I am, what I value and learning how to inspire others!" – Chris



TukwutLeadershipCircle

Civility Campaign & Events

CSUSM Civility Mission Statement

To engage CSUSM students, faculty, and staff in learning opportunities to create a community that navigates social justice issues and multiple perspectives through self-reflection, care, respect, and empathy while acknowledging the culture and humanity of others.

Civility Vision Statement

The Civility Campaign is a campus-wide program that strives to be create a community that demonstrates respect for oneself and others, treats others with dignity, and promotes behaviors that create a physically and psychologically safe, and supportive climate. We hope this will enable all community members to engage as full and active participants where the free flow of ideas is encouraged and affirmed.

Civility T-shirt Days

The entire campus is invited to show support of the campaign on the first Tuesday of the month by wearing Civility t-shirts from past years or earn a new shirt by participating in Civility Dialogues.

Civility Dialogues

The Civility Dialogues are opportunities to practice civil discourse by engaging in dialogue about current topics. Monthly dialogues are held in the Cross-Cultural Center (USU 3400) from 11:30am-1:00pm.

September 6, 2016 – Politics & Migration

October 4, 2016 – Politics & Identity

November 1, 2016 – Politics & Policies

December 6, 2016 – Politics & Religion

February 7, 2017 - TBD

March 7, 2017 - TBD

April 4, 2017 – TBD

Civility Café Series

The Civility Café is a foundational skills-based training series on civil discourse, listening to multiple perspectives, and engaging in dialogue about social justice issues. Monthly cafés are held in USU 2310-AB from 5:30pm-7:30pm (unless otherwise noted)

September 23, 2016 – Tips and Strategies for Engaging in Difficult Discussions (3:00pm-5:00pm)

October 20, 2016 – Creating Change through Conversation

November 21, 2016 – Navigating Controversy with Civility

February 16, 2017 – TBD

March 16, 2017 – TBD

April 6, 2017 – TBD

Civility Celebration

The year-end celebration and reflection of the past year in Civility. Civility Champions are recognized for their efforts to model the campaign throughout the year. This year's celebration will be held on April 26, 2017, University Student Union Ballroom.

For further information please contact the Civility Campaign at: (760) 750-4958 or www.csusm.edu/civility.

CSU Systemwide Policies & Procedures

A summary of the CSU Executive Orders that impact Student Organizations is included below. More information about these system-wide policies can also be found on the CSU website: <http://www.calstate.edu/EO/>.

SLL expects that all recognized Student Organizations comply with CSU policy. If you have any policy-related questions, please contact your SLL Coordinator for more information. Policies which are frequently referenced or directly related to Student Organization activities will be introduced at the annual leadership conference and can be found on the SLL website <http://www.csusm.edu/sll/studentorgs/policies.html> or the Dean of Students website <http://www.csusm.edu/dos/index.html>.

A complete list of CSUSM policies and procedures is also available through <http://www.csusm.edu/policies/>.

Executive Order No. 1068 – Org Recognition (<http://www.calstate.edu/eo/EO-1068.html>)

This Executive Order sets the process of formally recognizing Student Organizations on campus. It includes the minimum number of students required to be recognized, the minimum GPA required to hold minor student offices, club sports insurance requirements, and the process for withholding or withdrawing of official recognition.

Coded Memorandum AA-2012-05

(<http://www.calstate.edu/AcadAff/codedMemos/AA-2012-05-attachment.pdf>)

This memorandum delineates the minimum qualifications for student office holders – of which Student Organization Presidents and Treasurers are listed as minor student officers. Student Office holders have an obligation to demonstrate academic involvement, achievement, and progress given their representative and fiduciary responsibilities.

Executive Order No. 966 – Advertising Policy (<http://www.calstate.edu/eo/EO-966.html>)

This Executive Order sets the Alcohol Beverage Sales and Advertising Policy on campus owned or operated facilities. Student Organizations need to be aware of this policy as it relates to sponsorship of the organization or organization events.

Executive Order No. 1041- Student Travel (<http://www.calstate.edu/EO/EO-1041.html>)

This Executive Order sets guidelines regarding student air or bus travel that is offered by any student body organization, or any organization affiliated with any such organization.

Executive Order No. 1095- Sexual Discrimination Title IX

(<http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html>)

Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy.

This Executive Order, and Executive Orders 1096, 1097 and 1098, provide direction on implementing Title IX of the Education Amendments of 1972; the Violence Against Women Reauthorization Act of 2013 (VAWA); (VAWA) under its Campus Sexual Violence Elimination Act provision (Campus SaVE Act); Title IV of the 1964 Civil Rights Act ; the California Equity in Higher Education Act; the California Donahoe Higher Education Act; and the Governor's California Campus Blueprint to Address Sexual Assault, among other applicable state and federal laws and related regulations.

Executive Order 1095 includes three attachments: Attachment A: Notice of Nondiscrimination on the Basis of Gender or Sex, Attachment B: Myths and Facts about Sexual Misconduct, and Attachment C: Notice of Rights and Options for Victims of Sexual Misconduct, Dating and Domestic Violence and Stalking. All of these can be found at the following website: <http://www.csusm.edu/title9/>.

- Information for students about what constitutes sexual discrimination, including sexual harassment and sexual misconduct
- What you should do if you have been the victim of or witness to these acts
- Common facts and myths about the cause of sexual violence
- Information about dating and domestic violence, rape, sexual assault, and stalking, including details about how to file administrative complaints with the campus and how to file criminal charges with campus or local law enforcement officials
- Resources for victims of sexual violence on campus and in the community
- Information about the campus, criminal, and civil consequences of committing acts of sexual violence
- And a statement explaining that the university's primary concern is the safety of members of the campus community; that the use of alcohol or drugs never makes the victim at fault for the sexual violence out of concern that they might be disciplined for related violations of drug, alcohol, or other university policies; and that except in extreme circumstances, the victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code

Executive Order No. 1096 – Discrimination

(<http://www.calstate.edu/eo/EO-1096-rev-6-23-15.html>)

Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties

Most University employees are required to report all details of a sexual misconduct incident *including the identities of both the victim and alleged perpetrator* to the Title IX Coordinator or designee so that immediate action can be taken to protect the victim, and to correct and eliminate the cause of sexual violence.

Exceptions to this obligation are limited to employees whose positions include legal confidentiality protections such as medical and mental health providers, sexual assault advocates, and in some cases, University Police.

As an employee or Third party, if you have been discriminated against based on your gender, sex or sexual orientation including sexual misconduct or harassment, stalking, and domestic/dating violence, you can receive support and/or file a complaint with the Title IX Coordinator.

