Student Organization Handbook
California State University, Los Angeles
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Dear Student Leader,

Congratulations on your student organization’s efforts to enhance campus life at Cal State L.A.! Your dedication to providing students with amazing social and extracurricular opportunities will not only help to build community but also add to the experiences of Cal State L.A. students. Indeed, clubs and organizations are vital to campus life by providing valuable social and leadership experiences, offering a wide variety of educational programming, enhancing the work of academic departments, and for performing campus and community service. We appreciate the contributions and accomplishments student organizations have made. We also recognize the tremendous difference in student life these groups have made on campus here at Cal State L.A. There are many opportunities for your organization to take advantage of on campus.

This edition of the Student Organization Handbook contains summaries of the policies, procedures, privileges, and responsibilities of recognized student organizations. It is designed to help you navigate your way to successful event planning, organization, and leadership initiatives. Please read the Handbook carefully and use it as your reference throughout the year. To maintain your recognition status as an organization, it will be necessary to be familiar with the policies and procedures, so that as you conduct business on campus you are in accord with the University.

In addition to following University policies and procedures, your organization will also have to send at least one representative to attend one Organizational Development Meeting per quarter during the fall, winter, and spring quarters. At these meetings your organization will receive updates to any policies or procedures as well as information about the many opportunities for organizations to get involved on campus. The required meetings for 2014-2015 will be held on:

- **Fall Organizational Development Meeting**
  - Thursday, October 9, 2014 at 5pm or
  - Friday, October 17, 2014 at 2pm

- **Winter Organizational Development Meeting**
  - Thursday, January 15, 2015 at 5pm or
  - Friday, January 23, 2015 at 2pm

- **Spring Organizational Development Meeting**
  - Friday, April 10, 2015 at 2pm or
  - Thursday, April 16, 2015 at 5pm

Organizational Development Meetings will be held in the Los Angeles Room, University-Student Union Room 308. Check-in starts 30 minutes prior to each advertised meeting time and will end once the meeting has begun.

The Center for Student Involvement is committed to providing you with the tools and support necessary to be successful in reaching your organizational and leadership goals. Please feel free to drop by the Center and use the resources available for any endeavors your organization wishes to pursue. We look forward to seeing the creative and purposeful programming from each organization throughout the upcoming school year.

Best wishes for a successful year and thanks again for your contributions to the Cal State L.A. community!

Sincerely,

Frangelo Ayran  
Assistant Director for Student Development  
Center for Student Involvement

Sandra Qatami  
Student Development Coordinator  
Center for Student Involvement
Section 1 Student Organization Resources

Center for Student Involvement

The Center for Student Involvement provides student leadership initiatives, student organization development, and programs and services that foster campus involvement, personal growth and student learning. The Center for Student Involvement is located on the second floor of the University-Student Union, Room 204.

Come drop by the Center!
Hours of Operation:
Monday through Thursday: 8 a.m. to 6 p.m.
Friday: 8 a.m. to 5 p.m.

Student Organizations

The Center for Student Involvement believes that a valuable part of student education lies in co-curricular involvement in student organizations. The staff of the Center coordinates recognition and orientation of all student organizations, including dissemination of information to various campus departments. This includes providing information to individuals inquiring about starting new student organizations and serving as the official liaison to Greek-letter organizations. Participation in activities where leadership, community responsibility, intellectual, religious, and social interests can be met both enriches and completes a college education. This is why in addition to providing organization support, the Center coordinates student organization advisor training, publishes the Student Organization and Advisor Handbooks, and assists in the development of co-curricular programs with various members of the University faculty and departments. Students are encouraged to contact a Center staff member to discuss organization issues including, but not limited to, team building, program planning strategies, officer training, officer transitions, recruitment, and conflict management. Staff members are also available to conduct individual workshops with student organizations to develop members’ skills.

University Programming

University Programming strives to provide social, educational, and recreational programs that create opportunities for campus involvement, intellectual growth, and personal development for students. These programs complement the educational curriculum of Cal State L.A. with a primary goal of enhancing the college experience in collaboration with student, faculty, and staff. Many of the programs and activities at Cal State L.A. are student initiated. The Center programming staff maintains a very active role in shaping and supporting many of Cal State L.A.’s traditions such as Week One and Mardi Gras. Students can volunteer to help plan the events and activities that happen at Cal State L.A. Student organizations may also have the opportunity to raise funds during various events.

Leadership Development and Education Programs

The Center for Student Involvement provides all students at Cal State L.A. the opportunity to explore and enhance their leadership abilities so that they may become active, principled leaders within their communities. The Center coordinates a comprehensive program in leadership education and development for the Cal State L.A. community. The initiatives provide students with a variety of experiences through workshops, classes, conferences/retreats, and individually focused services. These offerings challenge students to learn about themselves and others, thus empowering them to shape their own future and become tomorrow’s leaders. The Leadership Development and Education Programs include a variety of initiatives to serve all leaders:

- U-Lead: Personal and student organization development workshops (ongoing)
- Leadership Exploration and Advancement Program (L.E.A.P.) (fall quarter)
- The Leader Project: The Emerging Leadership Program (winter quarter)
- Leadership Retreat: Leadership development conference (spring quarter)
- Leader-to-Leader: A seminar series for advanced leaders (spring quarter)

What the Center for Student Involvement Can Offer Student Organizations:

Student Organization Office Space
Recognized student organizations are eligible to apply for an office space in the University-Student Union. These office spaces provide your club or student organization with an opportunity to conduct organizational business in a centrally-located area shared with other student groups. Offices are open to currently recognized organizations on an application basis. For more information on eligibility requirements and how
your organization can apply, please contact the Center for Student Involvement staff.

**Leadership Library**
The Center for Student Involvement maintains a Leadership Library where information is available on retreat planning, team builders, enhancing communication skills, officer transitions, and tips for running a successful meeting. All recognized student organization members may access the information either within the Center or at their leisure through the book/video loan programs. The Center staff continually adds new books and DVDs to the library to address additional organization topics and interests. For resources aimed at developing your organization please visit the Leadership Library in the Center soon!

**Student Organization Development Workshops and Retreat Planning Assistance**
The staff in the Center for Student Involvement will work with your organization to customize a fun and interactive workshop for the benefit of your organization members. Workshops are also available in the evening or on the weekends for your group’s needs.

For more information on leadership strategies that will keep organization members motivated and committed to the group, come in and request a CSI staff facilitated retreat or attend any scheduled workshop offered throughout the year. Workshop topics include:

- Assess your student organizations’ effectiveness
- Recruiting and retaining members
- Team work and motivation
- Event planning
- Effective communication
- How to run effective meetings
- Fundraising tips and strategies
- Wellness and stress management
- Conflict Management
- How to plan retreats
- How to award and recognize members

These workshops will provide leaders with the tools to tackle new challenges, create successful events, and build strong relationships within the organization. The staff of the Center is also available to assist student organizations with designing retreats for members. If your organization is looking to orient new members, enhance recruitment efforts, develop positive group dynamics, or just plan a fun and effective retreat, stop by the Center for assistance. The staff is available to assist to the degree that your organization desires (from suggesting activities to presenting sessions at the retreat). Call (323) 343-5110 to set-up an appointment.

**Opportunities for Collaboration**
If your student organization would like to work with the Center for Student Involvement to co-sponsor one of your annual programs please stop by the Center office and ask to speak with the Director.

**The Role of the Student Organization Advisor**

**Student Organization Advisors**
An advisor is an important addition to a student organization.

<table>
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<th>What do Advisors do?</th>
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<tr>
<td>- Provide historical information about the organization and the University</td>
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<tr>
<td>- Act as a liaison with campus departments and offices</td>
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<tr>
<td>- Offer support and advice to organization members</td>
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Executive Order 1068 mandates that each officially recognized student organization must have a university advisor who is either a faculty member or professional staff member. Auxiliary organization employees may not serve as organization advisors. Members of the faculty and staff perform an important educational role and serve the University community when they accept the responsibility to advise and consult with student organizations. They shall guide organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations. The Center for Student Involvement can assist student organizations that are looking for advisors.
The Center staff is available to provide student organization advisors with training and assistance throughout the year with organizational development. The Student Organization Advisor Training sessions will enable the staff to provide ongoing education to advisors about organization issues and upcoming deadlines and events. The sessions will also be a time where advisors may dialogue about individual organization situations, successes, and challenges. For more information on the training sessions, please contact the Center staff at (323) 343-5110.

How to Work With Your Advisor

Facts about Advisors

- Advisors are employees of the University, and their first responsibility to the University is to do their job.
- Advisors volunteer to work with student organizations because they want to do it, and because they feel they can make a contribution to the organization’s success.
- Advisors are human.

Organizations Can Help Their Advisor by:

- Making clear the role they would like the advisor to take in the organization.
- Keeping the advisor informed of the organization’s plans and problems.
- Making use of the advisor's background of experiences with the organization and at the University.
- Working out tentative solutions to problems before going to the advisor whenever possible.
- Observing lines of responsibility. Don’t go "over their head" or by-pass them entirely.
- Taking the initiative in arranging for regular executive committee meetings with the advisor.
- Inviting the advisor to all activities. Don’t take their attendance for granted.
- Making them feel like a member of the organization. Present them with membership cards. Ask them to serve on certain committees in some appropriate way.
- Extending appropriate courtesies to the advisor and their guests at special functions such as dances, banquets, and meetings, which include important speakers.
- Showing an appreciation for their services -- through a letter or appropriate comments at meetings and other events.
Section 2 Recognition of Student Organizations

University Rules Governing Student Organizations

- The following statement must appear verbatim on all constitutions, bylaws, and printed publicity:
  - “The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of California State University, Los Angeles.”

- Your organization and its members may not represent yourselves as, or act on behalf of, California State University, Los Angeles, its students, faculty or administration (Title 5, California Code of Regulations, Section 41301[c]).

- Student organizations may not use official University letterhead stationery for organization correspondence (California State University, Los Angeles Administrative Procedure 004, section 7.0).

(new section to add)
- In accordance with Cal State L.A.’s graphic and identity standards, organizations who wish to include the university’s name with the name of their organization must adhere to the following formula:
  - {Name of Organization} at California State University, Los Angeles.
  - Other variations that do not follow the required formula will not be approved.

- The possession and/or consumption of alcohol on University property is strictly prohibited, except as stated in Administrative Procedure 019, “Use of Alcoholic Beverages on Campus,” and the Cal State L.A. “Housing Facilities Regulations.”

- Organization officers and members are financially responsible for any damage to, or loss of, University property. (Title 5, California Code of Regulations, Section 41301[f]).

- Student organizations are required to comply with all appropriate Federal, state and local laws and ordinances as well as all University and Associated Students, Inc., policies and procedures, which include the University Student Code of Conduct (Article 1.1, Title 5, California Code of Regulations, Section 41301, et. Seq.). The University Student Code of Conduct is published quarterly in the Schedules of Classes, and as Appendix D in the Cal State L.A. General Catalog.

- Voting membership in your student organization must be restricted to currently enrolled or continuing Cal State L.A. students.

- A segment of the California State University, Los Angeles “Mission Statement” declares that the University “supports a wide variety of instructionally-related programs designed to provide students opportunities for diverse human and cultural experiences and for the development of personal skills and creativity.” In keeping with the spirit of this Statement, the University encourages, promotes, coordinates, and sponsors campus-wide programs and services that improve the quality of campus life, foster human development and build a strong sense of community among its students, staff and faculty. Student organizations contribute to the sense of community among Cal State L.A. students, staff, and faculty. Students bring to campus a variety of interests previously acquired, and develop many new interests as members of the academic community. They shall be free to organize and join associations to promote their common interests.

- One of the privileges granted with University recognition/chartering, is the option to use the name of the University in the title name of the organization. The name of the organization will be used in a variety of University and Center for Student Involvement publications. It is recommended that the name be stated in the document exactly how the organization prefers to be addressed. If an organization chooses to use the University name it must be written as follows, “{Name of Organization} at California State University, Los Angeles” or “{Name of Organization} at Cal State L.A.”
Types of Organizations Offered

California State University, Los Angeles is fortunate to have a variety of organizations on campus. Organizations are categorized to better communicate their general purposes and activities to interested students. The Center for Student Involvement describes organizations as belonging to one of the following categories:

- Academic
- Cultural
- Fraternities
- Honorary
- Political
- Professional
- Recreational/Wellness
- Religious/Spiritual
- Service
- Social
- Sororities
- Special Interest.

Maintaining Student Organization Recognition

In order to maintain your status as a recognized student organization at Cal State L.A., your organization must follow the procedures below:

- File a new Student Organization Officer Information Form (see Section 7) at the beginning of the fall quarter, and at any time your organization elects new officers. All officers listed on the Officer Information Form must be currently enrolled or continuing California State University, Los Angeles students, in good standing, and meet all officer eligibility requirements (see below). The President must sign the STANDARDS FOR STUDENT CONDUCT: HAZING AND NON DISCRIMINATION listed on this form.
- Presidents must initial the ORGANIZATION HANDBOOK ACKNOWLEDGEMENT section to acknowledge they have been directed to the electronic PDF format of the CSI Student Organization Handbook on-line through the CSI website and that it is the responsibility of its officers and group members to read, understand, and comply with the policies and procedures and any revisions made to the handbook.
- All student organization officers and advisors must also review and sign the CAL STATE L.A. ALCOHOL PROCEDURES & PREVENTION RESOURCES form.
- The Student Organization Officer Information Form must be:
  - completed online
  - printed and signed by all officers and advisor(s) and
  - submitted to the Center for Student Involvement.
- Attend a required Organizational Development Meeting once each quarter, except summer. This meeting is conducted by the Center for Student Involvement. One member of the organization must attend the entire meeting.
- Follow all University policies and procedures.
- Report any revision of the name, constitution and by-laws, or new officers of your organization to the Center for Student Involvement. All revisions and changes must be made in accordance with the procedures prescribed within your existing constitution and by-laws. A revised copy of your constitution and by-laws must be submitted to the Center for Student Involvement. A sample constitution complete with required sections can be found here <insert link to sample constitution http://www.calstatelausu.org/usuforms/csi/Forms/SampleConstitution.pdf>
- Official recognition of a student organization requires a minimum of five Cal State L.A. students who are currently enrolled.
- For Greek letter organizations, please see the Procedures for Fraternity and Sorority Organizations section (link).

- All student organizations at Cal State L.A. that are affiliated with national or international umbrella organizations or headquarters must remain in good standing with those entities to maintain University recognition. For example, organizations that are suspended by their national or international headquarters will have their University recognition suspended as well.

**Officer Eligibility**

Student organization officers must be currently enrolled or continuing Cal State L.A. students, in good standing at the University, with a Cal State L.A. cumulative grade point average of 2.0 or higher. Good academic standing must be confirmed by the Center for Student Involvement each quarter. When completing the Student Organization Officer Information Form, officers, through their signature, provide consent to disclose student academic records. The statement listed on the form is as follows:

Under provisions of the Family Educational Rights and Privacy Act of 1974, and the Statement of Student Rights and Responsibilities of California State University, Los Angeles, my signature gives permission to the Registrar’s Office at California State University, Los Angeles to release academic information to the Director, Center for Student Involvement, regarding my G.P.A. and status as a currently enrolled or continuing student at Cal State L.A. All academic information gathered on behalf of the Center for Student Involvement will be used for enrollment and G.P.A. purposes only per the Student Organization Officer Eligibility Requirements listed in the Student Organization Handbook, and be kept in strict confidence.

If you have any questions about this release of academic information, please contact the Center for Student Involvement.

The president and treasure of the student organization are required to meet the minimum requirements established for Minor Student Representatives Student Officers per Executive Order 1006.

- **“Minimum Academic Qualifications:** Students must be matriculated and enrolled at CSULA and maintain a minimum overall 2.0 grade point average each term. The students must be in good standing and not be on probation of any kind.

- **“Incumbent Unit Load:** This requires undergraduate students to earn nine quarter units per term while holding office. Graduate and credential students must earn four quarter units per term while holding office. Student enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

- **“Incumbents Maximum Allowable Units:** Undergraduate students are allowed to earn a maximum of 225 quarter 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 75 quarter units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.”

**Non-Discrimination Statement**

California State University, Los Angeles affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in any program or activity of the University on the basis of race, color, religious creed, national origin, sex, gender identification, gender expression, ancestry, physical disability, mental disability, medical condition, pregnancy, age (over 40), marital status, sexual orientation, genetic information, covered veteran status, or any other legally protected classification that precludes a person from consideration as an individual. Further, the University’s commitment requires that no retaliation shall occur because an individual filed a complaint of discrimination or harassment or some other way opposed discriminatory practices, or participated in an investigation related to such complaint. This policy is in accord with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Vietnam Era Veterans’ Readjustment Act of 1974, related federal and state laws, and related administrative regulations and executive orders.
If you feel you have been the victim of discrimination, harassment, or retaliation in connection with your association with the University, please contact the Office for Equity and Diversity. Your concern will be treated confidentially to the extent the law permits, considered carefully and investigated promptly. Corrective action will be taken if required. No action will be taken against you for filing a good faith complaint.

Benefits of Recognized Organizations

Recognized organizations at California State University, Los Angeles are entitled to the following:

- Use of certain University facilities at no cost (i.e., classroom space, and main walkways)
- Training for advisors
- Connection with faculty who may be interested in advising student organizations
- Access to information on retreat planning, icebreakers, team builders, enhancing communication skills, officer transitions, and other organizational topics within the resource library
- Use of an organization mailbox through the Center for Student Involvement
- Use of tables on campus walkways and flyer posting areas of the University to publicize organization events
- Use of audiovisual equipment on-campus
- Ability to request funding from the Associated Students, Inc.
- Access to the CSLA Federal Credit Union for the purpose of establishing an organization account
- Workshops designed for an individual organization on topics of interest (including but not limited to recruitment, communication between members, officer transition, motivation, etc.)
- Eligibility to apply for student organization office space in the University-Student Union
- Assistance from the staff of The Center to help the organization function effectively through advisement, program planning, and leadership training
- Ability to obtain a network/email account for organization
- Opportunity to link student organization website to the University web page
- Publicity for organization events in Event Mail, a newsletter emailed weekly to student organization presidents and advisors

Associated Students, Incorporated

Recognized student organizations, in good standing with the University, receive various forms of support from the Associated Students, Incorporated (A.S.I.). A major portion of the annual A.S.I. budget is allocated to student organizations, school, and cultural programs sponsored by student groups. For more information please visit: http://asicsula.org/orgs/funding

Withdrawal of Recognition and Sanctioning Student Organizations

If University procedures are violated, student organization sanctions include but are not limited to: written warning; suspension of the organization recognition; and withdrawal of organization recognition. Individuals may also be sanctioned by the University for their role in violating policy.

