



OSI

**Office of
Student
Involvement**

RCO Advisors Resource Guide 2023-2024

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Dear Registered Club and Organization Advisor,

Welcome and thank you for agreeing to serve as a Recognized Club and Organization (RCO) Advisor! On behalf of the Office of Student Involvement staff, we would like to thank you for taking time in advising, coaching, and educating students participating in RCOs at the University of California, Merced. RCOs are an important part of the Bobcat experience as involvement in student organizations encourages students to develop leadership skills, to explore values, and to begin laying the foundation for their professional careers.

The Office of Student Involvement (OSI) encourages involvement in campus life, supports student initiatives and serves as a primary liaison to students. We believe Education happens both inside and outside the classroom and a successful college career includes social as well as intellectual development. As an Advisor, you will have the opportunity to impact the lives of students in and out of the classroom. The Advisor helps students take advantage of co-curricular learning and serves as a role model and mentor for members of RCOs. Your efforts provide opportunities for our students to develop leadership skills necessary to lead lives of balance, generosity and integrity.

This handbook is a resource to assist Recognized Club and Organization Advisors on the educational journey as an Advisor to provide resources and recommendations. We welcome any questions you may have regarding organization and/or leadership development and encourage you to take advantage of resources and assistance.

The Office of Student Involvement wants to establish communication with RCO Advisors and has designed this publication to address: the role of Advisors, Advisor responsibilities, and expectations. If you have any questions or need further support, please feel free to contact the Office of Student Involvement, 163 Granite Pass, 209-228-5433. For additional information on upcoming events, please visit <https://catlife.ucmerced.edu>.

Advisors are crucial to the success of RCOs. We are confident you will provide leadership and information that will empower students and enhance the student involvement experience. Thank you for your leadership role and support of students.

Best Wishes,

Office of Student Involvement

Student Involvement

The Office of Student Involvement is located at 163, 166 and 174 Granite Pass and provides opportunities for a wide range of activities and interests for students to become involved.

Student Involvement Staff

General OSI Inquiries, Personal Growth and Transformative Learning, ASUCM, and Campus Activities Board	Enrique Guzman	Director of Student Involvement	eguzman@ucmerced.edu
Fraternity and Sorority Life + Clubs and Organizations	Hayley Montoya	Interim Assistant Director of Student Involvement	hmontoya2@ucmerced.edu
Bobcat Spirit and Traditions	Jim Greenwood	Coordinator of Bobcat Spirit and Traditions	jgreenwood@ucmerced.edu
Business Center	Catrina Parr-Abundiz	Administrative Assistant	cparr-abundiz@ucmerced.edu
ASUCM	Nidia Hartford	ASUCM Administrative Assistant	nhartford@ucmerced.edu

Important Contact Information

Office of Student Involvement

<https://studentinvolvement.ucmerced.edu>, 209-228-5443, Granite Pass 163, 166, & 174

Room Reservations

Search for Rooms: <https://rooms.ucmerced.edu>

Classrooms: <https://registrar.ucmerced.edu/services/room-reservations>

Library Spaces: <http://crs.ucmerced.edu/>

Relevant Campus Partners:

Office of Social Justice Initiatives and Identity Programs

<https://socialjustice.ucmerced.edu/about/current-scholar-coordinators>

Office of Student Rights and Responsibilities

<https://osrr.ucmerced.edu/our-team>

Office of Information Technology

<https://it.ucmerced.edu/>, 209-228-4357

Transportation and Parking Services (TAPS)

<http://taps.ucmerced.edu>, 209-228-8277

Department of Public Safety

Last updated 08.11.2023

Why Be an Advisor?

Advising a Registered Club and Organization (RCO) is an opportunity to interact with UC Merced students outside of the classroom setting. An Advisor-advisee relationship is one that touches students' lives on a different level and gives students the opportunity to get to know faculty/staff members as "real" people. These relationships may even lead to life-long mentoring. Advising gives you the opportunity to make a difference in the community, keeping up to date on campus events, building community both on and off campus, and having fun helping students enhance their college experience.

The Advisor serves as a resource person and consultant to the group; his/her mature judgment is invaluable to a student organization. The Advisor helps the group to achieve its purpose and become familiar with University and Campus policies affecting such organizations.

Who Can Be an Advisor?

All Registered Clubs and Organizations are required to have an Advisor. The Primary Advisor must be a faculty, staff or graduate assistant/teaching assistant of the University of California, Merced. Graduate Assistants/Teaching Assistants must have permission from faculty to serve as an Advisor for an RCO.

Role and Expectations of an Advisor

Each Advisor perceives his/her relation to a Registered Club and Organization (RCO) differently. Some Advisors play very active roles by attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. No matter your style, keeping some regular contact with the organization is needed. An Advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of RCOs; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel an organization or its members might seek. Advisors are expected to take reasonable and prudent actions in promoting and protecting a sound environment for the organization and its members. The advisor is considered to have the following responsibilities:

- To be informed concerning the purposes and the programs of the organization they agree to advise.
- To be informed concerning University policies and procedures governing student activities and student organizations.
- To aid in the administration of financial affairs of the organization.
- To encourage the members of the organization to assume responsibility for the organization and the effectiveness of the programs.
- To attend the meetings of the organization if possible or meet with RCO leadership for advising when requested.
- To provide advice and counsel regarding proper conduct and procedures, and the proper guidance to avoid conduct which would bring discredit to the organization or to the University/Campus.
- To provide continuity during periods of transition from year to year.
- To encourage and maintain an on-campus program and to be aware of contractual and/or legal obligations arising out of programs and activities held off campus.
- All Campus Advisors should complete the Clery, CANRA and VAWA Training as required by UC Policies.
 - **Clery** – <https://www.ucop.edu/search/?q=clery+training>
 - **CANRA** – <https://www.ucop.edu/search/?q=CANRA>
 - **VAWA** -<https://www.ucop.edu/search/?q=VAWA>

The **different roles** include but are not limited to: Mentor, Team Builder, Conflict Mediator, and Policy Interpreter.



Adapted from ACPA Advisor Manual as of 6.2009

Duties of Advisors at Events

Members of the RCO are responsible for the smooth operation and function. Advisors are not supposed to serve as point person or supervisors but should make helpful suggestions regarding compliance and unwise practices. It is particularly important that advisors be available and prepared to assist in any emergency, which might arise at an open public event.