CSUSM Title IX Coordinator:

Bridget Blanshan, Associate Vice President for Student Affairs

Address: Craven Hall 3600

Email: bblansha@csusm.edu

Phone (760) 750-4056

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

To Report all other forms of Discrimination (NOT based on Gender, Gender Identity or Expression, or Sexual Orientation) please contact CSUSM's Discrimination Harassment & Retaliation Administrator, Travis E. Gregory
4600C Craven Hall; tgregory@csusm.edu; (760) 750-4418

Executive Order No. 1097- Conduct, Sexual Misconduct

(<http://www.calstate.edu/eo/EO-1097-rev-6-23-15.html>)

Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students

The California State University (CSU) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in Age, Disability, Race or Ethnicity, Gender, Gender Identity or Expression, Nationality, Religion, Sexual Orientation, Genetic Information, Veteran or Military Status, and other characteristics that make our community unique. All Students have the right to participate fully in CSU programs and activities free from Discrimination, Harassment, and Retaliation. The CSU prohibits Harassment of any kind, including Sexual Harassment, as well as Sexual Misconduct, Dating and Domestic Violence, and Stalking. Such behavior violates University policy and may also violate state or federal law. The CSU prohibits:

1. Discrimination, including Harassment, because of any Protected Status: i.e., Age, Disability, Gender, Genetic Information, Gender Identity or Expression, Nationality, Marital Status, Race or Ethnicity, Religion, Sexual Orientation, and Veteran or Military Status;
2. Retaliation for exercising rights under this policy, opposing Discrimination or Harassment because of a Protected Status, or for participating in any manner in any related investigation or proceeding;
3. Dating and Domestic Violence, and Stalking;
4. Sexual Misconduct of any kind, which includes sexual activity engaged in without Affirmative Consent; and,
5. Employees from entering into a consensual relationship with any Student over whom s/he exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority.

CSUSM's Notice of Non-Discrimination on the Basis of Gender or Sex

The California State University does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking (for detailed definitions, please see CSU Executive Order 1097 at <http://www.calstate.edu/eo/EO-1097-rev-6-23-15.pdf>).

All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific sexual activity is Sexual Misconduct and constitutes a violation of this policy, whether or not the sexual activity violates any civil or criminal law. As a student, if you have been discriminated against based on your gender, sex or sexual orientation including sexual misconduct or harassment, stalking, and domestic/dating violence, you can receive support and/or file a complaint with the Dean of Students Office or the Title IX Coordinator.

Dean of Students Office:

Dilcie Perez, Deputy Title IX Coordinator for Students and Dean of Students
Address: University Student Union 3500
Phone (760) 750-4935
Monday - Friday 8am to 5pm, Closed during campus closure days

CSUSM Title IX Coordinator: Bridget Blansha, Associate Vice President for Student Affairs

Address: Craven Hall 3600
Email: bblansha@csusm.edu
Phone (760) 750-4056
Monday - Friday 8am to 5pm, Closed during campus closure days

*To report all other forms of Discrimination (NOT based on Gender, Gender Identity or Expression, or Sexual Orientation) please contact CSUSM's Discrimination Harassment & Retaliation Administrator, Travis E. Gregory 4600C Craven Hall; tgregory@csusm.edu; (760) 750-44418

Your campus Title IX Coordinator and Deputy Coordinator are available to explain and discuss: your right to file a criminal complaint with the police (sexual assault and violence); the university's complaint process, including the investigation process and confidentiality.

Confidential Reporting

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

Student Health and Counseling Services

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

Phone: (760) 750-4915 (ext. 7 for Christa Wencil)
Monday-Friday 8AM to 5PM, closed during campus closure days
Website: <http://www.csusm.edu/shcs/advocate/>

Center for Community Solutions (CCS) – OFF CAMPUS
Address: 210 S. Juniper St., Suite 101, Escondido, CA 92025
Monday-Friday 8:30AM to 5PM; Phone: (760) 747-6282
24-Hour Crisis Hotline: (888) 385-4657 (Bilingual)
Website: www.ccssd.org

Women's Resource Center – OFF CAMPUS *
Address: 1963 Apple St., Oceanside, CA 92054
Phone: (760) 757-3500 (24-Hour Hotline)
Monday-Friday 9AM to 5PM
Website: www.wrcsd.org

Criminal Reporting

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

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

University Police

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

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

Executive Order No. 1098 – Standards of Conduct
(<http://www.calstate.edu/eo/EO-1098-rev-6-23-15.html>)

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

For more information about the Student Conduct process at CSUSM, visit the Dean of Students Office website at http://www.csusm.edu/dos/studres/student_conduct_intro.html.

CSUSM Policies and Procedures

Use of University Name

One of the privileges of being a recognized Student Organization is the use of the University name and logo. When developing materials (flyers, shirts, letterhead) that include the University name and logo, it is important that you are aware of the campus branding standards. Please visit the Office of Communications website (<http://www.csusm.edu/communications/logo.html>) to read the University's branding style guide. The Cougar Spirit logo (the cougar head graphic) has been specifically identified for Student Organization use.

Consult with your SLL Coordinator as you develop internal and external marketing plans, coordinate how to format and use the University name and logo and ensure that you are printing with a Follett (University Store) licensed vendor.

University Hazing Policy and Education

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

Website: <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=00001-01000&file=240-248>

Hazing, or conspiracy to haze. 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 section.

The University Hazing Education Team (UHET) has been established to support the education and development of positive campus traditions at CSUSM. UHET members provide an educational overview of the campus hazing policy at the

Student Organization Leadership Conference in the fall but are also available to facilitate interactive educational workshops within your organization. To contact members of UHET or to report hazing behaviors that threaten the health and safety of our community, visit <http://www.csusm.edu/sll/resources/hazing/index.html>

Student Organization Travel

Student travel can be a valuable part of your collegiate experience, but certain guidelines must be followed when representing your organization (and the University) while you travel. Travel should never be required for members as the risks associated with travel are significant. It is important that members complete appropriate university paperwork and retain the travel forms in the organization's files for three years from the date of travel. See *Executive Order 1041*: <http://www.calstate.edu/eo/EO-1041.html> also listed above.

When planning travel away from the CSUSM campus, consider:

- Are Student Organization funds being used to pay for tickets, buses, lodging, etc.?
- Are ASI -ALF or other University funds being used to pay for conference registration fees?
- Will members be registered/representing CSUSM at the destination (ex. regional leadership conferences)?
- Is your organization coordinating a "retreat" for its leaders or members?
- Is your organization hosting an off-campus event that involves alcohol?
- Will members be traveling outside of the country? *There are restrictions on international travel based on Chancellor's Office directives and State Department notifications. Please contact your SLL Coordinator prior to planning or committing to international travel related to your organization.*

All Student Organizations who travel are required to submit the following documents at least 5 business days before travel to their respective SLL Coordinators indicated on page 1 of this handbook:

1. A list of all student travelers with first and last name, emergency phone number, date/time of travel and travel location in alpha order
2. Attached to this list, the Student Organization must include: printed names, students' ID numbers, and signed and dated in alpha order Release of Liability & Student Conduct Agreement Forms for each student traveler

Your Student Organization is responsible for scanning the forms and sending them to your SLL Coordinator within 5 business days of your travel. SLL will then send this list and supporting documents to the University Police Department prior to your departure. You are also responsible for retaining these forms in case of an emergency. For more information, visit <http://www.csusm.edu/sll/studentorgs/policies.html> and contact your SLL Coordinator (760) 750-4970.