Recognition will be withdrawn if a student organization fails to update the Student Organization Officer Information Form prior to two weeks after the Student Organization Meeting held in the fall quarter. In addition, for Greek organizations, recognition will be withdrawn if updated rosters are not completed within the specified time period; a group has consistent neighborhood relations violations; or is suspended by the international or national headquarters. See page 18 for more information on fraternity and sorority procedures.

Awards and Recognition

Student organization members and their advisors may be nominated for the following awards that are presented during the spring quarter’s Student Leader Awards. If you want to acknowledge and recognize an advisor, officer, or members’ dedication, consider applying for consideration for the following awards:

Outstanding Organization Officers

Student organization officers motivate members to achieve organizational goals, mentor developing leaders, record organization minutes, maintain historical files and photo albums, and manage the budget. The
Outstanding Student Organization Officer Awards will recognize officers who have made extraordinary contributions to their organization throughout their term of office.

Outstanding Scholarship/Academic Program
Student organizations complement the University’s commitment to academic excellence through the academic programs and scholarship opportunities they provide students. Many student organizations exist to enhance the academic opportunities students have outside the classroom at Cal State L.A. The outstanding Scholarship/Academic Program by a Student Organization Award will be presented to the one organization whose scholarship or academic program best strives to promote academic success for Cal State L.A. students.

Outstanding Community Service/Philanthropic Contribution
Student organizations enhance the University experience by performing community service and contributing to philanthropic causes or associations. The Outstanding Community Service Contribution by a Student Organization Award and the Outstanding Philanthropic Contribution by a Student Organization Award will recognize an organization that makes a difference in our community through their commitment to a service or philanthropic endeavor.

Outstanding Contribution to Social Justice
Student organizations enhance the University and community by contributing to social justice. That is, working to create a more just, equitable and inclusive society free of racism, sexism, heterosexism, classism, and other forms of oppression. The Outstanding Contribution to Social Justice Award will be presented to one organization that demonstrates a strong commitment to social justice.

Outstanding Student Organization Advisor
Student organization advisors are instrumental to the success of student organizations by motivating members, providing examples of effective leadership and responsibility, challenging the organization to build upon previous accomplishments, and recognizing members for their dedication and hard work. The Outstanding Student Organization Advisor Awards recognize advisors who have made outstanding contributions to their organizations.

Student Organization of the Year/New Student Organization of the Year
Student organizations provide students with valuable experiences that complement their academic career. They provide opportunities for leadership, networking, event planning experience, and career-related activities. The Student Organization of the Year Award recognizes one organization that achieves excellence in their activities, service, scholarship and spirit. The New Student Organization of the Year award is open to any currently recognized student organization recognized or created for the first time on or after September 1, 2014.

Applications for these awards are available in the beginning of spring quarter at the Center for Student Involvement, and at the University-Student Union website at www.calstatela.edu/usu

Procedures for Fraternity and Sorority Organizations
The Center for Student Involvement defines Greek Letter organizations as national, international, regional, or local social fraternities or sororities which attain and maintain university recognition
All fraternity and sorority organizations must adhere to the following guidelines:
- Maintain University Recognition (including 5 or more collegiate members).
- Remain in good standing with their international/national headquarters or regional director boards.
- 80% of the membership must attend Fraternity and Sorority Educational workshops as scheduled.
- Each member must complete “AlcoholEDU for College” an online alcohol education program during the fall quarter. Members who have previously completed the program do not need to repeat this requirement.
- Submit an updated membership roster by the third Friday of each quarter (excluding summer) to the Fraternity and Sorority Life Coordinator.
Each chapter president must schedule a one-on-one meeting at least once a quarter with the Fraternity and Sorority Life Coordinator.
Submit new member education/intake form each quarter you plan to recruit.
New member education programs must be completed within 10 weeks (excluding midterms, finals and spring break weeks if events are not scheduled).

Greek organization members are strongly encouraged to participate in other student organizations or involvement opportunities on campus or within the community as well. This builds leadership skills, provides networking opportunities, and serves as excellent public relations.

If the fraternity or sorority owns or leases a house in the community:
- Keep the yard and house tidy and in good repair.
- At the beginning of the fall and spring quarters introduce or reacquaint neighbors with the organization leadership by visiting their homes or hosting an Open House.
- Maintain positive neighborhood relations and participate in the neighborhood community association.

**Tips for Greek Organizations on Maintaining Positive Community Relations**

A positive relationship with neighbors is essential to a Greek organization’s success. Consider implementing some of these ideas into the organization’s plans to help neighbors understand the benefits of having a fraternity or sorority live next door!

- Initiate a neighbor who has been helpful in neighborhood relations.
- Organize a public service weekend where the chapter does odd jobs.
- Schedule an open house for neighbors.
- Provide ample off-street parking for all functions. Every neighborhood has a shortage of parking. The chapter that does this will win friends.
- Send letters to neighbors before a social event.
- Buy movie tickets or a gift certificate to a restaurant for your neighbors to use the night of a big event.
- Keep the areas around the chapter house clean at all times.
- Participate actively in neighborhood associations.
- Attend city council meetings regularly, not when problems occur.
- Send thank-you notes, holiday cards, expressions of appreciation, etc.
- Welcome new neighbors to the neighborhood.
- Make door decorations for neighbors during holiday seasons.
- Develop a “neighborhood watch” program.
- Sponsor a haunted house or an Easter Egg hunt.
- Keep the noise level down.
- Rake leaves in neighbors’ yards or offer to assist with minor chores.

(Adapted from *The Caduceus of Kappa Sigma*)

**Tips on Improving Greek Relations:** Collaborate! Communicate! Cooperate!
**Student Organization Recognition Checklist**

Follow this checklist to make sure that your organization is recognized by the University

**Fall 2014**

- Attend Organization Development Meeting on Thursday, October 9 or Friday, October 17.
- Submit a completed Officer Information Form to the Center for Student Involvement by October 24, 2014 (for recurrent organizations).
- Greek organizations must follow procedures for Fraternity and Sorority Organizations as listed in Section 2 (link).

**Winter 2015**

- Attend Organization Development Meeting on Thursday, January 15 or Friday, January 23.

**Spring 2015**

- Attend Organization Development Meeting on Friday, April 10, or Thursday, April 16.

**Year round**

- Submit updated Officer Information Forms when officers change at any time due to elections or other reasons
- Follow all policies and procedures as provided in the *Student Organization Handbook* and Required Student Organization Meetings.
- Submit any amendments to the constitution or bylaws of the organizations along with a copy of the minutes from the meeting in which these changes were voted upon.
Section 3 Event Planning, Reservations, and Special Events

Event Planning

Event Registration Form for Student Organizations
Student organizations are required to complete an Event Registration Form for Student Organizations (See Section 7.) This form is available in the Center for Student Involvement and online at www.calstatela.edu/usu. It must be completed for any student organization event held on or off campus. However, student organizations do not need to register general meetings. This form must be completed 10 working days in advance of the event. It must be completed before you confirm any reservation with the University-Student Union Meeting and Event Services office or University Catering or distribute publicity. If this form is not submitted ten days prior to the event and before publicity is distributed, the event may be cancelled.

Planning to have a Fundraiser?
If so, make sure to have your organization president and treasurer both sign and date the Statement of Policy Regarding Fund Raisers, on the back side of the form. For more information on Fundraisers, please see Section 4.

A student organization must submit an Event Registration Form for any event they are affiliated with, sponsor, or co-sponsor. Here are some questions to determine if the organization should complete the form for an event.

Is the organization…

- Planning the event (reserving facilities, booking talent, etc.)?
- Contributing money toward the event?
- Represented on a committee that is planning the event?
- Allowing their name or logo to appear on publicity (printed or electronic)?
- Passing out fliers or assisting with the publicity for the event?
- Attending the event?
- Selling tickets to the event?
- Volunteering or staffing at the event?
- Including the event on a calendar?
- Discussing the event at a meeting and making plans to support it?

If the organization members answer “yes” to any of these questions, an Event Registration Form must be submitted.

The organization reserving space must be the primary organizer of the event and organization members must be present to supervise during the entire event. The sponsoring organization is responsible for the conduct of all participants as well as others drawn to the event. Organizations violating this policy will be subject to applicable rate charges and/or suspension of reservation privileges.

You can pick up an Event Registration Form in the Center for Student Involvement or online at: www.calstatela.edu/usu

If you expect your on campus event to have over 75 people in attendance or involve alcohol, you must notify the Department of Public Safety in order to determine security needs, if any.
Events Involving Food

Any time an organization wishes to sell or give-away prepackaged food and/or beverages not provided by University Catering to students, faculty, staff, and/or visitors a Temporary Food Facility Permit must be submitted at least 10 business days prior to the scheduled event. (see Section 7).

Here are some questions to determine if the organization should complete the Temporary Food Facility Permit for an event:

Is the organization...
- Planning an event on campus with food and/or beverages not provided by University Catering?
- Giving away or selling candy on campus?
- Selling bottled water or canned beverages for a fundraiser on campus?
- Giving away or selling any food not provided by University Catering on campus?

If the organization members answer “yes” to any of these questions, a Temporary Food Facility Permit must be submitted with the Event Reservation and Registration Form at least 10 business days prior to the event.

If the organization wishes to prepare/cook/BBQ food themselves, in addition to the Temporary Food Facility Permit, insurance must be obtained, and the members must have viewed the Food Handling Workshop video. Information is provided on proper food handling, required safety measures, and restricted items that may not be sold on campus.

Additionally, the organization agrees to read, understand, and comply with the Cal State L.A. Temporary Food Facility Guidelines governing food sales and service (see Section 6). Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possible disciplinary action. For additional guidelines on serving food on campus, please see the following section.

Food Permit Process

The Temporary Food Facility Permit form is available in the Center for Student Involvement and at http://www.calstatela.edu/univ/ehs/docs/temporaryfoodpermit.pdf

After completing the form, a student organization member must submit the permit for approval in the following order:

1. Center for Student Involvement (University-Student Union Room 204)
2. University Auxiliary Services, Inc. (The Golden Eagle, 3rd Floor)
3. Health and Safety Coordinator (Environmental Health & Safety Office, Corporate Yard Bldg., Room 244).

The Center for Student Involvement can also fax Food Permits to all of the other corresponding offices for your convenience. Please see the CSI front desk for more information on this service.

Organizations that prepare food on campus must obtain insurance for their event. Contact the Center for Student Involvement for more information.

Catering/Food Service:

In the event that an outside caterer or food service provider must be used, the sponsoring organization must obtain from the off-campus caterer the following three documents, to be attached with a Temporary Food Facility Permit:
- A copy of the caterer’s license to do business in the County of Los Angeles.
- A copy of the caterer’s Los Angeles County Health Department permit.
- A certificate of liability insurance in the amount of one million dollars or more naming California State University, Los Angeles and Cal State L.A. University Auxiliary Services, Inc. as additional insureds.

A complete copy of the California State University, Los Angeles Temporary Food Facility Guidelines is included in Section 6. The following are examples of potentially hazardous foods and beverages prohibited from being prepared or sold:
- Pastries filled with cream or synthetic cream, custards, and similar products
- Sandwiches or salads containing meat, poultry, eggs, fish or seafood: i.e., potato, macaroni, chicken, ham, tuna deviled egg, or similar salads
- All home prepared foods: i.e., home canned foods, home cooked fish, meats, poultry including salads, casseroles, or sauces containing such products, homemade cakes, pies, or pastries which have a cream, whipped cream, or custard filling or icing.
- Beverages containing raw eggs or raw egg substitute.

**Use of Alcohol at Student Organization Events**

University Administrative Procedure 019, Use of Alcoholic Beverages, explains the restrictions beyond City and State laws that govern the possession and use of alcohol at University events. Student organization events are considered University events because organizations are affiliated with Cal State L.A. An organization must submit a Request to Serve Alcoholic Beverages Form for any event held on or off campus where alcohol may be served or available for purchase/consumption.

For more information on this procedure, contact the Center for Student Involvement. Organizations violating this procedure will be subject to administrative action ranging from probation to removal of university recognition. Individuals, who violate Procedure 019, are subject to institutional disciplinary action.

Written permission to use alcoholic beverages shall be subject to the following restrictions:

- The event shall not be open to the general public or to the general University community except when the event takes place within the Luckman, Fine Arts Complex, or the Golden Eagle. The event shall not be advertised or publicized as an event where alcoholic beverages are to be served.

- The chair of the event and the sponsoring organization are both responsible for compliance with applicable law, regulations, and University policies. No person under 21 years of age shall be in attendance, and no such person nor obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.

- The sponsoring organization shall cease serving or consuming alcoholic beverages at the request of an appropriate University official.

- To request permission to serve alcoholic beverages, pick-up a “Request to Serve Alcoholic Beverages” (see Section 6) in the Center for Student Involvement. Complete the form and submit to the Center for Student Involvement along with a completed Event Registration Form. The request will be submitted for approval to the Associate Vice President for Administration and Finance/Financial Services no later than ten working days prior to the proposed event. After the request has been reviewed, the Office of the Associate Vice President for Administration and Finance/Financial Services will notify the event chairperson of the status of the application.

- This is just a small portion of the procedure, please read the complete policy on Section 6 to be certain that your organization will not be found violating Procedure 019.

If alcohol will be available at your event, you must provide the Department of Public Safety a copy of the approved “Request to Serve Alcoholic Beverages form” prior to the event.
**So You Wanna Have an Event…**

Here is the list of Frequently Asked Questions that many organizations members ask in regard to planning events on or off campus;

**How do I know if I need to complete an Event Registration form?**
If you answer yes to any of the following questions, you must submit an Event Form. Is your organization…

✓ Planning the event (reserving facilities, booking talent, etc.)?
✓ Contributing money toward the event?
✓ Represented on a committee that is planning the event?
✓ Allowing their name or logo to appear on publicity (printed or electronic?)
✓ Passing out fliers or assisting with the publicity of the event?
✓ Attending the event?
✓ Selling tickets to the event?
✓ Volunteering or staffing the event?
✓ Including the event on a calendar? Discussing the event at a meeting and making plans to support it?

**Do I need to fill out any forms if we are having an event?**
Yes, in order to have any type of event on or off campus, your organization must submit a completed Event Registration Form.

If the event is on campus and food and/or beverages not provided by University Catering will be available, you must also submit a Temporary Food Facility Permit.

**When do the forms need to be submitted?**
All forms must be submitted at least 10 business days prior to the event and before any publicity is posted. It is a good idea to get it in earlier, to confirm reservations, publicity, etc.

**Who needs to sign the Event Registration Form?**
The Event Form must be signed by the student organization on-campus advisor, the student organization officer responsible for the event, and the Center for Student Involvement staff once it has been completed and reviewed.

If the event is a fundraiser, the organization President and Treasurer must sign the Statement of Policy Regarding Fund Raisers on the back side of the Event Form.

**Where do I bring the forms?**
Initially, you will bring all completed forms to the Center for Student Involvement, located on the second floor of the University-Student Union, room 204.

**What is a Temporary Food Facility Permit?**
The Temporary Food Facility Permit is a form required for all organizations to submit if they are planning an event ON CAMPUS, with food and/or beverages not provided by University Catering. Commonly referred to as the ‘Food Permit,’ this form requires the signature of 3 different entities on campus. Please note that the signatures must be obtained in the following order:

1. Organization Officer
2. Center for Student Involvement
3. University Auxiliary Services
4. Environmental Health and Safety.

**If we are having an event on campus serving only beverages, do we need to submit a Temporary Food Permit?**
Yes. A Food Permit is required any time your organization will be serving any kind of food or beverages not provided by University Catering.

**If our event is off campus, do we need a food permit?**
No. A Food Permit is not required for off campus events.

**If we have an event at an off-campus restaurant, do we need to complete any forms?**
Yes, an Event Registration Form must be completed and submitted at least 10 business days prior to the event.
If our Organization is having a fundraiser, what forms do we need to complete?
Your organization must submit an Event Registration Form, with both the President and Treasurer’s signatures under the Statement of Policy Regarding Fund Raisers. If the fundraiser is on campus, and involves food not provided by University Catering, a Food Permit is also required.

Do we need to complete an Event Form for general meetings?
No, an Event Form is required for any activity besides your organization general meeting.

If our Organization wants to have a BBQ, or prepare food on campus, what do we need to do?
In order to prepare food on campus, your organization must send at least one representative to a CSI Food Handling Workshop. This workshop can be scheduled with the CSI Front Desk. After attending this workshop, you must complete an Event Registration Form and a Temporary Food Permit at least 10 business days prior to the event.

In addition, your organization must purchase event insurance to cover the liability involved with serving prepared foods on campus. To obtain a rate quote for this insurance, contact the Center for Student Involvement. After you obtain the information on the insurance cost, your organization can decide if you wish to purchase the policy. If you decline the insurance, you may not prepare food on campus for that event. The insurance policy fee must be paid prior to the event. Consider applying for Associated Students, Incorporated (ASI) funding to cover the costs of the insurance policy.

If our event is in 9 business days, can’t we just turn in the Event Registration Form?
No. An Event Registration Form must be submitted at least 10 business days in advance, no exceptions will be made. If your event date is 9 business days away, you may change the date of your event to reflect the 10 business day policy.

Can we get funding for the event?
Depending on the nature and scope of your event, your organization may qualify for student organization funding through ASI. For more information contact ASI at 323-343-4778.

