

Student Organization Resource Guide

Office of Student Life

2016 - 2017

University of
California, Irvine
School of Law

Registered Campus Orgs

Each UCI Law student organization must be registered with main campus. This comes with benefits from the School of Law and from main campus.

Main Campus

Insurance from UC Office of the President

Poster Paper and Poster Room

- ◇ *Poster paper can be purchased in the Student Life & Leadership Office (Student Center G308) for \$.50 per 5 feet*
- ◇ *Open M-F, 8am-5pm*
- ◇ *Button making machine; \$.25/button*

ASUCI Club Account

Reserve Rooms on Main Campus

School of Law

Reserve Rooms at the Law School

Request Funding from SBA

Event Planning Assistance

Flyer Printing

- ◇ *10 free color copies/event*
- ◇ *E-mail studentlife@law.uci.edu with your attachment*

Storage Cabinet or Locker in MPAA

UCI Law Student Organization Contact Information

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949-824-1304

Rocco Fragomeni

Assistant Director of Student Life
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Debbie Mondares

Student Services Coordinator
dmondares@law.uci.edu
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Laura Lively

SBA Chair
llively@lawnet.uci.edu

Allen Babajanian

SBA Internal Co-Chair
ababajan@lawnet.uci.edu

Sonya Jaitly

SBA Appropriations Chair
sjaitly@lawnet.uci.edu

Web Resources

Law Event Approval Form (LEAF)
apps.law.uci.edu/LEAF/History.aspx

} Room Reservations
SBA Funding Requests
Request IT & Facilities Needs

Main Campus Student Organizations
campusorgs.uci.edu/

Student Organizations at UCI Law
law.uci.edu/campus-life/student-organizations/orgs

Insurance and 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 for more information.

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 Waiver, which can be found at campusorgs.uci.edu/liability.

*In some cases, for the insurance coverage to be effective, many types of events require participants to sign a waiver. See the Hazard Schedule at campusorgs.uci.edu/liability.

Funding

All registered campus organizations (RCOs) are eligible to apply for funding for their programs, services, or events. Additionally, organizations are eligible to raise funds through various options outlined on the following page.

Eligibility for SBA Funds

The Student Bar Association will be the main source of funding for most Student Organization events. If you need SBA funding for an upcoming event, please make sure you submit a LEAF request at least 2 weeks in advance. The SBA Appropriations Committee meets once a week to decide on funding, and then you will be notified.

Eligible

Food and drinks (\$5/person based on attendance figures)

Conference Travel

- Academic conferences, legal association conference, law journal conferences, and public interest conferences
- Any conference for which an individual student is scheduled to present an academic paper
- Any conference or meeting for which a student is required to sit on the board of a national student organization

Ineligible

- Utensils
- Speaker Honoraria
- Alcohol*

*The SBA budget line designated for student organizations cannot be used for alcoholic beverages; however, funding may be available through an SBA account populated by student registration fees.

For further limitations and information, please consult the Appropriations Committee By-Laws which are available [here](#).

Reimbursements

Once approved for funding from SBA, you will need to make purchases with personal finances and then be reimbursed. In order to receive your reimbursement, you will need to:

Access and fill out an ASUCI Check Request form. (Make sure you click on the first link for the Student Government Request Form.)

Fill out the form completely with requestor information, payee information, method of delivery, amount, and the description. Please leave the account name and number cells blank.

Bring this form printed and signed to Debbie Mondares in suite 1000, along with:

- An itemized receipt taped along the edges on a blank sheet of paper
- Proof of advertising (flyer or copy of e-mail)
- Sign-in or attendance sheet
- Copy of LEAF funding request approval

On the Check Request Form you can opt to have the check mailed to you or available for pick-up. If you select to pick-up your check it will be waiting for you at the ASUCI Main Office in the Student Center. You can call ahead to see if it is available for pick-up at 949-824-2400.

Hosting a Fundraiser

If your organization is interested in hosting a fundraiser, please complete the Fundraising Intent Form found [here](#). Please note, you must be logged into your LawNet email address to access this form.