Free Speech at CSUSM

Free speech and First Amendment rights are cornerstones of democratic society and essential to the educational process. As members of the CSUSM

community, we are allowed to express our opinions as long as we do not disrupt the work of the University with excessive noise, by blocking access to buildings, offices, classrooms, or by posing a public safety risk. If you are planning a rally/protest that is being sponsored by your Student Organization, work with your SLL Coordinator to meet campus expectations regarding signs, amplification, and location as well as notification to University Police that includes the rally/protest purpose, time and estimated size of assembly within 48 hours of the rally. 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. The free speech and assembly area is the space in front of University Hall, 60 feet from the front steps of the building extending to the corner of Starbucks. The area also encompasses the space in front of the Craven Rotunda on the third floor up the stairs to the fourth level of Craven. When assembling on the stairs, six (6) feet to the extreme left and right must be kept clear for pedestrian passage. This space may be used from 9 a.m. to 7 p.m., Monday through Friday. For more information please visit:

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

CSUSM Posting Guidelines

The posting policy is administered by SLL. Contact SLL front desk in USU 3600 or call (760)750-4970 for more information. All posting options listed can be found at:

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

A-Frames

Wooden or plastic A-Frames may be placed anywhere on campus that does not interfere with traffic flow, emergency routes, entrance to or exit from buildings. A-Frames must be of sturdy construction as to not present a safety risk. Posted material must include the name of the recognized Student Organization, university department, faculty, staff, student or community agency/member authoring the printed material. The date of posting must be visible on all posted materials. Postings may be displayed for one month. Date sensitive material should be removed within 48 hours after the event or activity has occurred.

Banners

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

USU Hanging Reservations/Banners

The USU permits Student Organizations and campus departments to request to hang banners in select areas of the building. Banners provide a great way to promote organizations and events to campus community members. The USU reserves the right to schedule banners according to operational needs. Please review the USU Banner Guidelines at

http://www.csusm.edu/usu/about/BuildingInfo/banner_form.html.

Banners will be reviewed to ensure appropriate content and messages are conveyed. The University Student Union reserves the right to deny any request submitted. By submitting your reservation you acknowledge that you have reviewed and agree to our policies.

For additional questions, please contact Taylor Nagel at tnagel@csusm.edu.

Bulletin Boards

General-purpose bulletin boards and kiosks exist on campus for the publicizing of information. Materials posted do not need to be approved prior to posting, but a contact name and phone number or email and the date of posting must be clearly visible on the flyer. The date is to be handwritten on all material posted. Posted materials will be removed if a date is not visible. Materials may remain on the bulletin boards for 1 month prior or 48 hours after a scheduled event. All non-university related materials may only be posted on the Community Access bulletin boards which are numbered 1 and 2 and are located next to the Dome and outside in Founders Plaza.

Chalking

Plain cement walkways may be chalked with water-soluble chalk only after submitting an 8 ½" x 11" rendering and completing a chalking sign-up sheet to SLL prior to the date of chalking. The sign-up sheet will include the organization name, organization account number and planned dates of chalking. Chalking may be left in place for a maximum of 1 week. Chalking left in place after the scheduled timeframe may be cleaned by Facility Services with a charge applied to the organization responsible. Due to the damage created on other surfaces, chalking is prohibited on marble surfaces, painted surfaces, colored concrete, doors, windows, stucco, ceramic tile, trees, interior and exterior walls of buildings, and streets surrounding the campus.

Handbills

Handbills are flyers detailing campus events, programs or services that are distributed personally by members of a university department, recognized Student Organization, Cal State San Marcos students, or by individual faculty or staff members for functions related to their employment. Handbills may not be left unattended in an area for pick-up; they must be handed from one person to another. Handbills may not exceed 8.5 X 11 inches in size and must include the name of the sponsoring organization on each sheet distributed. For procedures regarding handing out materials that detail off-campus events or services refer to the Solicitation Policy

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

Table Displays

University departments, recognized Student Organizations and ASI may request posting of flyers in acrylic table displays within the USU Dining Pavilion and Commuter Lounge. Handmade "table tents" are not permitted.

Organizations wanting to post in the table displays may drop off flyers to the USU Information Desk between Monday at 7am and Friday at 5pm during the academic year, for posting during the following week. Items will be posted for one week and will be removed. There is a limited amount of space and flyers will be

accepted on a first come, first served basis starting the week prior to posting (7am Monday morning).

Table display flyers must be pre-printed and cut to the appropriate size for display (1/4 size sheets).

No single organization is allowed to have more than one table display flyer being advertised simultaneously without prior approval by the USU Administration.

CSUSM Campus Dining has a standing reservation for table displays in the dining pavilion and are also authorized to display their own table tents with prior approval.

Temporary Directional Signs

Signage may be erected for directional purposes only and must be removed by the sponsoring entity within 24 hours after the event for which they were intended.

ASI Elections

Unique rules apply during ASI Elections. Please refer to the ASI Election Code for further information. <http://www.csusm.edu/vote/>.

Yard Signs

Like any other poster/posting, yard signs must have the department/organization listed, point of contact, and contact information included on the posting.

Student Organization Events

As leaders of your Student Organization, you will likely want to plan a meeting or event during the year and SLL is here to help you! All on-campus events are scheduled using 25Live, a software reservation system that is used by Student Organizations, faculty, and staff. The University does not assume liability for the non-approved, non-supervised off-campus activities of its students, including those conducted as part of a recognized Student Organization. Student Organization officers are responsible for managing the activities of their organization in a manner that is aligned with the expectations of your Student Organization Advisor, and in a way that follows all CSU Student Code of Conduct, local, state, and federal laws. Per Executive Order 1068 which references Section 41301 (b) (8), Standards for Student Conduct in Title 5 of the California Code of Regulations, SLL will contact Student Organization officers if an organization's name or its members are named in reports that describe conduct that is unacceptable and subject to discipline through the university's disciplinary process.

Remember to have the funds to cover the costs of any Student Organization event. The Student Organization's officers are personally responsible for any costs that cannot be covered by the Student Organization's account. Please see ASI Banking section in this handbook for more details.

25 Live On-Campus Event Scheduling Software

Each Student Organization will be provided a unique 25Live username and password to schedule organization events through their university letter of recognition. You will need to schedule all of your on campus events using 25Live and according to the timelines outlined in the following chart.

Describe your event fully and provide a clear picture of what activities will take place during the event.

- Who are you inviting? Reference any campus community members or outside guests.
- Who will be speaking, entertaining or providing information at your event?
- Will food be served?
- Do you need any resources, such as tables and chairs, umbrellas or tablecloths?
- Verify funds prior to planning events requiring a budget, check your ASI account!

SUCCESSFUL EVENTS ARE EVENTS THAT ARE PLANNED AHEAD! Enter your 25Live Event request early and provide as much detail as possible, including your organization name in the title of the event. If the person submitting the request is not working directly on the event, include a primary event contact name and phone number or e-mail in your request notes.

Level 3 and 4 Events (see chart below) require an event planning meeting with the Student Organization, SLL Coordinator and ECS (for McMahan House events) or a USU logistics representative. Level 3 and 4 meetings must be scheduled at least 4 weeks prior to the event.