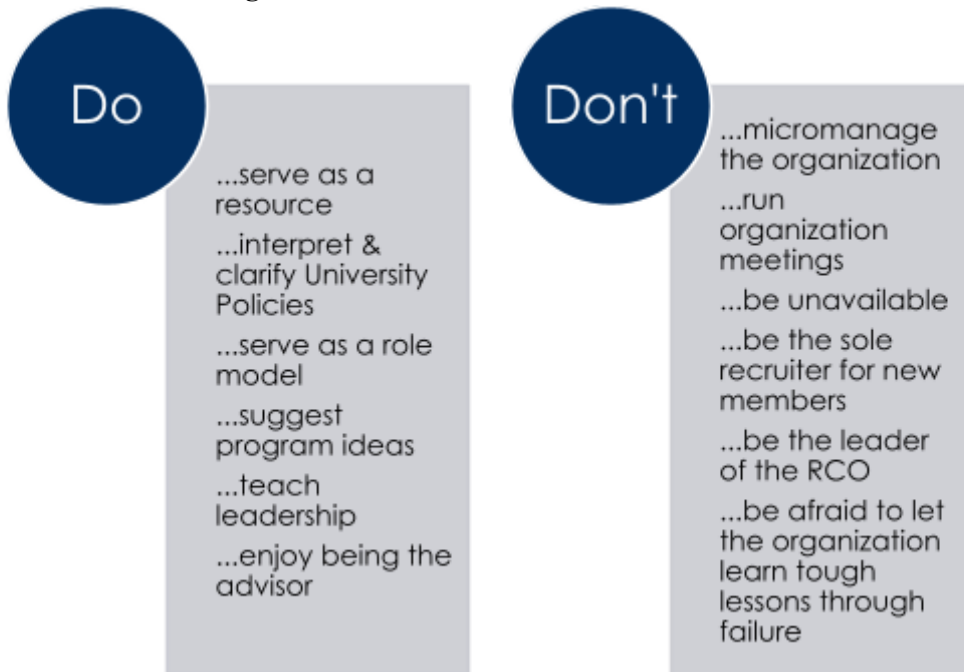
Last updated 08.11.2023

When an advisor signs or permits a designee to sign a requisition for an event, they are indicating acceptance for sponsorship of the event and willingness to be reasonably informed on the activities planned. Advisors are encouraged to be present during the entire time for which the event is scheduled. Not all events require advisors to be available; however, in some cases OSL will not approve the event without an Advisor. These are usually events designated as high risk.

Liability of Advisors

Advisors to RCO's are not usually directly responsible for the activities of the group. Advisors are accepting risk of being included in third party complaints against the organization and for their own actions. While the University cannot preclude third party actions which might include the Advisor, the University offers the services of legal staff in such instances. UC Merced recognizes advising as part of one's daily job responsibilities and duties and as such UC Merced considers advising as and acting as part of one's campus duties.

Do's and Don'ts of Advising



Responsibility to individual RCO members:

Advisors should help students find a balance between their academics and co-curricular activities. Many student leaders tend to over-commit themselves and, therefore, overextend themselves if not held in check. As an Advisor, you have a unique opportunity to remind students of their academic responsibilities and personal well-being. Advisors should encourage participation from each member of the Registered Club and Organization (RCO), so that students feel invested and accountable for their membership in the organization. Whether a student holds an office or is a first-year member, they can be involved in the event planning process that will give them valuable leadership and planning experiences.

Responsibility to the RCO:

Advisors should assist the organization in developing realistic goals for each academic year and be aware of all events and activities the organization is planning and alert students to University policies or regulations. Advisors should ensure that students are properly registering all events through [CatLife](#). The Advisor should be able to provide continuity within the organization when students and/or officers of the organization graduate. Serving as the organization's continuity link, the Advisor can help new officers build on history and develop long-term plans for the Registered Club and Organization.

Responsibility to the University of California, Merced:

The Advisor does have a responsibility to both the Registered Club and Organization and the University of California, Merced to remind students of institutional policies so that violations do not occur. If violations do occur, the Advisor is expected to work with the University and the Office of Student Involvement to ensure the violation does not happen again.

Registering Events

All Registered Club and Organization (RCO) events and activities must be approved through [CatLife](#). If University resources of any kind are to be used. A list of event types is given below.

Catlife Provides:

- A process for student organizations to get event(s) approved
- A systematic process for purchase requests, financial management and authorizing purchase requests
- Compliance management to ensure policies have been followed

RCO Compliance

Each year, your Registered Club and Organization (RCO) must re-register to remain in "total compliance" and to continue your RCO recognition status. RCOs must complete training and pay \$25.00 each year. To assure that the RCO stays in compliance, the following must be done: Officer List and group roster, Current Constitution – Maintain a current constitution on file in CatLife.

If the RCO is "out of compliance," you will not be able to access University resources through CatLife, schedule meetings or events on campus, access your financial account, or request funds from ASUCM.

Officer Transition

One of the most important functions of an Advisor is to assist in the transition from one set of RCO officers to the next. As the stability of the RCO, the Advisor has seen changes, knows what works and can help maintain continuity.

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition.

The following examples demonstrate two commonly used methods.

Example 1: The Team Approach

The team approach involves the outgoing officer board, the Advisor, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

1. Past records/notebooks for their office and updating those together.
2. Discussion should take place regarding previous year projects that have been completed; upcoming/ incomplete projects; challenges and setbacks; and anything the new officers need to know to do their jobs effectively.

The Advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
- Fill in the blanks. If an outgoing officer doesn't know how something was done or doesn't have records to pass on to the new officer, you can help that officer by providing the information he or she doesn't have.

The Advisor's role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

Example 2: One-on-One Advisor Training with Officers

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the Advisor to educate the incoming officers. In this case, there should be a joint meeting of the new officers.

The Advisor should then meet individually with each officer; examine the notebook of the previous officer (or create a new one). The notebook should include items such as forms the officer may need to use; copies of previous meeting agendas; and a copy of the RCO's constitution and bylaws. Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the RCO.

What are the expectations of each position?

What are the student's expectations of the position and his/her goals?

Information provided by Jim Mohr, Advisor for Student Organizations and Greek Life, Eastern Washington University. Adapted from the ACPA Advisor Manual, 6.2009

20 Tips to Increase Organizational Productivity

1. Know what the students expect of you as an Advisor.
2. Let the RCO and individual members know what you expect of them.
3. Express a sincere interest in the RCO and its mission. Stress the importance of each individual's contribution to the whole.
4. Assist the RCO in setting realistic, attainable goals. Ensure beginning success as much as possible but allow the responsibility and implementation of events to lie primarily with the RCO.
5. Have the goals or objectives of the organization firmly in mind. Know the purposes of the organization and know what things will need to be accomplished to meet the goals.

6. Assist the organization in achieving its goals. Understand why people become involved. Learn strengths and emphasize them. Help the RCO learn through involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different organizations require different approaches.
8. Assist the RCO in determining the needs of the people the RCO is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the RCOs dynamics and human interactions. Recognize that at times the process is more important than the content.
11. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.
12. Assist the RCO in developing a system by which they can evaluate their progress. Balance task orientation with social needs of members.
13. Use a reward system and recognition system for work well done.
14. Develop a style that balances active and passive organization membership.
15. Be aware of the various roles that you will have clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
16. Do not allow yourself to be placed in the position of chairperson.
17. Be aware of institutional power structure- both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the RCO from semester to semester (not mandatory but encouraged).
19. Challenge the RCO to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Keep a Sense of humor!

Free Speech Resources (Provided by UCM Legal Council)

The right to free speech is a fundamental constitutional right central to the University's core values. When serving as a RCO advisor, however, staff and faculty need to remember that they are acting in their capacity as a University employee. Advisors are subject to all University policies and there are limits on their right to free expression in the workplace. While students have virtually unfettered free speech rights, advisors must act within the bounds of their responsibilities as University employees. More information on Free speech can be found [here](#)

What is meant by "free speech"?

Freedom of speech is guaranteed under both the U.S. and California Constitutions. The University of California, as a public university, generally may not regulate speech or other forms of expressive activities. As a public university, it must remain neutral in terms of any restrictions placed on speech in public forums, both in terms of content and viewpoint.