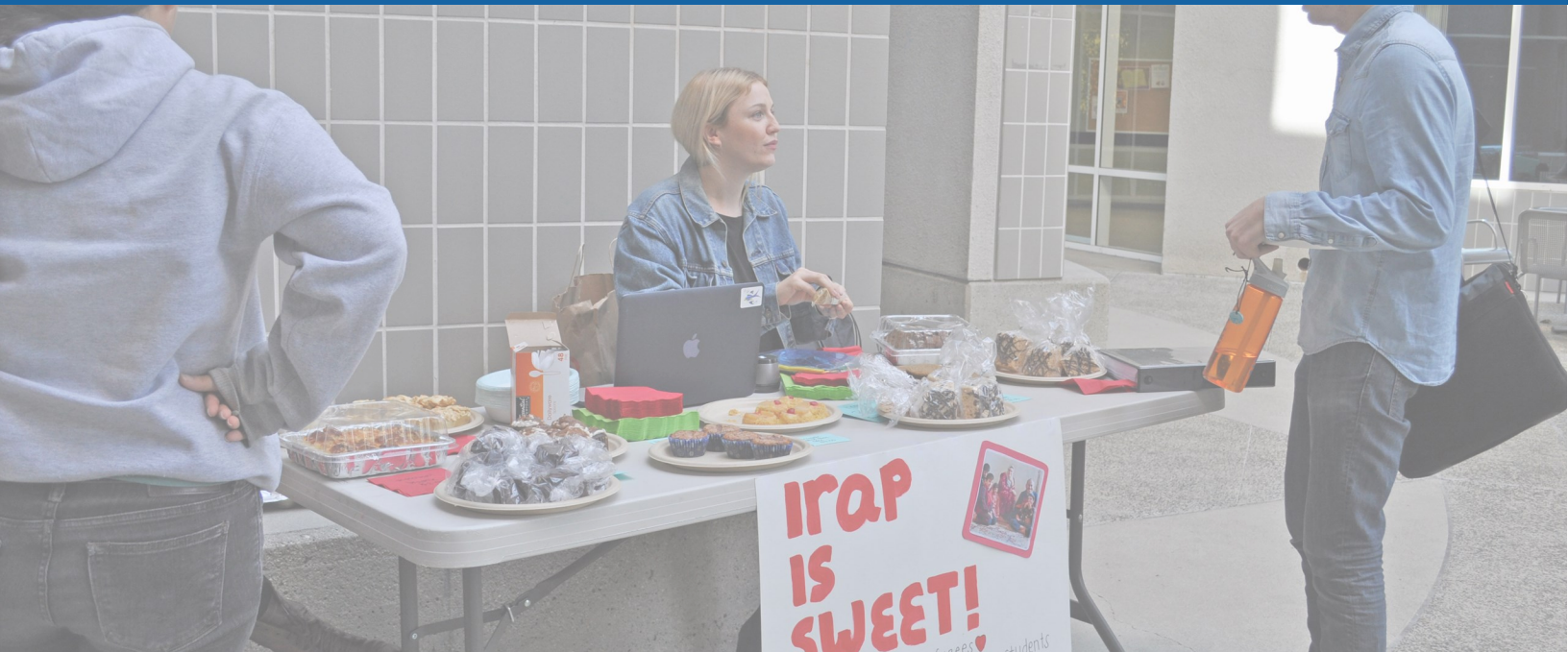
The Student Organization Fundraising policy promotes consistency among student organizations and the formal fundraising efforts of the Dean's Office. Please direct all fundraising inquiries to the Assistant Director of Student Life. The Assistant Director of Student Life will work with each student organization to determine goals, review necessary policies, and develop an appropriate fundraising strategy. If a student organization violates the fundraising policy, UCI Law reserves the right to take appropriate administrative action up to and including the loss of student organization privileges at UCI Law.

Cash Box

If you are collecting cash, coin or check, please reserve a cash box through the Assistant Director of Student Life. Confirmation on when and where to pick up your cash box will be sent via email.

Submitting Funds for Deposit

The Student Life Team will provide you with a cash box to securely store and transport funds gathered during your event. All paper money, coin, and checks should be tallied on the sheet provided in the cash box. Student Life will reconcile funds provided against the completed ledger prior to making a deposit. Discrepancies will be reported immediately to your organization's representative(s).



Marketing & Publicity

Marketing and publicity are important to create and implement a successful program. You should always review UCI posting policies (sec. 900-12). All event advertising targeted for the campus, and/or held on campus should conform to University policies and procedures and should avoid demeaning sexual or discriminatory portrayal of individuals or use of the University logo, mascot, or seal. Visit: http://campusorgs.uci.edu/resources_for_orgs/index.php for more information.

Law School Flyer Policy

Flyers must display an approval stamp. Flyers should be submitted to the UCI Law Office of Student Services minimally 24 hours in advance for review and approval. Approved flyers must be stamped by an Office of Student Services staff member prior to being copied. Flyers that don't receive approval will be returned with an explanation. Posted flyers that have not been stamped will be removed. UCI Law administrative units are exempted from this policy as units are responsible for removing their flyers.

Flyers must include the following information:

1) Name of Student organization. 2) Event's date, time, & location.