Level 1 (As available basis, wait for confirmation prior to promoting location)	Level 2 (2 weeks out)	Level 3 (4 weeks out)	Level 4 (6+ weeks out)
<ul style="list-style-type: none"> • A basic room reservation for any meeting/event that does not require additional set-up (i.e. tables/chairs) • No food • No resources • No external guests or presenters • Confirmed by event and conference services. 	<ul style="list-style-type: none"> • Guest speaker (may require Waiver/Release of Liability) • Sponsored parking passes for a guest speaker • Food in an approved classroom • Amplification or power needed for an outdoor event • Additional set-up or resources needed (i.e. tables and chairs) • Staking yard signs • Contact SLL for logistic details and set-up needs at least one week prior to the event date. 	<ul style="list-style-type: none"> • Film Screening • Use of campus approved caterer • Contracts or significant budget implications • Involves physical activity • Fundraising • University Police or Campus Security Officer Requested • Dances • Any event held in the USU • Level 3 meetings must be scheduled with an SLL coordinator at least three weeks prior to event date. 	<ul style="list-style-type: none"> • Any event held in the McMahon House • FULL service support needed from Event and Conference Services (ECS) • Require Fire Marshall approval • Co-sponsorship with outside organizations • Alcohol served • Events requiring an agreement • Level 4 meetings must be scheduled with an SLL coordinator and ECS planner at least four weeks prior to event date.

Note that all events are considered tentative until SLL, the Student Organization Advisor and campus Event Planner(s) approve the event. Complex events or events being done for the first time on campus may require additional planning time. Once you have completed an event request, "star" it to easily track all of your orgs meetings/events in the system.) It is important that you fill out the 25Live Event Wizard form COMPLETELY, including your Student Organization name and chargeback number.

Quick Tips:

- Start planning several months in advance of your proposed event date. If additional event planning meetings are needed, they will be discussed and scheduled at the conclusion of the initial planning meeting.
- Incomplete forms and requests that fall outside the planning timelines outlined below will result in scheduling delays and potential event cancellations.
- Academic coordinators, faculty and departments should NOT make reservations on behalf of your Student Organization - these reservations are not tracked in the 25Live system in the same way and therefore the event will not be editable or advisable by your SLL Coordinator.
- No organization may reserve, transfer, sublease or sell facility reservations on behalf of another organization. Any and all changes in space assignments must be done through your assigned Event Planner.
- Based on the information you provide on the 25Live Event Wizard form, your event will be assigned a level of risk needing support from SLL coordinators or events staff.
- Glitter, confetti and candles are prohibited for use on campus.
- Cleaning and/or maintenance fees will apply for failure to follow these policies and will be added to final event charges.

Risk Management Safety, Risk & Sustainability Services

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

Insurance Requirements

The campus has insurance requirements that need to be met by outside organizations, vendors or performers. Work in advance with your ECS planner in conjunction with your SLL Coordinator when developing or requesting service contracts with outside entities.

Hosting Events with Guest Speakers and Performers

Off-campus performers will need to complete the CSUSM Standard Waiver and Release of Liability form prior to coming to campus. Under certain conditions, outside speakers may also be required to sign the Standard Waiver.

Submit Waiver form(s) to Student Life & Leadership prior to the start of the event; we recommend sending the form to them via e-mail for ease of completion.

Our goal is to protect the officers, students, guests, and the campus from potential injury and liability claims. Forms can be found on the SLL website or by visiting the SLL office in USU 3600.

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

Events Requiring Parking Passes for Guests

- You may request up to 2 free sponsored guest parking permits by e-mailing your SLL Coordinator the full names of your guests **at least 72 hours** in advance.
- Sponsored guest passes are only valid in designated lots with labeled "Sponsored Guest" spaces in lots C, E, H, the 1st and 6th floors of the parking structure. All guests will need to pick up the permits from Parking Services off of La Moree Road.

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 SLL Coordinator to determine whether indemnification forms, permission slips, guardian attendance, additional training or special event insurance will be required.

Use of the Term Networking Event Instead of Job Fair

- If your event includes inviting local employers or companies for the purpose of networking and job sharing, consult with the Career Center to see about partnering or to ensure that your event does not conflict or compete with a pre-existing Career Center event.
- *Student Organizations hold "Networking Events" whereas the Career Center hosts "Job Fairs". Please market your networking events as such to minimize confusion.*

Hosting Events that Include Food

- All organizations selling or distributing food on campus at public events must apply for a Temporary Food Permit from Safety, Risk & Sustainability at http://www.csusm.edu/srs/safety_programs/food_safety.html
- Food served on campus must come from an approved source; it cannot be prepared at a home or other residence. Food source options include: University Catering Services (<https://csusm.sodexomyway.com/catering/index.html>), university approved caterers, and foods purchased from local vendors (grocery stores, restaurants, etc)
- If you want to host an event with a caterer, you must select from among the campus approved caterers. The most current approved catering list can be found at: http://www.csusm.edu/uarsc/commservices/approvedcaterers/approved_caterers/index.html
- Having food delivered by a local vendor is considered catering. Having a representative of your organization pick up food from a local vendor and bring it back to campus is not considered catering

- If you have a specific caterer in mind, but they are not on this list, please share this information with your SLL Coordinator during your event planning meeting.
- Every person in the food booth who handles food must have either a valid San Diego Food Handler's Card or a CSUSM Temporary Food Handler's Certificate. Certificates can be earned by completing an instructor led course or an online course through the ETC at <http://www.csusm.edu/etc/>
- All booths shall follow the Temporary Food Facility Permit Guidelines for Campus Organizations which can be found at http://www.csusm.edu/srs/safety_programs/food_safety.html
- Private events (such as a monthly meeting) are generally not required to meet these same requirements. If you have questions about serving food at a private event, ask your SLL Coordinator or contact Safety, Risk & Sustainability.

Approved Classrooms for Food Events

- The expectation is that the room will be left as clean as it was upon the group's arrival.
- If the room is not cleaned properly (based on inspection by Event and Conference Services staff), the Student Organization will be charged a \$75 cleaning fee

If you would like to cater or bring food to an event, all conference rooms are approved for food. In addition the following rooms can also have food:

Room	Room Set-Up	Seating Capacity
Academic Hall 102	auditorium	145
Academic Hall 305	arm tablet chairs	90
Academic Hall 411A	arm tablet chairs	48
Academic Hall 411B	arm tablet chairs	48
Kellogg Library 1111	arm tablet chairs	80
Markstein Hall 101	tiered case study room	45
Markstein Hall 106	tiered case study room	60
Markstein Hall 214	seminar style	60
Science Hall2 242	arm tablet chairs	74
Science Hall2 243	arm tablet chairs	45
University Hall 100	tiered	65
University Hall 101	tiered	43

Events with Amplified Sound

Expectations surrounding amplified sound were developed in collaboration with Academic Affairs to best enable campus programs and classes to co-exist without disruption. SLL has a sound system available for check-out through online requests at <http://www.csusm.edu/sll/studentorgs/itemcheckoutform.html>.