What are students' free speech rights, and can they be disciplined for their expressive activities?

The University of California [Policy on Speech and Advocacy](#) guarantees students their constitutionally protected rights of free expression, speech, assembly and worship. Constitutionally protected speech alone is not subject to discipline under the Student Code of Conduct. Nevertheless, some forms of speech are not constitutionally protected and may be grounds for discipline. Students may be disciplined for conduct such as vandalism (for example, defacing posters) and targeted severe or pervasive harassment of another individual. But they may not be disciplined for the content of their speech, even speech that is offensive, inflammatory, bigoted or hateful.

Are students and RCOs allowed to engage in civil disobedience?

Civil disobedience is not protected speech under the Constitution. The Constitution does not guarantee any right to engage in civil disobedience — which, by its very definition, involves the violation of laws or regulations—without incurring consequences. Employees in particular must understand that participating in certain activities in their role as an advisor could expose them to discipline if the conduct violates the law or University policy.

Do University employees, including RCO advisors, have the same free speech rights as students?

University employees (including faculty and staff, as well as student employees in the context of their employment) do not give up their rights to freedom of expression and assembly as citizens by virtue of being public employees; **however, the University does have the right to restrict speech within or that affects the workplace.** The University may restrict speech to the extent that it has the potential to disrupt the operation of the University. An example might be a restriction on using language that is offensive to co-workers in the workplace, given the impact on the morale and functionality of the workplace environment. Most importantly, the University can restrict employees, including advisors, from engaging in expressive activities that expose students to a hostile, abusive or intimidating environment. For example, an advisor should never engage in abusive or harassing dialogue with students or other employees that do not share the RCOs viewpoint, even if the student members engage in this type of interaction. As employees, **advisors have a duty to treat all students in a neutral and professional manner.**

Advisors should:

- Treat all students equally, regardless of viewpoint, and with the degree of professionalism and respect expected of University employees.
- Refrain from expressive activities that constitute bullying, discrimination or that are insulting or intimidating.
- Be mindful of the distinction between their role as an advisor and the activities of the students in the organization, who have a more unfettered right of free expression during RCO activities; and
- Remember that at all times as an advisor, they are acting as a representative of the University.

If you have questions about free speech on campus and your role as an advisor, please contact the Office of Student Involvement

Food Policies/Permits

Please review the following guidelines prior to submitting a temporary food permit application. In order to sell food, give away food or serve perishable foods on campus, a food permit must be approved. This procedure applies to all UC Merced temporary events where food is sold, served or given to the general public or campus community, such as student club events, department and campus affiliate events, and events where a third-party vendor (caterer) is brought onto campus. These procedures protect health, prevent disease and promote healthy practices among the campus community.

[UC Merced Food Permit Guidelines](#)

Download the following document to attach to your event submission form under "Temporary Food Permit."

[Fillable Temporary Food Permit Application](#)

When uploading the file:

1. Download the "Fillable Temporary Food Permit Application."

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2. Fill in every box that applies.
3. Electronically sign and date the document.
4. "Save As" and rename the file to:
 - o "clubname_eventname_eventdate_foodpermit"
 - o Example: "Ohana_Luau_Apr24_foodpermit"
5. Upload the file to the temporary food permit.
6. Email file to hmontoya2@ucmerced.edu.

Purchasing Timelines

Timelines start once we have received all signatures, not when approved. Normally this involves Department Heads or ASUCM approval and signatures.

FREQUENTLY ASKED QUESTIONS

Q: “Why do faculty, graduate students, and staff become advisors?”

The short answer: students need them. If a student starting a club sought you out, they were probably motivated by the requirement that every club must have an on-campus advisor.

However, whether they realize it or not, their success can often hinge upon your insights and contributions. Many clubs that have succeeded in meeting their goals did so because they had an advisor in their corner who wanted them to prosper and helped them build a plan to succeed. (As an aside, it can be quite an honor that a student group thought enough of you to ask you to advise them.)

If you were to ask them, many advisors might tell you they decided to volunteer as an advisor because it coincides with who they are and why they decided to serve in education in the first place. They look forward to the opportunity to interact with and encourage students outside of their typical responsibilities.

Advisors usually build the closest relationships with their club leaders as they collaborate on projects and discuss plans and challenges. In this way, advisors can step outside of their usual dynamic with students to act as coaches and confidants. For many, it can be deeply rewarding to help students determine their own success criteria, encouraging them to take part in shaping their college learning experience.

Q: “Can I encourage students to start a club?”

Absolutely. Many faculty and staff have inspired new clubs, specifically focusing on areas that coincided with their own interests or field of study. They saw a need and helped receptive

students to build a new campus community. In some cases, those clubs garnered additional student interest in a field of study or helped pave the way for funding opportunities that benefited students involved in a program on campus.

Caution: Remember that student organizations should remain a community that is governed by students for the benefit of students. If, for instance, the students decided to take a club in a different direction than you had envisioned, would that be acceptable to you?

Q:“What is the time requirement for being an advisor?”

In terms of commitment during the year, the answer may seem cliché...but it depends. Some advisors are very active. They care immensely about a particular student pursuit or perhaps the club is an academic or professional organization that coincides with an advisor’s field of study. Other advisors may not be available to be as actively involved or perhaps the club may not have as many responsibilities or meet infrequently.

If you decide to serve as an advisor, do so on terms that work for you. If, for instance, club meetings are Tuesdays at 8 p.m., it might be unrealistic for you to regularly attend meetings. Instead, be selective about what you can do, and let your club officers know your intentions.

Q:“How should I build connections with my club leaders and members?”

Here are some ways you can positively impact your club. You can take part in club meetings, officer meetings, special club events, and set up times for your club president to meet with you one-on-one.

Q:“How do I request equipment from the Office of Student Involvement?”

All Registered Clubs and Organizations (RCOs) have the ability to request equipment from the Office of Student Involvement. Equipment can be requested during the submission process of a CatLife event. The Office of Student Involvement maintains the right to deny a club equipment based on the details of the event or availability of the equipment or staffing. We work on a first reserve first served basis.
<https://catlife.ucmerced.edu/>

Q:“Where can I find forms that may be associated with my events?”

Event Forms can be found in the CatLife directory of the Office of Student Involvement or Business Center. For any forms not listed that pertains to the event, please schedule a meeting with Hayley Montoya via email (hmontoya2@ucmerced.edu) or through walk-in office hours. Some forms require you join the OSI Catlife page. <https://catlife.ucmerced.edu/actioncenter/organization/osl/forms>

Q:“My event was denied by the Office of Student Involvement. What can I do to get this event approved?”

Occasionally events by organizations may be declined. Normally this is due to lack of information or

lack of time to process the request. Events that are declined can always be reviewed again and if possible approved. Sometimes events requesting tables might get denied if we are out of tables or staffing support.

Q: “When should I submit a CatLife event?”

The earlier the better. Events that are submitted are usually reviewed within 3-5 business days. Events should generally be submitted 3 weeks prior to its scheduled date. Larger events such as conferences should be submitted 1 month prior to its scheduled event date. Events requiring contracts with speakers or performers need 5 weeks to process. Timelines start after all funding has been approved.