Posting on Bulletin Boards. Bulletin Boards are located in 7 locations throughout the UCI School of Law: The EDU and Law Buildings, each floor of the Law Building, and the Student Lounge. Flyers can only be posted on these bulletin boards. Event flyers should be no larger than 11x14. Flyers may be posted two weeks prior to your event. Event flyers posted in other areas of the Law School will be removed. Please do not place more than one flyer on a given subject on a bulletin board, and please do not cover up another flyer with yours.

Expired flyers. School of Law Facilities maintains the bulletin boards and will remove expired flyers weekly. However, if there are expired flyers (event date has passed) on a bulletin board, please feel free to remove them.

Flyers may not be posted on inappropriate surfaces. Flyers must not be taped to painted surfaces, as tape can damage them. Your organization may be charged for any damage caused by posting. Only classroom changes and notices from the School of Law Registrar or Dean's Office may be posted on classroom doors. Other inappropriate posting surfaces include, but are not limited to: lockers, toilet stalls, telephone booths, stairwells, columns, exterior and interior glass doors and panels. NO flyers may be placed in elevators.

Class Mailing Lists

Each class has an internal, opt-in mailing list that is moderated by the class representatives. Please only send 1 e-mail per event and only for kick-off meetings, not regular meetings throughout the semester.

lawsba.classof2017@lawnet.uci.edu

lawsba.classof2018@lawnet.uci.edu

lawsba.classof2019@lawnet.uci.edu

Marketing & Publicity

The Trademark and Licensing Office has created a page specifically for student orgs: www.trademarks.uci.edu/StudentCampusGroups/index.html. Please see the following excerpts.

Trademark & Licensing

Registered* student groups and campus organizations may use the UCI name for purposes of geographical designation, but not as part of their name:

Yes

Student Org at UCI
Student Org - UCI

No

UCI Student Org
UCI - Student Org

To use an official word mark, logo or other trademark on a commercial or consumer product, registered student groups and campus organizations must follow the process described below. Commercial and consumer products include goods for sale, resale (fundraising), internal use or to be given away.

Step 1: Review the [Licensing Guidelines](#)

Step 2: Select or create artwork. See [UCI Art Sheet](#)

Step 3: Select a [Licensed Vendor](#)

Step 4: Submit a proposed licensed artwork to the Licensed Vendor. The Licensed Vendor will submit the artwork to the Office of Trademark and Licensing for approval and will be notified whether the artwork is approved or requires changes. Once the design is approved, the order can be fulfilled.

Please contact the Office of Trademark and Licensing with any questions at trademarks@uci.edu.

*Downloadable anteater graphics can be found at: studentaffairs.uci.edu/graphics_iden.php#anteater

*If you would like to create a logo for your student organization, please contact the Director of Student Life. It must be approved by the Student Life Office and the Trademark Office.



Food Safety & Caterers

If your registered student organization would like to provide food at a program, meeting, or event, or sell food for fundraising purposes, you must follow the policies outlined in the following two options:

Option #1: Catering and Delivery

Student Organizations are required to use approved on-campus or off-campus caterers. Visit UCI Hospitality and Dining Services (http://www.food.uci.edu/catering_list.php) for the most up to date list of approved caterers.

Don't see a caterer you would like to work with? Contact UCI Hospitality and Dining Services to find out if the caterer is eligible to be approved. Applications to become an approved caterer are due by the 14th day of the month prior to your event. The Approved UCI Off-campus Caterer List is published on the 15th day each month.

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

Option #2: Temporary Food Permit Application

Step 1: Complete registration to become a student organization with main campus

Step 2: Finish the temporary food permit training (available for signers in their MyOrgs ToDos)

Step 3: Apply for temporary food permit through Environmental Health & Safety (EH&S) (Applications must be submitted at least 2 business days in advance)

NOTE: *Permits required when serving, distributing, or selling perishable foods to any non-RCO member*

**See the flow chart on the bottom of this page to determine if you need to apply for a temporary food permit.*

Do You Need A Temporary Food Permit?



For more FOOD SAFETY visit: campusorgs.uci.edu/resources_for_orgs/foodsafety for more information

Miscellaneous

If you have any questions regarding student organizations, please consult this manual, the [student organizations webpage](#), the main campus orgs page (campusorgs.uci.edu), or the Student Life Team.

Alcohol Permits

UCI has a very strict alcohol policy and process for obtaining permits. **Alcohol permit requests must be filled out and submitted to Jennah Jones, Director of Student Life at least 30 business days before the event.** There are three layers of approval, so it is important to follow the 30 day guidelines. When applying for an alcohol permit, it is important to contact Hospitality and Dining Services on main campus to reserve bartenders. This must be done before Alcohol Permits are approved. If you decide to cancel the event, be sure to call and cancel the bartenders. You are required to have university approved bartenders at events with alcohol, unless you are at an establishment with a California liquor license.

