Meet the RCO Team!

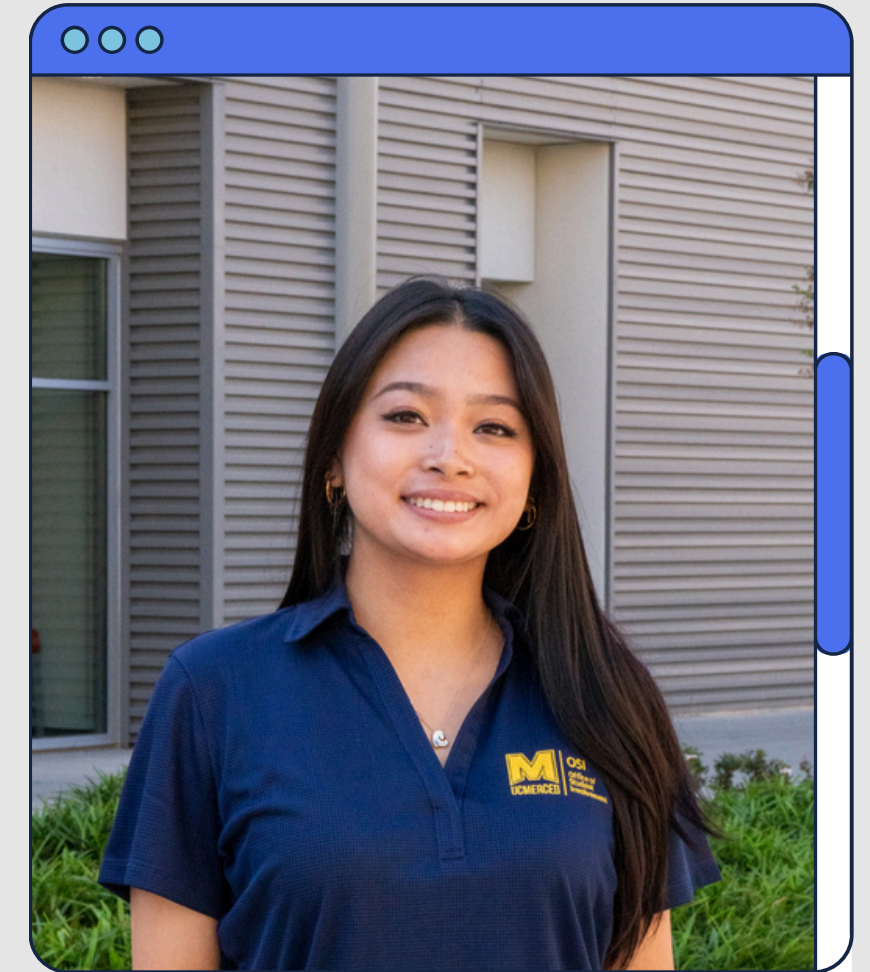**IxChel Chagoya**

RCO Program Advisor
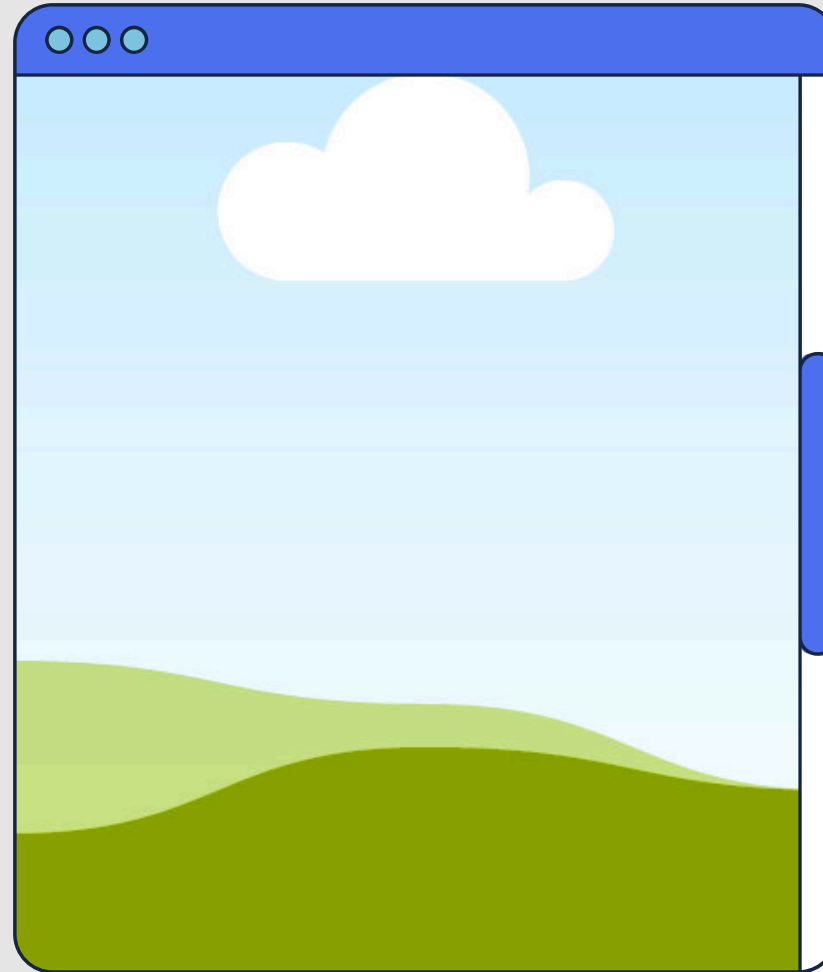
Pavi Dhillon

RCO Intern

Fatiah Lawal

RCO Intern

Tiana Ko

RCO Intern

OSI MISSION

Mission Statement

The Office of Student Involvement is committed to building a sense of belonging and school spirit by helping students explore ways to get involved on campus, develop new leadership skills, and engage in meaningful experiences that will prepare them for the opportunities of tomorrow.

Granite Pass 163, Granite Pass 166

clubsandorgs@ucmerced.edu

studentinvolvement.ucmerced.edu

Office/Availbility Hours: **8:00am–5:00pm**

OSI EVENT POLICIES & APPROVAL PROCESS

—

See our Campus Ready site for the most up to date information about instruction.

Campus Ready **COVID Help**

UNIVERSITY OF CALIFORNIA
MERCED

Directory Apply Give

Clubs and Organizations

Office of Student Involvement

Home | About | Contact Us | Find a Club or Organization | Organization Recognition Status | CatLife | Resources

TUESDAY 5 OCTOBER 2021

Clubs and Orgs Resources

CatLife

Food Policies/Permits

Find an Organization

Plan an Event

Resources

Policies

Make a Difference

All clubs and organizations have a commitement to help the community.

Home   About   **Find a Club or Organization**   **How to Create a Club**   **Organization Recognition Status**   CatLife   **Resources**   TUESDAY 12 OCTOBER 2021

Event Planning

Resources

- RCO Social Media and Recruitment Guide
- Workshops & Important Guides
- Updates & Documents
- Event Planning
- Bobcat Pledge

All important policies relating to Registered Clubs and Organizations (RCOs) **please follow this link**.

Fall 2021 Event Guidelines and Guidance

- Campus Activities and Event Guidance 2021-2022
- Event Planning Checklist
- **Room/Space Reservations**
  - Guide: How to Request Rooms/Spaces
  - Room/Space Reservation Website
- **Budget/Finance Management**
  - Purchasing Timeline
  - How to Use Club Funds
- Food Handling Guidelines
- Movie Approval Request Form
- **Risk Management**
  - Waivers & Releases
  - Controlling Event Risks
  - Student Event Insurance - Contact OSI before submitting anything!
  - Events with Minors
    - All registered student clubs and organizations MUST request a meeting with Cindi Zimmerman, Risk Services when planning an event with minors present. riskservices@ucmerced.edu

