UCI

OFFICE OF

CAMPUS ORGANIZATIONS RESOURCE GUIDE

Student Life & Leadership

CORE

Office of Campus Organizations

Mission Statement

The Office of Campus Organizations enriches student involvement through outreach, education, and support. Campus Organizations provides students with the necessary information and resources to pursue their organizational goals. We aim to support the Student Affairs mission and enhance the quality of student life and leadership at UC Irvine.

Contact: campusorgs.uci.edu | campusorgs@uci.edu | (949) 824-5181

Campus Organizations Resources & Education (CORE) Consultants

CORE Consultants help achieve the department's mission of enriching student involvement through outreach, education, and support. They assist with the department's traditional events, represent the department to the university community, and provide support for the over 650 registered campus organizations. CORE Consultants provide organization consultations, quarterly workshops, organization orientation sessions, allocate CORE Funds, and marketing for the department.

Organization events include: Anteater Involvement Fair, Anteater Awards, CORE Workshops, Org Exchange, Org of the Month, Ring Round Roundup, CORE's Listening Post, and more.

Contact: coreconsultants@uci.edu

Registered Campus Organizations (RCOs) Benefits

Insurance from UC Office of the President

CORE Consultants

CORE Workshops

Campus Venues

Newsletter & Calendar

- Registered Campus Organizations can promote their on-campus event via a weekly newsletter and a Campus Organization Calendar
- Submit: eee.uci.edu/survey/campusorgupdates

CORE Accounts: Web & E-mail Services

- CORE Accounts provides assistance with internet services: websites, e-mail accounts, mailing lists
- Accounts can be linked to other services, such as Google Calendar and Gmail
- Contact: coreaccounts@uci.edu
- Apply: http://www.clubs.uci.edu/

Mailbox

- RCOs have the option to have a mailbox in the Poster Room (space is limited)
- Sent mail should be addressed accordingly:
  Name of Your Organization
  c/o Student Life & Leadership Office
  G308 UCI Student Center
  Irvine, CA 92697-5125
- Please check your mail frequently. Mailboxes are emptied at the end of every quarter. Any mail that is not picked up is recycled.

Poster Paper and PosterRoom

- Poster paper can be purchased in the Student Life & Leadership Office (Student Center G308) for $.50 per 5 feet, $3 for masking tape
- Poster room is across the hall from the CORE Office. It is open Monday - Friday from 8am - 5pm
- Button making machine is also available for use - supplies are $.25/button

ASUCI Club Account

- Must have at least $75 to create an account with ASUCI
- Management of your funds is very important

Insurance & Liability Waivers

As you plan your event, it is essential to make the appropriate insurance arrangements. All events should have liability insurance and should register with CampusConnexions (insurance provider for the UC system). If your organization is an affiliate member or local chapter of a regional or national organization, you may be able to attain insurance from them. Please contact your organization's regional or national office to see if they will cover your campus organization. Check the CampusConnexions website to see if the event type that you are planning to hold on campus is covered under the University's insurance policy.

Visit: campusorgs.uci.edu/liability

Applying for Insurance

- The University of California Office of the President created an insurance program to cover Registered Campus Organizations (RCOs) for most on-campus events, but RCOs are responsible for making sure their events are registered with CampusConnexions.
- This insurance is important to protect your events, participants and RCO signers. Remember signers are ultimately responsible for the RCO.
- On-campus events are categorized into low, medium, or high risk. Descriptions and more information can be seen below, but always refer to the official website when determining the risk level of your event. The Hazard Schedule can also be viewed at the CampusConnexions website.
- Off-campus events are **NOT** covered by the University insurance policy. Organizations are encouraged to apply, attain, and pay for insurance for off-campus events through CampusConnexions.
- Most venues including Student Center and Event Services (SC&ES) will require a certificate of insurance before reserving space for your organization.
- More info: CampusConnexions at uci.marshcampusconnexions.com or campusorgs.uci.edu//liability

low risk

- On-campus examples: meetings, speakers, luncheons
- Your RCO does not need to register your event or apply for insurance; the University of California Office of the President (UCOP) will be paying for it automatically

high risk events

- On-campus examples: sports, rock climbing, etc.
- High risk events are NOT covered by UCOP
- RCOs MUST apply for insurance at uci.marshcampusconnexions.com and pay the premium
- Venues will not reserve space unless you have registered your event; insurance certificates are sent to your RCO