If our organization needs assistance in planning an event or conference, what do we do?
Come to the Center! Our staff is here to assist all organizations with various needs, from helping brainstorm activities, to doing an event checklist, and providing workshops. You may drop by the Center and make an appointment to discuss your event/questions.
Union Meeting and Event Services

The purpose of this section is to acquaint student organizations with the services and facilities available at the University-Student Union (U-SU) and to outline the general policies and procedures governing facility use. The Union Meeting & Event Services Office is located on the third floor of the U-SU, in Room 306. All reservations and set-ups related to the University-Student Union are processed here. The best service and assignment of facilities is made with advance planning. The staff is available to assist you in making your event successful. It is suggested that you consult with the Union Meeting & Event Services staff prior to making definite plans to ensure facility and equipment availability.

Student Organizations must be in good standing and officially recognized by the University through the Center for Student Involvement. Only designated members listed on the Officer Information Form will be allowed to make reservations in U-SU facilities. With the exception of the organization’s general membership meetings and walkway information tables, all reservations require a completed Event Registration Form as provided by the Center for Student Involvement.

General Statement and Guidelines

- Scheduling of all University-Student Union facilities and equipment is arranged through the Union Meeting and Event Services Office.
- All functions scheduled for use in the University-Student Union are subject to the approval by the Union Executive Director or designee.
- The Union Meeting and Event Services Office schedules space on a first-come, first-serve basis.
- The Union Meeting and Event Services Office reserves the right to:
  - Reassign facilities in order to maximize efficient and effective use of its facilities.
  - Cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, and threat of imminent danger or natural disasters.
- The Union Meeting and Event Services Office will make an effort to notify the sponsor if reassignment is necessary.
- Use of facilities must be consistent with all California State University, Los Angeles; University-Student Union; and California State University regulations.

Conduct and Responsibility of Sponsors

- Event sponsors are defined as U-SU Board of Directors, Administration, Programs and Tenants, ASI, CSULA Divisions, Departments and Offices, registered CSULA Student Organizations and off-campus groups or individuals.
- Applicable fees may apply and are dependent on the scope of any event.
- Sponsors using University-Student Union facilities must restore them to original condition.
- Sponsors reserving space in the University-Student Union are responsible for the behavior of their guests and members.
- No sponsor of any type may reserve space on behalf of another sponsor, group, or individual.
- It is agreed that any charges arising from the use of the University-Student Union facilities will be billed to the organization or individual indicated on the reservation confirmation, but will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.
- It is understood that the sponsors using the University-Student Union agree to abide by all California State University, Los Angeles; University-Student Union; and California State University regulations.
- Sponsors using the University-Student Union facilities must have their reservation confirmation in his or her possession at the time of occupancy and present, upon request, as evidence that proper arrangements for occupancy have been made.
- Sponsors may not sell, sublease, or transfer reservations to another sponsor, group, or individual.
- The sponsor reserving the space must be the primary organizer of the event and must be present at the event to assist in event management and coordination.
- Sponsors violating the policy of reserving space on behalf of another sponsor, group, or individual, may be subject to applicable rate charges and/or suspension of facility reservation privileges.
- Student Organizations must be in good standing and officially recognized by the U-SU Center for Student Involvement. Failure to do so by the established deadline date will automatically void all reservation privileges and all standing reservations will be canceled.
• Event details must be finalized no later than ten (10) business days prior to the event date or will be subject to late fees to cover costs for unscheduled labor.
• Changes to event details including set-up, equipment and staffing must be submitted to the Union Meeting and Event Services Office no later than 48 hours prior to the event and will be subject to late fees.
• All sponsors must ensure that food and beverage items must be picked up and properly disposed. Direct cleaning expenses may be billed to the sponsor at the discretion of the on duty Building Manager if excessive cleaning of the room(s) is required above and beyond the normal cleaning conducted.
• Sponsors agree to indemnify, defend and hold the University-Student Union; California State University, Los Angeles; California State University and its officers, employees and agents harmless against all claims, loss or liability arising from damage to or destructions of property or injury or death to persons occurring because of or related to their reservation.
• The University-Student Union strongly encourages sponsors to obtain insurance, and may, at its sole discretion, require that insurance be provided for certain events.

General Reservations
• All reservation inquiries require a completed Meeting Room Request Form and/or Student Organization Event Registration Form. Space will not be placed on hold or entered in the operating system without proper forms having been submitted first. Incomplete forms will not be processed.
• Reservation requests can be made in person, via fax (for on-campus departments and off-campus sponsors only), or online.
• Information such as the name of the sponsoring club, organization, department, or individual is required to determine group classification and applicable meeting space rental rates.
• Only authorized individuals that are specified on department contact lists may make reservations. This authorization includes the approval of fees and charges associated with any reservation. Please note that applicable fees may apply and are dependent on the scope of any event.
• Available hours for meeting room reservations are 7:30am – 9:30pm.

Co-Sponsorships
• When groups falling into two different fee categories elect to co-sponsor an event, the higher facility rate shall be used to determined fees.
• The organization reserving space must be the primary organizer and contact person for the event. Event sponsors and organization members must be present during the entire event.
• Student Clubs and Organizations recognized by the Center for Student Involvement are not permitted to reserve space for the purpose of a campus department or off-campus function.
• At least fifty-one percent (51%) of event attendees must be students for the event to be scheduled as a Student Club and Organization sponsored event.
• The sponsoring organization/individual is responsible for the conduct of all participants as well as others attending the event.

Student Organization Reservation Procedures

General Reservations

Reservations must be made in person in the Union Meeting & Event Services Office, Room 306 (office hours are Monday-Friday, 8:00am – 5:00pm). Events other than a general meeting or walkway tabling will require both sides of the Event Registration Form to be completed in full (i.e. on-campus facility request section, appropriate signatures, acknowledgement by CSI, etc…). All inquiries to use any on-campus facility will require a completed Event Registration Form.

A completed Event Registration Form should have the following information:
• Name of sponsoring student organization
• The specific date and time of the reservation (an alternate date and time is also suggested)
• Name of event (i.e., name of speaker or subject of event)
• Type of event (i.e., workshop, mixer, conference, movie, etc…)
• The attendance count
• Rooms needed and setup desired (i.e., theater style, classroom, banquet, conference, etc…)
• Does event carry a registration/admission fee, or if donations are being accepted.
- Audio/visual requirements
- Decorations/signs to be displayed
- Information on food service (all events where food is served require an Event Registration Form and a Temporary Food Permit - unless the food is provided by UAS Catering).

*Please note that applicable fees may apply and are dependent on the scope of any event.

**Reservation Confirmations**

Once a reservation is confirmed, the person making the reservation will be contacted for confirmation and signature. A copy of the Reservation Confirmation will be given to the customer and the signed copy of the Reservation Confirmation will be kept on file in the Union Meeting & Event Services Office.

- Reservations requiring Payment, Ticket Agreements, Alcohol Serving Permits, Catering Approval, or Insurance are considered “tentative” until all appropriate documents and approvals have been obtained.
- Reservations are subject to automatic cancellation if the supporting documents are not submitted by the established deadline date.

Reservation Confirmations will reflect an estimate of charges (if applicable). The charges noted on the Reservation Confirmations are **estimates only**, and final charges may be significantly different depending upon the scope of the event. In some cases a deposit or pre-payment of the estimated charges may be required prior to when full payment is due (see below for more info).

Reservations must be confirmed in person in the Union Meeting & Event Services Office, U-SU Room 306. **All reservations are considered tentative until the Union Meeting & Event Services Office has received a signed copy of the reservation confirmation.** Reservations not confirmed within two (2) business days after the sponsor was contacted will be automatically cancelled.

Please note that a reservation is NOT official and/or confirmed unless a Reservation Confirmation has been generated by the Union Meeting & Event Services Office and signed by the individual making the reservation.

**Set-Ups**

All rooms have standard setups. Special setups can be provided in all rooms except the following: U-SU Theater 106, Board Room North 303, Boardroom South 303A, and the El Monte Room 311.

**Equipment**

A variety of equipment is available for use by student organizations during meetings and programs held in the U-SU building. All arrangements for equipment use must be made through the Union Meeting & Event Services Office. The following equipment is available at no charge provided that it is used during regular operating hours on U-SU premises. Equipment is based on availability and is reserved on a first come, first serve basis.

**Audio Visual Equipment**
- Video Projector
- Overhead Projector
- Projector Screen
- DVD/VHS Player
- Podium with microphone
- PA with wireless microphone
- PA with 4 channel
- Follow-spot/spotlight with 5 gel colors (red, blue, yellow, lavender, pink)
- Electric Piano
- **R2 10 Channel Board:**
  - PA with CD/MP-3 Player
  - Wireless Microphone
  - Two Monitor Mixes
Event Equipment
- Chairs
- Tables
- Lectern
- Easel
- Flipchart
- Dance Floor (LA Room only)
- Table Skirts
- Risers
- US Flag
- CA Flag

Tables:
- 6'X18"
- 6'X30"
- Round (60’’ and 66” diameter)
- Cocktail Tables (30” diameter)

Weekly/ Bi-Weekly Meetings

Student Organizations requesting reservations for weekly or bi-weekly meetings (series reservations) may submit their request beginning on the Monday of the eighth (8th) week of each quarter for the following quarter. Only two series reservations may be submitted per student organization, per quarter.

These types of reservations do not require an Event Registration Form and must meet the following criteria:
- Weekly/bi-weekly meetings must be held in one meeting space only.
- Weekly/bi-weekly meetings dictate that the meeting is held on the same day, same time and same location, based on availability.
- Weekly/bi-weekly meetings cannot exceed two (2) hours in duration.

Complimentary Reservation Benefits for Recognized Student Organizations

- A maximum of five (5) additional complimentary reservations can be made per quarter and are applicable for single use room, one-time single events, and are based on availability.
- Single use room reservations cannot exceed four (4) hours in duration.
- One-time single events are allowed up to a maximum of four (4) meeting rooms and cannot exceed four (4) hours in duration.
- If the one-time single event occurs on two (2) consecutive days then the two (2) days are considered as two (2) complimentary reservations.
- Unlimited reservations for one (1) U-SU Walkway table can be made.
- Unlimited reservations for the U-SU Plaza Stage can be made. Certain restrictions do apply.

Unused complimentary reservations cannot be carried over to the next quarter. Student organizations may request additional reservations above their complimentary reservations by submitting a written request to the U-SU Executive Director or designee at least one (1) month prior to the requested date. There is no charge for audio/visual equipment; however labor, security, or cleaning fees may be assessed depending on the scope of the event.

U-SU Walkway and Plaza Information Tables

Student Clubs/Organizations in good standing and officially recognized by the University through the Center for Student Involvement, may reserve a table on the Union Walkway and/or Plaza to provide the campus community with information regarding their club/organization, its activities or issues of concern.

The University-Student Union does not provide equipment (i.e. tables, chairs, canopies) to locations outside of the U-SU Plaza, Walkway, and the Union Plaza Stage.
Walkway & Plaza Table Parameters

- Tables must be reserved through the Union Meeting & Event Services Office at least ten (10) business days prior to the date of the tabling event.
- Clubs/Organizations are prohibited from approaching or attempting to stop individuals on the walkway. Representatives must distribute information from behind their reserved table.
- Club/Organizations are prohibited from soliciting donations unless the event was reserved as a fundraiser.
- Food and beverages may not be dispensed without prior approval from the Union Meeting & Event Services Office, U.A.S. Campus Dining Services, and the Environmental Health and Safety Department. Required forms are available at the Union Meeting & Event Services Office.

Cancellations and No Shows

The Union Meeting & Event Services Office reserves the right to cancel reservations without notice if required permits, event details, or payments have not been submitted by deadlines specified above. With regards to tabling, any club arriving more than two hours late for a walkway reservation will be considered a No-Show.

Cancelling Reservations with No Charges

- Reservations must be cancelled by the individual whose name appears on the reservation confirmation, no later than forty-eight (48) hours prior to the event.
- Reservations cancelled within forty-eight (48) hours of the event will be considered a No-Show.

Cancelling Reservations with Charges

- Reservations cancelled more than ten (10) business days in advance will not be invoiced.
- Reservations cancelled less than ten (10) business days in advance, but more than forty-eight (48) hours will be invoiced for fifty percent (50%) of meeting space rental fee.
- Reservations cancelled less than forty-eight (48) hours prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

No-Show Procedure

The following procedures will be enforced for recognized clubs/organizations in the event of a No-Show.

- First Occurrence- the Union Meeting & Event Services Office will send a letter of warning via email to the student organization and advisor outlining the No-Show policy. The Center for Student Involvement will be copied on this email.
- Second Occurrence- the Union Meeting & Event Services Office will send a letter of warning via email to the student organization outlining the No-Show policy. The Center for Student Involvement will be copied on this email. Cancellation of ALL existing reservations in U-SU facilities, and suspension of all new reservation privileges for a period of ten (10) weeks will occur. If the club/organization wishes to reinstate reservation privileges, they must pay first percent (50%) of the on-campus meeting space rental fee for reserved space.
- Third Occurrence- the Union Meeting & Event Services Office will send a letter of warning via email to the clubs/organization outlining the No-Show policy. The Center for Student Involvement will be copied on this email. Cancellation of ALL existing reservations in U-SU facilities, and suspension of all new reservation privileges for a period of ten (10) weeks will occur. If the club/organization wishes to reinstate existing reservations, they must pay the full on-campus meeting space rental fee for reserved space. However, payment of this fee will not reactivate the club/organization’s privileges to make new reservations for a period of ten (10) weeks.

U-SU Plaza Stage

The U-SU Plaza Stage is the only designated public free speech area on campus. It is available for public use on a first-come, first-served basis without a reservation for non-amplified public and free speech activities unless previously reserved. Users must comply with all University and University-Student Union policies.

Student Organizations and other on-campus entities may reserve the U-SU Plaza Stage for programming through the Union Meeting & Event Services Office. Equipment (tables, chairs, microphone, and sound
system) can be arranged at the time the reservation is made and changes can be made no later than two (2) days prior to the event. Equipment rental fees may be in effect if applicable.

**Reservations for the U-SU Plaza Stage are not available during Help Week or Finals Week or when there are concurrent or conflicting events on the campus.** Amplified sound (of any kind) in this area will be permitted on Tuesdays, Wednesdays and Thursdays from Noon until 2:00 p.m. or 5:00 p.m. - 7:00 p.m. There can only be one amplified sound event per day, and no more than two per week.

**After Operating Hours Service Fees:**

Organizations using University-Student Union sound and lighting (available in the U-SU Theater only) equipment will be charged $13.00 per hour for a technician to set up and check all equipment prior to the program and, if necessary, to operate the equipment during the event. Charges will be made for all preparation, event, and take down time. Events that take place during normal operating hours will not incur any charges.

**Decorations**

Decorations must be approved in advance by the Union Meeting & Event Services Office. Please follow these guidelines:

- NO CONFETTI, GLITTER, RICE, OIL, LAMPS OR OPEN FLAMES ARE ALLOWED.
- Candles may be allowed provided the candles and flame are enclosed in proper handles. ALL candles/holders must be approved by the Union Meeting & Event Services Office and are subject to inspection by the Operations Director or designee on the day of the event.
- Decorations may not be obstructing entrances or fire exists.
- All decorations must be constructed of non-flammable materials.

Organizations should be aware that for liability reasons, the U-SU cannot provide ladders over six (6') feet tall for decorating purposes. If other equipment is needed, a U-SU employee will be required to assist the organization and applicable labor charges must be paid by the organization.

It is the sponsoring organization’s responsibility to remove all decorations. Failure to do so will result in the assessment of a cleaning fee. Groups may take prior arrangements to pay applicable cleaning fees for the U-SU staff to remove decorations. Any damages to the facility as a result of decorations will be charged to the sponsoring organization.

**Dance Procedures**

**Parameters**

- Student organizations in good standing and officially recognized by the University through the U-SU Center for Student Involvement may hold one dance per quarter, and the location is limited to the Los Angeles Room 308ABC only (maximum capacity of 300).
- Student organizations must submit a completed Dance Rules and Regulations form (attachment 9) and an Event Registration Form as provided by the Center for Student Involvement.
- These forms are available in the Union Meeting & Event Services Office, Room 306
- Dances are limited to Friday and Saturday evenings only.
- Only one (1) dance per evening and weekend will be allowed.
- No dances will be held during Help Week or Finals Week.
- All reservations must be for a minimum of four (4) hours and may not go past 12 a.m.
- Cal State L.A. students with a valid student identification card can bring two (2) guests.
- Ticket prices specified on the Dance Rules and Regulations Form cannot be changed once the form is processed.
- Complimentary tickets are included in the maximum capacity.
- There is no exception to the maximum capacity due to fire and safety codes.

**Reservation Procedures and Follow-up**

- Student organizations may make dance reservations nine (9) months in advance. If the nine-month cut-off falls on a weekend, the following business day will apply. Dance reservations will not be accepted if the request is made less than thirty (30) business days before the event date.
• All dance reservations are considered tentative until the Dance Rules and Regulations Form is completed.
• A meeting will be scheduled through the Union Meeting & Event Services Office to discuss details of event and associated fees. Union Meeting & Event Services, University Police, and two (2) of the sponsoring organization’s officers must be present at the meeting.
• Union Meeting & Event Services will generate a Reservation Confirmation for this event.
• The charges noted on the Reservation Confirmation are estimates only, and final charges may be significantly different depending upon the scope/outcome of the event.
• The sponsoring organization will be required to pay for all personnel, security, cleaning and extended building hours expenses. These expenses will be debited from the gross ticket sales collected on the night of the event. The sponsoring organization will be issued a check for the balance. Check processing will take approximately ten (10) business days. If the amount collected from ticket sales does not cover expenses, the sponsoring organization will be required to pay the difference.

No Admission Charge Dances

Student organizations that wish to sponsor a dance but will not be charging admission must follow the same parameters and procedures as stated above. The U-SU Executive Director or designee will review the proposal and make appropriate changes and recommendations before the event can be approved.