Q: “What kinds of organizations can request assistance from our department?”

OSL primarily supports club and organization events, activities and programs. Support is based on the order of submission and staffing time available for support. Events with over 100 expected guests and sound normally require an OSI staff or UCMPD staffing depending on event evaluations and type of event.

Q: “How do I know if the organization is registered and in good standing with Office of Student Life.”

Clubs and Organizations listed on <https://catlife.ucmerced.edu/> are currently recognized. Re-Registration ends October 1, clubs not re-registered will be dropped from the roster. New Organization can apply before Oct 31. You can also look at all clubs' recognition status [here](#).

Q: “Where are Clubs and Organizations Offices located?”

Clubs and Organizations do not have a central location, most will reserve rooms in the beginning of the semester and post the times and locations of club meetings. The Office of Student Involvement is located in Granite Pass 163.

Q: “What is the first step of creating an on-campus event?”

The first step is typically to reserve a space. Once a space is confirmed the event needs to be submitted into Catlife for review and approval. Larger events like conferences or performers may need prior approval. If the event requires funding the event submission timeline starts when funding is approved. Once the new reservations systems open events will need to be approved before submitting a room request and will require an event identification (EID) number.

Q: How do I request a table or sound equipment for my event?

When RCO's submit a Catlife event request they can request equipment. If the event is larger like a festival or fair OSI will need to help submit a work order for the event, check space for availability. **Sound requires OSI approval and is often limited by location and time.** Both Facilities and Athletics provide event support and require at least 2 weeks' notice.

Q: I have general questions regarding my club, am I allowed to drop by for a walk-in appointment?

OSI is open between 9 am and 5 pm in Granite Pass 163. Typically, we have staff available to assist with general questions. Meetings to review events often require an appointment with Hayley Montoya or student staff.

Q: I have a question but there was no staff available to answer my question. What other ways can I contact you?

If staffing is unavailable to answer any questions that you may have, please feel free to email us at clubsandorgs@ucmerced.edu or hmontoya2@ucmerced.edu to schedule an appointment or answer any follow up questions that you may have.

Q: Where can I find the Food Permit?

The Department of Environment Health and Safety requires both Food Safety Training and a Food Permit before hosting any event with food. In some cases, all those serving, handling and collecting food will need to complete the Food Safety training. Food permits require at least 2 weeks' notice for review. Training for food safety and proposal for a food permit can be found at <https://ehs.ucmerced.edu/content/home>

Q: Are food permits necessary for every event?

If your event will be having any type of food, it's your responsibility as a club to submit a food permit. Food permits will not be approved unless Food Safety Training has been completed. EH&S does not require a food permit for all events; however, Food Safety Training is required for all RCO wishing to serve food regardless of hazard level.

Q: I wanted to book a classroom for an event. Where would I go to reserve a room?

Classroom spaces can be reserved through the Registrar Office. Additional spaces currently can be reserved through the departments. UC Merced Room Reservations system list all spaces on campus that can be reserved at <https://registrar.ucmerced.edu/services/room-reservations>

Q: I wanted to book a library space for an event that my organization wanted to run. Where would I go to reserve a room?

Library room space is considered study space. The Lantern (KL 155) and spaces for RCO activities require OSI staffing to reserve. Spaces can be reserved at <http://crs.ucmerced.edu/>

Q: I wanted to hire Campus Security Officer(s) to maintain a safety event. Where would I go to hire them for an event?

UCMPD website provides a site for submission and request. In most cases OSI will submit these requests on behalf of the RCO as part of the risk management assessment.

<http://police.ucmerced.edu/programs-services/community-service-officers>

Q: I need a parking permit for a vendor that my organization wants to bring onto campus. Where can I find one?

Clubs have some options. If requesting a parking space reserved RCO will need to submit a request to TAPS at least 2 weeks prior. Day passes can be purchased the day of the event. Vender passes should be purchased ahead of time.

Q: I want to order on campus catering for an event. Where would I start?

The following URL will reroute you to Lakeside Catering. From there login with the club account and create the order suited for your specific event.

<https://ucmerced.catertrax.com/>

Q: Where can I find a list of off campus vendors?

Press the following URL and then download the current vendors lists. The vender lists are updated by the Campus Business Services. Dining Services is contracted with the food carts and food trucks on campus in most cases they need to be coordinated before coming to campus.

<http://studentlife.ucmerced.edu/content/vendors>

Q: Where can I find out about our RCO finances and accounts?

The Office of Student Involvement Business Center (Granite Pass 166) helps students to manage their on-campus accounts called FAU. Each RCO has a finance section on Catlife. OSI tracks both club funds and funds approved by ASUCM/SAB. OSI Business Center can help answer questions and will sit down and help if you forget the process or have new officers.

Q: Where and how does an Officer submit a Expenditure Request?

To submit a PO, an Officer can access the Catlife financial page and submit a request. For example: a Costco PO can take 5 business days. A PO for a band, DJ or speaker can take 4 weeks. Conference or travel with flights and hotels require 4 weeks. NOTE: We do not recommend buying out of pocket and requesting reimbursement (sometimes students don't get their money back).

Q: Where and when can our club have music or sound?

All sound (yes even small speakers while tabling) must be approved by OSI.

Q: Can our RCO host a conference on campus?

Yes, Clubs and Organizations can hold conferences on campus. The campus requires 6 weeks' notice and may require departmental approval if requiring facilities, IT and departmental support.

Q: How can my RCO request funding?

Funding can be requested form ASUCM, ICC, Departments and campus resources.

The processes for ASUCM and ICC can be found on the ASUCM website as well as applications, timelines and basic information. ASUCM or ICC funding once approved is posted on the RCO Catlife account. Departments have individual processes and once approved should contact OSL Business Center.

UC Merced Code of Conduct (*Reference: UC Systemwide PACAOS 70.0*)

200.1 Formation, Privileges and Responsibilities of Registered Campus Organizations

Definition; Registration and Membership Requirements

- A. A Registered Campus Organization (RCO) is an organization whose membership predominantly comprises students, faculty, and/or staff of UC Merced, and that attains recognition as a RCO by complying with the requirements and procedures set forth in these policies. Such regulations shall require that the organization furnish a written statement of its name and its purposes, signed by its officers or other authorized representatives, and that includes such other pertinent information as well as the campus may specify.
- B. Membership in a RCO shall be open to any student, consistent with PACAOS 20.00 Nondiscrimination Policy and PACAOS Appendix C: Nondiscrimination Policy Statement for University of California Publications Regarding Student Related Matters, with the exception that membership in an officially recognized sorority or fraternity may be limited by gender.

Membership in a RCO may be extended to individuals other than students, faculty and staff in accordance with current RCO Standard Practices and Procedures Guidelines.

- C. An authorized student government of UC Merced shall not be eligible for registration also as an RCO.

