

Student Organization Source Book



STUDENT PROGRAMS & ACTIVITIES CENTER

Leadership • Involvement • Service • Teamwork

UCDAVIS

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The Student Organization Sourcebook (SOS) is the collection of information, regulations, and guidelines pertaining to the operation of registered student organizations on campus.

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Services and Resources

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CSI HOURS

CSI is open Monday through Friday, 9:00 a.m. to 4:00 p.m. during the academic year. During the summer, we are open from 9 a.m. - 3 p.m.

ADVISING

You can meet with a CSI Advisor to get specific advice or general information that will help you and your organization be successful. CSI Advisors are experienced and knowledgeable about many leadership topics, such as event planning, teamwork, organizational management, budgeting and using community resources. We are available during drop in hours to answer any questions you may have. Complex matters may require an appointment.

ORGANIZATION MAILBOXES

Mailboxes located in CSI are provided for every registered student organization, except for professional school organizations which have a mailbox through the Student Affairs Office at their school. These mailboxes should be checked at least once a week for CSI and other campus business, announcements and federal mail. Have your mail addressed to:

Your Group's Name
 Center for Student Involvement, Box # _____
 One Shields Avenue, 457 Memorial Union
 University of California, Davis
 Davis, California 95616-8706

If you would like to distribute mail to other student organization mailboxes, please check with the CSI Receptionist. Your student organization may use the mail bins located in CSI, 457 MU for campus mail, or you may deliver to the Mail Division.

NOTE: Mailboxes will be emptied on June 30 and contents returned to sender (USPS) or discarded unless groups have registered for the following year. You can begin the re-registration process on May 1 for the following year.

CAMPUS MAIL SERVICE

Note: CSI will not accept delivery of Federal Express or UPS packages for student groups.

Campus mail (postage-free use of University mail system) is to be used only for the purpose of communicating with members of your organization who have on-campus addresses and for conducting organization business with campus departments. Campus mail may not be used for commercial purposes; or in connection with general religious or political purposes or activities. If your group wishes to solicit individuals or departments, it must be mailed through the US Postal

Service. Campus mail may not be used for general mass mailings.

(For example, a large stack of flyers cannot be put through campus mail for every faculty member or student. Each flyer must be addressed to every faculty member, student or student organization.) Mail sent to on-campus residence halls must be individually addressed. Postage is not provided for mail which is sent to off-campus locations. When mailing flyers, the name of your student organization and mailbox # must be located in the return address of the flyer.

REACHING STUDENTS IN THE RESIDENCE HALLS UNIVERSITY OF CALIFORNIA, DAVIS

IF YOU ARE FROM A CAMPUS DEPARTMENT:

- * Send all materials to Residential Education, 160 Student Housing and we will distribute them to hall staff for posting. The suggested number of copies is 105.
- * Contact the Residential Education Office (752-1736) to make arrangements.

IF YOU REPRESENT A REGISTERED STUDENT CLUB/ORGANIZATION:

- * You can reserve table space in the dining commons (see above).
- * You can post notices on public boards in each area:

Segundo Area

Boards located in the lobby of the dining commons building.

Tercero Area

Boards located inside the dining commons building, main floor.

Cuarto Area

Boards located inside each of the dining commons entrances.

IF YOU REPRESENT AN OFF-CAMPUS GROUP/AGENCY:

- * You can post notices on public boards in each residential area (see above).

A FEW REMINDERS:

- * Door-to-door solicitation is not allowed in any residential area.
- * Banners on stakes are not allowed within any residential area.
- * Posting in undesignated spaces is not allowed within the residence halls.
- * Publicity being posted may not contain any reference to alcohol.
- * Chalk advertising on the sidewalk is not allowed.
- * Any violations of these posting policies will result in loss of "tabling" privileges.

We encourage you to work with us in following Student Housing and University policy in this area. If you have any questions, we would be happy to discuss our policies/philosophy with you. Please feel free to call the Residential Education staff at 752-1736.

STORAGE LOCKERS

There are 24 medium and 12 large lockers in Lower Freeborn awarded on a first-come, first-served basis beginning June 1 for one academic year. To be eligible, a group must be registered for the upcoming year and complete a Locker Application at CSI. Only one locker is awarded per group. Lockers are not available for personal use. Unclaimed lockers are occasionally available during the academic year and can be assigned at CSI. Although there is no fee to use lockers, \$25 will be charged for a lock or key that is damaged or not returned, or any locker that is not cleared out by the assigned date. A hold will be placed on your organization until the \$25 is paid.

NOTE: Lockers must be cleared by the date designated in the locker contract or contents will be discarded, and may result in the loss of your organization's locker privileges for the following academic year. Freeborn Hall and CSI will not be responsible for theft or damage to locks, lockers, or locker contents.

TABLE RESERVATIONS

ON CAMPUS ORGANIZATIONS

Campus student organizations and departments may reserve one of the designated tables at the Memorial Union and Silo Union through the MU Campus Information Center (MUCIC) located on the first floor of the Memorial Union.

Table reservations may not be made more than 4 weeks in advance.

Every student organization conducting a fundraising event at an MU or Silo table must first have the fundraising application approved by the Center for Student Involvement (CSI) and receive a Permit to Sell, which must be presented

to MUCIC and then clearly displayed at the table. Tables are monitored by CSI. Departments receive fundraising approval and a Permit to Sell from Campus Events and Visitor Services (CEVS).

USE BY OFF-CAMPUS ORGANIZATIONS AND INDIVIDUALS

Reservations of MU/Silo tables may not be made more than 2 weeks in advance.

Off-campus non-profit groups must provide a TIN # to sell non-commercial literature priced to cover "reasonable cost of production". Fundraising approval must be obtained from Campus Events and Visitor Services and a Permit to Sell must be displayed on the table.

POLICIES APPLYING TO ALL TABLE RESERVATIONS

- Tables are made available for disseminating literature and information, recruiting members and conducting approved fundraising activities.
- Organizations must check in at MUCIC at the beginning of every reservation period and clearly display a Space Reservation Card on the table.
- Tables must be claimed by noon on the reservation day. If your table is not claimed by noon, you will forfeit your reservation for that date.
- Tables must be staffed at all times by a member of the group.
- Displays and activities associated with the table reservation cannot block the free flow of traffic or encroach on another table.
- No posting is permitted on walls, windows, doors, trees or receptacles around the table, but posters may be attached to the table.
- Commercial sales and activities are strictly prohibited. Groups wishing to conduct commercial activities may contact the UC Davis Bookstore at (530) 757-3080 to contract and pay for vendor space that is sometimes available for such activities.

RESERVING AN MU DISPLAY CASE

A great way for publicizing your group and its programs is to use a display case on the first floor of the MU. These display cases may be reserved for two weeks at a time by registered student organizations and campus departments on a first-come, first-served basis at the Campus Union Information Center. Each registered group has the opportunity to sign up for one display board (2 weeks) per quarter.

Reservations of boards for Winter and Spring Quarters may be made as early as the first day of the preceding quarter. Your group may reserve a board for Fall Quarter beginning the 1st day of Summer Session I (SSI). If a group fails to post its display by the deadline, other groups can claim the board on a first-come, first-served basis.

Deadline for removal is 5:00PM on Friday or prior if that business week ends early due to any type of holiday or MU closure. All displays must be removed by the deadline or they will be removed and discarded. Groups that fail to remove displays by the deadline will lose display board privileges for the remainder of the quarter plus one additional quarter. If a display board key is lost, broken, or not returned, there will be a \$15 key replacement fee that must be paid by your registered student organization. A hold will be placed on your organization until the \$15 is paid.

FINANCIAL ACCOUNT ASSISTANCE

Registered student organizations are required to have a financial account to raise funds on campus. CSI can assist your organization with on or off campus financial accounts in the following ways.

AGENCY ACCOUNTS

Registered student organizations may open a financial account on campus through CSI. This account, called an Agency Account, has a \$35 annual fee. Although it differs from a typical bank account in that you have no checkbook, it may be used as the organization's general operating funding for all income, expenditures and campus recharges.

The benefits of an Agency Account are:

- You have a University account which departments can bill directly (recharge) for services.
- You can utilize services of campus department for which you cannot write a check or pay cash (e.g., audiovisual equipment, catering, security, stage, tables, chairs, etc.)
- You do not have to pay the full rental fee for campus facilities in advance.
- You are eligible to raise funds by working for departments (such as Sodexo) because they can credit your account.
- You may also be eligible for funding from on-campus programs which are designed to transfer funds only to an

on-campus account.

TAX IDENTIFICATION NUMBER OR EMPLOYER IDENTIFICATION NUMBER (EIN)

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity or organization. If your group wants to open a bank account you will need an EIN. You may apply for an EIN in various ways. For information or to apply online go to <http://irs.gov>.

Note: Non-profit status is different than a status as a charitable organization. Donations made to your group are NOT tax-deductible for the donor under non-profit status.

OFF-CAMPUS BANKING

Each bank has varying requirements for opening or updating bank account information. CSI can provide a letter of verification for your organization that confirms status of your student organization and identifies officers with signature authority that are listed on your Registration Application Form. Visit the CSI office to request a letter of verification. This letter can be used to open an account or update signature authorization on an existing account.

MANAGING GROUP FUNDS

If your group raises funds on campus or receives funds from a campus department, you must have a group financial account.

HOW CAN CSI HELP?

- We can provide information on how to set up a group financial account on or off campus.
- A Program Coordinator can provide information to your Treasurer on how to develop effective procedures to manage your group's money.

WHY SHOULD FINANCIAL RECORDS BE KEPT?

Student organizations using campus facilities to raise funds must keep complete and accurate records showing the means by which funds were raised, the amounts spent, and the ways in which funds have been or will be used. Records should include ledgers, receipts, contracts, canceled checks, group checkbook and/or passbook. For assistance, schedule an appointment with a CSI Advisor.

Thorough and accurate financial records will:

1. assist your organization in budgeting and keeping track of funds,
2. help document that funds have been handled properly, and
3. provide essential information regarding income and expenses to give future officers and members a head start in planning.
4. prepare your group for an audit.

These records must be kept current and available. CSI reserves the right to inspect or audit the group's financial records at any time.

CSI may conduct a financial review if irregularities are found, or if there is reason to believe that the funds have not been used for reasons clearly stated on your fundraising application. If misuse of funds is alleged, a detailed University audit may be conducted. The organization will be charged with the cost of the detailed audit if misuse of funds is demonstrated. Additional record keeping requirements may be imposed by CSI when appropriate.

Student Judicial Affairs 3200 Dutton Hall, 752-1128

This office administers the student conduct system and responds to alleged violation of University policy and campus rules and regulations by students and student organizations. Student Judicial Affairs promotes the Code of Academic Conduct and provides information and assistance in student grievance cases, including those involving student records law, sexual harassment and other claims of discrimination.