- Amplification is encouraged during University Hour (U-Hour): Tuesday & Thursday 12:00 pm - 1:00 pm, a period during which classes are not scheduled
- Recommended Locations: USU Arcade, Plaza areas - Kellogg Plaza is the primary locations for amplified sound
- Speakers should face away from the Library or any academic building
- The sound level should not go above 80 decibels

If you receive a complaint about the noise level at your event, 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 taken into account.

Events at the University Student Union

- The University Student Union (USU) is a key location for Student Organizations to host their events throughout the year. For more detailed information, please refer to the USU website <http://www.csusm.edu/usu/events/index.html>.
- Priority Scheduling Period for the University Student Union: Student Organization/Student Focused Events are allowed to be scheduled up to 14 months in advance.
- A limit may be placed on the number of reservations a Student Organization may make for reoccurring events in the USU. Notice will be given to all recognized Student Organizations if this becomes necessary.
- To serve the greatest number of organizations, the USU reserves the right to change any room assignment if necessary to accommodate as many reservations as possible. This will be done based on information provided about the scheduled event and setup needs.
- Please notify the USU as soon as possible if you need to cancel your room reservation, so the space can be made available for others. Failure to notify may result in cancellation fees. If a group is requesting/reserving multiple blocks of time and not using them, reservations may be canceled and the group will only be allowed to make single date reservations for the rest of the semester.
- A five business day deadline is required for any change in event setup. Any incurred cost due to a late change or cancellation will be the responsibility of the requesting organization. If you have specific questions about the University Student Union spaces, contact Taylor Nagel at tnagel@csusm.edu or (760) 750-7404.

Events at Clarke Field House and Campus Recreation Fields

Athletics and Campus Recreation receive priority scheduling for Campus Recreation Fields (Mangrum Track & Field, Lower Field). Based on weather and/or field conditions, events putting the fields at risk may be redirected to an alternate campus location.

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

When making reservations, include a complete description of activities and whether you will be utilizing Campus Recreation staff to oversee your event in your request. If you have specific questions about field use, contact Scott Kirby at skirby@csusm.edu or (760) 750-7405.

Hosting a Dance

With the addition of the USU Ballroom, CSUSM has the capacity to host dances of over 500 individuals. All dances must be planned with an SLL Coordinator and have UPD staffing built into the event planning estimates. Minors are not permitted to attend dances and organization leaders and Advisors must manage the dance entrance to verify campus ID cards/driver's licenses. Additional preparations may be needed for security, ticket sales, and guests.

Use of a Grill on Campus

With approval, Student Organizations can bring **propane** barbeques on campus to prepare and serve food at events. Charcoal barbeques are not permitted. As with any food service on campus, the grill and food service must be operated by individuals with a current food handler's card. The event will be processed as a Level 2 event and the Student Organization will be responsible for providing a functional fire extinguisher and metal trashcan or the campus can provide them to your organization for a fee. University representatives may inspect the grill and your food operation to ensure it meets health code guidelines and requirements on a drop-in basis.

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

Working with Vendors

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

food vendors that can be found on this link:

https://www.csusm.edu/uarsc/commservices/approvedcaterers/approved_caterers/index.html

If your event is taking place off campus it is important that your organization not use the university name without approval.

Cash Handling at Events Guidelines

- When organizing an event or meeting where dues, cash or event charges will be administered, plan ahead and have a cash bag or box, available for check-out in Student Life & Leadership (USU 3600).
- Follow the Cash Handling process by which a receipt or ticket is provided in exchange for payment as well as a process by which the payment is logged and verified by a second person within your organization.
- Eventbrite has the capability of managing tickets and collecting fees (with a service charge) related to events or utilize ticket systems like Eventbrite.
- Complete an ASI deposit form and deposit funds within 24 hours to the Cashiers Office

Event Billing and Payments

- Student Organizations can fill out the expenditure request form (ERF) to initiate payment of event bills through ASI (USU 3700) with Final Event Estimate.
- The official University Invoice (including RA or COR number) will be generated 30 days after the event. ASI will process the payment once the final invoice has been received.
- Please see the ASI Banking section in this handbook for more details.

Event Reimbursement

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

You must attach itemized, original receipt(s) or the final event estimate, or invoice, to the ERF. Submit the completed form and receipts to Ashley Fennell in ASI in USU3700-A.

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

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

Events Where Alcohol is Served

Alcoholic beverages **may** be approved for service as part of a cultural, social or educational event. All events involving alcohol on campus will require an ECS Planner, keep in mind that this increases the planning timeline required for the

event. In addition to your Advisor approval and 25Live event request, an ECS planner will fill out a request for Alcohol Approval. This form must be completed, signed, reviewed and approved by the Director of Student Life & Leadership, the Dean of Students, and the Vice President for Student Affairs among others, 60 day prior to the event. Information about the process can be found at: http://www.csusm.edu/policies/active/documents/alcohol_use_campus.html.

As with all food service operations on campus, the Student Organization is responsible for obtaining a **campus approved caterer with a license to serve or sell such alcoholic beverages. Please note that Student Organization funds cannot be used to pay for alcohol.**

Responsibilities of Event Organizers

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

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

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

Co-Sponsoring Student Organization Events

Co-sponsored events with off-campus groups must be approved by the Vice President for Student Affairs. Co-sponsorship is appropriate when there is a clear connection with or contribution to the university. It is intended that the educational mission of the cosponsoring campus department or campus organization will be enhanced by the event. Student Organizations that co-sponsor events are responsible for the event and any related liabilities or costs associated with the event. For more information visit:

<http://www.csusm.edu/events/docs/StuCoSponsorForm.pdf>.

Event Publicity

After you finalize your event details through 25Live and meet with your SLL Coordinator and Advisor to discuss the event details, you will want to start promoting your event! If your event is open to the campus community, remember to check "YES" to "Event is Open To Entire Campus Community", "Consider

Event For Campus Wide Publicity”, and “Hot Event” so that your event is **eligible** to be on the CSUSM featured events calendars: <http://www.csusm.edu/calendar/>.

Ensure that your marketing information includes the following: student org name, event name, date, time, and location. If off-campus, provide a street address or directions in case people get lost. If on-campus, provide a building name and a room number. If you are charging admission, be sure to include your admission fee. Include your website and contact information for follow-up should people have questions. Consider handing flyers out person to person and printing them on quarter or half sheets to reduce costs. Be sure to include the ADA statement (found on page 34) on any publicity for events held on campus. If you have questions, contact your SLL Coordinator.

If your event was approved for ASI Leadership Funding, be sure to have the ASI logo on all marketing materials. The event must be free for all to attend. See ASI Leadership Funding in the ASI Banking section of this handbook.

Flyers can be posted at the following locations, in addition to those bulletin boards included in the CSUSM Posting Guidelines:

- SLL Office: USU 3600 Contact: (760) 750-4970
- ASI Offices: USU 3100, 3200 and 3700 Contact: (760) 750-4990
- Clarke Field House: Ask the front desk two weeks in advance where you can post flyers in the CFH/USU CFH 100 Contact: (760) 750-7400
- Department Bulletin Boards: Approach individual departments to request permission to post.
- Cougar Chronicle/Campus Newspaper: Buy an ad, ask to have your event highlighted in the paper, and/or have a story written about it. Contact: (760) 750-6099
- University Village/QUAD: Contact: UVA (760) 750-3711 or The QUAD (760) 750-3730
- University Student Union: Drop off the flyers at the Info Desk to have them posted in the USU Bulletin Boards.