201.1 Initial Registration Procedures

Any group of University of California, Merced students, faculty and/or staff may obtain RCO status by filing a registration packet with the Office of Student Involvement, which includes:

1. A copy of an organizational constitution or an equivalent document which shall include
 - a) the name of organization
 - b) a clearly defined statement of purpose
 - c) all requirements for membership including dues or fees
 - d) qualifications for holding office, if applicable
 - e) methods of selecting and replacing officers, if applicable, and
 - f) documents explaining the nature of any formal affiliations the campus organization has with external organizations/agencies.
2. The names of at least four UC Merced student officers/representatives, with their local addresses, email addresses and phone numbers.
3. The name of a RCO advisor.
 - a. All RCOs are required to have an advisor who is a member of the faculty, staff, or an individual registered as a graduate student.
 - b. Groups that are unable to locate an advisor may have a member of the Office of Student Involvement staff serve as their "temporary" advisor.
4. Payment of annual fee to be determined by the Office of Student Involvement and approved by the University.
5. A signed statement verifying that the RCO agrees to comply with the following:
 - a. Local, state and federal laws and University and campus policies and regulations applicable to such organizations.
 - b. A non-discrimination statements.
 - c. A non-hazing statement.
 - d. In the case of RCOs funded by compulsory campus-based student fees, limitation of voting and office holding privileges to University of California, Merced students.

202.00 Continuing Registration

Procedures In order to maintain registered status, every RCO must re-register with the Office of Student Life each fall semester. Registration includes a) delineating an advisor and at least four registered student officers/representatives who sign the statements of compliance with campus regulations/policies, and state and federal laws, b) reviewing, updating and approving the constitution on file with the Office of Involvement, c) paying the annual registration fee if one is required.

203.1 Use of University Name

- A. A RCO shall not use the name of the University of California or abbreviations thereof as a part of its own name except in accordance with applicable law and University policy (including, but not limited to, State of California Education Code, Section 92000, and the Presidential Policy to Permit Use of the University's Name) as well as campus implementing regulations.
- B. The geographical designation "at the University of California, Merced" may be used by any RCO as part of its name without obtaining special approval. Permission for any other use of the name "University of California, Merced" or "UCM" or any abbreviation thereof as part of a registered organization's name may be granted only by the Chancellor or his/her designee.
- C. The name (including the granting of titles, insignia, seal or address) of the University may not be used in any manner, political, or otherwise, which implies that The University supports or agrees with any of the activities, positions, purposes, ideals, or goals of any individuals, groups, or organizations acting within these regulations. Permission to use the name may be made conditional upon appropriate disclaimer of University endorsement or sponsorship. RCOs using University property or services must avoid any unauthorized implication that they are sponsored, endorsed, or favored by the University.
- D. Permission to use the name of the University may be withdrawn by the chancellor at any time.
- E. RCO cannot use the same name as another already registered campus organization, department, or academic affiliated group.

204.1 Privileges and Responsibilities

A. Privileges RCOs have access to the following resources:

1. Consultation services: program planning, publicity, fundraising, leadership training, advisement and facilities scheduling.
2. An assigned mailbox for organizational use.
3. Option to reserve campus facilities, the use of which must conform to applicable time, place and manner regulations.
4. Use of designated posting areas.
5. Use of tables to promote organizational activities/purposes.
6. Use of campus services/resources to support organizational activities on a direct cost basis.
7. Option of applying for viewpoint neutral Associated Students of University of California Merced funding in accordance with currently approved financial by-laws.

B. Responsibilities

1. The officers/representatives of a campus organization lending its name, membership, property or support to a function shall be held responsible for the conduct of its members or guests attending

that function. At least one officer/representative and one other responsible member must be in attendance at all functions sponsored or co-sponsored by the organization.

2. Organizational officers/representatives are responsible for ensuring that the name, insignia, seal or address of the University of California, Merced, is not used without approval from the chancellor or her/his designee, or in any manner that implies UC Merced support or agreement with any of the activities, positions, purposes, ideals or goals of any individual, group or organization acting within these regulations. Campus organizations are encouraged to design their own letterhead for use in correspondence.
3. Organizational officers/representatives are responsible for the financial obligations to the University incurred by their organization and may be responsible for such obligations to others.
4. The chancellor or designee may investigate through audits or other means and take action to ensure that fiscal activities of campus organizations occurring on University properties comply with applicable laws and University policies and procedures.
5. Organizational officers/representatives are financially responsible for any damage that occurs to University facilities as a result of use by their organizations.
6. Organizational officers/representatives may not commit the University to any contractual arrangements or make any representations that might be construed in any way as a commitment without prior written approval of the University. Organizational officers/representatives who sign contracts with off campus vendors or University agencies in return for services or goods are financially responsible for fulfilling the terms of those contracts. The University is in no way responsible for "making good" on such agreements.
7. Organizational officers/representatives are financially responsible for providing reasonable disability accommodations upon request.
8. Organizational officers/representatives are responsible for complying with University policies, campus regulations, and current RCO Standard Practices and Procedures Guidelines.

205.1 Conduct and Discipline

- A. A Registered Campus Organization is required to comply with University policies and campus regulations as well as applicable laws or it will be subject to revocation of registration, loss of privileges, or other sanctions. In denying or revoking registration or applying sanctions, campus regulations shall provide an opportunity for a hearing with basic standards of procedural due process.
- B. Whether on or off campus, Registered Campus Organizations members are expected to comply with University policies and campus regulations. Violations may result in the revocation of registration, loss of privileges, or other sanctions as listed in policies 700.00-705.11a. Situations or incidents involving alleged violations will be referred to the proper conduct officer or body for review and/or action. See 703.00 for Student Discipline Procedures.

206.00 Requirements for Funding from Compulsory Campus-Based Student Fees

A Registered Campus Organization that is preponderantly or exclusively funded by a student government or other campus entity from compulsory campus-based student fees shall primarily have University of California students as its members.

Particular programs and activities of a Registered Campus Organization funded from compulsory campus-based student fees shall be open to participation by the entire campus community. In addition, all expenditures relating to particular programs and activities of a Registered Campus Organization (whether the program or activity takes place on or off campus) that are funded from such fees must be under the direct control of University of California students.

207.00 Support

A Registered Campus Organization or Registered Campus Organization-related Program or activity may be supported from compulsory campus-based student fees and/or from voluntary contributions.

A registered student organization may fundraise to support their activities but must follow the fundraising guidelines available in the Office of Student Life and as outlined in policy 312.00 of the Student Policies.

The referendum process shall not be accessible to a Registered Campus Organization or any student group other than a student government. The foregoing is not intended to preclude access to the referendum process by any administrative unit of the University, subject to appropriate student consultation. Support for a Registered Campus Organization or any student group other than a student government from compulsory campus-based student fees must be in the form of a reallocation from student government or other appropriate campus entity to the Registered Campus Organization or another student group. All such reallocations must be made consistent with the requirements for viewpoint-neutral funding.

Any process adopted by a student government or other campus entity to provide support to a Registered Campus Organization or Registered Campus Organization-Related program or activity from compulsory campus-based student fees must employ solely viewpoint-neutral criteria. A student government in consultation with the campus, or a campus with the concurrence of the student government, may at its discretion establish and administer a mechanism providing for a pro rata refund to any student of that portion of his or her compulsory campus-based student fees that has been allocated by a student government or other campus entity to support a particular Registered Campus Organization or Registered Campus Organization-related program or activity. Establishment of such a refund mechanism is not required either as a matter of University policy or the law.

