Student Organization Resource Guide

2017 – 2018

UCI Law Student Life

How to Re-register a Student Organization

1. Ensure your org has 3 signers.
    a. Signers include an "Executive Signer" who agrees to be the main point of contact for the org, and 2 additional signers, who along with the Executive Signer are responsible for completing mandatory training, as well as ensuring their respective organization's compliance with campus policy.

2. The Executive Signer enters their UCI NetID and password into the Student Org Portal and initiates the re-registration process by selecting their org and completing the prompts for information. Be sure to enter the information of your co-signers when prompted as well.

3. Upload your constitution to the Student Org Portal.

4. All signers are required to complete the tasks:
    a. Go to campusourgs.uci.edu and agree to the policies and terms of being a signer.
    b. Complete COOL Training here.*
    c. Complete Food COOL Training here.*
        i. *Please ensure you click the "Start Quiz" option at the end of each training and complete the quiz. Upon submitting your responses, you should receive a message, along with a score informing you that you have completed the quiz.

5. All signers must attend the Mandatory Student Organization Leader Training at UCI Law
    a. Please note, UCI Law students should not attend the training on main campus.

6. Once all 3 signers of an organization have completed all registration items. UCI Law Student Services will pay your $50 registration fee. You do not need to make this payment.

As a signer, you may receive correspondence from UCI Main Campus regarding your organization. Throughout the year, if you receive instructions for your organization to pay money, attend a meeting, or provide information about your org, please contact Rocco or Jennah so we can ensure said correspondence applies to UCI Law student organizations.

Registered Campus Orgs Benefits

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 (UCOP)
- Poster Paper and Poster Room
    o *Poster paper can be purchased in the Student Life & Leadership Office (Student Center G308) for $.50 per 5 feet*
    o *Open M-F, 8am-5pm*

- o *Button making machine; $.25/button*
  - ▪ *Subject to availability and price changes*
- ASUCI Club Account (Please talk to Rocco if interested in having an account)
- Reserve Rooms on Main Campus

School of Law
- Reserve Rooms at the Law School
- Request Funding from SBA
- Event Planning Assistance
- Flyer Printing
  - o *10 free color copies/event*
  - o *E-mail studentlife@law.uci.edu with your attachment*
- Storage Cabinet or Locker in MPAA (Please see Rocco if interested)
  - o *Subject to availability*

UCI Law Student Org Contact Information

Dr. Jennah Jones	Rocco Fragomeni	Debbie Mondares
Executive Director	Assistant Director	Student Services Coordinator
of Student Affairs	of Student Life	dmondares@law.uci.edu
jjones@law.uci.edu	rfragomeni@law.uci.edu	949-824-8395
949-824-1304	949-824-2840	

Rachael Rice	Chaplin Carmichael	Joseph O'Brien
SBA Chair	SBA Internal Co-Chair	SBA Appropriations Chair
ricer@lawnet.uci.edu	carmichc@lawnet.uci.edu	jsobrien@lawnet.uci.edu

Student Org Websites & Email Groups

Your org may opt to create an email group and/or a student org website through the School of Law. Please submit a Student Organization Lawnet Request Form to the Assistant Director of Student Life.

Law IT will create your email group and/or website using the parameters you indicate on your form. Student org leaders will then have the ability to control content, access, etc.

Utilizing this service provides continuity as leadership transitions from year to year. For example, if an org is inactive for a year, and all previous members no longer attend UCI Law, the IT department can provide access to new leadership.

Planning an Event

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

~Master Calendar - planning an event~

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

~Funding - planning an event~

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 page 9.

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. You will receive an email notification once your request has been processed.

Eligible Purchases:
- Food and drinks
- Speaker Gifts – (t-shirt, mug, pen, etc.)
- 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 Purchases
- Utensils
- Speaker Honoraria
- Alcohol
    - The SBA budget line designated for student organizations can't be used for

alcoholic beverages; however, funding may be available through alternate SBA accounts.