medium risk

- On-Campus examples: cultural shows, dance practices and performances
- Your RCO MUST register your event for coverage at uci.marshcampusconnexions.com
- If you register your event online, you do not need to pay for coverage; UCOP will be paying for it automatically
- Venues will not reserve space unless you have an insurance certificate; insurance certificates are sent to your RCO

off-campus events

- Off-campus events are NOT covered by UCOP
- Although it is not required, obtaining insurance for off-campus events is HIGHLY recommended
- RCOs MUST apply for insurance and pay the premium
- More info: uci.marshcampusconnexions.com

Liability Waivers

- If your event involves sports and/or will be held off-campus, ensure that each participant reads and signs a UC Voluntary Wiaver, which can be found at campusorgs.uci.edu/liability
  The PDF is editable, so make sure you add your organization and event information.
- Also, in some cases, for the insurance coverage to be effective, many types of events require participants to sign a waiver. See the Hazard Schedule.

Venues & Event Planning

Below are possible venues to reserve for Registered Campus Organizations (RCOs) along with event planning strategies. Remember only signers for RCOs can reserve facilities and most facilities require a certificate of insurance.

Visit: campusorgs.uci.edu/resources_for_orgs/eventplanning

Venues

Student Center & Event Services (SC&ES)
Contact: studentcenter.uci.edu | reserver@uci.edu | (949) 824-5252
Venues:

- Student Center
- Classrooms/Lecture Halls
- Booth spaces on Ring Road
- Newkirk Alumni Center
- Most outside locations (e.g., Aldrich Park)

For the following venues, please contact these departments individually.

- Anteater Recreation Center
- Bren Events Center
- Crawford Hall
- Cross-Cultural Center
- Paul Merage School of Business
- School of the Arts
- School of Education
- School of Law
- School of Biological Sciences
- School of Medicine
- University Club
- University Extension
- Vista del Campo Student Housing

Event Planning

Below are basic steps to event planning at UCI. Before proceeding with your event, do not forget to meet with an advisor or work with an event planner in SC&ES or CORE Consultants.

Step 1: Organize

A. Event title
B. Event date
C. Reserve a venue
D. Create a timeline and deadlines

Step 2: Resources

A. Create a budget and determine funding (e.g., funding boards)
B. Delegate tasks
C. Important requirements like temporary food permit, insurance, and/or liability waivers
D. Publicity strategy

Step 3: Event Day

A. Create an event schedule
B. Delegate responsibilities to members or volunteers
C. Consider pre and post event tasks

Step 4: Post Event

A. Revise your budget and determine reimbursement costs
B. Evaluate your program (e.g., surveys) and analyze your data
C. Hold a meeting with your team to discuss the event: what worked and a few improvements
D. Thank you cards for guests and volunteers

Food Safety & Caterers

Registered Campus Organizations (RCOs) can have food for meetings, programs, and events and also sell food for fundraising purposes. However, certain policies and regulations must be followed to guarantee food safety for your members and guests. These options include:

1) acquiring a Temporary Food Permit, and
2) purchasing food from approved caterers.

Visit: campusorgs.uci.edu/resources_for_orgs/foodsafety

Temporary Food Permits

Temporary Food Permit Application Process:

- Become a RCO with the Office of Campus Organizations
- Finish the temporary food permit training, which is also available for all RCO signers in their MyOrgs ToDos
- Apply for the temporary food permit through Environmental Health & Safety (EH&S) (Note: Applications must be submitted at least 2 business days before event date, the food permit for serving the same food is valid for one week)
- Permits required when serving, distributing, or selling perishable foods to any non-RCO members (e.g. fundraising efforts on Ring Road)