Staff Requirements will be identical to those for dances with an admission charge. Changes in staffing requirements are at the discretion of the U-SU Executive Director or designee in consultation with the Union Meeting & Event Services Coordinator and University Police.

Pre-payment for staff expenses must be submitted no later than ten (10) business days prior to event. Failure to pre-pay all estimated expenses by the deadline date will result in automatic cancellation of the dance.

Advertising

All advertising must conspicuously specify the dance policies (only two guests per Cal State L.A. student, ID required, event start/end time, and ticket prices). A reservation confirmation generated by the Meeting & Event Services office and all other applicable forms must be signed and approved before announcements, flyers and invitations can be distributed. If promotional material is disseminated before the reservation process is completed, the dance will be cancelled and the sponsoring group will lose dance privileges for 10 weeks.

Dance Facilitators

The sponsoring organization must provide four (4) dance facilitators. Two (2) will be positioned at the ID Check/Hand- Stamp/ Wristband table, and two (2) by the search area/metal detectors (if applicable).

Dance Security

A minimum of three (3) University Police Officers and four (4) Peer Officers is required for all dances. The numbers may be revised at the discretion of the University Police. Expenses will be paid for by the sponsoring organization.

Estimated Dance Charges

Student Union Fees
• Personnel Fees $45.00 per hour
• Extended Building Hours Fee* $45.00 per hour
• Cleaning Fee $150.00 (Friday night dance and/or catered dance)
• Setup Fee $100.00

*Fee may be waived for fundraising events only.

Estimated Security Fees
• University Police Officers (3) $85.00 per hour, per officer
• Peer Officers (4) $11.00 per hour, per officer
• Administration Fee 7.5% of total security fees or $50 (whichever is greater)
Additional Dance Information

For additional information and to obtain an extensive list of policies and estimated charges, stop by the Union Meeting & Event Services Office.

All dances are subject to the general U-SU Cancellation Policy (refer to Reservations-Cancellation and No-Show section above).

Dance Advertising

All dance advertisements must specify that admission is only open to Cal State L.A. students with identification and that each Cal State L.A. student can bring up to two (2) guests. Additionally, parking is restricted and enforced 24 hours a day. Each car must display a valid Cal State L.A. parking pass or a valid hourly pass.

Obtaining Student Organization Special Event Insurance

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event insurance for a particular event, please contact the Center for Student Involvement for the appropriate forms.

How to Schedule a Food Truck Fundraiser in the U-SU Plaza

Guidelines

- Food Truck Fundraisers (FTF) can be scheduled in the U-SU Plaza from 11am – 5pm, Monday-Friday.
- A reservation for Plaza North will include one canopy, one table, and two chairs (pending availability).
- Each recognized student club or org can submit one FTF request per quarter.
- One FTF hosted by a student club or organization is allowed per week.
- Up to two (2) food trucks maximum are allowed per event.

Instructions

1. Complete an Event Registration Form and submit it at least ten (10) business days in advance of your event.
2. Complete a Temporary Food Permit and attach the following documents:
   a. Copy of Food Truck’s Menu
   b. Copy of Food Truck’s Tax Registration Certificate
   c. Copy of Food Truck’s Public Health Operating Permit
   d. Attach Copy of Food Truck’s Seller’s Permit
   e. Attach Copy of Food Truck’s Certificate of Liability Insurance
      i. Liability Insurance must include the University-Student Union, Cal State L.A.,
         University Auxiliary Services, the California State University, Los Angeles, the
         Trustees of the California State University, the State of California, and their officers,
         employees, and volunteers, are named as Additional Insured.
3. Obtain the necessary signatures for the Temporary Food Permit from the Sponsoring Organization Chairperson, the Center for Student Involvement, University Auxiliary Services, and Environmental Health & Safety.
4. Visit Union Meeting & Event Services (U-SU 306) to check for availability and make a reservation. Bring your completed Event Registration, approved Temporary Food Permit, and other pertinent documents with you. Pending availability, you’ll be issued a Reservation Confirmation to sign and confirm the event.
5. Take a copy of the signed Reservation Confirmation to Public Safety to purchase an Inter-Campus Permit. This permit is required to gain access to Plaza North (the designated space for food trucks) on the day of your event.
• Requesting Meeting Space in Housing

_Housing Space Reservations_
 All those who are interested in reserving programming space will be required to fill out a Space Reservation request form no more than 30 days before the event. You can review the policies and procedures and access the reservation form at this link:

_http://www.calstatela.edu/univ/housing/documents/form/CSULA%20Housing%20-%20Space%20Reservation%20Form.pdf_

Don’t forget! If you are planning to have any type of event in Housing, or any other area on or off campus, you must complete an Event Registration Form with the Center for Student Involvement.

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**Guidelines for Campus Facility Reservation**

Student Organizations must be in good standing and officially recognized by the University through the Center for Student Involvement. Only designated members listed on the Officer Information Form will be allowed to make reservations. With the exception of the organization’s general membership meetings and walkway information tables, all reservations require a completed Event Registration Form as provided by the Center for Student Involvement.

**How to Request a Classroom on Campus**

_Guidelines_
• University classrooms can be requested for use by student clubs and organizations for weekly/bi-weekly meetings only.
• Each club is allowed one series reservation per quarter.
• The maximum meeting duration is two (2) hours each.

_Instructions_
• Visit Union Meeting and Event Services (U-SU Room 306) to pick up a Meeting Room Request Form.
• Indicate your classroom preference by noting the specific room you’d like to use or “any room in _____ building.” For example: KH 1234 or Any room in King Hall.
• Once submitted, allow up to ten (10) business days for processing. This time is required because the request gets faxed over to the department that schedules classrooms for the campus and we have to await their response.
• Union Meeting & Event Services will notify you via phone on the status of the request, after we receive it back from the scheduling office.
• Reservation confirmations must be sign in U-SU 306 within two (2) business days of you being contacted. Requests not confirmed during this time frame will be cancelled. Keep a copy of your confirmation with you at all times during your meeting.

_Special Rooms_
To request a movement/dance room in PE 123 or PE 134, please note the following instructions:
• Submit a copy of your completed Event Registration Form to Cheryl Sugiura in the School of Kinesiology and Nutritional Science in room PE 206 to inquire about availability.
• Cheryl will contact your advisor to confirm their knowledge of the event/meetings and verify the details.
• After obtaining an acknowledgement from your advisor and pending availability, she will submit a formal request for the room to the Scheduling Office.
• She will contact you to notify you of the status of your request and/or issue a confirmation of the room assignment.
• Please allow up to ten business days for this process.
• Contact the College of Arts and Letters in MUS 228 to inquire about reserving the dance studios in King Hall.
The following is a list of available facilities throughout the campus.

**Classrooms within the:**
- Biological Sciences Building
- Electronic Classrooms
- Engineering and Technology Building
- King Hall
- Physical Education Building
- Physical Sciences Building
- Salazar Hall
- Simpson Tower

**Additional Facilities include:**
- Golden Eagle Building
- Student Affairs Building
- Student Housing Complex
- Luckman Fine Arts Complex
- Arena Theatre (seats 99)
- Music Hall (seats 200)
- State Playhouse (seats 400)
- Dance Studio (King Hall 5th floor)
- Music Patio
Security at Campus Events

Student Organizations may request the Department of Public Safety to provide security at their on campus events. The Department of Public Safety will provide services for a fee. Please contact the Department of Public Safety at 323-343-3700 at least 14 business days prior to the event to determine costs and appropriate scheduling of officers.

Estimated Security Fees:
University Police Officers $85 per hour, per officer
Peer Officers $11 per hour, per officer
Parking Officers $45 per hour, per officer
Administration Fee 7.5% of total security fees or $50 (whichever is greater)

If you expect your event to have over 75 people in attendance (or 50 people for Housing Services), you must notify the Department of Public Safety in order to determine security needs prior to the event, if any.

If alcohol will be present at your on or off campus event, the Department of Public Safety must receive a copy of the approved “Request to Serve Alcoholic Beverages” form prior to the event.

Special Events

Barbecues, Food Fairs, and Bake Sales:
Any time an organization wishes to sell or give-away food that is not pre-packaged (i.e. a BBQ, carne asada sale, or other prepared food sale) to students, faculty, staff, and/or visitors:

1. A Temporary Food Facility Permit must be submitted (see Section 7),
2. Some circumstances will require the group to purchase insurance
3. And the members must have attended a Food Handling Workshop. These workshops are held at the beginning of the fall quarter. Information is provided on proper food handling, required safety measures, and restricted items that may not be sold on campus.

Additionally, the organization agrees to read, understand, and comply with the Cal State L.A. Temporary Food Facility Guidelines governing food sales and service (see Section 2). Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possible disciplinary action.

Books and Cal State L.A. Merchandise Sales:
The University Bookstore, operated by Barnes and Noble College Bookstores, Inc. is contracted by University Auxiliary Services as the exclusive textbook vendor at California State University, Los Angeles. The University Bookstore is also the exclusive on-campus seller of other items typically sold in college bookstores, such as general books, educational supplies, notebooks, stationery, desk and room accessories, gift items, class and alumni rings, jewelry, and clothing, including any and all such items bearing a Cal State L.A. emblem, logo, insignia or other identifying marks. Student groups should consult with the General Manager of the University Bookstore before engaging in the sale of any merchandise for the purpose of fund-raising. Such consultation will ensure that there are no violations of the contract with the University Bookstore and University Auxiliary Services.

Conferences, Conventions, and Workshops
If your organization is planning on a conference, convention, or workshop, there are a few things that you want to make sure you have on your checklist. As with any special event, remember to submit your Event Registration Form at least 10 working days before the event. Submitting the form a few months in advance will allow your organization ample time to confirm reservations, begin publicity, and planning for the particular event. You may want to consider what arrangements your organization will make for parking, refreshments, hospitality to guest speakers, etc. For more information on planning such events, or assistance, please drop by the Center for Student Involvement.

Conference/Guest Housing
All those who are interested in staying in Conference/Guest Housing will be required to fill out a Request for Conference Space. If an organization would like to reserve guest housing for someone outside the group, do so by completing the Request for Conference Space form. Submit the completed Request for Conference Space to the Housing Services Office at least 15 business days prior to the request date. Last minute requests
may not be granted. Requests for Conference Space will be reviewed on a first come, first serve basis and are subject to available space. If approved, a 10% non-refundable deposit is required to confirm the reservation. Conference/Guest Space is only available in the summer. For more information please visit the Housing Services Website at: www.calstatela.edu/univ/housing/conf_guest_services.php?#maincontent.

Obtaining Student Organization Special Event Insurance
Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable.

Please be aware that the following types of student organization events will require Special Event insurance:

- BBQs or events where food will be prepared on campus
- Sports tournaments

The insurance policy fee must be paid prior to the event. If your student organization is required to purchase Special Event insurance for a particular event, please contact the Center for Student Involvement for more information.

Fundraisers
Fundraisers are considered student organization events and as such Event Registration Form must be submitted to the Center for Student Involvement at least ten days prior to the event date. When your organization submits that form, the Center staff will be happy to answer any questions you have regarding the legality of your planned fundraiser.

For more information on how to successfully put on a fundraiser event and the University policies and procedures that govern student organization fundraising events, please refer to Section 4.
Event Planning Resources

Program Planning Checklist

Prior to the event (as early as possible)
- Complete an Event Registration Form for Student Organizations (see Section 7)
- Select date, time, and location for event (make reservations).
- Determine budget.
- Select artist, performer, and/or program.
- Brainstorm publicity and advertising plans.
- Determine whether performer will require audio-visual equipment (microphone, sound system, etc.)
or a special set-up (chairs arranged in a semi-circle; podium required) and make arrangements to
reserve these items.
- If food and beverages are necessary, fill out the Temporary Food Facility Permit form for
prepackaged food/beverages and upon approval order these items.
- Contact performer about any special arrangements they require.

4 Weeks in Advance
- Distribute publicity materials.
- Confirm facility set up and audio-visual with appropriate personnel.
- Confirm food and beverage order.
- Review budget versus expenses to ensure that you are on target.
- Recruit volunteers to help out with event.
- Plan what responsibilities each volunteer will have and discuss with volunteers. (Don’t forget to
have people volunteer for set-up and clean-up crew.)
- Determine whether having an evaluation of the event filled out by the audience would be helpful. If
so, prepare one and have it photocopied. Be aware that you may need to provide pencils.
- Prepare payment for performer, food service, etc.

Day of the Event
- Decorate the facility. (You may wish to hang your organization banner to show who is sponsoring
the event.)
- Greet performers when they arrive.
- Greet audience as they arrive.
- Introduce performers.
- Start the event on time.
- After the event is finished, clean up facility and assist performers with packing up their materials.

Follow Up (within 1 week after the program)
- Confirm that all performers and services have been paid.
- Send “Thank You” notes.
- Congratulate yourself and your organization members on a successful program!
Common Program Planning Pitfalls

No one plans to fail. Many fail to plan! The following are guidelines as to why some student organization programs fail. Keep these in mind so your organization can avoid costly mistakes.

- **Choice of Topic:**
  - Not of general student interest
  - Students not involved in planning
  - Perception (fault with the design of the publicity)

- **Poor Design of Program:**
  - Not well planned
  - Not setting good goals
  - Reaching the wrong group

- **Poor Publicity:**
  - Not eye catching
  - Not enough info
  - Too cluttered
  - Not distributed far enough in advance
  - Not creative or informative
  - Poorly placed publicity

- **Choosing a poor location:**
  - Too far from students
  - Too cold/too hot - uncomfortable
  - Little known location
  - Many distractions

- **Choice of Facilitators:**
  - Poor interpersonal skills
  - Not knowledgeable
  - Poor speaker/ unprepared
  - Lack of understanding about the topic
  - Doesn’t show up to perform

- **Timing:**
  - Conflict with academics
  - Conflict with other activities, religious holidays
  - Wrong time of the day
  - Length of the program
Section 4 Funding, Fundraising, and Finances

Student Organization Funding through Associated Students, Incorporated

Student organizations recognized by the University receive various forms of support from the Associated Students, Incorporated (A.S.I.). A major portion of the annual A.S.I. budget is allocated to student organizations, school councils, and cultural programs sponsored by student groups. A.S.I. assists organizations by funding programs benefiting the entire student population. Requests for funding can take up to three weeks to process, and A.S.I. does not fund events that have already happened. Requests for funding may be submitted as early as a quarter before the event. Keep in mind that funding requests should be submitted at least three weeks prior to the event. All receipts and the event report must be returned to A.S.I. within three weeks after the event date.

Prior to the request for funding, an officer of your organization (listed on the Student Organization Officer Information Form) must attend an A.S.I. organization funding workshop. These workshops are held at least once a quarter and the entire process of funding (from request to check) is covered in detail. After an officer of your organization has attended the funding workshop, requesting funding is a three (3) step process.

1) Review the A.S.I. Funding Policy 204:

2) Develop the program by determining what your organization would like to do and what resources will be used. (Who will staff the event? What types of publicity will be used? Will there be food? Will you hire a performer? Etc.)

3) Prepare for the event. If you will be requesting money for food, you will need to submit an estimate from the caterer or vendor detailing the full costs of food and beverages. Be aware that it is customary for caterers to charge tax and gratuity and A.S.I. will not adjust your funding once awarded.

4) Submit the request for funding. A representative from your organization must attend the Finance Committee meeting during which your request is being heard. It is also an opportunity for the committee to address any concerns that they may have about the request. Questions most often raised involve turnout, the number of Cal State L.A. students involved, etc. If the amount requested for the event is above $1,000, your request must be reviewed by the Finance Committee and then forwarded to the Board of Directors. If the event is less than $1,000 the Finance Committee can make a decision at their regular meeting.

This information is a portion of the complete policy on Student Organization Funding. For more information or a copy of the entire policy, please see section 7 or contact the A.S.I. Vice President for Finance at ASIVPF@calstatela.edu (323) 343-4778.

Student Organization Fundraising

Any fundraising activity is known as an organization event. If your organization would like to hold a fundraiser, please comply with Event Registration procedures, and submit the form to the Center for Student Involvement at least 10 working days prior to the event. The Event Registration Form must have both the organization president and treasurer signatures acknowledging acceptance of the following statement:

**Statement of Policy Regarding Cash Transactions**

As an officer of ________________, a recognized student organization at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned to this organization will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of this organization will accrue to the benefit of any officer or member, or any private person. Describe the fundraiser (including how the fundraiser will work, items to be sold, prize(s), etc):

| President’s Signature: ___________________ | Date: ____ | Treasurer’s Signature: ___________________ | Date: ____ |
Student organizations should pay specific attention to the following University policies and procedures that apply to hosting fundraising events both on and off campus:

**External Fundraising/Private Donations**

All requests for private donations from individuals, foundations, corporations, or other organizations must be reviewed and approved by the Office of University Development prior to solicitation. Student organizations must adhere to all University Policies and Procedures governing fundraising activities. For any questions, please contact the Office of University Development at 323-343-3075.

**Fundraising Raffles, Bingo/Loteria and Prize Give-a-Ways**

Student organizations are prohibited from fundraising by sponsoring raffles, bingo or loteria games or prize giveaways regardless of the name of the activity. Pursuant to California Penal Code 319, a prize giveaway is considered an illegal lottery if the giveaway contains the following:

- A prize;
- The element of chance;
- Consideration (payment for a raffle/bingo ticket.)

If any of these elements are missing, the giveaway is permissible, as it is no longer breaking the law. Therefore, as an example, an organization is prohibited from collecting money in exchange for a ticket to win a prize (s.) Any person who prepares or operates a lottery, furnishes lottery tickets, or assists a lottery is guilty of a misdemeanor.

Only eligible private, tax-exempt nonprofit groups qualified to conduct business in California for at least one year prior to conducting the raffle may conduct raffles to raise funds (at least 90% of proceeds) for the organization and charitable or beneficial purposes in California. Additionally, a nonprofit organization, unless specifically exempted, must register with the Attorney General's Registry of Charitable Trusts prior to conducting the raffle and file financial disclosure reports on each raffle event. Whether any particular organization qualifies can best be determined by their legal counsel or by the state tax-exempt status determination letter that their legal counsel obtained for them. An organization does not become eligible merely by obtaining recognition by the University.