208.00 Transfer of Compulsory Campus-Based Student Fees to Non-University Entities

Compulsory campus-based student fees may be expended by a Registered Campus Organization to cover the expenses of direct participation by University students in a particular non-University-sponsored educational program or activity. Such fees may also be expended for the payment of applicable dues necessary to sustain membership by a Registered Campus Organization in national and other regional non-university associations at the basic level established by such associations, so long as the level of any such assessment is in line with what is assessed similar student organizations at other institutions comparable in size and nature to the University as a requirement of basic membership. Except as provided immediately below, memberships at a preferential level that require the payment of higher periodic dues than what is required to sustain basic membership, or the assessment by such non-university associations of supplemental contributions from their members as an expectation but not a requirement of continued membership, may not be supported from compulsory campus-based student fees. Other than for

considerations of basic membership as set forth above, additional transfers of funds from compulsory campus-based student fees by a Registered Campus Organization to such non-university associations may be made only when they can be justified, in advance of the transfer, to the chancellor (or other campus official designated by the chancellor with administrative oversight over Registered Campus Organizations) as providing a direct educational benefit to University of California students commensurate with the proposed expenditure. Compulsory campus-based fees may not otherwise be expended by a Registered Campus Organization in support of, or be otherwise transferred to, a non-university organization, program, or activity, except in payment for goods and services directly necessary to the operation of the Registered Campus Organization, its programs or activities. The referendum process set forth in these Policies shall not be available either to establish a new compulsory campus-based student fee, or to lock in an increase to an existing such fee, for the purpose of supporting any non-university organization, program, or activity.

300.1 General Provisions

- A. University properties shall be used in accordance with federal, state and local laws and shall not be used for the purpose of organizing or carrying out unlawful activity.
- B. All persons on University property are required to abide by University policies and campus regulations and shall identify themselves upon request to University officials acting in the performance of their duties. Violation of University policies or campus regulations may subject a person to possible legal penalties; if the person is a student, faculty member, or staff member of the University, that person may also be subject to disciplinary action in accordance with University policies and campus implementing regulations.

301.1 Grounds Open to the Public

On University grounds generally open to the public, all persons may exercise the constitutionally protected rights of free expression, speech, assembly, worship and distribution of literature incidental to the exercise of these freedoms; however, these activities must not interfere with the orderly operation of the campus, may not include sales or solicitation without a permit, and must be conducted in accordance with the campus time, place and manner regulations.

- A. For the purpose of these regulations, "grounds open to the public generally are defined as the outdoor areas of the campus (lawns, patios and plazas) that are adjacent to campus buildings and parking lots.
- B. In the event that the architecture of a building includes entrances with stairs or landings, no activity, event, or distribution may take place on the stairs or landings. This restriction applies to the Lantern and stairs to the Kolligian Library. Exceptions will be considered by request.
- C. All activity must comply with time, place and manner regulations and be conducted in such a way that traffic is not impeded and the normal activities in classrooms and offices are not disrupted.
- D. Tables or moveable stands may not be placed in areas where passages to any entrance or walkways are blocked, where the free flow of pedestrian traffic is restricted, or where emergency fire lanes are blocked. Additional and more restrictive policies may apply to specific facilities or use areas.

- E. Student groups using moveable tables or stands at any location on the campus must have the prior approval of the Office of Student Involvement. Authority for approval rests with the director of Student Involvement or designee.

302.00 Speech and Advocacy

The University is committed to assuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly and worship. Civil disobedience has had a historic role in our democracy, but such activity is not protected speech under the Constitution and those engaging in it may be held accountable for policies or regulations violated.

303.00 Time, Place and Manner

The time, place and manner of exercising constitutionally protected rights of free expression, speech, assembly and worship are subject to the regulations below that provide for noninterference with University functions, to provide reasonable protection to persons from practices that would make them involuntary audiences, or place them in reasonable fear, as determined by the University, for their personal safety. On University grounds open to the public generally, all persons may exercise the constitutionally protected rights of free expression, speech and assembly. Such activities must not, however, interfere with the right of the University to conduct its affairs in an orderly manner and to maintain its property. Further, no activities may interfere with the University's obligation to protect the rights of all to teach, study and fully exchange ideas. Physical force, the threat of force, and other coercive activities used to subject anyone to speech of any kind are expressly prohibited.

304.00 Amplified Sound Areas and Outdoor Gatherings

Sound amplification equipment may not be used at any outdoor location without the prior written approval of the Office of Student Involvement or Housing and Residence Life. If complaints are received indicating that the amplification sound level is interfering with the operations of the campus, the responsible person(s) will be directed to lower the volume by Student Affairs staff. If additional complaints occur, the person(s) in charge of the amplification equipment will be directed to turn off the sound completely. The amplification of music shall be restricted to the hours between noon and 1 p.m. and 7 and 10 p.m. (Monday through Friday), while voice amplification may be approved to occur between the hours of 11 a.m. and 10 p.m. (Monday through Friday). Requests for extension of hours (as well as approval for weekend use) must be submitted in writing at least four business days in advance of the event to the Office of Student Involvement.

305.00 Non-University Speakers

Non-university persons/groups may be invited to participate in events sponsored in University facilities upon invitation of the student governments, other University schools and units, or registered campus organizations. Non-University speakers or entities may not schedule facilities or collect funds therein unless sponsored by a University department, official unit, or registered campus organization. It is the expectation of the University that all speakers and entities will recognize that the essence of the University is to provide for the free exchange of ideas and the expression of a variety of intellectual perspectives. On-campus programs should be designed in the best interests of the educational process, allowing appropriate opportunities for audience interaction.

The only facilities exempt from this sponsorship provision are the outdoor areas of

The campus opens to the public generally. Use of these areas by non-University persons without a campus sponsor, however, may not involve the use of amplified sound, and may not interfere with scheduled events by registered campus organizations and University departments.

306.1 Posting Regulations

These regulations, pertaining to both campus affiliates and non-affiliates unless otherwise stated, permit the posting, distribution and exhibition of materials on campus within the guidelines below. Posting that may damage any University property is prohibited.

These regulations apply to individual members of the campus community as well as groups and organizations. The University reserves the right to remove any posting violating these guidelines, or for administrative or facility maintenance reasons. Fines may be assessed for violating these guidelines.

All materials must be reviewed by the Office of Student Involvement (maybe specify room and business center) prior to posting to ensure that the materials clearly indicate the name of the sponsoring organization(s), unit(s) or individual(s) and their contact information. Materials acceptable for posting:

- A. Noncommercial Materials: “Noncommercial materials” refers to printed material that is not sold or distributed for private business or personal profit, or the promotion of such profit. Examples of noncommercial material include announcement for activities, events and services.
- B. Occasional/Incidental Sale by a Campus Affiliate: Public notices regarding the occasional/incidental sale of personal property belonging to students and employees of the University and those offering educationally related services or information of interest to UC Merced students, faculty and staff are permitted. These notices must be posted in the area(s) indicated for campus affiliated advertising only.
- C. Events/Goods/Services: Advertisements, posters and literature related to events/goods/services for commercial and non-commercial purposes.