FUNDING SOURCES

CAMPUS FUNDING SOURCES FOR REGISTERED STUDENT ORGANIZATIONS 2008-2009

Don't overlook all the possible funding resources on campus for your student organization.

1. CLUB FINANCE COUNCIL GRANTS or CFC

Club Finance Council (CFC) provides approximately \$70,000 in ASUCD funds annually for programs or

events of any registered UNDERGRADUATE student organization. CFC is administered by the Center for Student Involvement located at 457 Memorial Union and allocations are made by a 13 member student board. To be competitive for funding, activities must be well planned and likely to succeed. Allow time to get written cost estimates and prepare a detailed line item budget. Examples of programs/events funded previously by CFC include:

Conferences and seminars	Student Newspapers/Magazines
Speakers	Academic Competitions
Attendance at conferences/symposia	On Campus Social Dances
Educational Programs	Workshops
Performances	And a lot more!

Funding Amount/Range: \$1 - \$2,000 per club per CFC fiscal year (11/1/2008-10/31/2009)

Jointly sponsored events are limited to \$2,000 per event

Find Application at:

Only online at <http://spac.ucdavis.edu/programs/cfc/>

Application Deadline:

October 21, 2008

November 18, 2008

January 15, 2009

February 12, 2009

April 16, 2009

Fund Transfer:

By check in name of organization or DaFIS transfer to agency account

How often you can apply:

Unlimited; maximum of \$2,000 per fiscal year

Contact:

CFC Student Manager or Lori Fuller

Phone:

530-752-2027 or 530-754-8738

Office:

CSI Business Office, 6 Lower Freeborn

E-mail:

cfc@ucdavis.edu

Website:

<http://spac.ucdavis.edu/programs/cfc/>

CFC Interest Free Loans

CFC also provides interest free* loans to ALL registered student organizations, including graduate and professional organizations. A loan from CFC allows a student club to get seed money to conduct fundraising activities either on or off campus to benefit the club itself. A loan can also be used for membership-only activities provided the activity is able to generate revenue for the organization. Loan amounts range from \$50 to \$3,000 and are given to student organizations free of interest* for an agreed period of time. Please go to <http://spac.ucdavis.edu/programs/cfc/> for details on the loan process.

* Interest may accrue if the loan is not paid back by the due date.

2. STUDENT ORGANIZATION SUPPORT GRANT or SOS

The Student Organization Support (SOS) Grant provides funding for organizations planning programs that support retention to enrolled first year, transfer and academically challenged students of underrepresented and historically underserved communities.

Grant Guidelines:

- Must be a CSI registered UC Davis student organization
- Grants are funded for programming events that are aligned with the SRRC goals of serving students from historically underserved and socioeconomic disadvantaged groups.

Funding Amount/Range: \$1,000

Find Application at:

Online at <http://thecenter.ucdavis.edu/grants.html>

Application Deadline: October 15; reviewed October 21
 November 19; reviewed November 21, 2008
 January 21; reviewed January 23
 February 18; reviewed February 20
 April 15; reviewed April 17
 May 20; reviewed May 22

Fund Transfer: Transfer to DaFIS agency account only

How often you can apply: One request per group per year

Contact: Mayra Llamas

Phone: 530-752-7280 or 530-754-6836 for grant information

Office: 16 South Hall, Student Recruitment and Retention Center

E-mail: srrc@ucdavis.edu

Website: <http://thecenter.ucdavis.edu/grants.html>

3. CROSS CULTURAL CENTER GRANTS or CFC

The Cross Cultural Center (CCC) is proud of its growing tradition of collaboration with academic and administrative units as well as student and community groups to provide innovative programming throughout the academic year. Students, student organizations, faculty, staff and campus units are eligible to submit proposals for funds. The Center's goal is to provide leadership opportunities for as many students as possible. Examples of funded activities are:

Curriculum enrichment	Visits by artists and scholars
Conferences and symposia	Campus forums
Outreach activities	Diversity training
Attendance at conferences, seminars and workshops	Cost of travel and/or materials associated with research projects

Funding Amount/Range: \$100 to \$300

Find application at: Only online at <http://ccc.ucdavis.edu>

Application Deadline: 21 days prior to start of event/activity

Fund Transfer: DaFIS transfer, reimbursements

How often you can apply: Unlimited

Contact: Denise Nelson

Phone: 530-752-4287

Office: Cross Cultural Center Building

E-mail: ccc@ucdavis.edu

Website: <http://ccc.ucdavis.edu/funding.html>

4. ASSOCIATED STUDENTS OF UNIVERSITY OF CALIFORNIA AT DAVIS or ASUCD

ASUCD provides funds for a wide variety of programs and services at UC Davis. Student organizations can co-sponsor programs or partner with a program or unit of ASUCD to produce or hold programs on campus. Since ASUCD provides funds for clubs through Club Finance Council, it will only co-sponsor events that

take place on campus where an ASUCD unit has heavy involvement in planning as well as sharing of funds.

The best way to begin the process is by contacting the Unit Director, Commission Chair or a Senator and asking for help. Their contact information can be found on the ASUCD website listed below.

Programs/Units in ASUCD which partner with student organizations include:

ASUCD Senate	Environmental Policy and Planning Commission
Academic Affairs	Ethnic and Cultural Affairs Planning Commission
Campus Safety	Office of City and County Affairs
Entertainment Council	University Affairs

Funding Amount/Range:	\$1 - \$500 (based on budget and program)
Find Application at:	Each Unit/Program/Commission has its own process
Application Deadline:	At least 2 weeks prior to the planning of the program
Fund Transfer:	Transfer to DaFIS account preferred
How often you can apply:	No limit
Contact:	ASUCD Main Office
Phone:	530-752-1990
Office:	347 Memorial Union
Website:	http://asucd.ucdavis.edu

5. WOMEN'S RESOURCES AND RESEARCH CENTER

All requests to the Women's Center must be for gender-related programming. It is not enough that the presenters are women themselves—the content of the program must address the special concerns of women.

Funding Amount/Range:	\$50-300 (and/or inclusion in our e-calendar, Women's Writes, with over 2,000 subscribers)
Find Application at:	No application. Write up a detailed request, including: budget, other cosponsors, program description, presenter bio, date/time/place (if scheduled), audience expected, and how program addresses the concerns of women. Email to aiwonhof@ucdavis.edu .
Application Deadline:	No deadline
Fund Transfer:	Direct transfer to DaFIS account
How often you can apply:	No limit
Contact:	Peg Swain and Robin Whitmore
Phone:	752-3372
Office:	113 North Hall
Email:	mbswain@ucdavis.edu or rlwhitmore@ucdavis.edu
Website:	http://wrrc.ucdavis.edu

6. LESBIAN, GAY, BISEXUAL AND TRANSGENDER RESOURCE CENTER

Program requests should show the connection with the LGBT community and sexual orientation and gender identity.

Funding Amount/Range:	\$50-200 (and/or inclusion in our e-news)
Find Application at:	No application. Write up a detailed request, including: budget, other cosponsors, program description, presenter bio, date/time/place (if scheduled), audience expected and

slatkinson@ucdavis.edu.

Application Deadline: No deadline
 Fund Transfer: Direct transfer to DaFIS account
 How often you can apply: No limit
 Contact: Sheri Atkinson
 Phone: 752-2452
 Office: University House Annex
 Email: slatkinson@ucdavis.edu
 Website: <http://lgbtrc.ucdavis.edu>

7. STUDENT ASSISTANTS TO THE CHANCELLOR

The Student Assistants to the Chancellor advise administrators on student issues and concerns, facilitating communication and understanding between undergraduate, graduate and professional students, and interacting with student organizations and assisting students with problems and concerns. They organize dialogues between students, staff, faculty, administrators and outside community members, provide support, financial and otherwise to various campus departments and organizations, and serve as a liaison between students and administrators. Joint events are preferred for funding.

Funding Amount/Range: \$200
 Find Application at: 476 Mrak Hall
 Application Deadline: No deadline; well in advance of your event
 Fund Transfer: Transfer to DaFIS account
 How often you can apply: Once a year
 Contact: Allison Zike and Nina Massoumi
 Phone: 752-2440
 Office: 476 Mrak Hall, Student Affairs
 E-mail: sac@ucdavis.edu
 Website: sac.ucdavis.edu

8. CAMPUS UNIONS

Campus Unions Programs strives to bring all-inclusive events to Campus Unions which includes the MU, Putah Creek Lodge, Rec Pool Lodge and the Silo Union. Campus Unions creates, coordinates and implements new student activities and events that students want to attend and participate in on a consistent basis. The idea is to transform the MU and the various other facilities into a place where students can spend their time studying, lounging and attending events that they are interested in. It is to create the MU as the destination spot.

Campus Unions wants to showcase events that student organizations, ASUCD units and departments already have planned. The idea is to form collaboration between the student organization, unit or department in hopes that the collaboration will help that program reach a wider range of students.

9. SODEXHO AND MONDAVI CONCESSIONS

Student organizations may work at the concession stands/service areas at various locations on campus, including athletic events and the Mondavi Center. This opportunity is extremely competitive and organizations must first register with the Program Administrator to become a "vendor." Registered groups are notified of upcoming events by email and assignments are made on a first come, first served basis to groups who respond and can provide enough members for the time needed.

Funding Amount/Range: \$25-\$1,000 per session for each club.

Application Process: Register your group with the Program Administrator, then respond when events are announced.

Application Deadline: First come, first served when events are announced.

Fund Transfer: By check

How often you can apply: No limit after you have registered for the year and if your performance is satisfactory.

Contact: Richard Kossak, Program Administrator

Phone: 752-8525

Office: Silo Union

E-mail: richard.kossak@sodexhousa.com

Registration

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Once registered, your organization becomes eligible for many privileges, opportunities and services. There are also many campus, local, state and federal policies and guidelines that pertain to activities you may wish to do on campus. These are described in detail in this Student Organization Source Book (SOS).

WHY REGISTER?

It is through registration as a student organization that your group is recognized by the University. This permits you and your group to reserve facilities, raise funds, apply for campus funding, receive services from the Center for Student Involvement and other campus departments. Registration expires June 30 each year.

REGISTRATION OPTIONS

When identifying your status as a student group at UC Davis, consider the following options. Each has its own responsibilities and privileges.

INTENT TO REGISTER

This status is designed for NEW student groups that wish to use University facilities for the purpose of getting organized, developing plans and goals, and recruiting members. This status will enable your group to use some University facilities for one organizational meeting only for a period not to exceed 30 days. Your group can be granted this Intent to Register status only once.