As fundraisers are considered student organization events, an Event Registration Form must be submitted to the Center for Student Involvement at least ten days prior to the event date.

**Yard Sales**

Student organizations are prohibited from fundraising by means of holding yard sales on campus.

**Should your organization have any questions on how best to hold your fundraising activities within these University policies, please feel free to contact the Center for Student Involvement to review your planned initiatives and activities.**

**Fundraiser Checklist (10 business days in advance):**

- Event Registration and Reservation Form (with completed Fundraising Policy section)
- Temporary Food Facility Permit (if the organization will be selling any type of food, candy, beverage, etc.)
- Proper publicity plan
- Budget for costs and projected revenue
- Get volunteers or corporate sponsorships
Do's and Don’ts of Fundraising:

DO

- Donate supplies/services as much as possible.
- Keep records of everything you do.
- Make the most of every opportunity.
- Have a goal.
- Do your homework on immediate needs and final goals.
- Get groups together before and after every event to applaud successes and to discuss strategies for problem areas.
- Use thoughtful planning - too many events are the product of an impulse.
- Think positively.
- Utilize multiple approaches to fundraising.
- Spend as little time as possible on fundraisers-they can really bog a group down.
- Give donors something tangible for their donation.
- Make successful fundraisers traditional.
- Keep track of those that have supported you in the past.
- Let the Center know how much money you raise throughout the year so your efforts can be recognized.

DON’T

- Rely totally on dues or membership fees.
- Allow fundraising to disrupt the regular business or programs of the organization.
- Ask anyone to make a donation because you "need" the money--be specific in regards to your group's needs.
- Expect too much from members--you should have fun and raise money.
- Focus on cash, in kind/operational support such as phone usage, typing services, etc. will help minimize expenses.
- Have a fundraiser based on impulse-plan carefully.
- Let the treasurer handle all the responsibility-spread it around.
- Wait until the last minute for anything -be prepared!
- Let one person completely control all the finances-have at least one more person to verify transactions.
- Forget - be creative, enthusiastic, and have fun.

Student Organization Guide to Banking

Setting up a Checking Account with the Cal State L. A. Federal Credit Union

The Cal State L.A. Federal Credit Union offers free checking accounts to student organizations. No monthly fees or per check charges are applied to student organization accounts which elect to receive e-statements, or maintain a balance of $1500* or more. A minimum balance of $25.00 is required in savings for membership and to receive e-statements. Additionally, the Center for Student Involvement will pay for basic checks for the organization, as long as the student organization is officially recognized by the University.

*Subject to change.

To open a checking or savings account, follow these steps:

- **Establish an EIN:** You can apply for an EIN online at [www.IRS.GOV](http://www.IRS.GOV) (form SS4) or call 1-800-829-4933, 7am-10pm.

- **Complete a Membership Invitation for Student Organizations at Cal State L.A. (see Section 7):** This form is available in the Center for Student Involvement, and on the University-Student Union website at: [http://www.calstatelauusu.org/usufoms/csi/2013/orgForms/Credit%20Union%20Student%20OrgMembership%20Invitation%20Form2011.pdf](http://www.calstatelauusu.org/usufoms/csi/2013/orgForms/Credit%20Union%20Student%20OrgMembership%20Invitation%20Form2011.pdf) (update link in handbook)
The membership invitation is to be completed with the names and signatures of the officers who are authorized to act on behalf of the student organization. Typically, the officers listed include the President, Vice-President, Secretary and Treasurer. Faculty/staff advisors may also be granted authorization.

Verify your recognized status: Bring the completed form into the Center for Student Involvement to verify that your organization is recognized, and that the officers listed on the application are your current officers listed on the Officer Information Form. CSI will provide you with a memo listing current officers and verifying you organization’s status. Bring this form with you to the Credit Union.

Visit the CSULA Federal Credit Union: Present the completed membership invitation with the Center for Student Involvement authorized signature to the New Accounts Representative at the CSULA Federal Credit Union at the time the account is opened. All listed officers must sign the membership invitation and provide copies of photo identification.

Checks will be printed with the name of the student organization only unless an address is specified. Debit cards are not issued on student organization accounts.

For more information, please contact the CSLA Federal Credit Union at (323) 505-2600, 2445 Mariondale Avenue, Los Angeles, CA 90032.

Changing Student Organization Officers on Current Accounts
To update officer information and account access information, please submit an updated Officer Information Form to the Center for Student Involvement. CSI will provide you with a memo listing applicable changes. Provide this memo and a new membership invitation including copies of ID for any new officers to the Credit Union. It is very important to keep both CSI and the Credit Union current with officer and address changes, including email addresses for accounts receiving e-statements. If the organization does not have a valid email address on file, paper statements will be sent, which may result in a fee.
Non-Credit Union Banking Tips

If your organization is planning to set up an account outside of Cal State L.A.’s Credit Union, here are a few tips to help make transactions and officer access a little easier:

- Establish a Taxpayer Identification Number. This will allow the organization to act as the trustee of the account, and the activity on the account will not reflect an individual’s credit history. Banks are increasingly reluctant to start new accounts or even continue old ones when organizations do not have Internal Revenue Service Section 501(c) (registered charitable organization) status and/or are not incorporated.

- Check for fees and charges. Some banks require a minimum balance in order for the account to remain active. Maintain the account and keep members and new officers informed. When organizations do their banking off campus they sometimes see substantial account balances lost or closed (funds revert to the State Treasury in Sacramento) as leadership changes occur over the quarters or when a group ceases to exist.

- It is important to understand that the Center for Student Involvement will not be able to assist organizations with on and off campus bank accounts.
Section 5 Publicity

Procedures

Reserving Tables to Promote Student Organization Involvement/Solicitation
Soliciting students to become involved in your organization must be done in authorized areas (i.e., on the U-SU Walkway from behind a table). However, no attempt should be made to stop people on the walkway. Table reservation requests that include food should include the completion of an Event Registration Form and the Temporary Food Facility Permit submitted at least 10 business days prior to the tabling event. After submission to the Center for Student Involvement, reservations may be made through the U-SU Meeting and Event Services office during regular office hours 8:00 a.m. – 6:00 p.m., Monday-Friday.

UNIVERSITY POLICY REMINDER!
The following statement must appear verbatim on all constitutions, bylaws, and printed publicity: “The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of California State University, Los Angeles.”

A.S.I. Information Kiosks
To publicize on A.S.I. kiosks, bring the flier to the A.S.I. Administrative Office in the University-Student Union, U-SU 203. A staff member will stamp the fliers to approve for posting and will direct you to the kiosk locations around campus. Fliers may remain on the kiosks for up to two weeks. For more information contact the A.S.I. Administrative Office at (323) 343-4778.

Publicizing in the Housing Complex at Cal State L.A.
Posting on Bulletin Boards:
- In order to publicize an event in Housing, bring a copy of the advertisement to the Housing Services Office for approval.
- Leave your name and phone number for the Marketing Coordinator. If the advertisement is not approved, you will be contacted and given an explanation on why we cannot post it and/or give suggestions on what is needed to have it approved.
- Two approved copies of the advertisement will be posted in designated areas in the Phase I and II Housing Community Centers.
- Only flyers advertising Cal State L.A. events will be posted.
- Posting on doors and around Housing is prohibited.

Flyer distribution and advertising in Housing Services:
You may drop off up to seventeen 8.5x11 flyers at the Housing front desk in Phase II. We will review the content for approval and post in our community. Please do not post flyers or other advertisements in the Housing Community on your own. You may also email your activity information to the Marketing Coordinator who can post on a variety of Housing Services social media outlets. Please refer to the Housing website for contact information: http://www.calstatela.edu/univ/housing/contact.php?#staff

Posting Regulations for Campus Departments
Art Department and Galleries:
1. Submit flyers and posters to the Art Department, FA 327.
2. Ask for a representative to take a look at your flyer.
3. A representative will then direct you to where you can post.

Athletics:
1. Go to Division II, PE Room 104, and ask for the Sports Information Director (extension 3-5308).
2. Submit flyers along with your name, phone number and e-mail address.
3. A representative will contact you the following day informing you if your flyers are approved for posting.
4. Come back to the office and a representative will direct you to the areas where you may post flyers.

Academic Departments (classrooms and lecture halls):
1. Submit flyers and posters to the respective Departments.
2. Ask for a representative to review your flyer.
3. A representative will then direct you to locations you can post flyers and posters.
Library:
2. Submit your flyers to Sylvia. She will direct you to the area where you can post.
3. If she is not in her office, you may also submit your flyers to the Administrative Office B527.

Be sure that when you post flyers anywhere on campus, that you have permission by the coordinator of the bulletin boards. Please allow for a three-day turnaround when requesting to post flyers on department bulletin boards. Flyers posted on walls and areas that are not approved will be taken down. All flyers should be posted with “painter’s or blue tape.” If you cause damage to state property, you may be held responsible.

Press Releases
Working with the University’s Public Affairs Office to produce press releases will enable you to receive maximum on- and off-campus exposure. In order to receive assistance in promoting University-sponsored events and programs, draft information or outline the facts, and then call (323) 343-3050 for an appointment. Public Affairs can provide sample press releases and assistance in formatting the release to prepare them for media distribution. (Note: Press releases are usually sent 3-4 weeks before the date of the event, so remember to plan far ahead.)

Cal State L.A. Calendar of Events
Contact the Public Affairs Office at (323) 343-3050. Provide University event title, date, time, location, a brief description, list of sponsors and information phone numbers for possible inclusion. This information will be placed on the Cal State L.A. Calendar of Events. Send this information as early as possible. The online calendar may be found at www.calstatela.edu/calendar/.

Publicity Planning

Evaluate Your Public Image

Evaluate how various segments of the public perceive your group:

- How is our group viewed by its membership?
- How is our group viewed by the students, faculty, and administration?
- How is our group viewed within the local community?
- What could be done to enhance our public image?

Proper Publicity Planning Leads to Positive Results
Before you begin your publicity campaign you should carefully consider the following:

1. Budget – How much can you spend? What are the costs involved? Always prepare a budget in advance.

2. Audience – Who do you want to reach and what is the best way to reach them? Publicizing to non-students may be an entirely different task than publicizing to students.

3. Information – Make sure you have all of the needed information (Who, What, Where, When, Cost, etc.) before you prepare your publicity materials.

4. Resources – Identify your resources - people, talent, material, etc.

5. Location – Where will your materials get the most attention? Choose high traffic areas and give thought to placing your advertisements in different/unusual places.

6. Schedule – How much time do you have? Are there deadlines that must be met? The optimum time to begin advertising is 2 - 3 weeks before the activity. Write up a calendar with deadlines to help you keep on track.

To ensure a well-attended program, brainstorm possible publicity strategies. Think about whom you wish to attract to the event, how to get your intended audience’s attention, when you want to begin and what type of
Tips for publicity:
Think about how to attract both commuter and on-campus students to the event. Publicity should be included in areas that make the most students see it.

If the event is particularly relevant to students of a certain major make sure you advertise in areas of campus where their classes are held.

Provide as much information as possible to attract students. Is the event free? If so, list that. If not, list the amount of the fee. Will refreshments be provided?

Word of mouth is an effective supplement to formal publicity. Make announcements to friends and classmates. These serve as personal invitations and may encourage others to attend.

Check in with Associated Students, Incorporated. ASI provides 100 free 8.5” x 11” each month copies.

Types of publicity include:
- Word of Mouth
- Announcements in classes
- Notices on an organization web page
- Postcards
- T-shirts
- Give-A-Ways-items printed with the event information (i.e., pens/hilites/post-it notes/keychains/buttons)
- Housing Channel

Petitions/Signature Drives
All use must be in accordance with the “President’s Directive Regarding the Use of the State University Building and Grounds” whether University related or not, and must follow those guidelines. This directive can be found in the Academic Senate Handbook, Appendix C or at: http://www.calstatela.edu/academic/senate/handbook/appe.htm.
Section 6 Campus Policies and Departmental Resources

Nondiscrimination Statement
California State University, Los Angeles affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in any program or activity of the University on the basis of race, color, religious creed, national origin, sex, gender identification, gender expression, ancestry, physical disability, mental disability, medical condition, pregnancy, age (over 40), marital status, sexual orientation, genetic information, covered veteran status, or any other legally protected classification that precludes a person from consideration as an individual. Further, the University’s commitment requires that no retaliation shall occur because an individual filed a complaint of discrimination or harassment or some other way opposed discriminatory practices, or participated in an investigation related to such complaint.

This policy is in accord with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Vietnam Era Veterans’ Readjustment Act of 1974, related federal and state laws, and related administrative regulations and executive orders.

If you feel you have been the victim of discrimination, harassment, retaliation or sexual harassment in connection with your association with the University, or have other related inquiries please contact the Office for Equity, Diversity and Inclusion (Telephone: [323] 343-3040), the campus office assigned the administrative responsibility of handling such matters.

Your concern will be treated confidentially to the extent the law permits, considered carefully and investigated promptly in accordance with university policies.

Title IX Notice of Non-Discrimination
The California State University does not discriminate on the basis of sex, gender, 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 sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the University (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

Who to Contact If You Have Complaints, Questions or Concerns
Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university’s complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.

Campus Title IX Coordinator
Mariel S. Mulet, Director
Equity, Diversity and Inclusion
(323) 343-3040

Campus Deputy Title IX Coordinator
Leticia Gomez, Judicial Affairs Officer
Student Affairs
(323) 343-3812

Campus Deputy Title IX Coordinator
Sheila Hudson, Associate Athletics Director
Athletics
(323) 343-5240

Campus Deputy Title IX Coordinator
Rebecca Palmer, Associate Director,
Housing Services
(323) 343-4812
University Police
Department of Public Safety
California State University, Los Angeles
5151 State University Drive
Los Angeles, CA 90032
(323) 343-3700

U.S. Department of Education, Office for Civil Rights
(800) 421-3481 or ocr@ed.gov

If you wish to fill out a complaint form online with the OCR, you may do so at:
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.
CONFIDENTIAL RESOURCES

If you want to talk to someone confidentially, the following organizations on campus offer support and are not mandated to report to university officials:

Student Health Center Counseling and Psychological Services
(323) 343-3314

Advocacy
(323) 343-3340

CSU Executive Order 1097 (http://www.calstate.edu/eo/EO-1074.pdf) is the system wide procedure for all complaints of discrimination, harassment or retaliation made by students against the CSU, a CSU employee, other CSU students or a third party. If it is determined that a perpetrator poses an imminent threat to the broader campus community, Student Health Center employees are required to notify the Title IX Coordinator and/or the campus police. If person(s) under 18 years of age are involved, there may be other reporting requirements.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The campus must then take appropriate steps to eliminate any sex discrimination/harassment, prevent its recurrence and remedy its effects.

Safety of the Campus Community is Primary
The university’s primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other university policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

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1 If it is determined that a perpetrator poses an imminent threat to the broader campus community, Student Health Center employees are required to notify the Title IX Coordinator and/or the campus police. If person(s) under 18 years of age are involved, there may be other reporting requirements.
**Policy on the Prohibition of Sexual Harassment**

**Definitions**

The following conduct is prohibited:

**Sex Discrimination** means an adverse action taken against an individual because of gender or sex (including sexual harassment, sexual violence, domestic violence, dating violence, and stalking) as prohibited by Title IX; Title IV; VAWA/Campus SaVE Act; California Education Code § 66250 et seq.; and/or California Government Code § 11135. See also Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act (Cal. Govt. Code § 12940 et seq.), and other applicable laws. Both men and women can be victims of Sex Discrimination.

**Sexual Harassment**, a form of Sex Discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to Sexual Violence, sexual advances, requests for sexual favors, and indecent exposure, where:

a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student’s academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; **or**

b. Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the student, and is in fact considered by the student, as limiting the student’s ability to participate in or benefit from the services, activities or opportunities offered by the University; **or**

c. Submission to, or rejection of, the conduct by a University employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; **or**

d. Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the University employee or third party, and is in fact considered by the University employee or third party, as intimidating, hostile or offensive.

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1 Clery reporting and discipline procedures are addressed in other systemwide policy communications.
Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

**Sexual Violence** is a form of Sexual Harassment and means physical sexual acts, such as unwelcome sexual touching, Sexual Assault, Sexual Battery, Rape, Domestic Violence, Dating Violence, and Stalking (when based on gender or sex) perpetrated against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, status as a minor, or Disability.³ Sexual Violence may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication).

Men as well as women can be victims of these forms of Sexual Violence. Unlawful sexual intercourse with a minor (statutory rape) occurs even if the intercourse is consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

**Sexual Assault** is a form of Sexual Violence and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person’s gender or sex.⁴

**Sexual Battery** is a form of Sexual Violence and is any willful and unlawful use of force or violence upon the person of another because of that person’s gender or sex.⁵

**Rape** is a form of Sexual Violence and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders the person incapable of giving consent. The accused’s relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant.⁶ (See complete definition of Consent below.)

³ See definition of Consent below.

⁴ Cal. Penal Code § 240.


Acquaintance Rape is a form of Sexual Violence committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of Rape.)

Domestic Violence is a form of Sexual Violence and is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.  

Dating Violence is a form of Sexual Violence and is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website.

Stalking means a repeated course of conduct directed at a specific person (when based on gender or sex) that places that person in reasonable fear for his/her or others’ safety, or to suffer substantial emotional distress.

What is consent?

Consent means an informed, affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

- Consent must be voluntary, and given without coercion, force, threats, or intimidation. Consent requires positive cooperation in a particular sexual act, or expression of intent to engage in that sexual act through the exercise of free will.

- Consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity. There must always be mutual and affirmative consent to engage in sexual activity. Consent to a sexual act may be withdrawn or revoked at any time, including after penetration. The victim’s request for the perpetrator to use a condom or birth control does not, in and of itself, constitute consent. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

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7 Cal. Penal Code § 13700(b) and Cal. Family Code § 6211.
• Consent cannot be given by a person who is **incapacitated**. For example, a person cannot give consent if s/he is unconscious or coming in and out of consciousness. A person is **incapacitated** if s/he lacks the physical and/or mental ability to make informed, rational judgments. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an **intoxicated** person (as a result of using alcohol or other drugs) is **incapacitated** depends on the extent to which the alcohol or other drugs impact the person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person with a medical or mental disability may also lack the capacity to give consent.

• Being intoxicated by drugs or alcohol does not diminish a person’s responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered include whether the person knew, or whether a reasonable person in the accused’s position should have known, that the victim did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.

• Sexual intercourse with a minor is never consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

Notification of Compliance with The Americans with Disabilities Act

California State University, Los Angeles does not permit discrimination on the basis of disability in admission to, access to, or operation of its instruction, programs, services, or activities, or in its hiring and employment practices. Also, the University does not permit harassment based on a protected disability. In addition, the University does not permit discrimination or harassment based on an applicant’s, employee’s, or student’s relationship with or association with anyone with a known protected disability.

Upon request, the University will consider reasonable accommodation(s) when needed to facilitate the participation of persons with protected disabilities. Reasonable accommodations will be considered to permit individuals with protected disabilities to: (a) complete the admission/employment process; (b) perform essential job functions; (c) participate in instruction, programs, services or activities; and, (d) enjoy other benefits and privileges of similarly situated individuals without disabilities.

Questions, concerns, complaints and requests for reasonable accommodation or additional information may be forwarded to Human Resources Management, Office for Equity, Diversity and Inclusion, the campus office assigned responsibility for compliance with the ADA. The Office for Equity, Diversity and Inclusion is located in Administration 606 and is open Monday through Friday, 8:00 a.m. to 5:00 p.m., (323) 343 3040, or TDD: (323) 343-3670. If applicable you may contact the Office for Students with Disabilities at (323) 343-3140.

ADA Complaint
If you feel you have experienced discrimination or harassment due to your protected disability in connection with your association with the University, please make your concern known. You may obtain a complaint form from the Office for Equity, Diversity and Inclusion.

Your concern will be treated confidentially, considered carefully, and investigated promptly, thoroughly, and objectively. If corrective action is appropriate, it will be taken. No action will be taken against you for filing your complaint, so long as you believe the complaint to be valid. Please see Executive Order 1097 for the policy and procedure related to disability discrimination complaints.
Standards for Student Conduct: Prohibition on Hazing

Hazing, or conspiracy to haze, 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.

[California Code of Regulations, Title 5. Education, 41301. Standards for Student Conduct Section B-8]

<table>
<thead>
<tr>
<th>Report a Hazing Incident (323) 343-5110</th>
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<tr>
<td>If you feel you have been a victim of hazing, or would like to report a hazing incident, call the Center for Student Involvement.</td>
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Temporary Food Facility Guidelines
Revised on: May 31, 2002

Purpose: An on-campus temporary food facility shall comply with the requirements set forth by the Cal State L.A. Environmental Health and Safety Office (EH&S), County of Los Angeles, Department of Health Services (DHS), and the California Uniform Retail Food Facilities Law. The EH&S Office and/or the County of Los Angeles, DHS may restrict operations and impose additional requirements to protect against health hazards related to the conduct of the temporary food facility and may prohibit the sale of some or all potentially hazardous foods. These temporary food facility guidelines are consistent with federal, state, and local regulations.

Organizations Affected: All on-campus and off-campus organizations that choose to sell or give food and/or food related items to the general public. In particular student, faculty, or staff organizations, private individuals or entities, and private food facilities.

References:
- Information and Applications for Temporary Events. County of Los Angeles Department of Health Services, Public Health Programs and Services, Environmental Health.
- California Uniform Retail Food Facilities Law, Amended Health and Safety Code, Division 22, Chapter 4, State of California, Department of Health Services, Food and Drug Branch.
- Environmental Engineering and Sanitation, 4th edition, Joseph A. Salvato

Policy:
Temporary Food Facilities:

Alcohol - The sale, giving away, or distribution, of any alcoholic or controlled substances, in a temporary food facility, is strictly forbidden.

Potentially Hazardous Foods - Only those potentially hazardous foods and beverages requiring limited preparation, such as hamburgers and frankfurters that only require seasoning and cooking, shall be prepared or served. The sale of these foods will require prior approval from the EH&S Office. Under no circumstances shall the following potentially hazardous foods and beverages be prepared or sold:
- Pastries filled with cream or synthetic cream, custards, and similar products.
- Sandwiches or salads containing meat, poultry, eggs, fish or seafood: i.e. potato, macaroni, chicken, ham, tuna deviled egg, or similar salads.
- All home prepared foods, i.e. home canned foods, home cooked fish, meats, poultry including salads, casseroles or sauces containing such products, homemade cakes, pies, or pastries which have a cream, whipped cream, or custard filling or icing.
- Beverages containing raw egg or raw egg substitute.

This prohibition does not apply to any potentially hazardous food or beverage that has been prepared and packaged under conditions meeting the requirements of the California Health and Safety Code, is obtained in individual servings, or is served directly in the unopened container in which it was packaged. Nor does this prohibition apply to approved, potentially hazardous foods that have been heated/reheated to a temperature at or above 165 degrees Fahrenheit (73.8 degrees Celsius) and then stored at or above 145 degrees Fahrenheit for a period of time not to exceed 2 hours on a single day. Nor does this prohibition apply to approved, potentially hazardous foods that are stored at or below a temperature of 40 degrees Fahrenheit for a period of time not to exceed 4 hours on a single day. All approved, potentially hazardous foods must be stored in facilities meeting the requirements of these guidelines at all times.

Ice - Ice shall be obtained only in chipped, crushed, or cubed form and in single use safe plastic or wet strength paper bags filled and sealed at the point of manufacturer. Ice that is consumed or that contacts food shall be dispensed only by food service worker with scoops, tongs, or other ice-dispensing utensils or through automatic self-service, ice dispensing equipment. Ice-dispensing utensils shall be stored on a clean surface or in the ice with the dispensing utensil's handle extended out of the ice. Between uses, ice transfer receptacles shall be stored in a way that protects them from contamination and shall be maintained separate from ice used for refrigeration purposes. Ice storage bins shall be drained through an air gap.

Food Service Workers:
- Persons serving foods must have clean hands at all times, clean outer garments, adequate hair restraints (caps or hairnets), and not suffer from respiratory, intestinal, or skin infections.
- They must wash their hands before handling food and at frequent intervals.
- Persons serving food may not smoke in food booths or by serving areas.
- Food service workers should avoid direct contact with food, and should instead use scoops, tongs, or disposable gloves.
- Food service workers must wash their hands each time they leave the stand, after taking breaks, or using toilet facilities.
**Equipment** - Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment. All equipment that comes in contact with food must be stored at least 6 inches above the ground on shelving or pallets within the stand.

**Utensils** - All utensils shall be free of any chips, cracks, or defects. Temporary food facilities shall provide only clean, single service eating and drinking utensils for use by the consumer. All washable utensils (pots, pans, scoops, ladles, etc.), shall be washed and cleaned at approved utensil washing facilities as indicated on the temporary food facility application.

**Potable Water** - Enough potable water shall be available in the facility for food preparation, cleaning, and hand washing.

**Storage** - All food containers, utensils, and equipment that comes in contact with food shall be stored at least 6 inches off the floor on shelving or pallets and must not come in contact with water or undrained ice. Wrapped foods shall not be stored in direct contact with ice.

**Waste Disposal** - An adequate number of approved metal or plastic trash cans with tight fitting lids must be provided by the student organization for the disposal of waste materials. The area surrounding the temporary food facility must be kept clean at all times and left in a clean condition at the conclusion of each day's service. Trash and liquid wastes (e.g. grease, ice condensate, beverage waste, etc.) shall be disposed of in a manner approved by the Environmental Health & Safety Office.

**Food Stand Construction and Placement:**
- The location and type of open flame cooking equipment is subject to approval by the Environmental Health & Safety Office and the local fire department. Use of one of the following methods of cooking is suggested: liquid propane gas, electrical burners, and propane or charcoal barbecues using self-starting charcoal. The use of rice cookers and crock pots are allowed on a limited basis. Liquid starter fluid is prohibited.
- Equipment shall be placed to avoid customer contact with all heating/cooking devices.
- Foods which are cooked on the barbecue must be dispensed directly from the barbecue using sanitary utensils.
- Food preparation will be as limited as possible and subject to the approval of the EH&S Office or other designated health officials.
- If barbecues or gas stoves are used, a 10 pound ABC dry chemical fire extinguisher must be on site.
- Ashes must not be dumped in the area. The sponsoring organization should provide a fireproof container for the disposal of ashes from the grill.

**Protective Environment** - The following requirements shall be met for the adequate protection of food that is being served in a temporary food facility:
- The open, unprotected display or service of food is prohibited.
- All food preparation, food display and food service or self-service areas or enclosures shall be adequately protected from dust, contamination by patrons and from insects by provisions of shields, screens, or other approved barriers or devices and stored at least 6 inches above the ground on shelving or pallets within the stand.
- All food shall be prepared in a licensed/permited food establishment or on the premises of a temporary food facility, as indicated on the application.
- No food or beverage stored or prepared in a private home may be offered for sale, sold, or given away from a temporary food facility.
- Self-service is allowed only if items are individually wrapped.

**Means of Exclusion** - An approved means of excluding insects and vermin from food preparation, service, storage and waste storage areas must be provided. These facilities shall be commensurate with the type and scope of food service permitted.

**Children** - Children shall be under the direct supervision of a responsible adult at all times.

**Animals** - Except as provided below, live animals, birds, or fowl shall not be kept or allowed in temporary food facilities.
- The statement above does not prohibit the presence, in any area where food is served to the public, guest, or patrons, of a guide dog, signal dog, or service dog, as defined by Section 54.1 of the Civil Code, accompanied by a totally or partially blind person, deaf person, person whose hearing is impaired, or handicapped person, or dogs accompanied by persons licensed to train guide dogs for the blind pursuant to Chapter 9.5 (commencing with Section 7200) of the Division 3 of the Business and Professions Code.
- Paragraph 4.1.(t)(1) does not apply to dogs under the control of uniformed law enforcement officers or of uniformed employees of private patrol operators and operators of a private patrol service who are licensed pursuant to Chapter 11 (commencing with Section 7500) of Division 3 of the Business and Professions Code, while these employees are acting within the course and scope of their employment as private patrol persons.
• The persons and operators described in the Paragraph 4.1.(i)(2) are liable for any damage done to the premises or facilities by the dog.

• The dogs described in paragraphs 4.1.(i)(1) and 4.1.(i)(2) shall be excluded from food preparation and utensil wash areas.

Corrective Actions:

Suspension of Permit - EH&S or DHS may suspend any permit to operate a temporary food facility if:
• The permit holder does not comply with the requirements of these guidelines.
• The operation of the temporary food facility does not comply with the requirements of these guidelines.
• The operation of the temporary food facility otherwise constitutes a substantial or imminent health hazard to the public.

Illegal Vendor - Any unauthorized or un-permitted vendor found participating in an event shall be ordered to leave the event premises by Center for Student Involvement, Associated Students, Inc., University Auxiliary Services, Inc., University Police or EH&S.

Responsibilities:

Promoter/Sponsor Responsibility - It will be the promoter/sponsor's responsibility to insure that only vendors permitted by EH&S and DHS shall participate in the event. The promoter/sponsor must also notify EH&S at least 10 days prior to the event taking place by providing a list of food vendors whom will be allowed by that promoter/sponsor to participate in the event. Enforcement will be enacted in accordance with current EH&S Temporary Food Facility Guidelines.

Plans and Applications - A plan and application are to be submitted for every event to EH&S.

Campus/Student Organizations - Campus organizations and campus student organizations are required to obtain a CSULA Temporary Food Facility Permit when operating a temporary food facility. Permit fees however, are not required for temporary food facilities operated by campus organizations or campus student organizations provided they meet the following conditions:
• Campus organizations must be affiliated with an academic or university department or, student organizations must be recognized by the Center for Student Involvement, and "A STATEMENT OF POLICY REGARDING FUNDRAISERS: Distribution of Funds" must be signed.
• All necessary paperwork (i.e. plans, application, statement of policy regarding fund-raisers, etc.) must be submitted to the EH&S Office in ADM 301, at least 10 working days prior to the event. Campus organizations may obtain the University’s permit and guidelines at www.calstatela.edu/univ/ehs/docs/temporaryfoodpermit.pdf.

Off-Campus Caterers - If the food is purchased from an off-campus caterer or the temporary food service is performed by an off-campus caterer, the sponsoring organization must provide the caterer's complete name, address and menu. In order for the off-campus caterer to be considered and approved, the caterer must possess an 85 or greater rating with the County of Los Angeles or their local jurisdiction. In addition, the sponsoring organization must obtain from the off-campus caterer the following three documents, to be attached with the Temporary Food Facility Permit:
• A copy of the caterer's license to do business in the County of Los Angeles.
• A copy of the caterer's Los Angeles County Health Department permit.
• A certificate of liability insurance in the amount of One Million Dollars and No Cents ($1,000,000.00) or more naming California State University, Los Angeles and Cal State L.A. University Auxiliary Services, Inc. as additional insureds.

Food Demonstrator Responsibility - Any person or persons desiring to serve food to the public, free of charge, shall comply with the current EH&S Temporary Food Facility Guidelines as well as the requirements and fees set forth by DHS.
Use of Alcoholic Beverages – University Administrative Procedure 019

1.0. PURPOSE:

To establish the policy and procedure governing the use of alcoholic beverages on University-owned or controlled property and at events sponsored by or affiliated with the University.

2.0. ORGANIZATIONS AFFECTED:

2.1. All on-campus organizations.

2.2. All off-campus organizations sponsored by on-campus organizations.

3.0. REFERENCES:

3.1. Education Code, Section 89030.

3.2. Business and Professions Code, Section 23000, et seq.

3.3. Board of Trustees minutes of the August 4, 1961, meeting (p. 186 and attachment p. 5).


3.5. CSULA Housing Services Student Guide.


4.0. POLICY:

4.1. The intent of this procedure is neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use of alcoholic beverages on campus. The University is in full compliance with federal and state laws and is committed to maintaining an environment for its students that is predominantly free of the use of alcoholic beverages. Students, employees, or visitors who violate laws or University policies concerning alcoholic beverages shall be subject to criminal prosecution and/or institutional sanctions, if appropriate.

4.2. Prohibitions--The following activities are prohibited:

4.2.1. Any sale, furnishing, use, or consumption of an alcoholic beverage, at a University Event, that is made or performed in violation of state or federal law.

4.2.2. Any sale, furnishing, use, or consumption of an alcoholic beverage, at a University event, that is not included in Section 4.3.

4.2.3. Any sale, furnishing, use or consumption of an alcoholic beverage, at any off-campus event sponsored by a recognized student organization that is in violation of state and/or federal law.

4.2.4. Any possession, furnishing, use, consumption, or presence of alcohol in any affiliated sorority or fraternity house, or sanctioned (i.e., approved) event. These locations and associated events shall be “dry” without exception.

4.3. Permitted Activities--The activities described in this Section constitute the only permitted sales, furnishing, use, and/or consumption of alcoholic beverages on University property or at University Events:

4.3.1. University Housing--A resident, 21 years of age or older, may possess and consume alcoholic beverages within his/her own residence. No person may possess or consume alcoholic beverages in a residence unless he/she is a resident thereof. No person under the age of 21 may be present in or admitted to a residence in which alcoholic beverages are being served or consumed, unless he/she is a resident thereof. To the extent that a resident complies with the restrictions set forth in this subsection, his/her possession and consumption of alcoholic beverages shall be deemed exempt from the definition of “University Event.”

4.3.2. University Events
The President, or his/her designee, may approve the sale, use, furnishing, or consumption of alcoholic beverages at University Events. Any such approval shall specify the date, time, and place of the event, as well as any special restrictions pertaining to the type or quantity of alcoholic beverages. When deemed appropriate, an approval may be for an indefinite time period. The following general restrictions exist in all approvals by the President or his/her designee, whether or not they are stated at the time of approval:

a) No approval of the sale, use, furnishing, or consumption of alcohol shall approve or be construed to approve an act that is prohibited by law. Appropriate licenses must be obtained in advance from the Department of Alcoholic Beverage Control, wherever and whenever required by law. No person under the age of 21 shall be in attendance, nor shall any obviously intoxicated person be served, sold, or given an alcoholic beverage.

b) Attendance at the event shall be limited to members of the sponsoring organization and their invited guests unless the event is taking place at any off-campus establishment.

University groups, organizations, staff, administration, faculty, and auxiliaries holding events in a restaurant, club, or outside vendor not affiliated with the University, where alcoholic beverages are normally sold, furnished, and/or consumed, may make special arrangements with the University for the serving of those beverages at off-campus functions. The campus assumes no responsibility for these events and expects the participants to abide by state and federal laws.

The event shall not be open to the general public or to the general University community, except when the event takes place within the Luckman Fine Arts Complex or the Golden Eagle. The event shall not be advertised or publicized as an event where alcoholic beverages are to be served.

c) The chair/coordinator of the event and the sponsoring organization are both responsible for compliance with applicable laws, regulations, and University policies.

d) The sales, use, furnishing, and/or consumption of alcoholic beverages shall be immediately ceased at the request of an appropriate University official.

e) In any instance where approval is given for an indefinite period of time, there shall be no service of alcoholic beverages prior to 4:00 p.m., Monday through Thursday, or prior to 11:30 a.m. on Friday, Saturday, and Sunday, without specific approval otherwise.

f) Alcoholic beverage trademarks or logos must be clearly subordinate to the sponsored event itself. Similarly, the name of an alcoholic beverage manufacturer or product may not be connected to the name of the institutional event or facility, but may be promoted as a sponsor of the event.

g) A formal “proof of age” system shall be established for every University event, including controlled/monitored entry points, that involve the presence of alcohol.