307.1 Unacceptable Posting and Advertising Methods

- A. Classroom Chalkboard/Dry Erase Board Posting and Announcements - Written announcements of upcoming events on chalkboards or dry erase boards in any instructional facility that has limited chalkboard space, is prohibited. Academic use of chalkboards will always take precedence over other uses.
- B. Chalking of sidewalks, walkways and buildings is not permitted on University property. Exceptions for sidewalk chalking will be granted by the Office of Student Involvement for affiliates only with the stipulation that approval is requested in advance of chalking and that all chalk removal costs are covered by the sponsoring group or individual.
- C. Use of materials to mount advertisements that will damage posting surfaces, which include but may not be limited to masking tape, scotch tape, glue, paste, nails and duct tape are prohibited.
- D. Unless otherwise indicated, posting in or on campus buildings, sidewalks, trees, bridges, bike path railings, windows (except as approved by specific departments), traffic signs, fixed poles,

blue light poles, lamp poles, doors, fountains, benches, trashcans, shrubbery and all other areas not suitable for staples or tape and not specifically identified in these regulations is prohibited.

- E. Unless otherwise indicated, writing, posting or taping directly on sidewalks, paths or on the exterior or interior surfaces of buildings or walls with any material is a violation of these regulations.
- F. Posting on top of or removing announcements that are current is a violation of these regulations.
- G. No flyers, announcements, or literature of any kind may be placed on automobiles (e.g., under the windshield wipers) on University property.
- H. No flyers, announcements, or literature of any kind may be left unattended on campus grounds or in classrooms. That is, literature may be handed to interested persons or posted appropriately in designated areas for their information, but it may not be left for others to pick-up.

308.1 The Approval Process

- A. The Office of Student Involvement will keep a record of all approved posting areas on campus.
- B. The Office of Student Involvement must approve all materials (i.e., ensure that the materials include the name and contact information for the sponsoring entity) prior to having materials posted or taken for secondary approval to post in restricted areas. The only exception permits the Housing and Residence Life Office to approve materials to be posted by Student Housing Staff and the Resident Housing Government only within the designated posting areas of student housing.
- C. Secondary approval is required to post in restricted posting areas by campus affiliates only. After securing approval to post materials by the Office of Student Involvement (Granite Pass 166), campus affiliates must seek secondary approval by a particular owner (school/department/office) of the space. Please check with the main reception area of the specific school/department/office for the location you wish to post. Secondary approval will be granted per guidelines available in specific school/department/office.

309.1 Approved Advertising/Posting Areas:

- A. Posters and Announcements Bulletin Boards and other designated posting areas are marked with the type of acceptable posting. All materials must be approved prior to posting. When posting documents with tape, painter's tape (e.g., blue tape) must be used to protect the posting surface.
 - 1. Campus Boards – only campus affiliates may post in these designated areas.
 - 2. Restricted Boards - only campus affiliates may request to post materials in restricted posting areas.
 - 3. Banner Areas – banners (no more than three feet in length and three feet in width) may be posted in approved areas by campus affiliates only.
 - 4. Public – all materials from non-university persons or groups may be posted on public boards only.

5. Only one posting for each event will be approved for each designated posting area.
 6. Flyers are generally 8.5 inches- by-11 inches or 9 inches-by-14 inches.
- B. General Distribution Flyers, announcements, or literature of registered campus organizations may be distributed through campus mailboxes as long as the method of distribution is in keeping with departmental policy and applicable University policies. All inquiries regarding the appropriateness of distribution will be referred to the Office of Student Involvement for resolution. Requests for tabling and distribution of literature elsewhere on campus may be approved by exception by the Office of Student Involvement
1. Any person or organization wishing to distribute publications must notify the Office of Student Involvement regarding distribution and litter control plans.
 2. All publications distributed within or in front of the on-campus residence halls and dining commons must have prior approval from the Office of Housing and Residence Life or its designee.
- C. Non-Traditional Displays and Decorations (e.g., sandwich boards, table displays, aerial displays and balloon arches) Postings requiring non-traditional display methods may be approved for display for a maximum of two weeks. A written proposal outlining the purpose, time period, location(s) and materials to be used must be presented to the Office of Student Involvement for approval at least one week before the desired posting/display date. Additional approval from the office of Facilities Management may be required.
- D. Electronic Announcements – are available to campus affiliates only. To request an announcement, contact the Office of Student Involvement, the Students First Center, or Library Services for details and instructions regarding digital signage.
- E. Banners
1. Banners must receive prior approval from the Office of Student Involvement at least three business days prior to the event. Banners must not cover other advertisements or posted material.
 2. Banners may not exceed three feet in length and three feet in width.
 3. Staked banners/signs that would be placed in ground cover (preferably) or lawn areas must receive posting location approval from Facilities Management and can be posted for a maximum of two weeks. The signs cannot be closer than five feet on either side of bike paths and may not be placed in areas that constitute a hazard or pedestrians.

310.1 Removal of Poster Material

- A. All material referring to a specific event or deadline, including directional signs, must be removed within 48 hours after the event/deadline by the sponsoring organization.
- B. All material not referring to a specific event or deadline is to be removed by the “post until date.” In the absence of a “post until date,” the material will be removed by the end of the semester by

the sponsoring organization. Failure to remove material may result in fines to the sponsoring entity.

311.1 Disposition of Reported Posting Violations

A. Reporting Violations

Any member of the campus community may register a written complaint or concern with the Office of Student Involvement regarding alleged posting violations and potential clean-up costs.

B. All potential violations of policy will be referred to Student Conduct for adjudication.

C. Sanctions for Posting Violations

Individuals or groups responsible for posting violations may be charged a penalty fine, required to pay the actual cost of clean-up, and/or issued a written warning. Repeat offenses may result in more extensive fines and the loss of organizational privileges.

312.1 Fundraising, Benefits and Donations and Food Sales

A. General Provisions

1. University facilities are not to be used for commercial activities unless specifically identified in these policies for that purpose.
2. Donations made and funds raised must be designated for a purpose consistent with the University's mission of teaching, research and public service.
3. All campus fundraisers must have a fundraising permit issued by the Office of Student Involvement. Fundraising permits must be displayed at all times and funds deposited into campus account and reported within three days of the event.
4. The following University services and programs are exempt from the commercial activity restriction: Campus Store, Dining and Retail Services, Campus Recreation, University Extension programs and classes, and Housing and Residence Life.
5. Any contract involving a campus entity or organization must specify the financial terms agreed to by both parties and the contract must be reviewed by an Office of Student Involvement advisor. Contracts for Student Housing Associations events held in housing facilities need to be approved by the director of Housing and Residence Life or designee.

B. Fundraising

RCOs and student governments may use University facilities to raise funds on campus when they are in compliance with the following definitions and regulations:

1. RCO fundraising events, including all sales activities, must have prior approval by the Office of Student Involvements (in the case of the Associated Students, Graduate Students Association and registered campus organizations). Student Housing Association events held in housing facilities require the director of Housing and Residence Life or designee approval.
2. The funds raised using campus facilities may not be used for any illegal purposes and must be consistent with the stated purposes of the sponsoring organization.

3. When a University facility or grounds is used for an event, the sponsoring organization shall pay in advance or encumber funds sufficient to pay, prior to the event all pre-established program costs (e.g., facility use, production costs and equipment rental fees).
4. RCOs using University facilities to raise funds must be financially accountable and operate within the UC Merced RCO Accounting Guidelines, available in the Office of Student Involvement.
5. The University reserves the right to investigate the financial records of a campus organization that has been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised, or if there is a reasonable allegation of impropriety.
6. In the event that a fundraiser loses money, the sponsoring organization remains liable for covering all costs incurred by the activity.