▪ For further limitations and information, please consult the Appropriations Committee By-Laws, which are available <u>here.</u>
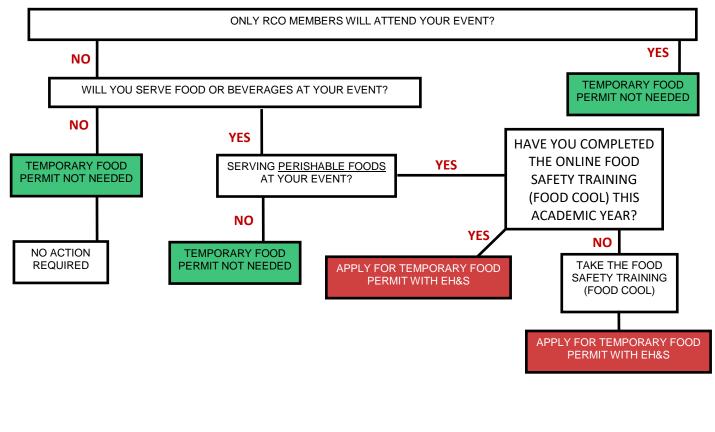
~Food Safety & Caterers - planning an event~

Option #1: Catering and Delivery: Student Organizations are required to use approved on-campus or off-campus caterers for any food delivered to campus. Visit UCI Hospitality and Dining Services (<u>http://www.food.uci.edu/catering_list.php</u>) for the most up to date list of approved caterers. 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: Steps for Temporary Food Permit Application (For Registered Student Organization Signers Only)

1. Apply for temporary food permit through Environmental Health & Safety (EH&S)(Applications must be submitted at least 2 business days in advance)
   a. NOTE: *Permits required when serving, distributing, or selling perishable foods to any non-RCO member.*

Use the following flow chart to determine if you need to apply for a temporary food permit.

~Alcohol Permits - planning an event~

1. UCI has an alcohol policy and process for obtaining permits. **Alcohol permit requests must be filled out and submitted to Rocco Fragomeni, Assistant Director of Student Life at least 30 business days before the event.**

2. There are 3 layers of approval (listed here in order) to process your permit:
   a. UCI Law Student Services
   b. UCI Dean of Students (Student Life & Leadership)
      i. The applicant must deliver the form to Selina Bustillos in Student Life & Leadership location on the 3rd floor of the UCI Student Center.
      ii. The Student Center will call the applicant to retrieve their signed form
   c. Hospitality and Dining
      i. Return your form to Rocco Fragomeni for delivery to Hospitality and Dining. Hospitality and Dining will email the applicant once the permit has been processed.

3. Hospitality and Dining will not grant final approval until you have reserved University approved bartenders for your event. Please work with Rocco Fragomeni to obtain the most updated information for approved bartenders. If you decide to cancel the event, be sure to call and cancel the bartenders.

4. **Alcohol Policy:** http://www.policies.uci.edu/policies/pols/900-13.html

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

6. **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.

7. *UCI funds may not be used to purchase alcohol for events.*

~Insurance and Liability Waivers - planning an event~

As you plan your event, it is essential to make the appropriate insurance arrangements. All events should have liability insurance and should be registered 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 obtain 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.

- UCOP 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, obtain, and pay for insurance for off-campus events through CampusConnexions.

- Most venues including the Student Center and Event Services (SC&ES) will require a certificate of insurance before reserving space for your organization.

- More info: CampusConnexions at http://uci.campusconnexionsuc.com/

Low Risk
- On-campus examples: meetings, speakers, luncheons.
- Your RCO does not need to register your event or apply for insurance; UCOP will be paying for it automatically.

Medium Risk
- On-campus examples: cultural shows, dance practices and performances.
- Your RCO MUST register your event for coverage at http://uci.campusconnexionsuc.com/.
- If you register your event online, you will likely not need to pay for coverage; in most cases 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.

High Risk
- On-campus examples: sports, rock climbing etc.
- High risk events are NOT covered by UCOP.
- RCOs MUST apply for insurance at http://uci.campusconnexionsuc.com/ and pay the premium.
- Venues will not reserve space unless you have registered your event; 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 information: http://uci.campusconnexionsuc.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 http://campusorgs.uci.edu/resources/insurance_liabilities.php#oncamp.

- 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.