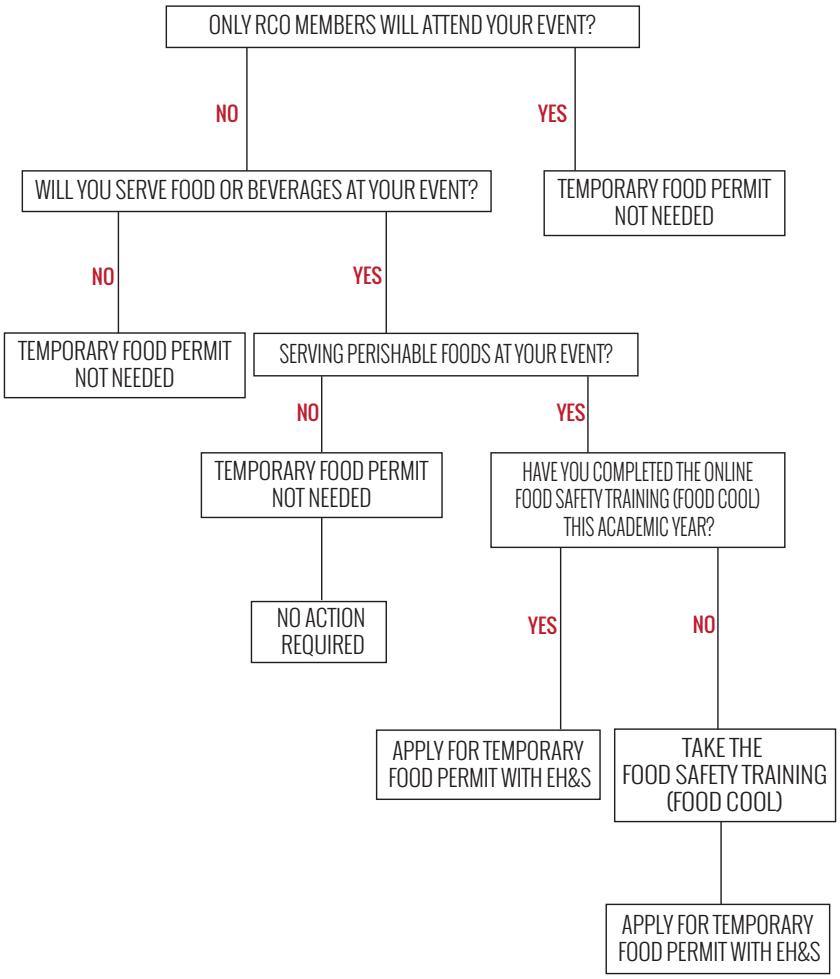
Caterers

If you choose to use a caterer to deliver and service food for your RCO meetings, programs, and events, you are required to use an approved on-campus or off-campus caterer. Visit UCI Hospitality and Dining Services (food.uci.edu/catering_list) for a list of approved caterers from.

However, if you choose to use a caterer that is not on the approved caterers list, then you need to contact UCI Hospitality and Dining Services to recieve an information packet to find out if the caterer is eligible to be approved. The deadline for submitting the completed Off-campus Caterer Approval packet is the 14th day of the month prior to your event. The Approved UCI Off-campus Caterer List is published on the 15th day of each month.

UCI Hospitality and Dining Services is the exclusive caterer for the Student Center. Please plan accordingly.

Determine when you need a Temporary Food Permit



Funding

All registered campus organizations (RCOs) are eligible to apply for funding for their programs, services, or events. UCI has over 650 RCOs competing for the same money and funds are limited. Funding is not available for general operating expenses, only for programs, services, or events.

Visit: campusorgs.uci.edu/fundinginformation

Funding Boards

ASUCI Student Programming Funding Board (SPFB)

Apply: campusorgs.uci.edu/funding Information: SPFB@asuci.edu

SPFB is one of the two branches a part of ASUCI funding board under the Office of the President. SPFB is comprised of funds from student fees, therefore, all events that SPFB funds must be open to the general public and target all UCI undergraduate students. SPFB does not fully fund charity events - in the case of charity events, loans may be issued. This funding board aims to maintain objectivity by operating fully on a rubric scale system and does not provide any arbitrary funds. *Funding Requirements: presentation/ meeting*

CORE Funding Board

Apply: campusorgs.uci.edu/funding Information: coreconsultants@uci.edu

The CORE Funding Board provides smaller funding portions (less than $400 total) for registered campus organizations (RCO's) that are planning to host smaller events and/or programs. RCOs collaborations are highly encouraged to apply. *Funding Requirements: post-event evaluation*

Multicultural Programs Committee Funding Board (MPFC)