C. Benefits and Donations

RCOs may sponsor non-commercial activities, sales and performances for the benefit of persons or off-campus organizations as long as the personal gain restriction is not violated, and the campus organization agrees to comply with the stipulations outlined in the guidelines available in the Office of Student Life.

D. Food Sales

Food sales on University properties must comply with the guidelines and timelines outlined in Food Sales Guide available in the Office of Student Involvement. Food served free of charge at potlucks, parties or meetings where the event is not open to the general public does not need a selling permit or prior approval. However, food must be served following the guidelines listed in the Food Sales Guide, copies of which are available at the Office of Student Life.

E. Sponsorships

Guidelines related to the sponsorship of UC Merced Registered Campus Organizations are available in the Office of Student Life.

F. Fundraising for Charities

RCOs may conduct fundraisers for charitable organizations and must follow the guidelines located in the Office of Student Life.

G. Use of University Funds/Services

All Student Organization expenditures using university-allocated funds (including gifts) are subject to standard University accounting policies and procedures. The University operates on a recharge/purchase order system when utilizing University services (i.e. facility rental, graphics, etc.) or when dealing with off campus businesses. All expenditures must be pre-approved by the Office of Student Involvement. Reimbursements are rare and, if not approved in advance, may result in a loss to the individual or organization. Original receipts are required for all reimbursements.

All collections should be recorded with the University Cashiering Department and all expenditures processed through the procurement and the accounts payable department. Opening and maintaining bank accounts in the name of the RCOs is not allowed.

H. Use of University Name, Insignia, Seal or Address See "Campus Organizations" regulation section 203.00.

313.1 Serving Alcohol at a Campus Event

The use of alcohol on University property and at University-sanctioned events must be in compliance with California law. Guidelines related to the use of alcohol may be found in the campus Alcohol Policy and Procedures. In addition:

1. Campus organizations shall not use funds raised through University-sanctioned events for the purchase or distribution of alcohol.
2. The University cannot expend state funds on alcohol.

314.1 Use of University Facilities

A. General Provisions

1. All use of University facilities must be in accordance with federal, state and local laws, and with University policies and regulations.
2. Those using University properties and services must avoid any implication that they are sponsored, endorsed or favored by the University.

315.1 Scheduling Facilities

A. Facility Requests

1. All facility use requests for non-course-related purposes should be submitted to the designated facility coordinator for the selected venue. Facility use requests for classrooms should be submitted to the Office of the Registrar.
2. Request for space should not be considered confirmed until a written confirmation is sent to the originating group/individual.

B. Approval of Requests

1. The use of campus facilities for events held in classrooms, assembly rooms, meeting rooms, outdoor venues and recreational facilities must be coordinated through the designated facility coordinator for that venue. Approval/non-approval of an event will be based on the following criteria:
 - a. The relationship between the nature of the request (type of event) and the policies governing the use of campus facilities and the primary purpose/function of the facility.
 - b. Whether or not there are any known scheduling conflicts.
 - c. Whether or not the proposed activity poses a risk of danger or injury to persons, or damage to property and/or to the orderly operation of the University.
2. In the event that the designated facility coordinator for the desired venue denies a request for use of campus facilities the sponsoring organization may request that the vice chancellor for Student Affairs review the decision. The Office of Student Involvement and the Office of Housing and Residence education have the authority to cancel an event, prior to its commencement, if it is determined that the event may pose a risk to people or property. The Department of Public Safety

has the authority to cancel an in-progress event if it is determined that the event poses an imminent and substantial risk to people or property. Response to peaceful protest, assembly and speech will conform to UC Merced Protocol for Responding to Peaceful Assembly or Protest.

C. Reservation Cancellation

1. In the event that a scheduled space will not be used, the designated facility coordinator must be notified immediately by the sponsoring organization. Cancellation notice must be given a minimum of two working days prior to the event.
2. Individuals or campus organizations who fail to cancel their space reservations in a timely manner or on more than one occasion may lose facility use privileges.

316.1 Special/Major Events Approval

Any group wishing to sponsor events that meet one or more of the criteria defined below must gain approval from the Office of Student Involvement a minimum of two weeks prior to the event. For events that do not lend themselves to prior planning (e.g., rallies or demonstrations inspired by current events), organizers should consult immediately with the Office of Student Involvement to ensure compliance with protest, speech and assembly protocol.

- A. Total attendance (both participants and spectators) of 500 or more is anticipated.
- B. Brings non-university vendors to campus (food vendors, for profit vendors, etc.
- C. Has the potential to be disruptive to the normal business of the University or the community (e.g., bands, dances, festivals, etc.).

317.00 Exam Prep Days and Finals

During the final week of classes, the scheduling of major events is discouraged, and during exam prep days and finals, it is intended that major activities and/or mandatory meetings (e.g., administrative, ad hoc, or search committees) not be scheduled in order to maintain a campus climate conducive to study. A request from a RCO for an exception to this regulation for an activity must be submitted in writing to the Office of Student Life.

318.1 Use of University Facilities for Events and Activities Sponsored by Non-Affiliates

Non-affiliates are defined as any person who is not a student, officer, official volunteer, employee, regent, or emeritus of the University of California or a member of a household authorized to reside on University property.

1. All use of campus facilities by non-affiliates shall be coordinated and approved by the appropriate campus facility office.
2. Individual University faculty, staff and students will be considered to be non-affiliates" when requesting facilities for events not related to or approved by a school, unit or campus organization, or when they wish to use facilities for commercial purposes.
3. The sponsoring organization is responsible for the facilities reservation and all accompanying requests, potential fees, as well as following event cancellation policies. These requests shall have lower priority in securing facilities than events solely associated with campus or student groups.

See the University of California Regulations Governing Non-Affiliates in the Buildings and on the Grounds of the University of California for additional information regarding non-affiliates.

319.00 On Campus Marketing of Credit Cards

The California Student Financial Responsibility Act of 2001 requested that The University of California "adopt policies to regulate the marketing practices used on campuses by credit card companies." In addition, the Credit Card Accountability Responsibility and Disclosure Act of 2009 seeks to protect young consumers by implementing specific safeguards and increasing the transparency of affinity agreements between credit card companies and universities. Pursuant to such legislation and consistent with the interest of the University in establishing minimum University wide standards (based on existing campus policies in this area) to regulate such activity, the following policy applies to all banks and other commercial entities (including their third-party representatives) that engage in the marketing of credit cards to students through solicitation activities (hereafter referred to as "marketing" activities) on or near campuses and at campus events of the University of California.

For more information, see PACAOS Appendix D: University of California Policy and Supplemental Guidelines on the Marketing of Credit Cards to Students.

IMPORTANT POLICY UPDATE

The University of California has drafted an Interim Policy on Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Posting on Campus and in University Facilities. The interim policy was issued on January 9, 2018 and the effective dates are January 9, 2018 through January 9, 2019.

Please use the following URL for the complete Interim policy on Expressive Activities and Assembly:
http://policies.ucmerced.edu/sites/policies.ucmerced.edu/files/documents/expressive_activities_and_protest_final_post_1-09-18.pdf