To apply, complete an Intent to Register application and submit it to the Center for Student Involvement, during Drop-In Hours (Monday-Friday, from 11 am-12noon, 1pm-2pm). You are encouraged to meet with an Advisor about recruiting members, program planning and preparing registration forms. Your group's Intent to Register status begins when it is approved by a CSI Advisor.

REGISTERED STUDENT ORGANIZATIONS

Registered student organization (RSO)-- a student organization registered with the Center for Student Involvement and formed to provide charitable, service, social, cultural, artistic, recreational, or educational activities consistent with the educational mission of the University. Examples are the Electrical Engineering Club, Davis Ballroom Dance Club, Delta Gamma Sorority, and Vietnamese Student Association. (PPM 270-07)

SPORT CLUBS

Sport Clubs are organizations registered with the Intramural Sports/Sport Club Office whose purpose is to provide sports activities to interested UC Davis students. They are not required to register at the Center for Student Involvement, but are permitted the same access as registered student organizations to advising services, leadership programs, fundraising privileges, reservation of campus facilities and participation in the annual Activities Faire. For more information, contact the Student Programs and Activities Center Advisor or the Intramural Sports/Sport Club Office at 752-3500.

CAMPUS INTEREST GROUPS

Campus Interest Groups are organizations registered with Campus Events and Visitor Services (CEVS) whose members must be associated with the University through employment, alumni or student status, or as spouses of students. The purpose of these groups is to provide charitable, service, social, artistic, recreational or educational activities. Registration permits such groups to use campus facilities on an occasional basis. For more information, contact CEVS at 752-2813.

GRADUATE STUDENT ASSOCIATION

Graduate Student Association (GSA) provides services to all graduate students who are automatically members of GSA once fees are paid. GSA distributes funds to department/group graduate student organizations. For more information, contact the GSA office at 752-6108. If a graduate student organization wants to reserve University facilities or engage in fundraising on campus, they must register with the Center for Student Involvement.

REGISTRATION CRITERIA

HOW DOES A GROUP QUALIFY?

The following are the criteria used to approve the registration of student organizations.

PURPOSE

Each student organization is required to describe clearly and specifically the purpose of the organization. If the stated purpose is too vague or general, your application will be returned and you will be asked to speak with a Advisor. The purpose stated on the application will be used by the Student Programs and Activities Center staff when providing information to the campus community. The purpose of the organization should be consistent with the educational nature of the University.

USE OF UNIVERSITY NAME AND TRADEMARKS

All variances of names and visual representations of the University of California, Davis, are considered UC Davis trademarks.

The marks include any trademark, service mark, name, logo, insignia, seal, design, or other symbol or device associated with or referring to UC Davis. Also included are any word, phrase, or image that implies association with the University, such as "Cal Aggie" or "Go Ags!" The University owns these trademarks and must approve their use.

- With the permission of the Center for Student Involvement Office, student organizations may use the "UC Davis" logo, "Go Ags!" logo, or athletic logos. Groups are not permitted to use the University seal or "Cal Aggie" logo.
- Student organizations may use the University name (including any abbreviation) only to describe its location, but not as part of its name. Example: "Social Club at UC Davis" is permitted, but "UC Davis Social Club" is not permitted.
- Student organizations may use the term "Aggie" as part of a name, but not "Cal Aggie." Example: "Aggie Cultural Association" is permitted, but "Cal Aggie Cultural Association" is not permitted. [If the name of your group is the same as, or very similar to, that of another group (campus or off campus), then you must clearly differentiate your group's name. Terms that may help you differentiate your name include "at UC Davis" or "Campus Chapter of." Examples: Campus NOW, Campus Chapter of Girl Scouts.

Anyone violating the provisions of California Education Code 92000, which prohibit use of the University name without permission, is guilty of a misdemeanor. We urge groups to review all publicity materials used in any event they sponsor to insure accurate representation. Since individuals may be misled into thinking the University is associated with an event that uses its name, the University is exposed to potential liability should someone suffer damage or injury at the event. The University will seek indemnification from groups for any damages it may suffer as a result of unauthorized use of the University's name.

MEMBERSHIP

- Each registered group must be composed of at least five currently registered and paid UCD students.
- Public information about these students may be disclosed without prior written consent unless the student notifies the UC Davis Registrar's Office in writing or via an established electronic procedure that such information shall be confidential. Public information includes name, address, e-mail addresses, and telephone number. CSI may release this information about you as a representative of this organization.
- Only currently registered and paid UCD students can be active members; only active members may vote, hold office, determine programs, control the group's money, and represent the group to the University. Currently enrolled UCD students must comprise three-fourths of the organization's membership.
- Associate members may be students on PELP, UCD staff, faculty, and the immediate families of UCD students, staff and faculty and non-University related individuals.

Associate members may attend group meetings and events, participate in discussions, serve as guest speakers on an occasional basis, teach, and perform small tasks for the group.

- The University is committed to a policy that prohibits discrimination practices. Your group may not utilize discriminatory practices based on race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or a special disabled veteran. The University also prohibits sexual harassment.

ORGANIZATION ADVISORS

Your group may choose to have an advisor if you wish to do so. An advisor can be a valuable source of information and continuity for the group, and may be a UCD staff or faculty member, someone from the community or a UCD student.

Advisors May:

provide information/advice to the group; participate in orienting and training new members and officers; attend group meetings; and participate in discussions.

Advisors May Not:

select members (but may participate in selection discussion); determine or direct the group's programs, goals, performances; control group's finances; vote; hold office; reserve campus facilities or represent the group to the University or community.

RELATIONSHIP TO THE UNIVERSITY

- Groups which are sponsored by, or are part of the University, will not be registered as student organizations. This generally includes those groups whose programs are generated, implemented, funded, directed, or controlled by the University. Typical examples of this would include Intercollegiate Athletic teams, classes offered by the University, departments/units of the University, ASUCD activities and groups whose sole purpose is to support/fund any of the above. General exceptions may include residence hall social fund groups. Residence hall groups must have approval from the Housing Office to apply for status as a registered student organization.
- A registered student organization may state that its active and associate membership is composed of students, staff, or faculty of the University. It shall not indicate or imply that it is acting on behalf of the University or with University approval or sponsorship.
- University regulations state that registered student organizations may take positions on issues if they make it clear in so doing that they are not representing the views of the University or the student body as a whole.
- The University's name, insignia, unofficial seal or address may not be used by a student group for religious or political activities, when such use might reasonably be construed to imply the University's support for the group's position on a religious or political subject. The University's name may be used for identification purposes or in a return address provided that the user group explicitly states that it is acting in a private capacity and not as a representative of the University.

RELATIONSHIP TO OTHER GROUPS AND AGENCIES

A student group that is associated with a local, state, national or international organization will be registered only if the group, through its active members, retains decision-making authority and control over its programs and finances. This means that:

- The group has the authority to make all final decisions.
- The group does not have to obtain permission or approval from its associated organization for its activities.
- The group makes the final decision to use the funds it generates.
- The group does its own financial book keeping.
- The officers are selected by the student members of the group.
- A group that is an agent for an off-campus or another campus organization or whose sole purpose is to support or fund such an organization will not be registered.

DUPLICATION WITH EXISTING GROUPS

Due to the increasing number of student organizations and demands for campus resources and space, groups applying for registration which appear to closely duplicate already existing groups will be required to submit a clear, written description of the differences between the groups. This may include such components as purpose, programs, philosophy, and structure. The responsibility rests with the group to prove to the University how it differs from the existing groups and why it should be registered as a separate student organization.

HOW TO REGISTER

1. The President/Primary Leader or Treasurer/Financial Officer must complete an Online Registration Orientation before submitting an application. Orientations are offered online or live on campus. If you would like an in person orientation please contact CSI and we will schedule an orientation for you. Starting May 1st, the registration process begins for the following academic year.
2. To obtain or update a campus financial account (Agency Account), complete Part IV (Agency Account Request Form) with the Registration Application and an annual fee of \$35.
3. Your group will be assigned a CSI mailbox in 457 MU. (Mail to Law School, Med School, Vet Med School and Graduate School of Management groups will be sent directly to the Student Services Office in their school.)
4. Check your mailbox in 7 working days for the status of your application.
5. NOTE: Check with CSI for any holds placed on your group. Applications will not be considered until all holds are cleared. There is a \$25.00 CSI fee to release any hold placed on organizations.

PRIVILEGES

Policies and guidelines governing these privileges are included on pages 19 through 32.

1. Occasional use of reservable University facilities and properties for activities such as meetings, social events, fundraising, speakers and conferences.
2. A campus mailbox and use of campus mail for correspondence with members who have campus addresses and for conducting the organization's business with campus departments.
3. Free use of storage lockers for your group, available on a first come, first served basis.
4. The privilege to post and distribute materials on campus in accordance with the Distribution of Literature and Posting Policies and the UC Davis Policy and Procedure Manual.
5. Opportunities to sponsor fundraising activities on campus, with CSI approval.
6. Financial services through a campus Agency Account, with CSI approval.
7. Eligibility to apply for funds from Club Finance Council are for undergraduate clubs only. Graduate student organizations, are eligible for funding through the Graduate Student Association or through their respective professional schools.
8. The use of MU & Silo outdoor tables for distributing information and fundraising. These are reservable through the Campus Unions Information Center (CUIC).
9. The use of display boards on the 1st floor of the MU, reservable through the MUCIC.
10. Access to CSI resources including advising, leadership training programs, event planning, problem-solving, referrals, and participation in the Activities Faire.

GROUP RESPONSIBILITIES

Upon becoming a registered student organization, your group assumes the following responsibilities:

1. Representing your Group

Only the five officers* whose signatures are on file with the Student Programs and Activities Center may transact business with the University on behalf of the organization. (Exception: Any member may reserve tables or display boards.)

2. Updating Group Information

If at any time information about your group changes (such as its name or status of the five officers*) you need to turn in a Registration Update Form to describe those changes to the Center for Student Involvement. If the officer who attended the Orientation for the current registration period has left office, the current President or Treasurer must attend another Registration Orientation.

3. Maintenance of Financial Account and Financial Records

Your group must maintain a financial account and records of income and expenditures for funds generated on University property. These records are subject to financial review by University Officials.

4. Personal Liability for Debts

The five officers* who sign the Registration Application assume responsibility (and may be held personally liable) for all debts and obligations incurred by the organization. The treasurer or others responsible for the organization's accounts must pay all bills or make arrangements for payment. If debts are not paid, registration and/or transcripts of these officers may be withheld until debts are paid. The University is not liable and cannot be held responsible for any debts or obligations incurred by the organization to a non- University agency. At the end of Spring Quarter, the Treasurer or others responsible for the organization's accounts must pay all bills or make arrangements for payment.

5. Discrimination & Harassment

The University of California, in accordance with applicable Federal and State laws and University policy, prohibits discrimination based on race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. All groups operating on campus and recognized by the University are governed by this policy.