Apply: campusorgs.uci.edu/funding Information: ccc.uci.edu/organizations/mpfb

MPFC allocates funding to eligible student organizations that are seeking to promote the Cross Cultural Center's values through programming. RCOs seeking to host programs and events that foster and encourage diversity, education, and social justice are eligible to apply. Collaborative programming between campus organizations is highly encouraged. *Funding Requirements: presentation/ meeting, cultural component events, and post-event evaluation*

The Green Fund Initiative Fund (TGIF)

Apply: asuci.uci.edu/adminvp/tgif Information: tgif@asuci.uci.edu

TGIF is a grant-making fund for sustainability projects on UC Irvine's campus. About $110,000 per academic year is available for grants; any undergraduate students, organizations, or collaboratives between organizations are eligible to submit project proposals. *Funding Requirements: a sustainable project for UCI*

Student Initiated Academic Preparation Program (SIAP) & Outreach Sponsorship

Apply: soar.uci.edu/outreach/student-initiated-academic-preparation (SIAP)
Apply: soar.uci.edu/services/outreach-sponsorship-application (Outreach)

SIAP provides funding for projects which focus on increasing the academic achievement and development of educationally disadvantaged high school students in order to assist them in preparing for a post-secondary education.
Outreach sponsorship provides funding for a one day event designed to outreach to prospective students in under-served Title 1 junior and high schools, and community colleges. Examples of events: Campus visits, campus tours, student panels, and workshops.

Tips & Strategies

- Make sure to complete a thorough and detailed application (e.g., present the entire budget and any supplemental materials)
- Review the guidelines and criteria for each funding board - check deadline and requirements
- Operating and/or any on-going general expenses will not be funded by any of these campus funding sources.
- No funding will be given for events held summer quarter
- Your events should be open to the entire UCI campus community
- Funding will rarely be given for events that have already passed
- When applying it helps to indicate that your organization has made an attempt to fundraise for your event
- Receipts for each funded program must be submitted within 30 days of the event
- For reimbursements, RCOs are strongly encouraged to establish an ASUCI Club Account

Funding Categories

Below are the common categories for funding

✓ — Yes, as funds are available

L — Limited amount or Loan basis only

✗ — Not funded

O — Seldom, depending on special circumstances

	Multicultural Programs Committee Funding Board (MPCFB)	Campus Organizations Resources & Education (CORE)	ASUCI Student Programming Funding Board (SPFB)	The Green Initiative Fund (TGIF)
A/V Equipment	✓	✓	✓	✓
Awards/Trophies	✓	✓	✗	O
Banquets	✗	O	✓	O
Conference Fees	✗	✗	✗	O
Dances	✗	O	✓	O
Decorations	✓	✓	✓	✓
Entertainment	✓	✓	✓	✗
Equipment/Props	✓	✓	✓	✓
Facilities	✓	✓	✓	O
Films	O	✓	✓	✓
Food	✗	O	O	✓
Fundraisers On Campus Orgs.	✗	✗	✗	✗
Fundraisers Off Campus Orgs.	✗	O	✗	✗
New Student Orientation/Recruitment	✓	O	O	✓
Off-Campus Events	✗	✗	✗	O
Mailing Expenses	O	✗	O	O
Operational Expenses	✗	✗	✗	✗
Outreach	✗	✗	✗	O
Photos	O	L	O	✗
Retreats	✗	O	✗	✗
Reunion Events	✗	✗	✗	✗
Security	✓	✓	✗	✗
Speakers, Honoraria, etc.	✓	✓	✓	✓
Summer Events	✗	✗	✗	O
Travel	✗	✗	✗	O
Welcome Week Activities	✗	O	✓	✓

Marketing & Publicity

Marketing and publicty are important to create and implement a successful program. Below are a few marketing techniques. You should always review UCI posting policies (sec. 900-12).