ADA Statement for On-Campus Event Publicity

Include the following statement on any publicity for events held on campus. If you receive a request or have any questions, contact your SLL Coordinator.

“Individuals with disabilities, who would like to attend this event, please contact [insert event sponsor’s name and phone #] regarding any special accommodation needs. It is requested that individuals requiring auxiliary aids such as sign language interpreters and alternative format materials notify the event sponsor at least seven working days in advance. Every reasonable effort will be made to provide reasonable accommodations in an effective and timely manner.” For more information, visit

<http://www.csusm.edu/communications/accessibility.html>.

The icons below should be near this statement on advertising materials, flyers, banners:



Tips for a Successful Event

- 1) Schedule your space EARLY and include all relevant event details: number of attendees, speaker names, food, budget, etc.
- 2) Review the CSUSM calendar of events to ensure that your event is a success and does not compete with any other major campus events.
- 3) Check your e-mail regularly for follow-up from SLL. If you do not respond to our follow-up e-mail within a week, your event will be canceled. Remember that all Level 3 and 4 events require a meeting with an SLL Coordinator.
- 4) Always indicate if your event/meeting includes food as there are specific spaces on campus that do NOT allow food. Note if you serve food in a non-approved room you risk being charged a \$75 clean-up fee.
- 5) If you are hosting a level 2 event, your event needs can be met by responding to the initial follow-up e-mail from an ECS Event Planner/USU Logistics Coordinator.
- 6) If you are hosting a Level 3 or 4 event, you will be meeting with an SLL Coordinator and ECS Event Planner/USU Logistics Coordinator to discuss your event details. Your SLL Coordinator and ECS Event Planner/USU Logistics Coordinator will coordinate with university counterparts, input resources on 25Live, and help ensure that your event is successful.
- 7) If your event is open to all students, add your event to the Tukwut Life calendar at <http://www.csusm.edu/dos/facstres/programmingcouncil/form.html>.

SLL Support for Student Organizations

The Student Life & Leadership has two locations: USU 3600 (Student Life & Leadership) and USU 3400 (Cross-Cultural Center or C3). Our services to Student Organizations include: meeting areas, item check-out for org events, supplies for poster making, and computers for use. SLL also houses all Student Organization mailboxes.

Tukwut Leadership Circle

The Tukwut Leadership Circle (SLL) is a leadership development workshop series open to all currently enrolled students. Workshops are based on CSUSM's Co-Curricular Model and are offered on Tuesdays and Fridays during University Hour, 12:00-12:50pm in University Student Union 2310. These workshops provide opportunities for students to develop their leadership skills, learning more about their strengths as a leader, how to manage group dynamics, develop effective time management skills, and implement effective officer transition plans. For more information, contact the SLL Coordinator, Dr. Shannon Nolan-Arañez, snolan@csusm.edu or (760) 750-4973.

Student Specialist & Event Support

SLL student specialists are available to assist student leaders with 25Live, basic event planning steps, posting policy information, Student Organization recognition and providing registration and information about the many SLL, Cross-Cultural Center (C3) programs and services.

Organization Mailboxes

Student Life & Leadership provides a mailbox for each recognized Student Organization. These mailboxes should be checked regularly and need to be emptied at the end of each semester. If an organization receives an oversized package or item, a note will be placed in your mailbox directing you to see the

SLL front desk to claim your item. Large items left for longer than a week will be returned to sender.

SLL Item Check-Out

Items are available for checkout in the Student Life & Leadership to support your Student Organization events. Items include but are not limited to A-Frames, tables, chairs, power cords, and a PA system. Visit SLL (USU 3600) to pick-up items for your Student Organization events. If items are lost or damaged, the individual checking out the equipment is responsible for replacing the item. A request form is available on-line:

<http://www.csusm.edu/sll/resources/itemcheckoutform.html>

Student Org Directory

SLL maintains an alphabetical listing of all recognized Student Organizations with links to simple, one-page descriptions or splash pages for each organization at www.csusm.edu/orgs. This provides Student Organizations with an official, SLL-maintained presence on the CSUSM website. CSUSM does not offer server space for Student Organization websites.

SLL updates the Student Org Directory once each semester. Organization descriptions and e-mail contact information will be gathered through the On-Line Recognition form submission and any officer updates filed with SLL throughout the academic year.

Solicitation of Donations

If you are requesting donations from businesses off campus, you must contact Sean Briner, Director of Annual Programs, **before** you begin soliciting. It is recommended that you start this process six weeks prior to implementing your solicitation plan. E-mail Sean Briner (sbriner@csusm.edu) with the list of businesses (and individuals who are not parents/relatives/friends) you plan to contact. Sean will contact you if there are any concerns moving forward. If you don't hear anything after 5 business days, feel free to move forward with your plan.

University Advancement is also able to provide sample donation letters, sponsorship forms, etc. After University Advancement reviews your solicitation list, they may be able to give you other suggestions to add to your list. If you are working on a significant solicitation campaign, communicate your goals with SLL prior to reaching out to University Advancement. Sean can also help with your solicitation letter. Please email a first draft WITH the solicitation list.

If you receive a donation from a business or individual, please inform the Government Affairs Coordinator in ASI. Also, please note the donation on your deposit form when depositing the check into your Student Organization on-campus account.

Student Org Fairs

SLL coordinates a Student Org fair at the start of both the fall and spring semesters to support groups in recruiting new members into their organizations. Organizations must be recognized and in good standing with the University to participate. Student Organizations sign up for a limited number of tables on a first-come first-serve basis. Groups that do not secure an SLL-sponsored table are not allowed to bring their own table and participate in the fair.

**STUDENT LIFE &
LEADERSHIP**

**STUDENT ORG.
FAIR**

FALL 2016
TUESDAY, SEPT 6TH
USU BALLROOM
11-1P

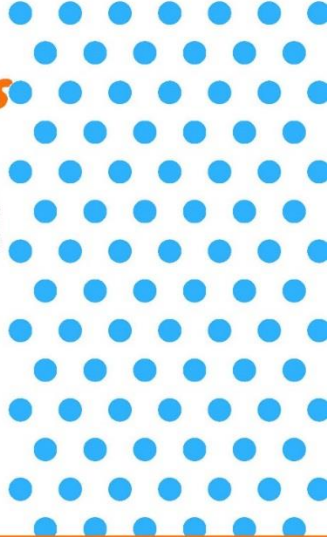
SPRING 2017
TUESDAY, JAN 31ST
USU BALLROOM
11-1P

Fundraising Weeks

SLL has worked with the University to identify Student Organization fundraising weeks which are scheduled on a monthly basis during the academic year on the USU Arcade. Fundraising weeks have been identified as the second week of the month October through May, excluding January. Student Organizations must submit an on-line request to participate, selecting one of four packaged set-up options related to their fundraising proposal: Space Only, Basic, or BBQ.