6. Holds

A hold will be placed on the registration of any student organization that has not satisfied a debt or obligation to the University in a timely manner, has an overdrawn Agency Account, or has violated University policies or regulations. A hold results in the suspension of all your organization's campus privileges. To release the hold, a representative of your organization must bring written documentation that the debt or violation has been satisfied (e.g., receipt, letter from Student Judicial Affairs, etc.) with a \$25 Hold Release Fee to CSI for your group's privileges to be restored.

7. Compliance with Legal Regulations

In all activities, student organizations shall assume full responsibility for abiding by local, state and federal laws, and University and campus regulations.

8. Respect for University Activities and Individual Rights

Activities shall not interfere with traffic, regularly scheduled campus activities, or the orderly administration of the University. The First Amendment protects the right to say or write unpopular, intolerant or controversial ideas, as long as they do not violate laws or University Policies, including time, place and manner restrictions. Student organizations are encouraged to review their activities to reflect the values in the UC Davis Principles of Community

9. Contracts and Publicity

Events and activities sponsored by student organizations must be advertised and promoted in such a way as to make clear the function is sponsored by the organization acting in a private capacity and not as a representative of the University. Student organizations may not sign contracts on behalf of the University, as its agent, or imply that it is representing the University in any agreement.

10. Dissolving an Organization

Should your organization choose to dissolve, to formally terminate your status as a student organization with CSI, complete a Registered Student Organization Termination Form and submit it to CSI.

11. Defunct Agency Account

If your organization does not re-register for two consecutive years, any money left in your organization's Agency Account will be used to benefit all other registered student organizations.

(* or designated student leaders)

Fundraising

Jump To:

Definition

Who Can Raise Funds

How to Apply to Raise Funds

How to Raise Funds on Campus

Fundraising Policies

Special Fundraising Requirements

Raffles / Drawings

Food & Beverage Sales

Apparel or Printed Materials

Auctions

WHAT IS FUNDRAISING?

For University purposes, fundraising is defined as “any activity in which money is collected on campus.” Even if all you wish to do is break even or recover costs, your activity will be considered fundraising if money is collected. A separate Application to Raise Funds Form must be completed and approved for each fundraising activity. Some examples of fundraising are tournament entry fees, t-shirt and bake sales, ticket sales including events held off campus, raffles and soliciting donations.

NOTE: PLAN AHEAD! In order to raise funds on campus, you must have prior approval from CSI. Ask questions, check out your ideas, and get approval for your project early.

WHO CAN RAISE FUNDS

1. You must be a currently registered student organization or sport club in good standing.
2. You must have an off campus bank account or a University Agency Account to apply for the approval to raise funds on campus. (Note: Fraternities and sororities must have a separate account for the money they raise on campus which is distinct from the accounts used to pay for property expenses such as mortgage payments, rent, property improvements, maintenance, etc.)
3. Someone in your organization must serve the function of Treasurer/Financial Officer, who will keep thorough and accurate records of income and expense

HOW TO APPLY TO RAISE FUNDS

1. Complete and submit the Application to Raise Funds on Campus to CSI. Forms available in CSI or can be downloaded at spac.ucdavis.edu
2. If your event is in a reserved campus facility:
 - a. Make the facility reservation with Campus Events and Visitor Services (CEVS), 442 MU.
 - b. Submit a copy of your approved Request to Use Campus Facilities form along with your Application to Raise Funds.
 - c. If your fundraising activity is approved, you must then finalize your paperwork with CEVS before the cancellation date of your reservation.
3. If you plan to sell an apparel item (i.e., t-shirts, caps, sweatshirts, etc.) or button/ bumper sticker with text or design, you must complete and submit the CSI Design Approval Form with the Application to Raise Funds. Prior to ordering or printing any product, be sure your application has been approved by CSI.
4. If the event is sponsored by a sport club or professional school organization, the Application to Raise Funds must be signed by the designated department representative.
5. Check your CSI mailbox after 7 working days for the status of your application. If your activity is approved, you will receive an approval notice and a Permit to Sell (if applicable) and any CEVS facility reservation paperwork.

HOW TO RAISE FUNDS ON CAMPUS

1. Collecting membership dues at a meeting (does not require fundraising approval).

2. Applying for funds from various funding sources on campus. These include Club Finance Council (CFC) (see information about CFC on page 7), the Cross Cultural Center, MU Auxiliary Services, Student Recruitment & Retention Center, Student Assistants to the Chancellor and various other funding sources. For an updated list of funding sources, visit the CFC website. (Applying for funds on campus does not require fundraising approval)
3. Collecting donations during meetings or events (approval required from CSI).
4. Soliciting donations at tables immediately outside the Memorial and Silo Unions (approval required from CSI; table reserved through the MU Campus Information Center).
5. Charging admission to scheduled events such as films, speakers and dances (requires facility reservation through CEVS, fundraising approval from CSI, and use of Campus Box Office).
6. Conducting sales at approved events or at tables immediately outside the MU and Silo (approved through CSI, table space is reserved through the MU Campus Information Center).
 - a. Selling commercial items may be considered. One of the criteria used to review your request to sell is the "value added" consideration described below:
Items purchased and resold "as is" constitute a commercial activity, which is prohibited on campus. If a group changes or enhances the item (e.g. deliver flowers with a message, carve pumpkins) then the concern over commercialization is reduced. There must be demonstrated "value added" to what you plan to sell. Your group's name must be on the items you sell. Selling items/ services on campus on behalf of a commercial business (credit cards, etc.) is prohibited.
 - b. Selling food items generally limited to baked goods made by members. Selling food that requires refrigeration or heating to maintain health and safety is severely limited. Approval for standard baked goods must be obtained from CSI. The Office of Environmental Health and Safety must approve all other food sales. (See Special Fundraising Requirements).
[Bake Sale Guidelines](#)
 - c. Sponsoring of one or more of the organization's members as vendors to raise funds for the group.
 - Items to be sold must be hand-crafted by the members and sold by members of the organization.
 - Sponsorship of a vendor cannot exceed seven consecutive days.
 - The sponsoring group must receive at least 50% of the net income from such sales, and a written agreement signed by the vendor and the organization to this effect shall be presented to CSI.
 - d. Selling at the annual Activities Faire. An opportunity for registered student groups and sport clubs to promote and publicize their organizations, recruit new members, disseminate information, offer demonstrations and exhibits, and raise funds (approval required by CSI).
 - e. Selling at campus approved events/programs throughout the year. Registered student organizations, sport clubs and ASUCD units may earn money by setting up a carnival-type activity, food booth, or selling other non commercial items. Contact CSI early in Winter Quarter for more information (approval required by CSI).
7. Showing a film on your own.
Registered student organizations wishing to show a film or video on their own must comply with copyright laws that govern the use of these materials. Federal copyright statutes prohibit the showing of movies that have been rented or purchased for personal use for anything other than private home viewing without written permission of the copyright holder. Refer to page 31 to get the policy on Film/Video Copy rights.
8. Staffing a Sodexo Concession Booth at a special event For more information about how your group can earn money by working at the University Food Service, contact the Sodexo Marriot Corporation, 752-5052. A campus Agency Account, which can be opened through CSI, is required to receive payment (does not require fundraising approval).

Note: Soliciting donations, gifts or sponsorships from off-campus individuals, businesses or organizations does not require CSI fundraising approval when the solicitation takes place entirely off campus. However, organizations must explicitly state that they are acting in a private capacity and not as a representative of the University. The name of the University may not be used except to identify the location of the group.

HOW STUDENT ORGANIZATIONS MAY USE FUNDS RAISED

Funds cannot be used for personal gain and must always be consistent with the purpose of the organization/club. The funds that your group raises may be used to cover the costs of the following types of expenses:

-Instructors, speakers, films

- Publicity
- Operational costs, postage, office supplies and AV equipment
- Transportation
- Literature
- Equipment, if related to the purpose of the organization (sports equipment for sport clubs, etc.)
- Conferences and retreats (funds may be used to send delegates to conferences or to host retreats or

- conferences)
- Facility use fee
- Social activities

FUNDRAISING POLICIES

1. All registered student organizations or sport clubs must have prior fundraising approval and must clearly identify itself when raising funds. Sport clubs and Professional School Organizations must have their designated department representative sign the Application to Raise Funds prior to submitting it to CSI.
2. All registered student organizations must have a financial account (on or off campus) in order to raise funds on campus. They must also have a Treasurer/ Financial Officer who maintains accurate records of the group's income and expenses. Student organizations may open and maintain an Agency Account on campus at CSI. This account has an annual fee of \$35 and may be established as the organizations' general operating fund for all income, expenditures, and campus recharges. See Agency Accounts under SERVICES for more information.
3. Individuals are not permitted to raise or solicit funds on campus, with the exception of student government candidates who may solicit funds to participate in student government elections.
4. No individual member may profit from an organization's fundraising on campus nor may a member normally be a paid participant in a fundraising event. This policy is not intended to prevent legitimate and fair compensation when an individual member contributes to the event through his/her artistic, musical, dramatic or other talent.
5. Student organizations are not permitted to raise funds on campus for the purpose of making rent or mortgage payments. A registered student organization may apply to raise funds on campus for capital improvements on its facilities that it can demonstrate will benefit the organization's program.
6. All student organizations are charged a reservation fee for use of campus facilities for fundraising activities. The University does not subsidize fundraising on campus by student groups. This means groups do not have the benefit of a variable rate when fundraising, and instead will pay the significantly higher University community rate. Check with Campus Events and Visitor Services for details on use fee.
7. Student groups sponsoring events on campus that are open to the public and that charge admission or request donations for admission are required to arrange and report ticket sales and receipts through the Campus Box Office.
8. Student organizations or sport clubs planning to use an off-campus or commercial promoter to help sponsor or organize an on-campus event must contact a CSI Advisor for special guidelines before making any arrangements or contractual agreement. Publicity and promotion must make it clear that the function is sponsored by that organization acting in a private capacity and not as a representative of the University.
9. Student organizations and sport clubs may not sign any contracts on behalf of the University or act as its agent.
10. Fundraising approval for donations and table sales will be approved for no more than one quarter at a time.
11. Solicitation of donations in outdoor areas is prohibited except at tables immediately outside the MU and Silo, with prior approval from CSI.
12. All fundraising activities shall comply with licensing and tax laws as well as University and campus regulations.
13. If you are co-sponsoring a fundraising activity with another student organization, all co-sponsoring groups must complete separate applications and submit them together. Your activity will not be approved until all applications are received.

SPECIAL FUNDRAISING REQUIREMENTS

DRAWINGS/RAFFLES

State law requires that raffle tickets and raffle contest publicity materials clearly indicate that no purchase or donation is necessary to participate in the contest. Anyone requesting a free raffle ticket must be provided one. Printed tickets must have the name of the organization and, if a dollar amount is listed, the word "donation" must appear.