4.4. Penalties for Non-Compliance--Violations of this policy may subject the violator to one or more penalties. Individuals may be prosecuted in accord with any applicable federal or state law and may be subject to withdrawal of the consent of the President to remain on University property. If employees or students, they may also be subject to institutional disciplinary action. Organizations may be barred from using University facilities, and/or have their affiliation with or recognition by the University revoked.

4.5. Exemption--The President or his/her designee, may, in his/her discretion, exempt persons, events, and/or facilities from the requirements of this procedure, for single events. However, this shall not be construed so as to permit or encourage the unlawful sales, use, furnishing, or consumption of alcoholic beverages.

5.0. DEFINITIONS:

5.1. Alcoholic Beverage--Includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

5.2. Sale--The exchanging of any consideration, either directly or indirectly, for an alcoholic beverage. The term “sale” also includes the imposition of any admission charge to, or any other charge for the event at which alcoholic beverages will be served exclusively to those who pay such charge. The term “consideration”, as used above, includes money or tickets, tokens or chips which have been issued in exchange for money, or anything else of value.
5.3. **University Property**--Any real property, land, facility, or annex, or appurtenant property thereof, which is owned, leased, licensed, rented, used, or otherwise controlled by the University or an official, employee, or agent thereof, acting in his/her capacity as such.

5.4. **University Event**--Any event, meeting, conference, party, or gathering that is conducted on University property (see Section 5.3.) or that is conducted or sponsored by the University, or by a component thereof, or by an official, employee, or agent thereof, acting in his/her capacity as such, or by any club, team, or organization that is permitted to use the name of the University or that is officially affiliated with the University. Possession and/or consumption of alcoholic beverages that comports with the restrictions set forth in Section 4.3.1. shall be exempt from the definition of “University Event.”

5.5. **Appropriate University Official**--A campus police officer, the Associate Vice President for Administration and Finance/Financial Services, the Executive Director of University Auxiliary Services, Inc. (or designee), or the Executive Director of the University-Student Union (or designee).

5.6. **Residence**--Any apartment or dwelling within University Housing, including any property appurtenant thereto (including but not limited to balconies, sidewalks, and yards).

5.7. **Resident**--Any person who rents, leases, or resides in a residence.

5.8. **University Alcohol and Drug Awareness Committee** -- Committee established by the President to develop comprehensive alcohol policies and programs that are consistent with the campus mission and annually review programs and goals, assess the effectiveness of the campus programs, and make recommendations to the President.

5.9. **Dry** – No presence of alcohol, at all.

5.10. **Party** – A social gathering, as of invited guests to an identified location, for conversation, refreshments, entertainment, and/or for some special purpose of task.

6.0. **RESPONSIBILITIES:**

6.1. The President will establish a University Alcohol and Drug Awareness Committee and designate the Chair of the Committee.

6.2. The University Alcohol and Drug Awareness Committee will:

6.2.1. Be composed of:

1. Vice President for Student Affairs, Chair;
2. Executive Director of the University-Student Union;
3. Director of Housing Services;
4. Director of Public Safety;
5. Associate Vice President for Administration and Finance/Financial Services;
6. Student Health Center, Senior Health Educator;
7. Student Health Center Mental Health Professional;
8. Two (2) ASI representatives-at-large, appointed by ASI;
9. Two (2) faculty members, appointed by the Academic Senate; and,
10. One (1) off-campus alumni representative, appointed by the Alumni Association.

6.3. Any person or organization wishing to serve alcoholic beverages at a University event must notify University Police and submit a Request to Serve Alcoholic Beverages form (Appendix 8.1.) no later than ten (10) working days prior to the proposed event to the Associate Vice President for Administration and Finance/Financial Services (hereafter “AVP/FS”).

6.4. The AVP/FS is hereby designated by the President to exercise the discretion set forth in Section 4.3.2. and 4.5. and approve/reject requests submitted in accord with Section 6.3.

6.5. The University Auxiliary Services, Inc. (hereafter “UAS”), will forward Request to Serve Alcoholic Beverages forms for UAS events to the AVP/FS. UAS shall only be responsible for those events that are catered by Golden Eagle Hospitality.
7.0. PROCEDURES:

7.1. Any person or organization, including a college, school, division, department, or campus-based organization, will:

7.1.1. If using University property, reserve University facilities as outlined in Administrative Procedure 505, “Use of Facilities and Equipment.”

7.1.2. Submit a Request to Serve Alcoholic Beverages form (Appendix 8.1.) to the AVPAF no later than ten (10) working days prior to the proposed event.

Groups conducting events through UAS shall, after obtaining approval from the AVPAF, submit the approved Request form to UAS.

7.1.3. Specify on the Request form the source of funds and account number to pay for any alcoholic beverage to be served at the event, if applicable. The request will also affirm that payment of an admission charge to the event is not a precondition of being served alcoholic beverages at the event.

7.2. Requests for reimbursement of expenses for alcoholic beverages will be denied in the absence of an approved Request to Serve Alcoholic Beverages form.

7.3. The AVP/FS will:

7.3.1. Review and approve or deny requests to serve alcoholic beverages.

7.3.2. Notify the person or organization of the disposition of its request.

7.3.3. Provide University Police with a copy of the approved/denied Request to Serve Alcoholic Beverages form.

7.4. Faculty, staff and student organizations may appeal a negative decision in writing to the Vice President for Administration and Chief Financial Officer.

8.0. APPENDICES:

8.1. Request to Serve Alcoholic Beverages form.

8.2. Facilities Acceptable for Alcoholic Beverage Service.
### Facilities Acceptable for Alcoholic Beverage Service*

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Science 612</td>
<td>20</td>
</tr>
<tr>
<td>Salazar Hall, 1st Floor Conference Room</td>
<td>25-35</td>
</tr>
<tr>
<td>Engineering 631</td>
<td>50</td>
</tr>
<tr>
<td>Fine Arts 146</td>
<td>75-100</td>
</tr>
<tr>
<td>Salazar Hall, 1st Floor Conference Room</td>
<td>25-35</td>
</tr>
<tr>
<td>Library South 1084</td>
<td>50-75</td>
</tr>
<tr>
<td>Library North B530</td>
<td>40-50</td>
</tr>
<tr>
<td>King Hall A1054</td>
<td>25</td>
</tr>
<tr>
<td>King Hall C3105</td>
<td>40</td>
</tr>
<tr>
<td>Student Affairs 110</td>
<td></td>
</tr>
<tr>
<td>Simpson Tower F122</td>
<td>50</td>
</tr>
<tr>
<td>Executive Office Suites</td>
<td></td>
</tr>
<tr>
<td>Administration 313, Maryann C. Moore Conference Room</td>
<td></td>
</tr>
<tr>
<td>Luckman Fine Arts Complex</td>
<td></td>
</tr>
<tr>
<td>State Theatre and Playhouse</td>
<td></td>
</tr>
<tr>
<td>Roybal Meeting Room</td>
<td></td>
</tr>
<tr>
<td>University Club &amp; University Club Patio</td>
<td></td>
</tr>
<tr>
<td>University-Student Union Building</td>
<td></td>
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<tr>
<td>Stadium</td>
<td></td>
</tr>
<tr>
<td>The Golden Eagle Building</td>
<td></td>
</tr>
<tr>
<td>Health Center Conference Room</td>
<td></td>
</tr>
</tbody>
</table>

*Alcoholic beverages may be served only if the request form has been approved as outlined in this procedure.*
BE SAFE AND SOBER @ CAL STATE L.A.

Driving under the influence (DUI) is a serious problem in the United States. About 36 people die every day from motor vehicle crashes that involve alcohol-impaired drivers (CDC, 2009). In the United States in 2006 alcohol-impaired driving crashes accounted for one-third of all traffic-related deaths. The majority of those drivers were 21 to 24 years of age (33 percent), followed by those ages 25 to 34 (29 percent) (NHTSA, 2008). In addition, young adults under the legal drinking age reported driving while alcohol-impaired more than any other age group. In 2006, 19% of drivers ages 16 to 20 who died in motor vehicle crashes had been drinking alcohol (CDC, 2009). Seemingly, those at higher risk are college students.

A FEW SIMPLE DUI PREVENTION TIPS

- Designate a sober driver (someone who hasn’t had any alcoholic drinks) for outings involving alcohol use.
- Don’t drink on an empty stomach.
- Alternate between alcohol and non-alcoholic beverages.
- Drink slowly.
- Avoid playing drinking games.
- Don’t allow friends or anyone else in your presence to drive drunk.
- Never get into a car with a person who has been drinking.
- If possible, spend the night where the activity is held.
- Call a taxi or a friend for a ride home.
- Don’t try to calculate your body’s alcohol metabolism rate. Time is the only way to sober up!
- Remember - one standard alcoholic drink is equal to: One 12oz. beer or one shot (about 1.5 ounces) of 80 proof liquor or 4-5oz. glass of wine. Keep in mind that one 12 oz. red party cup can contain as many as nine standard drinks depending on how much alcohol it contains.
- And last, but certainly not least…

DON’T DRINK AND DRIVE!

AWARE AWAKEALIVE
Save a life from alcohol poisoning

KNOW THE SIGNS
Mental confusion
Unresponsive
Snoring-gasping for air
Throwing up
Hypothermia—cold and clammy skin
Erratic breathing
Loss of consciousness
Paleness or blueness of skin

KNOW WHAT TO DO
- DON’T WAIT FOR ALL SYMPTOMS—JUST ONE CAN BE DEADLY
- CALL 911 IMMEDIATELY—SAVE A LIFE

IF YOU THINK THEY NEED HELP—THEY NEED HELP

For more information—visit awareawakealive.org
Student Guidelines for Responsible Computing

Section 502 of the Penal Code of the State of California makes the illegal use of computers at Cal State L.A. a crime punishable by fines, imprisonment or both.

Computer Crime is committed by anyone who:
- Knowingly accesses and without permission alters, damages, deletes, destroys, or otherwise uses any data, computer, computer system, or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceive, or extort; or (b) wrongfully control or obtain money, property, or data.
- Knowingly accesses and without permission takes, copies, or makes use of any data from a computer, computer system, or computer network, or takes or copies any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network.
- Knowingly and without permission uses or causes to be used computer services.
- Knowingly accesses and without permission adds, alters, damages, deletes, or destroys any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.
- Knowingly and without permission disrupts or causes the disruption of computer services or denies or causes the denial of computer services to an authorized uses of a computer, computer system, or computer network.
- Knowingly and without permission provides or assists in providing a means of accessing a computer, computer system, or computer network in violation of this section.
- Knowingly and without permission accesses or causes to be accessed by any computer, computer system, or computer network.
- Knowingly introduces any computer contaminant into any computer, computer system, or computer network.

Policy on Campus Violence

California State University, Los Angeles is committed to creating and maintaining a working, learning, and social environment for all members of the University community which is free from violence.

Civility, understanding, and mutual respect toward all members of the University community are intrinsic to excellence in teaching and learning, to the existence of a safe and healthful workplace, and to maintenance of a campus culture and environment which serves the needs of its many constituencies. Threats of violence or acts of violence not only impact the individuals concerned, but also the mission of the University to foster higher education through open dialogue and the free exchange of ideas. The University prohibits and will take decisive action to eliminate violent acts, threats of violence, or any other behavior which by intent, action, or outcome harms another person. Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from the University, or civil or criminal prosecution as appropriate.

The University has no tolerance for violence against and by members of the University community. To fulfill this policy, the University will work to prevent violence from occurring and will ensure that federal and state laws, as well as University regulations prohibiting violence, are fully enforced. In determining whether conduct constitutes a credible threat or act of violence, the circumstances surrounding the conduct will be considered.

Established University faculty, staff, and student and Department of Public Safety procedures will serve as mechanisms for resolving situations of violence or threats of violence. Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to report acts of violence, threats of violence, or any other behavior which by intent, act or outcome harms another person.

Confidentiality
California State University, Los Angeles will make every effort possible to preserve an individual's right to privacy and confidentiality. The degree to which confidentiality can be protected, however, depends upon federal and state reporting laws (see Legal Reporting and Monitoring Requirements).

Campus Services
- Alteration of academic and housing situations
  - Student Health Center – 323-343-3300
  - Enrollment Services – Administration 146, 323-343-3840
- Confidential and anonymous counseling
  - Student Health Center – 323-343-3300
- Criminal reporting & Investigations, Safety escorts, transport to emergency room & protective orders
  - University Police - Bldg. C - ‘911,’ 323.343.3700
- Disciplinary complaints and investigations
• Judicial Affairs - Administration 108 - 323.343.3100
• Office for Equity, Diversity and Inclusion - Administration 606, 323.343.3040

• General resources and information
  • Office for Students with Disabilities - Student Affairs 115, 323.343.3140
  • Student Health Center – 323-343-3300
  • University Police - Bldg. C - “911,” 323.343.3700
  • Gender and Sexuality Resource Center - University-Student Union - 323.343.3370

• Medical Services (injury treatment, emergency contraception, STD testing & treatment, etc.)
  • Student Health Center – 323-343-330

24hour hotlines & Treatment Centers
• Center for the Pacific Asian Family: 800.339.3940
• Child Protection Hotline, L.A. County: 800.540.4000
• Domestic Violence Hotline (multilingual), L.A. County : 800.978.3600
• East Los Angeles Women’s Center: 800.585.6231
• National Domestic Violence Hotline: 800.799.SAFE, 800.787.3224 (TTY)
• National Sexual Assault Hotline: 800.656.HOPE (7233)
  • Peace Over Violence: 310.392.8381, 626.793.3385
• Santa Monica-UCLA Medical Center Rape Treatment Center: 310.319.4000, extension ‘0’
• Stalking Hotline, L.A. County: 877.633.0044

Internet Resources
• California Courts Self-Help Center: www.courtinfo.ca.gov/selfhelp
• California Law: www.leginfo.ca.gov
• L.A. Gay & Lesbian Center STOP Domestic Violence Program: www.laglc.org/domesticviolence
• Love Me Not (stalking): www.lovemenot.org
• National Domestic Violence Hotline: www.ndvh.org
• National Sexual Assault Hotline / Rape, Abuse & Incest National Network: www.rainn.org
• Project SAFE (Cal State L.A.): www.calstatela.edu/univ/hlth_ctr/safe_09/safe.php
• The National Center for Victims of Crime: www.ncvc.org

*References available upon request.
Safety on Campus

It is important for student organization members to keep safety in mind as they plan events and attend meetings. The Public Safety Department recommends awareness as the major factor in reducing crime on the campus.

Don’t let a meeting or event end without confirming that everyone has safe passage home. Encourage members to walk in groups to parking lots or the residence halls. Arrange escorts for people who may intend to walk alone. The Department of Public Safety, Eagle Patrol Program operates a walking escort service 24 hours a day, 7 days a week. It is recommended that people use this service (especially when going to parking lots) to improve personal safety. Please contact the University Police Department at (323) 343-3700 for assistance.

Should a student organization member or advisor require emergency health assistance, contact the University Police any time 24 hours a day, 7 days a week. Dial 911 from any telephone or pay telephone at no charge or use an emergency phone (the phones designated with a blue light).

If a student organization member were to lock keys in a vehicle or require a battery jump-the Parking Services office can provide assistance. Contact the Parking Services office at (323) 343-3700.
s 41301. Standards for Student Conduct.

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 must choose behaviors that contribute toward this end. 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.

(a) Student Responsibilities

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 to contribute positively to student and university life.

(b) Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

(1) Dishonesty, including:
   (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
   (B) Furnishing false information to a University official, faculty member, or campus office.
   (C) Forgery, alteration, or misuse of a University document, key, or identification instrument.
   (D) Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of University property.

(3) Willful, material and substantial disruption or obstruction of a University related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

(5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) 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.
(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.

(10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.

(11) Theft of property or services from the University community, or misappropriation of University resources.

(12) Unauthorized destruction, or damage to University property or other property in the University community.

(13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.

(14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

(15) Misuse of computer facilities or resources, including:
   (A) Unauthorized entry into a file, for any purpose.
   (B) Unauthorized transfer of a file.
   (C) Use of another's identification or password.
   (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
   (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
   (F) Use of computing facilities and resources to interfere with normal University operations.
   (G) Use of computing facilities and resources in violation of copyright laws.
   (H) Violation of a campus computer use policy.

(16) Violation of any published University policy, rule, regulation or presidential order.

(17) Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

(18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.

(19) Violation of the Student Conduct Procedures, including:
   (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
   (B) Disruption or interference with the orderly progress of a student discipline proceeding.
   (C) Initiation of a student discipline proceeding in bad faith.
   (D) Attempting to discourage another from participating in the student discipline matter.
   (E) Attempting to influence the impartiality of any participant in a student discipline matter.
   (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
   (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Procedures for Enforcing This Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

(d) Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University
is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

POLICY ON TIME, PLACE, AND MANNER OF FREE EXPRESSION

I. Preamble
Exposure to the widest possible range of ideas, viewpoints, opinions and creative expression is an integral and indispensable part of a University education for life in a diverse global society. California State University, Los Angeles, supports the right of individual students, faculty, staff and student organizations to exercise free speech, including but not limited to artistic, political, and/or symbolic speech, provided only that such expression does not significantly or materially disrupt normal activities or infringe upon the rights of others. This policy establishes reasonable, non-discriminatory, content-neutral guidelines and procedures designed to protect the rights of speakers and non-speakers, respect the rights of faculty and staff in the classrooms, ensure fair access and due process for those who wish to use the University’s public forums, and maintain a safe environment on the University campus.

II. General Provisions
California State University, Los Angeles, supports the right of individual students, faculty, staff and student organizations to exercise all forms of expression and free speech including but not limited to artistic, political, and/or symbolic speech, provided that such activities do not prevent the University from carrying out other aspects of its mission, or infringe upon the rights of others. Learning to respond to the widest possible range of free expression in a civil and responsible manner is an integral and indispensable part of a University education for life in a diverse global society. The University will not condone behavior that violates, by intimidation or force, the freedom of speech, choice, assembly, or movement of other individuals or organizations, or that restrains others’ voluntary exposure to free expression and free speech. Freedom of expression in the University does not extend to actions that are illegal under the constitutions, or under valid applicable laws, of the United States and of the State of California. This policy does not endorse, or relieve any person from legal liability for actions that amount to libel, slander, or infringement of intellectual property. All persons or groups engaging in activities on University property are subject to, and are expected to comply, with any applicable University policies and procedures. The mention in this policy of certain means and contexts for freedom of expression shall not be construed to deny or disparage any aspect of freedom of expression by other means or in other contexts.