Remember to review the campus-wide calendar of events when considering your fundraising efforts and avoid dates where food will be provided for free at events nearby. For more information, contact the Student Life & Leadership: studentorg@csusm.edu (760) 750-4970.

STUDENT ORG. FUNDRAISING WEEKS



Fall 2016

September 12-16

October 10-14

November 14-18

Spring 2017

February 13-17

March 13-17

April 17-21

WE PUT THE
FUN
IN FUNDRAISING

Student Organization Banking with ASI

Associated Students, Inc. is charged with overseeing the majority of recognized Student Organization banking needs including reimbursements, payments to vendors, and account activity. All officially recognized Student Organizations are required to maintain an on-campus banking account with ASI. There will be no fees charged to the organization for use of ASI and CSUSM cash handling services. There will be no interest earned on bank accounts held in trust for the organization by ASI.

Student Organization Funds Administration Agreement

- After your Student Organization recognition training, you will receive a Student Organization Funds Administration Agreement, which will require the signatures of the President, Treasurer and faculty/staff Advisor on one form.
- The form outlines required terms for the Student Organization's officers.
- The form with original signatures must be returned to ASI in USU 3700-A prior to your Student Organization receiving recognition status for the year.
- No banking services will be performed until the form is on file with ASI.
- Be sure to update your Student Organization Funds Administration Agreement with ASI when updating or changing officers and/or faculty/staff Advisor.

Student Organization Bank Account Number

Your Student Organization bank account number will be provided to you in your "Letter of Recognition".

- This is your unique identifying number and needs to be used on all your banking transactions and for event reservations in 25Live.
- All funds collected in the name of a Student Organization must be used exclusively for the purpose of furthering the organization's goals and objectives.
- Student Organizations are not permitted to establish or conduct business of any kind through an off-campus bank account. Exceptions to this policy may be granted in circumstances where the organization is affiliated with a national or international organization and utilizes the parent organization tax identification number to establish the account.

Know Your Account Balance

- It is imperative that you know your account balance prior to spending any funds.
- The Student Organization President, Treasurer and Staff/Faculty Advisor are held personally responsible when there are insufficient funds in the Student Organization account to pay for expenses.
- It is important to maintain an account register that lists all deposits, expenses and pending expenses. You must also maintain a receipt book for any student organization banking transactions.
- If your account has insufficient funds, your standing as a university Student Organization may be jeopardized and your Student Organization account will be inactivated.
- Student Organizations with negative balances will not be able to process reimbursements until there are sufficient funds in the account.

- 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.
- Expenditures for reimbursement will not be accepted for purchases of alcohol
- Upon request, Student Organization statements are available from ASI in USU 3700.

Deposits

Upon completing all university requirements for recognition, the Student Organization officers and its Advisor will receive by email a unique deposit form that must be used for all deposits. Deposits may only be submitted to the University Cashier's Office located in Craven 3800 (Cougar Central). There is a box outside of the Cashier for after-hours drops.

1. Print, complete, and sign the form prior to submitting to the University Cashier's Office.
2. Funds received must be deposited within three business days of receipt.
3. Funds must be deposited within 24 hours.
4. It is your responsibility to keep your funds secure prior to deposit.
5. If you depositing donated funds, please note it on your deposit form (from ASI).
6. Student Organization bank 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.

Accessing your account

There are two ways to access the funds in your Student Organization account: Payments to Vendors and Reimbursements to members.

- Both are paid by filling out an Expenditure Request Form (ERF).
- Expenditure Request Forms may be obtained from ASI Office in USU 3700.
- All reimbursements or payments must be submitted within same fiscal year as the purchase or invoice.
- The signatures of the Student Organization's President, Treasurer, and Advisor are required prior to submission. All signatures must be originals. Be sure you have an updated Student Organization Funds Administration Agreement on file with ASI or your reimbursements/payments may be delayed.
- **Reminder: ASI will not accept reimbursement forms for which there are insufficient funds.**
- To correct a mistake on the form, put a line through the mistake, correct and initial.
- Incomplete forms cannot be accepted and will be returned.

Reimbursements to Members

1. A member has paid out of pocket for event charges, items for Student Organization, or charges related to Student Organization business

2. Attach original itemized receipts containing information about what was purchased, how it was paid, when it was paid, and who paid it (if applicable).
3. Small receipts must be taped to an 8 ½ x 11 sheet of paper. The amount requested must equal the sum of all receipts.

Reimbursement Deadlines

All Student Organization reimbursements must be turned in by the last Friday in May after which no more reimbursements for that fiscal year will be accepted. Reimbursements will not be available again until after completion of the Student Organization Leadership Conference and a new Student Organization Funds Administration Agreement has been turned in.

Reimbursements or payments are only available for items purchased during the current fiscal year. Bills received for university charges that are received in June are an exception to this rule.

Payments to Vendors

1. The amount requested must equal the sum of all invoices.
2. Invoice must come directly from Vendor.
3. Attach invoice to completed ERF.
4. ASI will send the check directly to vendor unless otherwise requested by Student Organization.
5. Any Vendors not in PeopleSoft system will result in a delay in the processing of payment.
6. New Vendors need to be added to the system with a Payee Data Form. These forms can be requested from the Government Affairs Coordinator.

Student Org Debit Card Policies

- 1) Only officially recognized student organizations with an up-to-date funds agreement form on file with ASI shall have access to the student organization debit card.
- 2) The student organization must currently have the funds in the account to cover the cost of the purchase.
- 3) Only acceptable purchases are those for the purpose of furthering the organization's goal and objectives. The debit card will not be used for personal purchases. **Any personal purchases must be made on a separate transaction.**
- 4) You may only use the debit card to make purchases that have been approved by the student organization's leadership including the President, Treasurer, and Advisor.
- 5) All purchases must have prior approval and a signed Expenditure Request Form must be submitted 48 hours prior to debit card usage.
- 6) Only the President, treasurer, and/or advisor may make debit card purchases.
- 7) Only purchases between \$100 and \$5000 will be approved, unless approved by Government Affairs Coordinator

- 8) The credit card will be issued to you, and only you, until purchase is made. Purchases are only allowed to be made within the ASI office at the designated computer station.
- 9) You will submit card and itemized receipts to ASI **immediately** following the purchase. Information on the receipt must include what was purchased and how much each item was upon return of the debit card.
- 10) You will not store the debit card information on any websites or on any documentation.
- 11) Any personal purchases made while the card is in your possession, you agree to be personally responsible for repayment and a hold will be placed on your account until the purchase has been cleared.
- 12) If the card is lost while in your possession, you will be held responsible for any charges for a new card. If any receipts are lost resulting in a late credit card payment, you will be held responsible for any incurred charges.
- 13) If any of these terms are violated, the student organization loses the ability to use to credit card for any student organization purchases for the duration of the semester.

Paying Your University Bills

University bills are charges from any event scheduled through 25live with your Student Organization's fund number and should be charged to your Student Organization account. This includes Fundraising Weeks, events on campus, use of facilities and Event and Conference Services, etc.