Alcohol Policy: <http://www.policies.uci.edu/policies/pols/900-13.html>

Alcohol Permits: <http://www.confserv.uci.edu/files/alcohol%20permit.pdf>

Hospitality & Dining (for bartender reservations): 949-824-1492

Language Regarding Alcohol at Events

No event where alcohol will be served may be advertised or offered to the public or University community as an event where alcoholic beverages will be served. The use of symbols or pictures implying the presence of alcohol at an event is prohibited.

Awards and Recognition

Anteater Awards

The Anteater Awards recognize 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. Nominate your group here: <http://campusorgs.uci.edu/events/aawards-about.php>

Pro Bono & Student Life Awards

The Pro Bono & Student Life Offices at the School of Law host an awards ceremony each April to recognize student accomplishments. Students nominate and vote on these awards in the spring semester.



Miscellaneous

Event Planning

If you are planning an event, especially for the first time, we highly encourage you to meet with the Assistant Director of Student Life. There are many helpful resources available at www.law.uci.edu/campus-life/student-organizations/resources, including:

- Alcohol Policy & Permit
- Events Contract/Checklist
- Events Manual
- Liability Waivers

Law Event Approval Form (LEAF)

Each time you host an event, both on and off campus, you should submit a LEAF form at: apps.law.uci.edu/LEAF/

LEAF forms are used to request:

- Rooms
- SBA funding
- IT Needs
- Facilities Needs (i.e. additional tables, chairs, trash cans)
- Publicity (SLATE, master calendar)

Master Calendar

Please make sure you consult the master calendar before setting a date for an event. View both “School Events and Programs” as well as “Student Meetings and Events” to avoid double booking.

Film Programs

If your student organization is interested in showing a film, it will be necessary for you to purchase or acquire a public performance license. The fee to purchase a public performance license generally runs from about \$100 - \$400, depending on the film. There are several different agencies that coordinate the licensing process. More information about licensing agencies is available in the Office of Student Life.

It is a violation of Federal law to exhibit pre-recorded video cassettes and DVDs beyond the scope of your private room or apartment - regardless of whether or not admission is charged. **Ownership of a pre-recorded video cassette or DVD does not constitute ownership of a copyright.** Several schools and student groups have been successfully sued for using DVDs, and videos without permission. The use of copyrighted videocassettes or DVDs outside of home use requires a public performance license.

"Even performances in 'semi-public' places such as clubs, lodges, factories, summer camps, and schools are 'public performances' subject to copyright control" (Senate Report No. 94-473,p60; House Report No. 94-1476,p64.). Federal laws include limited exceptions for educational uses of copyrighted material (for instance, use of portions of copyrighted materials in connection with a class for viewing only by instructors and students). Please consult the Office of Student Life to learn more about this exception if you are contemplating a use which you believe may fall within this educational exception.

Guest Speaker Honoraria

Honoraria are courtesy payments for guest speakers. **UCI Law does not normally provide honoraria for speakers. Advance permission must be obtained.** If approved, the following items must be submitted along with a check request in advance of the event:

- An original, signed and completed W9 form
- A copy of the letter of invitation offering the honoraria (letter must include the purpose of the honoraria, the time, date and location of the event and the amount offered).

Parking for Guest Speakers

Parking permits can be obtained through ASUCI by contacting Stephanie Van Ginkel at Svangink@uci.edu and she will reserve them for you. You can either email her or go to the ASUCI office at G244 in the Student Center. They would need the following information from you:

1. Full Name (Permit Holder)
2. Date (Permit Date)
3. ETA (Estimated Time of Arrival)
4. Campus Destination
5. Preferred Parking Lot
6. Permit Type (Full Day \$10; Reserved \$14)

Account Number – Contact Rocco to get the appropriate account number (if you are requesting money from SBA for permits, you must have the approval before Rocco will give you the account number.)

Please allow 48 hours for them to process the reservation. You will need to give Stephanie an account number, so please be in touch with Rocco ahead of time to get this information.

Student Organization Annual Events

The Student Involvement Fair: August 30, 2016, 12:00 pm

Student Organization Leader Training: September 9, 2016, 1:00 pm

Admitted Students Weekend Organization Fair: April

Notes

The image features the text "UCI Law" in a bold, blue, sans-serif font, centered on a white background. The text is flanked by horizontal bars: a grey bar at the top, a yellow bar below it, a blue bar below that, and another yellow bar at the bottom.

UCI Law