FOOD AND BEVERAGE SALES

Food and beverage (other than bake sales) may be sold on campus by student organizations and sport clubs only under limited and specific conditions. These sales require advance approval by CSI, Environmental Health and Safety (EH&S), and if applicable Director of MU Auxiliary Services and Fire Department to determine compliance with detailed regulations. Food preparation is usually required to take place in a University-approved kitchen. Contact a CSI Advisor for more information. Organizations must attend a mandatory scheduled food sale approval meeting.

T-SHIRT, SWEATSHIRT, CAP, BUTTON AND BUMPERSTICKER SALES

The following requirements must be satisfied for your group to sell t-shirts, sweatshirts, caps, buttons or bumper stickers on campus:

- Submit an Application to Raise Funds and a Design Approval Form to CSI. You must obtain fundraising and design approval from CSI prior to printing the items for sale.
- Your organization's name must be identified on the items you sell. You may not use the University name, except to describe the location of your group (e.g., "Social Club at UC Davis").
- The design must be related to the purpose of your organization.

- The names or logos of any sponsors must be incidental in prominence to the name of your organization and the design or message of the item being produced

If you wish to use any form of the UC Davis name or logo, you must comply with University Trademark Guidelines.

<http://manuals.ucdavis.edu/ppm/310/310-65.htm>

AUCTIONS

Strict campus guidelines govern auction activities held on campus. See Policy and Guidelines on page 19 and schedule an appointment with a CSI Program Coordinator prior to any planning for an auction.

Reserving Campus Facilities

Jump To:

[Who Can Reserve Space](#)

[How to Reserve Space](#)

[When & How Often Space Can be Reserved](#)

When should we talk with CEVS staff?

As far in advance as possible. Why? Because:

- Space is limited and it is reserved on a first come first served bases.
- Depending on how large or complicated your event is, there may be as many as four or five different offices which must approve aspects of your event (e.g., fundraising, security, tickets, health and safety, etc.).
- Based upon information you receive, you may decide to change many details about your event and therefore you may be required to obtain additional estimates and/or approvals.
- CEVS can provide you with ideas and assistance to get the most out of University facilities and services. Some types of events require long lead times, for example, dances require 30 to 60 days.

WHO CAN RESERVE SPACE FOR OUR ORGANIZATION?

- Student organizations must be currently registered and in good standing with the Center for Student Involvement to make reservations.
- Any student from your organization can ask for information. However, only the two students identified by your organization on your Registration Application or Registration Update form are authorized to make, cancel, or request changes in reservations. These two authorized students may allow a member of the organization, other than one of the five designated group representatives, to chair an event and work with CEVS on any given event.
- Only the chair of the event is authorized to make changes to the reservation once it has been made as they will be the primary contact to the CEVS Coordinator.
- It is recommended that the group's financial officer be notified at the beginning of the reservation process, of events that may incur expenses.

HOW TO RESERVE SPACE

- CEVS, located at 442 Memorial Union, is open Monday-Friday 9am-4pm, closed during the lunch hour, 12-1 p.m. Reservations **MUST** be made in person.
- All bills and holds must be paid before a reservation can be made.
- Before a reservation is confirmed, all paperwork, permits and deposits must be completed.
- Prepayment of facility and service fees is required prior to the reservation cancellation date for all events. If the group is using their Agency Account, funds must be available in the account to pay deposits, and avoid facility reservation cancellation. The balance due will be taken from the agency account 7 days after the event. Make sure to verify all costs immediately after the event, and to deposit funds into your agency account.

HOW OFTEN CAN WE RESERVE SPACE?

Weekly Meetings

- A limit of two regular standing weekly reservations of 1-4 hours in length (not to exceed a total of 4 hours per week).
- Requests for weekly meetings may be made beginning the last day of classes for the next quarter. Fall Quarter requests are accepted the first day of Fall Quarter.

Non-recurring Events

- Single event (non-recurring) reservations usually cannot exceed 5 hours in length.
- No more than 3 reservations in any one week (Monday through Sunday).

Single event reservations may be requested according to the following timetable.

- Once groups have re-registered in Spring Quarter for the following academic year, they may reserve space for up to three non-recurring events in the upcoming Fall Quarter.
- Starting the first day of Fall Quarter, groups may reserve space for non-recurring events during the Winter and Spring Quarters (up to three per quarter).

Policies and Guidelines

Jump To:

Standards of Conduct for Students & Student Organizations
 Failure to Comply with University & Department Policies
 Alcohol
 Amplified Sound
 Auctions
 Cash Box Use / Ticket Sales
 Commercial Advertising
 Discrimination & Harassment
 Distribution of Literature
 Facility Decorations & Alterations
 Film Safety
 Fire Safety
 Hazing
 Political & Religious Activities
 Posting
 Publicity
 Security
 Symbolic Structures
 Theme Parties

STANDARDS OF CONDUCT FOR STUDENTS AND STUDENT ORGANIZATIONS*

*Excerpted from the UC Policies Applying to Campus Activities, Organizations and Students.

<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc100.html>

Chancellors may impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in campus regulations:

102.01

Academic Misconduct. All forms of academic misconduct such as cheating, fabrication, plagiarism, or facilitating academic dishonesty (see UC Davis [Code of Academic Conduct](#)).

102.02

Other Dishonest Acts. Other forms of dishonesty such as fabricating information, furnishing false information, or reporting a false emergency to the University.

102.03

Forgery, Alteration, or Misuse. Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.

102.04

Theft, Misappropriation, Possession of Stolen Property, or Vandalism. Theft of, conversion of, destruction of, or damage to any property of the University of others, or possession of any property when the student knew or reasonably should have known that it was stolen.

102.05

Computer and/or Electronic Resource Theft, Misuse, or Abuse. Theft or abuse of University electronic communications resources such as computer and electronic communications facilities, systems, and services. Examples of abuses include unauthorized entry, use, transfer, or tampering with the communications or accounts of others, or interference with the work of others or with operation of computer/electronic communications facilities, systems, and services. Use of University computer and electronic communications facilities, systems, or services that violates other University policies or campus regulations (see UC Davis [Policy on Acceptable Use of Electronic Communications Resources](#))

102.06

Unauthorized Entry, Use, or Possession. Unauthorized entry to, possession of, receipt of, or use of any University services, equipment, resources, or properties, including the University's name, insignia, or seal.

102.07

Violation of Residence Hall or Housing Policies. Violation of policies, regulations, or rules governing University housing facilities or other housing facilities located on University property.

102.08

Physical abuse including but not limited to sexual assault, sex offenses, and other physical assault; threats of violence; or other conduct that threatens the health or safety of any person.

102.09

Sexual Harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. The University responds to reports of any such conduct (see [University Policy on Sexual Harassment and Complaint Resolution Procedures](#) and [UC Davis Sexual Harassment Policy](#)).

102.10

Stalking. Stalking behavior in which a student repeatedly engages in conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his/her safety, or that of his/her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person and to serve no legitimate purpose.

102.11

Other Harassment. Harassment by a student of any person by a) using, displaying, or making other demonstrations of words, gestures, imagery, or physical materials, or engaging in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in University programs or activities, or use of University facilities. The conduct must target a specific person(s) and must be addressed directly to that person(s). Before applying this policy, the campus must consult with the Office of General Counsel regarding its interpretation and application in light of the specific circumstances.

102.12

Hazing. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person (see [UC Davis Definition of Hazing](#)).

102.13

Obstruction or Disruption. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.

102.14

Disorderly or lewd conduct.

102.15

Disturbing the Peace. Participation in a disturbance of the peace or unlawful assembly.

102.16

Failure to Comply with Directions of Official, or Resisting or Obstructing Official. Failure to identify oneself to, or comply with the directions of, a University official or other public official acting in the performance of his/her duties while on University property or at official University functions; or resisting or obstructing such officials in the performance of or the attempt to perform their duties.

102.17

Unlawful Possession, Use or Distribution of Controlled Substances. Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations.

102.18

Possession, Use or Distribution of Alcohol in Violation of Policy. Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations. (See UC Davis [Guide to Residence Hall Life](#).)

102.19

Possession, Use or Manufacture of Explosives or Destructive Devices. Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.

102.20

Possession, Use or Manufacture of Prohibited Weapons Possession Use, or manufacture of a firearm or other weapon as prohibited by campus regulations.

102.21

Violation of Disciplinary Action. Violation of the conditions contained in the terms of a disciplinary action imposed under these Policies or campus regulations.

102.22

Violation of Emergency Order or Suspension. Violation of the conditions contained in a written Notice of Emergency Suspension or violation of orders issued during a declared state of emergency (See [University of California Policy on Campus Emergencies](#) (13 MB)).

102.23

Unauthorized Preparation, Sale, or Distribution of Notes or Recordings of University Courses, or Copying of Course Materials. Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these Policies whether or not it was the student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a University of California course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

HAZING**UC DAVIS DEFINITION OF HAZING**

It is against the law for student organizations to conduct any activities which involve "hazing." Violations may result in loss of registration as a student organization, action by the Office of Student Judicial Affairs, or referral to local law enforcement agencies.

Action and activities which may constitute Hazing include, but are not limited to, the following*:

1. Forms of physical activity not part of an organized, voluntary athletic contest or not specifically directed toward constructive work.
2. Any activity that might reasonably bring physical harm to the individual.
3. Paddling, beating, or otherwise permitting someone to hit another individual.
4. Requiring one to wear any degrading or uncomfortable garments.
5. Depriving one of the opportunity for sufficient sleep (6 hours per day minimum), decent and edible meals, or access to means of maintaining body cleanliness.
6. Activities interfering with one's academic efforts by causing exhaustion, loss of sleep, or reasonable study time.
7. Requiring one to consume large amounts of alcohol.
8. Forcing, coercing, or permitting one to eat or drink foreign or unusual substances such as raw meat, raw eggs, salt water, onions, etc.
9. Having substances such as eggs, paint, honey, etc. thrown at, poured on, or otherwise applied to the bodies of individuals.
10. Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule, or intimidation.
11. Kidnaps, road trips, etc., which are conducted in a manner that endangers the health or safety of an individual.

12. Subjecting one to cruel or unusual psychological conditions for any reason.

13. Any requirement which compels someone to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine moral and/or religious beliefs, or contrary to the rules, policies and regulations of the University.

*These rules apply to undergraduate, graduate, alumni, potential or active members.

**CALIFORNIA HAZING LAW
EDUCATION CODE SECTIONS 32050-32052 "HAZING" 32050.**

As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

CRIMINAL PENALTIES FOR HAZING 32051.