Visit: campusorgs.uci.edu/resources_for_orgs/marketing

Campus Organizations

- Post to Campus Organizations calender and e-newsletter
- Submit: eee.uci.edu/survey/campusorgupdates

Posters

- Purchase poster paper for $0.50 per 5' paper and use the markers for free
- In poster always include: organization name, event title, event date, event location, event time, co-sponsoring organizations. If posting on campus, include "post 'til date" and use masking tape only.
- Poster room is in the Student Center G306G
- Poster paper (butcher paper) can be purchased by the roll from Pickwick Paper (pickwickpaper.com)

Media & Online Publicity

- Anteater Weeklies, antweek.vcsa.uci.edu
- Cross Cultural Center Weeklies, ccc.uci.edu/other/publicity_request
- Daily Pilot, dailypilot.com
- New University, newuniversity.org/advertise
- Orange County Register, ocregister.com
- UC Irvine Today, today.uci.edu/resources/campus_publicity
- KUCI, kuci.org/contact
- UCI Alternative Media, studentgov.uci.edu/altmedia

Printing (On-Campus)

- Refer to UCI Trademark (trademarks.uci.edu) when planning to use the UCI logo on any t-shirts or banners.
- ASUCI (banners), (949) 824-5547
- ARC (t-shirts), Nick Rycroft, arcprint@uci.edu
- ImageWorks (printing), imageworks@uci.edu
- UPS Store (printing), store6444@theupsstore.com, theupsstorelocal.com/6444

ASUCI Marquee

ASUCI Student Center Marquee, .asuci.uci.edu/marquee

Off-Campus Printing

- District Printing: t-shirts
  (877) 835-6510, districtprinting.com
- Americas Printer (printer, postcards, etc.)
  (800) 552-1303, americasprinter.com
- Fedex Office (flyers, posters, etc.)
  (949) 854-7557, University Town Center
- SGX Media (flyers, posters, screen printing, etc.)
  (714) 636-0703, sgxmedia.com
- Next Day Flyers (flyers, postcards, etc.)
  (800) 251-9948, nextdayflyers.com

On-Campus Housing

Each complex has its own policies. Clear your posters and flyering with the respective housing offices before posting.

- Middle Earth: (949) 824-5976
- Mesa Court: (949) 824-6177
- Campus Village: (949) 824-7491
- Arroyo Vista: (949) 824-3900
- Vista del Campo: (949) 854-0900
- Vista del Campo Norte: (949) 856-4600
- Camino del Sol: (949) 737-7000
- Puerta del Sol: (949) 737-7017

Posting & Distribution Policies

(Adapted from Section 900-12 of the UCI Campus Implementation of the UC Policies)

A. Definitions:

Noncommercial/Commercial Literature
For the purpose of this policy, noncommericial literature is defined as any printed material referring to an event, activity, or service that is not conducted for private business or personal gain. The posting or distribution of commercial literature and materials, other than the occasional/incidental sale of personal property of interest to University students, faculty and staff, is prohibited

B. Posting and Distribution Regulations

1. University students, faculty, staff, registered campus organizations, and University units may post and exhibit noncommercial literature and printed materials only in approved locations areas open to the public generally
2. Non-University persons and organizations may post noncommercial literature and materials only for events/programs being held on the campus and only in areas designated for posting. Non-University persons may distribute such literature and materials only in areas open to the public generally
3. Material relating to employee representation is governed by rules established in accordance with the Higher Education Employee/Employer Relations Act and Section 900-14
4. All posting must adhere to University policy regarding alcohol (see Section 900-13)
5. All literature and printed materials, both those written in English and those written in another language, must clearly show the name of the sponsoring person or organization in English
6. All literature and printed materials that refer to a specific event or date must be removed by the sponsoring individual or organization within 48 hours after the event or program
7. All literature and printed materials that do not refer to a specific event or date must bear a removal date not to extend beyond the last day of the academic quarter.
8. Posting with glue is expressly prohibited
9. Only one poster, flyer, or banner per event per posting area is allowed. A banner, or cluster of flyers or posters, may not exceed five feet in length and three feet in width. At any given time, no more than six banners may be posted on campus for a particular event
10. Posting on top of or removing announcements that are current and legally posted will be considered violations of these regulations

C. Approved Locations

(see Section 42.20, Campus Implementation)

1. Posters, Flyers, and Annoucements

- University general purpose bulletin boards
- Interior and exterior concrete surface of the Crawford Hall/ West Pelatson Drive overpass
- Interior concrete surface of Ring Mall pedestrian bridges: UCI Student Center/Humanities and Middle Earth/Engineering Lecture Hall
- Interior of the concrete railings in each of the lower plazas (i.e., that surface not exposed to Aldrich Park)
- Sites selected and controlled by School of the Arts
- Sites selected and controlled by Housing Administrative Services