1. ASI will notify the Student Organization's officers and Advisor when invoices are ready to be paid, after which the information will be passed to the respective SLL Coordinator.
2. Adequate funds must be available in your account to cover any costs associated with the event, prior to receiving the bill.
3. Please **do not** pay university bills without going through ASI first.
4. If your bills have not been paid by the end of the academic year, ASI and your SLL Coordinator have the ability to process these payments from your Student Organization account.

Picking up Your Reimbursement Checks or Vendor Payments

- Reimbursement checks may be picked up by the individual during the hours of 9:00am – 5:00pm, Monday through Friday, in **USU 3700** unless otherwise stated at the ASI Office.
- Reimbursement or vendor payment requests submitted by Thursday at noon are usually available after 3:00 p.m. the following Thursday.
- ASI offers the service of mailing all vendor checks and delivering all University checks unless otherwise requested by the Student Organization.

Delinquent Accounts

- Student Organizations are expected to meet all financial obligations. If an organization has invoices which are not paid within 60 days of notice, SLL and ASI may place a hold on providing further services until such debt is paid.

- SLL has the authority to pay outstanding invoices on behalf of the organization once the organization's account is 60 days past due.
- In the event the Student Organization account has insufficient funds, the authorized signers will be held responsible.

Returned Checks

- You will be notified by e-mail if a check has been returned for non-sufficient funds.
- Non-sufficient funds (bounced checks) will result in a bank charge of approximately \$25.00 which must be paid by your organization.

Tax ID Request Form

ASI is able to provide you with W-9 information for fundraising purposes.

Inactive Student Organization Accounts

If a Student Organization is unrecognized for a consecutive 3 year period and funds remain in the Student Organization's bank account, these funds will be transferred. The disposition of funds will be determined first by transference to a Student Organization with similar purpose. If no like organization can be identified, then funds remaining in the account will be transferred to ASI Leadership Funding to be made available to other Student Organizations for on campus events. The account will also be placed on inactive status.

For more information about your Student Organization banking needs, please contact ASI at 760-750-4989 or USU 3700.

ASI Leadership Funding

ASI provides funding for Student Organizations' on campus events and individual student attendance at professional conferences off campus. Funding is granted based on eligibility per the Associated Students, Inc. Leadership Funding (ALF), which can be found on the ASI webpage

<http://www.csusm.edu/asi/services/alf.html#Lobby>.

ASI has allocated approximately \$30,000 for funding Student Organization events and individual student attendance at conferences for the 2016/2017 year. The ASI Leadership Funding is awarded on a first come, first serve basis. All students are encouraged to request funding early in the year.

Allocation of these funds is determined by the ASI Executive Vice President and ASI professional staff members. The individuals meet to review all eligible applications approximately three times a semester. Please see dates listed below. Any application must be submitted prior to the due date before the event takes place. After a decision is made, the applicant will receive an email noting the decision for funding.

Attendance at Student Conferences

Funding for student conference attendance is paid after proof of attendance and an event write up are turned in to ASI in USU3700. All recipients of funding are required to submit all required paperwork within ten (10) business days after the conference.

- No more than three students attending the same conference may obtain ALF funds.
- Conferences held outside the United States will NOT be funded.

- Funding will only be granted to an individual to attend one conference per semester.
- You can only receive funding for the same conference in subsequent years once, i.e. if you attended a conference in the 2015/2016 year and you received ASI Leadership Funding, you cannot get funded for the same conference during the 2016/2017 year.
- Club sports teams and other student recreation sports will only be funded if the individual or team is participating in a national title championship.
- The ASI Executive Vice President reserves the right to reject incomplete applications.

Funding for On-Campus Student Organization Events

Funding for Student Organization events is paid on a reimbursement basis only. Students must turn in itemized, original receipts for items purchased for the event. Reimbursements can only be made for approved items on the proposed budget for the event.

- Events must be held on-campus. Programs must not make a profit. Event must be free to attend.
- If the event is not open to the entire campus community, the maximum ALF amount is \$250. This includes graduation ceremonies.
- If the event is open to the campus community, the maximum ALF amount is \$500.
- Funding is available for consumable items and services which support the event, such as food for attendees, paper products, facility costs and advertising specifically for the event.
- Funding is not available for individual Student Organization members, raffles/opportunity drawings, or give-away items.

Please read the ALF Guidelines and Application for more information at:

<http://www.csusm.edu/asi/services/alf.html>

Application Deadlines for ALF

Due Dates for ALF Applications. Submit to: USU 3700 at Noon	
Friday- July 8,2016	Friday – December 2, 2016
Friday – August 5, 2016	Friday – February 3, 2017
Friday – September 2, 2016	Friday – March 3, 2017
Friday – October 7, 2016	Friday – April 7, 2017
Friday – November 4, 2016	Friday – May 5, 2017
Award notifications will be emailed to recipients the beginning of the week following the due date.	

Campus Funding Sources

CAMPUS FUNDING SOURCE	INFORMATION	CONTACT
ASSOCIATED STUDENTS LEADERSHIP FUNDING (ALF) (ONGOING DUE DATES – SEE PG. 41)	<ul style="list-style-type: none"> - Only recognized Student Organizations are eligible - Awards are monthly - Funds are on a reimbursement basis - Receipts must be submitted within 10 business days after your event - Advertising must include ASI logo 	<p>ASI Board of Directors USU 3700-A http://www.csusm.edu/asi/services/org_banking.html (760) 750-4989</p>
ARTS & LECTURES (A&L) (PROPOSAL DUE IN APRIL OR PRIOR YEAR)	<ul style="list-style-type: none"> - A&L provides financial support for standard audio/visual fees for on-campus A&L-sponsored events as well as customary publicity costs (semester brochure and web site postings). - A&L encourages co-sponsorships that are in partnership with community organizations - A&L encourages student proposals that are linked to a faculty member or a Student Organization. - A&L promotes campus initiatives and diverse programming. 	<p>Arts & Lectures Coordinator Gina Jones CRA 4700 gjones@csusm.edu (760) 750-8272 www.csusm.edu/al</p>
CO-CURRICULAR FUNDING APPLICATIONS ARE DUE IN SPRING OF YEAR PRIOR.	<ul style="list-style-type: none"> - All awardees are required to submit a final report within two weeks after the event - The report must be detailed and received by SLL prior to the final transfer of funds - Review process at: www.csusm.edu/sll 	<p>Student Life & Leadership Jason Schreiber USU 3600 jschreiber@csusm.edu (760) 750-4970</p>
DONATIONS FROM COMMUNITY ORGANIZATIONS OR BUSINESSES	<ul style="list-style-type: none"> - Before soliciting funds from local companies, you must get approved by University Advancement. - E-mail Sean Briner with a list of businesses and/or individuals that you hope to contact/solicit. - Requests are due 6 weeks in advance - University Advancement can also provide sample donation letters, sponsorship forms, and a Gift-In-Kind form. <p><i>(Note, you do not need permission to solicit % food sales)</i></p>	<p>University Advancement Sean Briner Commons 201-A (760) 750-4404 sbriner@csusm.edu</p>