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

FORFEITURE OF FUNDS AND/OR LOSS OF UNIVERSITY RECOGNITION DUE TO PARTICIPATION IN HAZING 32052.

Any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members by others subject to its direction or control, shall forfeit any entitlement to state funds, scholarships, or awards which are enjoyed by him/her and shall be deprived of any sanction or approval granted by any public educational institution or agency.

The governing board of any public school, public college, public university or other public educational institution or agency shall adopt rules and regulations to implement this section.

If the Attorney General or the district attorney of any county or city has reason to believe that a forfeiture should be declared under this section, he or she may institute a special proceeding in the superior court to establish such forfeiture. Any funds so forfeited shall be deposited in the State Treasury and credited to the State School Fund.

DISCRIMINATION AND HARASSMENT

The campus has both formal complaint procedures and an informal advisory system for the resolution of complaints of discrimination or harassment based on race, color, national origin, religion, sex, sexual orientation, physical or mental disability, or age.

FORMAL COMPLAINTS

As a general rule, formal complaints will not be considered unless a written complaint is filed with the Office of Student Judicial Affairs within 30 calendar days of the time the student could reasonably be expected to have knowledge of the injury allegedly caused by the offensive action.

INFORMAL COMPLAINTS

Students may attempt to resolve their complaints informally, and may seek information and assistance from a variety of campus resources on an informal basis. CSI coordinates all informal complaints as they apply to student organizations. Individuals can submit a complaint form from the CSI office or download a form from <http://spac.ucdavis.edu/forms.htm>. The Office of Student Judicial Affairs has been designated to coordinate the informal advisory system for student complaints of discrimination, and to provide advisory, investigatory, mediation and conciliation services to students having such complaints. Student Judicial Affairs is located at 3200 Dutton Hall, and may be reached by phone at 752-1128.

Other campus units that students may contact for assistance on an informal basis include:

EOP-SAA Office
752-3472
Counseling Center
752-3472

ASUCD Grievance Center
752-8009
Graduate Student Association
752-6108
Campus Affirmative Action Coordinator
752-2412
Deans of the Colleges Residence Life Officer
752-2033
and/or in cases of sexual harassment, information can be obtained by calling:
Sexual Harassment Education Office
752-9255
Student Judicial Affairs
752-1128
Student Housing Office
752-1736

DISTRIBUTION OF LITERATURE

Distribution of literature is allowed under the following regulations, which are intended to prevent interference with the free flow of persons and traffic, and with the regular activities of the University.

GENERAL GUIDELINES

1. Literature to be distributed must be of a non-commercial nature.
2. Literature must clearly indicate the name of the sponsoring person or organization.
3. Distribution shall not obstruct the free flow of traffic.
4. Materials may be offered to the public but shall not be forced upon individuals.
5. The sponsoring person or organization may be held responsible and charged for clean-up associated with the distribution of literature. Violations of this policy are also subject to Student Conduct guidelines and administrative responses that could affect use of facilities or other privileges offered to the group by the University.

INDOOR DISTRIBUTION

1. During Meetings: Materials may be distributed during meetings only by University individuals and groups and only when the department head or organization has approved such distribution.
2. In Departments: With prior permission of the department head, free non-commercial literature such as pamphlets and brochures may be left in waiting areas, lobbies, or lounges assigned to a specific department.
3. In Mailboxes: Only materials relating to University business may be distributed by placing copies in departmental mailboxes.
4. In Residence Halls: Materials may not be distributed in on-campus student residence facilities or left in stacks near student residence mailboxes without prior permission from the Student Housing Office.
5. In the MU: Flyers may be left at the MU Campus Information Center on the 1st floor of the MU. The information must include your student group name, UC Davis and be advertising a group sponsored event.

OUTDOOR DISTRIBUTION

1. Any person may hand-distribute literature in University outdoor areas open to the public generally, except that materials may not be distributed in outdoor areas surrounding on-campus student residential facilities without prior permission of the Student Housing Office. This activity shall be consistent with maintenance of University property and the free flow of persons and traffic, and shall not interfere with the normal activities of the campus. Interference with facility entrances is strictly prohibited.
2. Bulk distribution of periodical publications, whether free or for sale, requires the prior approval of the Director of MU Auxiliary Services, who is located on the fourth floor of the Memorial Union.
3. Outdoor table distribution of literature is restricted to designated areas near the Memorial and Silo Unions. Reservations for outdoor tables must be made through the MU Campus Information Center and tables must always be attended.
4. Materials may not be distributed by placing copies on or in vehicles (including bicycles) on University properties.

OTHER DISTRIBUTION METHODS

1. Publications produced by registered student organizations through AS Papers, that meet criteria established by the Campus Media Board, may be distributed in designated racks on campus. Contact the AS Papers for details.
2. When any party (off-campus non-profit groups or registered organizations) wishes to solicit funds for literature while using a reserved table, that party must receive prior approval; registered student organizations from CSI, and off-campus non-profit groups from Campus Events and Visitors Services.

3. The campus mail is for official University business. Materials may only be distributed through the campus mail by campus organizations for communications with members with campus addresses and for conducting the organization's business with campus departments.
4. Employee newsletters, Dateline and UCDCM Update, may be used, on a space-available basis, for announcement of public meetings of campus organizations that are of general interest.

POSTING

CAMPUS POSTING GUIDELINES

Posting is allowed under the following regulations which are intended to prevent interference with the free flow of persons and traffic and with the regular activities of the University.

GENERAL GUIDELINES

(Pertains to all posting on campus, both indoors and outdoors)

1. Only one notice per event/activity per bulletin board is allowed.
2. No 3-dimensional materials may be posted on any Public University Bulletin Boards (materials must lay flat on the board).
3. All posted materials must clearly indicate the name of the sponsoring department, organization, or person.
4. No poster, handbill, or any other form of announcement or statement may be placed on, attached to, hung from, propped against, or written on any structure or natural feature of the campus such as walls, doors of buildings (either inside or outside), windows, restrooms, building or directional signboards, the surface of walkways or roads, fountains, posts, columns, waste receptacles, or trees. The cost of enforcement, re- moval, or restoration may be billed at \$27.51 per hour with a minimum of 2 hours of Grounds labor for most violations to the department, organization, or person(s) responsible for policy violation.
5. Organizations or persons posting or exhibiting materials in a language other than English must file a translated copy of the materials with Center for Student Involvement.
6. The painting of signs, posters, and banners in the Memorial and Silo Unions and Lower Freeborn Hallways is not permitted.
7. Chalking is not permitted on campus.

INDOOR POSTING

Public University Bulletin Boards (only one per bulletin board of the following materials may be posted)

1. Announcements of activities sponsored by campus organizations or departments: size limit 11" x 17".
2. Off-campus events and commercial materials: size limit 8 1/2" x 11".
3. Personal ads of students, faculty and staff: size limit 8 1/2" x 11".

Departmental Bulletin Boards

1. Posting on departmental bulletin boards requires the permission of the department.
2. Posting in residence halls requires the permission of the Assistant Director of Student Housing.
3. No commercial materials may not be posted.

OUTDOOR POSTING

1. Only campus organizations such as departments, registered student organizations, sport clubs, constituent organizations (e.g., ASUCD, GSA), and campus interest groups are permitted to place temporary signs, banners and posters at outdoor campus locations. Content is limited to sponsored events and student government elections and must include the name of sponsor, date, time, and location of event.
2. Signs, banners, or posters attached to stakes may only be placed on decomposed granite so long as they do not obstruct the free-flow of campus traffic, damage lawns or grounds, or create a safety hazard, or interfere with a scheduled event sponsored by another organization. Signs, banners, or posters may be staked on the Quad lawn only in association with a reserved Quad event.
3. A-frame signs may be placed only on decomposed granite areas near side walks. They are prohibited on sidewalks and patios, in streets, in all bike circles, and on all lawn areas of the campus. A-frames that do not advertise a specific event with date, time, and location will be removed.

4. Signs, banners, or posters cannot be propped against, hung from trees, or attached to buildings, balconies, waste receptacles, columns, or campus directional signboards.

- a. Only wooden posts or stakes of no more than 2" x 2" thickness may be used to support any signs, banners, or posters (no metal or plastic pipes).
- b. Posts or stakes are to be hammered into the ground. No digging is permitted.

5. Size limits for signs, A-frames, banners, and posters are as follows:

- a. Wooden signs, lightweight plastic board ("coroplast" material), and A-frames are limited to dimensions of 2 1/2' x 4' (30" x 48")
- b. A-frames must be constructed of sturdy materials to withstand strong winds and weather conditions.
- c. Signs and banners made of paper, cloth, and plastic sheeting do not have specific size limits as long as good judgment is used.

6. Signs, banners, and posters attached to stakes may not be posted in the same location for more than one week at a time. However, ASUCD or GSA posting material used for elections may remain for the duration of the campaign period.

7. Sponsors are responsible for removing all signs and materials within 24 hours of the conclusion of the event or they will be discarded. Grounds reserves the right to remove signage as part of their normal maintenance schedule.

Groups may contact the Grounds Division at 752-1655 to retrieve removed A-frames and stakes.

COMMERCIAL ADVERTISING

DISTRIBUTION

University regulations prohibit the distribution of commercial advertisements on campus.

POSTING POLICY

Posting of one commercial advertisement per event/activity per University bulletin board is permitted. (size limit 8 1/2" x 11"). Posting of commercial advertising on department, individual faculty member, classroom notice, and Student Housing bulletin boards is not permitted.

MAIL POLICY

Commercial mail cannot be delivered by hand to student organizations and residence hall mailboxes. It must be distributed through the United States Postal Service. Mail must be individually addressed. When mailing to registered student organizations use the following address: University of California, Davis, Center for Student Involvement, Name of Student Organization, Box # ____, One Shields Avenue, Davis, CA 95616-8706.

ADVERTISEMENT IN CAMPUS NEWSPAPERS

The most effective way to reach the campus population is by means of advertising in campus newspapers. Contact the individual papers directly for advertising and insertion rates. There is one Associated Students newspaper, "The California Aggie", located on campus in 25 Lower Freeborn Hall, 752-8660. Many registered student organizations produce alternative papers at the AS Papers production center, located in 13 Lower Freeborn, 752-2848. Call for information on currently operating alternative papers and their contact numbers.

SYMBOLIC STRUCTURES

BACKGROUND

Freedom of speech is important at UC Davis. The University is a marketplace of ideas where the discussion of a wide variety of issues is both desirable and encouraged. UC Davis students have chosen symbolic structures as a powerful means of communicating their ideas. Therefore, as a campus we have determined that it is appropriate to permanently designate a site as a "symbolic speech" area where such structures might be placed. This policy shall govern such structures.