Whenever any provision of this policy is subject to interpretation, it shall be interpreted to maximize freedom of expression, consistent with the educational mission of the University and with the constitutions and laws of the United States and the State of California.

III. Definitions and Locations of Public, Limited Public, and Non-Public Forums
A. Public Forum Areas
In this policy, a “public forum” refers to University property that has traditionally been available to assembly or debate. Right of access and right of equality of access are guaranteed in these public forums. Prior restraint and most content-based restrictions are prohibited, but reasonable time, place, and manner regulations may be applied. Spontaneous events and demonstrations may take place in the public forum areas without reservations. Planned events and demonstrations in the public forum areas require reservations.

The following areas are public forums:

The stage that is northeast of the University-Student Union, plus the area extending outwards 5 feet from every side of the stage; and the walkway area from the statue of the Golden Eagle east of the Golden Eagle building to the southernmost end of the Street of the Arts (see Appendix 1.).

B. Limited Public Forum Areas
“Limited public forum” areas refer to property that has not been traditionally public, but which the University has designated to be open as locations for public discourse. Spontaneous events and demonstrations may not take place in the limited public forum areas. Planned events and demonstrations in the limited public forum areas require reservations.

The following areas are limited public forums:

All outdoor areas on campus (i.e., areas not inside a building) with the exception of: public forum areas, athletic fields (including but not limited to the tennis courts and the swimming pool and deck); streets; street crosswalks; driveways; parking lots; the corporation yard; the area directly between Kennedy Library North and the Palmer Wing South; bridges between buildings; building balconies; building walls; building rooftops; Luckman amphitheater; areas directly adjacent to electrical transformers, generators and panels; and designated construction areas.
C. Non-Public Forum Areas
Except for the areas designated above as limited public forums or public forums, the grounds, facilities, and property of the
University (including the interiors of all buildings) are non-public forums. The University can restrict access to, and strictly
regulate the public speech that occurs in non-public forums. Neither educational interaction between teachers and students nor
academic freedom is limited by this policy.

IV. Guidelines for Events and Demonstrations

A. General Guidelines
1. Events and demonstrations may not be held in non-public forum areas.
2. Classes or other scheduled activities shall not be significantly or materially disrupted.
3. Persons may not block or otherwise interfere with the reasonable free flow of vehicular, bicycle or pedestrian traffic. The
   right of way on streets and sidewalks must be maintained.
4. Persons may not block or otherwise interfere with reasonable ingress and egress into and out of campus buildings, or
   interfere with any use of property belonging to the University, or to other persons, which is legal and authorized by the owner
   of the property.
5. Persons shall not significantly or materially disrupt any event or activity sponsored by the University or by any users
   authorized to use University facilities.
6. The safety and well-being of the campus community must be protected at all times. Persons shall not engage in physically
   abusive conduct toward any person or property nor present a credible threat of physical harm, or an objectivity
   demonstrable risk of suffering physical harm. University property will be protected in accordance with all applicable
   University rules and procedures.
7. Persons shall comply with the directions of University officials lawfully acting in the performance of their duties. University
   officials shall not invoke this provision to stifle expression because of its content.
8. Amplified sound including public address systems shall comply with sound level limits specified in applicable University
   procedures.
9. When an event is being held in a University building or a facility, persons may demonstrate and/or leaflet in accordance with
   the procedures set forth in this policy. Signs, placards or similar paraphernalia associated with a demonstration may not be
   carried into the building or facility. Members of the campus community and outside guests shall have the right to peacefully
   protest any speaker, meeting, or event, so long as the event being protested is not significantly or materially disrupted.
10. Reasonable access to the public forum and limited public forum portions of campus for noncommercial speech and
    expressive activities is available to all, including those who are not a member of a recognized campus organization, or are not
    members of the University community. In allocating space and facilities that may be reserved members of the University
    community have priority for use of space and facilities over the general public.
11. Organizations sponsoring or organizing events, demonstrations, leafleting or equivalent activities will be held responsible
    for compliance with this policy. Each individual participating in an event, demonstration or equivalent activity is accountable
    for compliance with the provisions of this policy and all other applicable University policies. A substantiated complaint of a
    serious violation of this policy or any other University policy by a member of the University community may be grounds for
    proportionate disciplinary action against individuals, the sponsoring or participating organizations, and/or organization officers.
    Such disciplinary action shall be handled through the normal disciplinary procedures of the University. Disciplinary actions
    shall not be used to inhibit expression because of its content.

B. Special Guidelines for Scheduled Events and Demonstrations
Scheduled events and demonstrations may be held in the public forum and limited public forum areas of the University.
University members and organizations have priority over the general public in scheduling events and demonstrations.

1. Students and student organizations that wish to schedule an event or demonstration must request the space and time by
   making a reservation with the University-Student Union, Reservations Office. Any such requests must be made no less than
   two business days in advance of the activity. Reservations requests will be responded to within one business day. This decision
   will not be based on the content of the speech or viewpoints of the participants. In the event or demonstration a request is
   denied, students and student organizations may appeal to the Vice President for Student Affairs, who shall respond within one
   business day after the appeal is filed.

2. Non-student University organizations and individuals (including but not limited to current employees of the University), and
   organizations and individuals not affiliated with the University, who wish to schedule an event or demonstration may request
   the space and time by making a reservation with the Office of Vice President for Administration and Chief Financial Officer.
   Any such requests must be made no less than two business days in advance of the activity. Reservations requests will
be responded to within one business day. This decision will not be based on the content of the speech or viewpoints of the participants. In the event or demonstration a request is denied, individuals and organization may appeal to the President, who shall respond within one business day after the appeal is filed.

C. Special Guidelines for Unscheduled Events and Demonstrations
It is the intent of this policy to ensure that all events and demonstrations on campus occur with minimal threat to the safety and security of persons or facilities through proper planning and scheduling.

1. Unscheduled events or demonstrations may be held in the public forum areas, without reservations, as long as they do not violate University policies or procedures or federal, state, or other applicable law.

2. It is inappropriate for events and demonstrations that have been planned to circumvent the policies by claiming to be spontaneous. In deciding whether an event or demonstration is spontaneous or planned, the University may consider any relevant evidence, including (a) whether signs or placards used that the demonstration were commercially produced, (b) whether participants used amplified equipment, (c) whether security was altered, or media contacted, substantially in advance of the demonstration, or (d) whether other circumstances demonstrate advance planning by one or more individuals and/or organizations.

3. In the event of multiple groups or individuals attempting to use the public forum areas that the same time and place, priority shall be given in the following order:
   (1) to previously scheduled events and demonstrations (including but not limited to University-arranged entertainment taking place on the stage northeast of the University-Student Union);
   (2) to events and demonstrations conducted by recognized University organizations, students, student organizations, and current employees; and
   (3) on a first-come, first-serve basis.

D. Special Guidelines for Leafleting
Anyone may distribute, without registration or advance approval, non-commercial announcements, statements or materials in any outdoor area of the campus. Persons distributing such materials are expected to refrain from littering and may be held responsible for costs incurred as a result of littering. Distribution is defined as individuals handing materials to other individuals who may accept them or refrain from receiving them. Leaving materials unattended on a surface to be picked up is considered littering, not distribution. For purposes of this provision, announcements, statements or materials pertaining to the sale of goods or services authorized by the University administration pursuant to the Campus Solicitation policy are considered non-commercial.

APPENDICES:
1. Map of Public Forum Areas

Please refer to [http://www.calstatela.edu/univ/admfin/policies/P007.pdf](http://www.calstatela.edu/univ/admfin/policies/P007.pdf) for the appendix image.
Associated Students, Incorporated
The Associated Students, Incorporated (A.S.I.) is the official student governance structure for Cal State L.A. A.S.I. is composed of students who are involved in making important decisions about our campus. The primary purpose of ASI is to protect the rights and interests of the individual student and the entire student body. A.S.I. exists to serve as a learning laboratory for student leadership development. There are opportunities for students to gain experience and training in political participation and community leadership. Those interested in serving on a committee can apply through A.S.I.

In addition to the representation of student voice, A.S.I. strives to enrich the life of the campus community and compliment the educational mission of the University through additional programs and services. The Associated Students, Inc. seeks to provide a broad spectrum of quality programming including social, cultural, educational and recreational activities to meet the needs of our pluralistic CSULA community. A.S.I. also provides locker rentals, a book voucher program and student health insurance. You can also purchase discount movie and amusement park tickets, through the Cashier’s Office, Window #6 at Administration 128. For more information go to: http://www.asicsula.org/service.

We encourage all clubs and organizations to get involved in the University Council of Clubs and Organizations (U.C.C.O.). The U.C.C.O. strives to promote and encourage student clubs and organizations to be aware of and participate in the campus governance of California State University, Los Angeles. The U.C.C.O. serves as a forum for communication and cooperation between officially recognized clubs and organizations and A.S.I. Clubs and organizations that participate in the U.C.C.O. gain access to additional resources in A.S.I. Please visit our website for more information: www.calstatela.edu/asi

Cross Cultural Centers
The Cross Cultural Centers (CCC) includes the Asian Pacific Islander Student Resource Center, Chicana/o Latina/o Student Resource Center, Pan African Student Resource Center, and the Gender and Sexuality Resource.

Our mission is to encourage student learning as well as foster an inclusive campus environment that challenges racism, sexism, heterosexism, and other forms of oppression. With a commitment to increasing cross-cultural awareness, we offer a wide variety of programs and services that explore both the shared and unique experiences, histories, and heritages of our diverse community.

The CCC offers great opportunities for culturally-focused student organizations. We serve as a communication center for student organizations, where members can receive messages and mail, hold small meetings and workshops, and use computers. We provide support to student organizations in event planning, including advice, publicity, and co-sponsorship. We also offer trainings and workshops for student organizations and classes. We offer academic and personal development workshops, as well as tutoring services, to all students through the S.T.A.R.S. (Students Taking Action for Retention and Success) mentor program. We offer opportunities for students to explore social justice issues through the annual Next Step Social Justice Retreat.

Visit us and find out more at our location in the University-Student Union, Room 206 and online at www.calstatela.edu/usu/ccc.

Housing Services
Several opportunities are offered in Housing for a student to develop leadership skills. Recruitment for Resident Assistant (R.A.) positions usually begins in February. Applications are usually available the first. Recruitment for positions in the Residents Hall Association (RHA) begins in the fall quarter. As live-in staff members, Resident Assistants (R.A.’s) are the key to providing a positive and impactful experience to the residential community. Additionally, they must be able to effectively mediate resident concerns, provide a high level of customer service, take appropriate action during emergency situations and consistently enforce policies. R.A.’s must also serve as an effective role model and aim to have a positive influence on the growth and the development of students through peer leadership, developmental and education programming, and one on one interventions with students.

For more information, contact Housing Services at (323) 343-4800.

Cal State L.A. Golden Eagles Athletics
One of the biggest sources of pride on a University campus is the athletics program. Golden Eagle Athletic events are one of the best on-campus entertainment options for students. Cal State L.A. has a proud tradition of excellence in intercollegiate athletics and calls upon the student body to help continue to make that happen.
The Cal State L.A. Division of Intercollegiate Athletics sponsors 11 varsity sports for men and women, competing at the NCAA Division II level as a member of the prestigious California Collegiate Athletic Conference. Men's varsity sports offered at Cal State L.A. are baseball, basketball, soccer, and outdoor track and field. Women's varsity sports offered are basketball, cross country, soccer, tennis, indoor and outdoor track and field and volleyball.

Opportunities exist for students to become members of one of those varsity teams as well as within the Golden Eagle pep band and cheerleading squad, both of which are vital parts of Cal State L.A. Athletics. In all cases, student-leadership opportunities exist. Athletics also can offer employment opportunities for students looking to become involved in everything from game management to public relations and marketing to assisting the coaching staffs.

To promote your student organization, consider collaborating with the Division of Intercollegiate Athletics. Some ways the organization can become involved within athletics include:

- A special night at a Cal State L.A. game (can be any sport). Athletics will recognize the student organization and can have special promotional events for the group (e.g. halftime shootout).
- Student organizations may promote their upcoming events while working with the Division of Intercollegiate Athletics to increase school spirit.
- A possible game day reception with the coaching staff and players.
- An opportunity for a student organization leader to be an honorary coach for a game.

Interested groups or individuals should contact Golden Eagle Athletics at (323) 343-3080 or stop by the athletics office in the P.E. Building, Room 104. All of our coaches, players and administration look forward to seeing all students at Golden Eagle events throughout the year!

University Orientation Program
Student organizations can extend their recruitment process by sharing information about their organizations with new students at University Orientation. The University Orientation Program invites student organizations to include recruitment flyers and brochures in the Orientation bags. These bags are distributed to students participating in the Orientation programs. Don’t miss out on this free advertising opportunity.

In addition to recruiting for your student organization, positions are available as Orientation Leaders. As an Orientation Leader, you will develop leadership and communication skills, while assisting students with their transition to the University. Orientation Leader recruitment occurs every winter quarter. Become an Orientation Leader and help new students discover Cal State L.A.!

For more information about advertising, or the Orientation Leader position, please contact the University Orientation Program at (323) 343-3195, or visit us in Student Affairs, room 101.

Student Health Center
The Student Health Center offers Cal State L.A. students a variety of quality health services, including: screening, diagnostic, and treatment services for a wide array of health conditions; health education; and psychological counseling. Many of our services are available to students at no additional cost beyond the quarterly mandatory health fee. For more information call the Student Health Center at (323) 343-3300 or visit us on the web at www.calstatela.edu/univ/hlth_ctr/.

Student organizations are encouraged to take advantage of the Center’s health education services. Workshops and trainings may be scheduled for organization meetings related to: alcohol and other drugs; CPR; healthy living; safer sex; sexual assault and other violence prevention and intervention; weight management; stress management; and other health issues. Opportunities to cosponsor health events, such as workshops, blood drives, and free HIV testing, are also available. For additional information contact the Health Promotion and Education Center at (323) 343-3340 or visit us in the Student Health Center, Room 215, or at www.calstatela.edu/univ/hlth_ctr/htlpro_09/htl_pro.php.

EPIC
By participating in the EPIC program, students can gain valuable experience in their career field and at the same time contribute to their communities. EPIC (Educational Participation in Communities) is Cal State L.A.’s nationally recognized community service learning program. Established in 1966 through the joint efforts of Associated Students and the University, EPIC has helped establish community service as an important Cal State L.A. tradition. Through off campus field placements with nonprofit community based agencies in the areas of education, social services, medical services, legal services, and on
campus volunteer opportunities in student run service projects, EPIC recruits hundreds of students each year into meaningful community service. In return, EPIC volunteers gain invaluable work experiences, learn job skills and gain opportunities to apply classroom theory in real life settings.

EPIC coordinates the placement of students enrolled in service learning courses and offers other credit opportunities for students engaged in volunteer service. There are also numerous work study employment opportunities for qualified students in the EPIC office and in their America Reads/Counts tutorial program. You may visit the EPIC office at their location on the lower level of the Career Development Center or call them at (323) 343-3380 for more information.
Section 7 Appendices

H. Credit Union Membership Invitation
I. Event Registration Form
J. Request to Serve Alcoholic Beverages
K. Student Organization Officer Information Form
L. Temporary Food Facility Permit
M. CSULA University-Student Union Meeting Space Rental Rates
N. CSULA University-Student Union Room Layouts and Capacities
Section 8 Resources and General Information

Campus Directory Information

Please note: If you are calling from off campus or from a pay telephone, all University numbers have the area code 323 and prefix 343, followed by the four digits of the extension being called, unless otherwise noted.

Activities and Events
Center for Student Involvement 3-5110
Cross Cultural Centers 3-5001

Advertising, On-Campus Kiosks
A.S.I. Notifications Commission 3-4780

Associated Students, Inc., University-Student Union, Room 203
3-4778

Athletics, Physical Education Building, Room 104
3-3080

Career Counseling
Center for Career Planning and Placement 3-3237

Center for Student Involvement 3-5110

Chartering a Student Organization
3-5110

Community Involvement
EPIC Office, Career Center Lower Level
3-3380

Counseling/Advising
Academic Advising (undecided majors), Kennedy Library, Palmer Wing 1040A
3-3150

Cross Cultural Centers 3-5001

Credit Union
2445 Mariondale Ave., Los Angeles, CA 90032 (just north of campus, cross street Valley Blvd.)
(323) 505-2600

Emergency Information
9-1-1 or 3-3717

Fraternities
Center for Student Involvement 3-5110

Health Services
Health Center 3-3300

Leadership Programs
Center for Student Involvement 3-5110

Newspaper—University Times 3-4215
Parking Information
University Police
Parking and Transportation Services Center 3-3704

Personal Counseling
Health Center 3-3300

Police, University
Public Safety, Building C
3-3700

Poster Approval
On-Campus Posting
Associated Students, Incorporated 3-4780

Programs
Center for Student Involvement 3-5110
Cross Cultural Centers 3-5001

Publications/Public Affairs Office, Administration 819
3-3050

Sororities
Center for Student Involvement 3-5110

Student Government
Associated Students, Inc. 3-4780

Volunteer Participation
Educational Participation In Communities, Career Center, Lower Level
3-3380

Wellness and Recreation
Center for Student Involvement 3-5110
The Student Organization Handbook is a publication of the Center for Student Involvement. Policies and procedures articulated in this handbook are accurate at the time of publication. Nevertheless, they are subject to change without notice throughout the academic year. Student Organizations will be notified of policy changes via quarterly newsletters and Required Organization Meetings courtesy of the Center for Student Involvement.