2. Banners

- Interior of the concrete railings in each of the lower plazas (e.g., that surface not exposed to Aldrich Park)
- General exterior posting areas within Housing
- Interior concrete surface of Ring Mall pedestrian bridges: Humanities Bridge and Engineering Bridge
- Exterior of overpass bridges must be reserved with UCI Student Center & Services, in accordance with other campus policies

D. Prohibited Posting Surfaces and Distribution Areas

1. Posting Surfaces

- Ground, paths, and walkways
- Glass, wood, painted, or finished surfaces
- Trash cans, benches, trees, shrubbery, and landscaping
- Inside classrooms, lecture halls, laboratories, and walls inside buildings
- Interior stairwells and stair railings
- Fixed poles, traffic control devices, guideposts, signposts, campus directional signs, historical markers, or tops of kiosks
- Automobile windshields
- Entrances to buildings
- The bridge connecting the campus with the University Center (requires City of Irvine approval)
- Exterior building surfaces not approved by Housing Administrative Services

2. Any exceptions to these approved locations should be reviewed by the office the Office of the Dean of Students.

E. Campus Marquees

Posting of events on campus marquees is coordinated by the following offices:

1. For the Bren Events Center Marquee, located at West Peltason and Mesa, contact the Bren Events Center at (949) 824-5050
2. For the Student Center marquee, all posting requests shall be submitted through the ASUCI website at: asuci.uci.edu/marquee.

F. Temporary Directional Signs

Temporary directional signs are for directional purposes only, not advertising. They may be posted no more than 6 hours prior to an event and must be removed within 12 hours after the conclusion of the event for which they were intended.

G. Sanctions

1. Building managers may grant exceptions to this policy to campus organizations whose written request has been approved by the Dean of Students.
2. All illegally posted materials will be removed. Violators may be subject to fines and/or student disciplinary action,including loss of privileges (see Section 105 of the Policies Applying to Campus Activities, Organizations, and Students, and their implementing guidelines)

Campus Organizations Events

As a Registered Campus Organization (RCO), you have many programs, services and events for your organization. Below are a few resource higlights.

Visit: campusorgs.uci.edu/events

Anteater Awards
The Anteater Awards recognizes the accomplishments of UCI's campus organizations. Students are invited to nominate their group or members from their organization for their achievements throughout the academic year.

Organization of the Month
Org of the Month aims to honor the accomplishments of a campus organization at UCI. Selected by the CORE Consultants, these selected organizations recieve additional publicity and recognition for their efforts.

Org Exchange
Org Exchanges are new monthly roundtable discussions for registered campus organization representatives to exchange ideas. It serves as an opportunity for organization representatives to discuss any challenges and rewards with programs, events, and campus advocacy efforts.

Associated Students of UCI (ASUCI)

ASUCI has many events and resources available for campus organizations. Not only does ASUCI hold events where campus organizations can participate in, but they also have club accounts to help organizations more easily manage their money accounts.

Visit: asuci.uci.edu

ASUCI Club Accounts

- It's free! Just an initial deposit of $75 is required
- Easy money transfers on-campus
- View your account online at any time
- Pay registration fee online during re-registration period
- All 5 authorized signers listed on your registration with SLL will have access to the account
- To open a Club Account, visit ASUCI Business Office at Student Center G244

Events

- **Shocktoberfest -** the annual nationwide kick-off to the basketball season and is combined with UCI Athletics Midnight Magic.
- **President's Round Table** – Monthly meetings held quarterly as an opportunity for campus organization leaders to meet with the ASUCI President to promote effective communication and host productive events that support the development of campus organizations.
- **Other Quarterly Events** – events vary with each quarter but past events include Club BBQ's, Battle of the Clubs, and Org Fest
- **World Record** - be a part of history! In the past few years UCI has participated in world record breaking activities!
- **Homecoming Week** - week-long annual event during Spring Quarter which includes the homecoming basketball game and smaller events during the week
- **Wayzgoose** - takes place during Celebrate UCI, UCI's annual open house . It features games and rides for children, academic information, a Classic Car Show, campus tram tours, Wayzgoose Medieval Faire with food booths, demonstrations, entertainment and more.

notes:

to do list:

University of California, Irvine
Student Life & Leadership Office
Office of Campus Organizations
Irvine, CA 92697-5125
campusorgs.uci.edu
campusorgs@uci.edu
(949) 824-5181