SPONSOR

A symbolic structure may be placed within the designated site by any registered student organization, campus interest group, or full-time student, staff, or faculty member upon completion of a reservation through Campus Events and Visitor Services (CEVS). Student sponsors (including student organizations) are encouraged to meet with the staff of the Center for Student Involvement to work out details of the proposed structure, prior to approaching CEVS for the reservation itself. Faculty and staff must work out details of the reservation directly with the staff of CEVS.

LOCATION

An area on the decomposed granite just off the northeast corner of the Quad is designated as an area for the placement of symbolic structures. This area is bounded on its east perimeter by East Quad Avenue; on the west by the Quad itself; on the north by the sidewalk running east and west just south of Memorial Union; and on the south by an imaginary line running perpendicular to the Quad and East Quad Avenue at a distance of about 65 feet from the north boundary of

the site. Within this site, structures must be set back at least three feet from East Quad Avenue and at least six feet from the grassy edge of the Quad.

SIZE

Reservations of the site will normally be limited to an area sufficient to adequately accommodate the symbolic structure placed on the site. Structures themselves will be limited in size to covering an area in the shape of a square, not greater than 12 feet on a side. Limits on height will be determined by CEVS consistent with issues of safety, construction, materials and taking into account the natural canopy of the trees. Any exceptions to these limitations must be worked out in advance with CEVS/Center for Student Involvement and in no event can structures exceed the setbacks and physical limits of the site itself.

CONSTRUCTION

Structures may be of a combination of materials, but they must be constructed so they do not cause a safety hazard to passersby. No structure can be of such construction so as to constitute a fire or safety hazard and in no event will fire or flame be permitted as a part of a symbolic structure.

DURATION

Reservations may be made for one month from their inception. Extensions of one month up to the end of the academic quarter may be granted upon application to CEVS. To assure diverse points of view, extensions will not be granted if there are other sponsors with different structures or different points of view waiting for an available space in the symbolic structure area; or if the sponsor has been negligent in respect to these guidelines. The responsibility for timely removal of the structure rests with the sponsoring organization or individual. Symbolic structures not removed prior to the expiration of the reservation will be removed by the campus and the sponsoring organization or individual may be billed for the costs of removal. Use of the symbolic structure area normally will be suspended by CEVS for the duration of major annual events which have traditionally used this area.

CONTENT

The sponsor shall be responsible for any messages conveyed through its symbolic structure. The University shall not abridge a sponsor's right to control the content of its message so long as the content is constitutionally protected expression. Use of this area must comply with all applicable University rules and regulations. As an example, commercial advertising is not permitted within the symbolic speech area.

POLITICAL AND RELIGIOUS ACTIVITIES

As a State instrumentality, the University must remain neutral on religious and political matters. Therefore, religious and political registered student organizations shall have access to University properties on the same basis as all other registered student organizations.

When University meeting areas are used for political or religious purposes, and when materials such as posters, notices, handbills, and banners are distributed or displayed on the campus for political or religious purposes, the use must conform to all general regulations concerning the time, place, and manner of speech or advocacy (see regulations on posting, distribution of literature, fundraising, non-University speakers, quad and outdoor speech areas).

Public expression in the form of freedom of speech and advocacy may be exercised on campus at such times and places and in such a manner as to assure orderly conduct; the least possible interference with University responsibilities as an educational institution; protection of the rights of individuals in the use of University properties; and reasonable protection of persons against practices that would make them involuntary audiences.

Students, staff, or faculty who are candidates for an off-campus political office shall have no extra or additional rights to post or exhibit materials on campus that advocate their candidacy. Off-campus candidates (like other non-University affiliated individuals) generally may not post or exhibit materials on campus. See posting guidelines.

These policies in no way constitute prohibitions on the right of any individual in the University community to express political or religious views. The University recognizes, supports, and shall not abridge the constitutional rights of faculty, students, and staff to participate, either as individuals or as members of groups, in religious activities and in the political process of supporting candidates for public office or any other political activity.

Resources include the MU Patio/Quad Guidelines, Freedom of Expression, Peaceful Protest, and Civil Disobedience on Campus: Rights & Responsibilities and Responding to Offensive Speech.

PUBLICITY & THEME PARTIES

Registered student organizations shall not present their activities in a manner which tends to promote degrading or demeaning social stereotypes based on race, ethnicity, national origin, gender, sexual orientation, religion, or disability. To do so is to put at risk any and/or all of the privileges of the sponsoring student organization(s). Indeed, through such action, a registered student organization may forfeit completely its registration with the University of California, Davis.

In determining whether an action or activity is degrading or demeaning within the meaning of this guideline, the totality of circumstances surrounding the action or activity shall be considered in light of the following:

- A. Does the activity reinforce stereotypes which should reasonably be understood to have historically prevented disadvantaged persons in our society from reaching their full potential?
- B. Are the circumstances associated with the action or activity (e.g., advertisements, decorations, costumes of the participants, etc.), of the type which should reasonably be recognized as likely to exacerbate the negative connotations?
- C. Are the above circumstances, or any of them, exacerbated by negative behavior associated with consumption of alcohol?
- D. Does the registered student organization have a history of holding events where negative behavior associated with consumption of alcohol or public drunkenness has occurred?
- E. Does the information available suggest that the theme, advertisements, decorations or costumes were chosen to mock or degrade the group(s) associated with the activity?
- F. Does the information available suggest that the theme, advertisements, decorations, or costumes of the activity were chosen with the intent to incite breaches of the peace or disorder within the campus community, or under circumstances which suggest that such breaches of the peace or disorder in the campus community were understood as likely to result?

AUCTIONS

1. Only goods and services may be auctioned and they must be approved in advance by the Center for Student Involvement. Example of goods and services: bicycles, T-shirts, coffee mugs, rafting trip, bowling lesson, hair styling, auto tune-up, yard work, or catered meal.
2. Persons may not be auctioned for any activities that are based on the physical appearance or other personal qualities of the individual or individuals.
3. Persons may not be auctioned for dates or to serve as escorts.
4. No persons(s) may be physically presented for display to the audience in connection with the action of goods or services. There shall be no photos or other images of any person(s) displayed at or before the auction, nor shall the sponsoring group issue any written or verbal description of personal attributes.
5. The auction shall be conducted by an auctioneer or master of ceremonies, who may describe the services being offered and indicate the names and affiliations of individuals or groups offering the services. Likewise, the auctioneer or master of ceremonies may exhibit or describe goods being offered and indicate who has donated them.

REVIEW PROCESS

1. Groups desiring to sponsor an auction are required to meet with a Center for Student Involvement Program Coordinator to review the policy guidelines prior to submitting a Fundraising Application.
2. An agreement form, consisting of the policy and a written description of what is to be auctioned and how the event or activity will be conducted and advertised, must be signed by the group representative responsible for the event and shall accompany the Fundraising Application submitted for approval.
3. Once approved, the scheduled activity or event is subject to monitoring by designated University staff. The group shall submit publicity samples to the Center for Student Involvement prior to publicizing the event.
4. If an auction is conducted that does not adhere to this policy, the sponsoring organization may be subject to the loss of privileges as a student organization and/or may be referred to Student Judicial Affairs for further disciplinary action.

ALCOHOL

ALCOHOL USE ON CAMPUS

UC Davis strives to maintain a campus free from the illegal use, possession or distribution of controlled substances. Manufacture, sale, distribution, dispensation, possession, or use of alcohol and controlled substances by University students and employees on University property, at official University functions, or on University business is prohibited (except as permitted by law), University policy and campus regulations. Students violating these

policies are subject to disciplinary action, including Suspension or Dismissal from the University, and may be referred for criminal prosecution and/or required to participate in appropriate treatment programs.

All state laws regarding alcohol and drug use apply on campus, as it is not a "sanctuary" from state law. All drugs made illegal by state and federal law are also prohibited by University policy.

Alcohol may be consumed on campus by those age 21 and over in private residence hall rooms; at approved locations with required permits (e.g., Putah Creek & Rec Pool Lodges; and in the Pub, Alumni Center, and University Club. Alcohol is prohibited elsewhere. (See UC Davis Policy and Procedure Manual Section 270-21.) Any violation of University policy regarding alcohol use is subject to disciplinary action; individuals are subject to penalties ranging from warnings to dismissal from school, while groups are subject to penalties up to and including exclusion of the organization from campus.

ALCOHOL PERMIT

A Permit to Serve Alcoholic Beverages is required in order for a group to use alcohol at a campus function. Campus departments and organizations may request permission to hold a group-sponsored event at which alcoholic beverages are served. University policy allows the use of alcoholic beverages on campus at group events under conditions that 1) reasonably protect the interests of the University; 2) reduce the liability of the University; 3) indicate that alcohol is incidental to the program being presented; 4) prevent over-indulgence, and 5) support the laws related to alcohol use.

An application must be submitted at least 10 working days prior to the proposed event to Campus Events and Visitors Services. The application will be evaluated and approved or denied based on compliance with campus policies and State Department of Alcoholic Beverage Control guidelines. Criteria used to evaluate a proposed event include the age composition of the group, how incidental the service of alcohol is to the purpose of the event, whether attendance is limited to members of the sponsoring group and their personally invited guests, whether the event is advertised, and the history of the sponsoring group. For detailed Alcohol Permit Evaluation Guidelines, see <http://www.cevs.ucdavis.edu/opmanual/alcohol1.htm>.

AMPLIFIED SOUND

The amplified sound permit can be found at: <http://cevs.ucdavis.edu/dept/ues/files/AmplifiedSoundPermit.pdf>

Please read the following policy carefully and submit your completed sound permit to Campus Events and Visitor Services by fax at 752-3388 or in person at 442 Memorial Union.

POLICY

The following policies and guidelines have been developed to assure that sound at events held on campus is maintained at a reasonable level and is not disruptive to campus activities or communities.

1. A permit must be approved by CEVS for outdoor use of sound on campus. Permits will not be approved if the sound may interfere with classes, the orderly administration of the University, or reasonably disturb campus and community residents.
2. The level of sound must be limited to reach only the immediate audience.
3. Speakers must be positioned carefully in order to prevent sound from disturbing persons not in the immediate area. Atmospheric conditions, the surrounding terrain and the buildings can greatly influence the effect of sound. The set-up of speaker should be carefully checked before each event and monitored occasionally during the event by the sponsor. Sound checks must be conducted only during the hours sound is allowed.

4. Outdoor use of sound is generally permitted in the areas listed below and in accordance with the conditions enumerated. All other areas by exception only.