~Guest Speakers - planning an event~

Any time a student org determines they would like to invite a non-UCI employee or guest to participate in an event (such as a speaker, moderator, etc.) there are a number of considerations to make before contacting potential guests.

Please work with the Assistant Director of Student Life to ensure offices such as Development, Alumni Relations, and/or Career Development are notified of the upcoming event to offer support, attend, or connect with their respective contacts regarding ongoing collaboration.

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:

a. Full Name (Permit Holder)
b. Date (Permit Date)
c. ETA (Estimated Time of Arrival)
d. Campus Destination
e. Preferred Parking Lot
f. Permit Type (Full Day $10; Reserved $14)
g. Account Number – Contact Rocco to get the appropriate account number (if you are requesting money from SBA for parking permits, you must have the approval before Rocco will give you the account number)

h. 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.

Guest Speaker Gifts
While honoraria are not permitted for guest speakers, gifts are a nice way to recognize a speaker's contribution to UCI Law. Common gifts include UCI or UCI Law branded items from the school store such as mugs, cups, pens, or hats. Be sure to request funding for these items in your LEAF request. A written note of gratitude is often attached to these gifts.

~Submit a Law Event Approval Form (LEAF) - planning an event~

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

It is critical to know that the submission of this form does not guarantee room confirmation or approval of funding from SBA.

Once your request has been processed you will receive a confirmation email. Please review this confirmation thoroughly for updates or changes to your requested room, date, budget, etc.

LEAF forms are used to request:
1. Rooms
2. SBA funding
    a. Commonly requested funding: food, parking for guests, guest speaker gifts
3. IT Needs
4. Facilities Needs (i.e. additional tables, chairs, trash cans)
5. Publicity (SLATE, master calendar)

Special Events

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.

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 and Deposits: If you are collecting cash, coins, 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. All paper money, coins, 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: https://www.campusorgs.uci.edu/resources/marketing_publication.php for more information.

Law School Flyer Policy: Many organizations have found it helpful to submit their posters to Student Life for review in an effort to mitigate unintentional typos, incorrect dates, etc. Full posting policy information is available here: http://www.policies.uci.edu/policies/pols/900-12.html

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 one e-mail per event and only for kick-off meetings, not regular meetings throughout the semester.

  lawsba.classof2018@lawnet.uci.edu   lawsba.classof2019@lawnet.uci.edu

  lawsba.classof2020@lawnet.uci.edu   lawsba.LLMclassof2018@lawnet.uci.edu

Trademark Use

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.

RCOs may use the UCI name for purposes of geographical designation, but not 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.

1. Review the Licensing Guidelines
2. Select or create artwork. See UCI Art Sheet
3. Select a Licensed Vendor
4. To expedite this process, please contact the Executive Director of Student Affairs.
5. 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

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:

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

2. 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.

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

   a. An itemized receipt taped along the edges on a blank sheet of paper
   b. Proof of advertising (flyer or copy of e-mail)
   c. Sign-in or attendance sheet
   d. 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.

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. The nomination form can be found by visiting: www.campusorgs.uci.edu.

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.

Web Resources

1. **Law Event Approval Form (LEAF):** apps.law.uci.edu/LEAF/History.aspx
   - Room Reservations
   - SBA Funding Requests
   - Request IT & Facilities Needs

2. **Main Campus Student Organizations:** campusorgs.uci.edu/

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

Student Organization Annual Events

- **The Student Involvement Fair**: August 29, 2017, 12:00 pm
- **Student Organization Leader Training:** August 25, 2017, 1:00 pm – 4:00 pm
- **Admitted Students Weekend Organization Fair**: Scheduled for April 6/7, 2018

Created by: Jennah Jones, Executive Director of Student Affairs and Rocco Fragomeni, Assistant Director of Student Life. Some materials taken from UCI's Student Life & Leadership Office "Campus Organizations Research Guide," and www.trademarks.uci.edu.

This guide is updated annually. UC and UCI resources and policies are subject to change. Therefore, this guide may not reflect the most current or accurate information. Please consult with UCI Law Student Life administrators and/or the webpages listed within this guide for the most current information.

NOTES

UCI Law