- Main Quadrangle (East & West)
 - o Monday - Thursday 12 noon - 1 p.m. only
 - o Friday 12 noon - 1 p.m.
- 5 p.m. - 10 p.m. (by exception only)
 - o Saturday 9 a.m. - 10 p.m. (by exception only)
 - o Sunday & Holidays 9 a.m. - 6 p.m. (by exception only)
- MU Patio
 - o Monday - Thursday 12 noon - 1 p.m. only
 - o Friday 12 noon - 1 p.m.
- After 5 p.m. by exception only
 - o Weekends & Holidays by exception only
- Putah Creek Lodge & Rec Pool Lodge
 - o Monday - Thursday 5 p.m. - 10 p.m.
 - o Friday 5 p.m. - 12 midnight
 - o Saturday 10 a.m. - 12 midnight
 - o Sunday & Holidays 12 noon - 10 p.m.
- Silo
 - o Sound permitted outside building by exception only. UES Coordinator will contact Acey Hannum, Director of Memorial Union
- Toomey Field
 - o Sound is permitted during Athletics Events only.

GUIDELINES FOR USING AMPLIFIED SOUND

1. Contracts with performing groups must contain a statement which allows the sponsor or the University to regulate the level of amplified sound.
2. The sponsor is responsible for assuring that amplified sound does not disrupt normal University activities, including regularly scheduled classes. The sponsor also must be sensitive to the fact that others become unwilling participants in an event if amplified sound is produced at an excessive level. Responsible behavior prevents unwarranted disturbances to other persons and contributes to a more successful event.
3. University staff have been instructed to monitor the level of amplified sound and to take appropriate measures to prevent disruptive noise. With adequate planning by the group, staff intercession will not be necessary.
4. Complaints about disruptive sound will result in an assessment of the situation by University staff who will determine whether to (a) allow the sound to continue, (b) reduce the volume, or (c) terminate the use of amplified sound.
5. The University may withhold reservation privileges of organizations/individuals that violate these policies.

UC DAVIS TICKET OFFICE

Freeborn Hall 530-752-1915

All organizations and units sponsoring events of University property that are open to the public and charge admission or request donations for admission are required to arrange and report ticket sales and receipts through the UC Davis Ticket Office or the Mondavi Center Ticket Office.

Events sponsored by the UC Davis Department of Theater and Dance or UC Davis Department of Music, at any University venue, and all events occurring in the Mondavi Center for the Performing Arts will be ticketed through the Mondavi Center Ticket Office.

UC Davis Ticket Office (UCDTO) Policies

1. UCDTO will conduct business only with the student listed on the Request to Use Campus Facilities and the Application to Raise Funds completed for each event.
2. All events require an event set up meeting with the Ticket Office manager to plan for event ticketing and to have the Request to Use Campus Facilities signed. Please call the UCDTO to set up this meeting.
3. Required event information to be provided to the UCDTO includes name of organization, contact information for student contact, name of event, type of event, date, time, place, established admission prices and special requirements.
4. UCDTO will provide an estimate for services at the event set up meeting.
5. UCDTO offers free cash box service to registered student organizations and sport clubs for events that do not require

tickets (e.g., bake sales, plant sales, consignment ticket sales, and other MU table sales). This service includes a cash box and provides a change fund for the duration of the fundraising event. To reserve cash box contact the UCDTO at least two working days prior to your event. There are a limited number of cash boxes that may be checked out from UCDTO for any given period. The UCDTO will provide any additional policies to each group at the event set up meeting.

EVENT SECURITY

All activities taking place on University property are reviewed to determine the level of security that is to be provided. This review is initiated during the facility reservation process and events are evaluated based on University security guidelines. The guidelines include such criteria as type of event, number of people expected, presence of alcohol, advertising or promotion of event.

If it is determined that an event requires special security arrangements, Aggie Hosts will be assigned. The Aggie Hosts system provides most of the security services needed at events, although police officers may sometimes be assigned. Aggie Hosts are arranged through the Campus Events and Visitor Services (CEVS). Sponsors are charged for any security personnel assigned to their events.

The services that clients can expect from security employees include crowd control, parking and traffic control, crime prevention and response to emergency situations.

FACILITY ATTENDANTS

In accordance with the Campus Events Security Guidelines, CEVS will determine if events presented in campus facilities require a facility attendant/manager. Reservations of large paid facilities (holding programs designed to attract many people) usually include the assignment of facility staff.

Sponsors will be charged for the facility staff in accordance with existing policy.

FIRE SAFETY

Fire and safety regulations require persons, groups or organizations that are responsible for meetings, programs or performances in any University classroom or auditorium adhere strictly to the following:

1. Except when entering or leaving the room, no person or persons shall be allowed to sit or stand in any doorway, aisle or passageway that is meant to serve as a means of emergency exit from the room.
 2. The number of persons admitted to any classroom or auditorium shall not exceed the posted number.
 3. No seats shall be added to any classroom or auditorium without first obtaining written permission from the Campus Fire Chief or his/her authorized representative.
 4. In areas in which row seating is set up from time to time (i.e., meetings, theater productions, concerts) a minimum of twelve inches (front to back) must be left open between each row of seats.
 5. The Campus Fire Department will conduct periodic inspections to insure strict compliance by all persons concerned.
- NOTE: Sponsoring groups shall be held accountable for violations.

FACILITY DECORATIONS AND ALTERATIONS

Any event in a University building which involves the use of decorations must adhere to the following guidelines:

1. Paper streamers are not permitted unless made of flame retardant paper.
2. Dry vegetable materials are not permitted unless treated with flame retardant and approved by the Campus Fire Department.
3. Butcher or construction paper is allowed in limited amounts if applied flat against a wall and at a sufficient distance from exits.
4. Use of scotch tape, staples, tacks, nails, duct tape, glue and screws are not permitted. Masking tape is permitted, but must be removed after use or a fee will be charged. Decorations are not permitted which would obstruct the use of exits or fire protection equipment.
5. Open flame devices or candles are prohibited in University buildings. Exceptions for fixed open flame devices must be approved by the Fire Department.
6. Fire permits are required for amphitheater bonfires held at Putah Creek Lodge.
7. Campus Unions Facilities have additional guidelines. Please consult Facility Managers.

FILM / VIDEO COPYRIGHTS

Registered student organizations wishing to show films or videos on campus must comply with all applicable University rules and regulations and local, State and Federal laws that govern the use of these materials. In general, use of copyright-protected materials by anyone, including registered student organizations, other than for private "in-home" viewing, requires permission in the form of a written license from the copyright holder or authorized representative.

To request permission to use copyright-protected material(s), registered student organizations may use the "Sample Letter Requesting Permission to Use Copyrighted Material Without Charge" from the UCD Policy and Procedure Manual section 250-03 Exhibit found at

<http://manuals.ucdavis.edu/ppm/250/250-03.htm>

It is possible that the copyright owners may be willing to grant this permission for free when the purpose is explained. Groups are advised to request permission well in advance of the desired show date, as these requests are usually a very low priority to the copyright holders.

Groups also may enter into a contract with a commercial licensing company that obtains copyright permission, but such contracts typically involve a significant cost.

Per Policy and Procedure Manual section 270-05, III.A.2, groups are responsible for becoming familiar with relevant policies, rules and regulations. While not intended to be a comprehensive list for such compliance, registered student organizations may not:

- Use a University facility for the viewing except for those normally allowed for student use for personal viewing of such materials.
- Charge for viewing the movie, although donations towards the rental/license cost may be accepted so long as not required.
- Advertise the viewing.
- Organizations should remember that any license or contract relating to organization activities are entered into by the officers of the registered student organization as individuals, and that the University will not be responsible for any costs or legal proceedings which result from failure to follow laws, rules, regulations, or policies.

FAILURE TO COMPLY WITH UNIVERSITY AND DEPARTMENT POLICIES

Students and student organizations are subject to review and administrative action for non-compliance of campus and departmental policies. CSI assumes primary responsibility for student organization compliance, while Student Judicial Affairs maintains responsibility for individual student conduct. There are however, circumstances when registered student organizations may be referred to SJA first for alleged campus policy violations. In such instances, CSI and SJA will coordinate any sanctions or administrative actions as they apply to student organizations.

Failure to comply with University and CSI policies may result in the following administrative actions to student organizations:

REVIEW PROCESS

Administrative Notice/Reprimand: First level of administrative action towards a student organization for non-compliance of University or departmental policies. This action records the non-compliance for a minimum of one-year with CSI. Repeated non-compliance may lead to a loss of privileges, conditional registration, or revocation of the student organization's registration.

Loss of Privileges to Student Organizations: Loss of privileges including but not limited to: the ability to reserve space through Campus Events and Visitors Services, to raise funds on campus, use of campus Agency Account, use of MU/Silo tables, use of MU display boards and/or use of CSI storage lockers, may be issued to student organizations. A student organization may register, appoint officers and conduct all necessary business with the University under specific written conditions.

Conditional Registration: Conditional registration is a set period of observation and review with a student organization. Administrative actions may include, but are not limited to the following: standard meetings with CSI Advisor, orientation

with the executive board, officers or general membership, review of risk management practices, conflict mediation sessions, officers' transition training or other appropriate administrative actions. Conditional registration is issued for a minimum of one year to a maximum of five years.

If all administrative conditions are satisfied, at the end of the specified time period the Conditional Registration may be lifted. In the event that a student organization is unable to meet such administrative actions, the Conditional Registration may be extended or the organization's registration revoked.

Revocation of Registration: Revocation of registration prohibits a student organization from registering for a specified period of time. The consequences of revocation of registration include, but are not limited to the following: groups may not hold or sponsor any organization business or activities under the organization's name; Agency Accounts, if applicable, will be suspended; and the organization's name will be removed from all University lists, publications and websites for approved registered student organizations. Continued violation of written conditions may result in an extended or indefinite revocation of registration.

Indefinite Revocation of Registration: Indefinite revocation is the termination of a student organization's registration and recognition on campus. This action remains in effect for a minimum of five years. Thereafter, interested student group members may request a review for reinstatement with the Director of CSI. Typically following an indefinite revocation of registration, reinstated organizations are placed under a period of review with CSI and may also be placed on conditional registration status with limited privileges for a specified period of time.

In denying or revoking registration or applying sanctions, the campus shall provide an opportunity for an administrative review, if requested by the registered student organization. The administrative review shall be before the Director of Center for Student Involvement, or such individual or group as determined by the Assistant Vice Chancellor-Student Affairs and the administrative review shall follow basic procedural due process.

Hearing are considered only for those organizations who have been issued a revocation of registration. All other requests are reviewed as follows:

1. Actions issued by Assistant Directors are reviewed by the Associate Director.
2. Actions issued by the Associate Director are reviewed by the Director.
3. Actions issued by the Director are reviewed by the Assistant Vice Chancellor--Student Affairs or designee.

Note: Only one request for appeal will be considered by CSI and all outcomes of the appeal are considered resolved and final.

Maintenance of Student Organization Records: Once a student organization dissolves, CSI will maintain the file for up to five years, then purge all content. CSI also reserves the option to maintain student organization records for longer periods, and under special circumstances.