*website will be updated
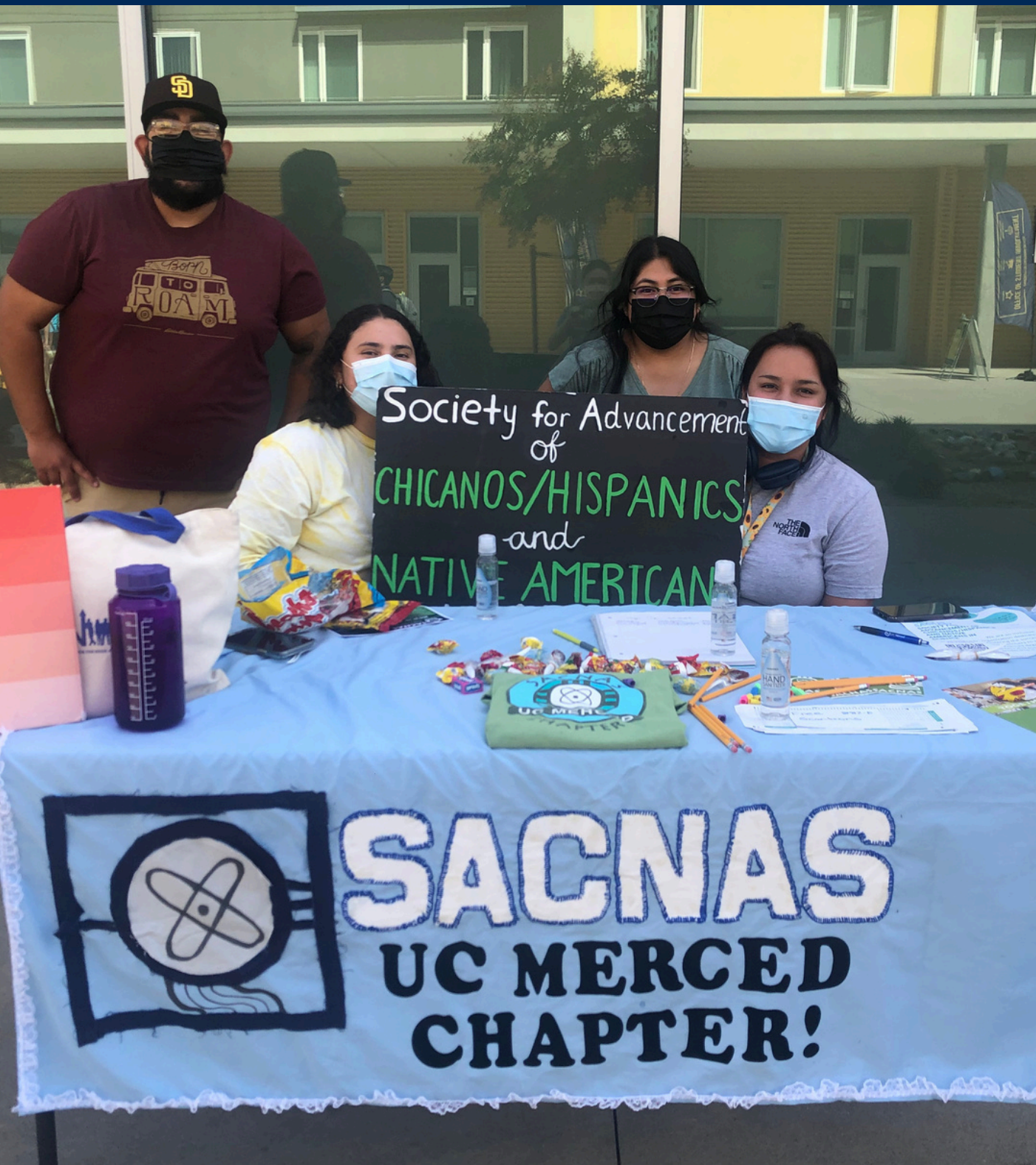
OSI Event Planning Tips:

- Submit your event as early as possible on CatLife
- **Large scale events**, events seeking **higher capacity** approval, and events with **performers/physical activities** could take up to **4 weeks** to get approval. **(Especially if things need to be purchased or contracts need to be made)**
  - Set up a meeting with the RCO team, clubsandorgs@ucmerced.edu
  - Please work with Catrina Parr, cparr-abundiz@ucmerced.edu when ***paid*** performers or outside guests come to campus
- All events or activities with **minors** must be submitted for approval with Risk Services (**Cindi Zimmerman**)
- The sooner you submit, the easier OSI can help and support you.

Large Scale Events

- Here are some questions to ask to determine if OSI will consider your event a "large scale event"
  - Will my event be open to off-campus guests?
  - Will my event have a paid performer or guest speaker?
  - Will the estimated attendance of my event be over 100 people?
  - Will my event have physical activities?
  - Will my event be outdoors or using multiple spaces?
- If you answered, **yes** to any of these - please set up a meeting **PRIOR** to inputting your event on CatLife.
  - Email achagoya@ucmerced.edu or clubsandorgs@ucmerced.edu to set up the meeting.
- OSI and HS will need to help our RCOs make determinations if the below are needed for your event:
  - **Student Event Insurance**
  - **UCMPD and/or CSO support**
  - **Facilities Management requests**
  - **Fire Marshal & Building Official approval**

FOOD SAFETY POLICIES

Per the California Retail Food Code: All on-campus student organization or department event that is a "public" event requires a temporary food permit.

Community Public Event:

An event is considered public and requires a Temporary Food Permit to Operate if the following describes the event:

1. Event is free or a ticket/pass can be purchased by the general public.
   a. For example, any open event you have where you invite other people than your members would be considered a public event.
2. Event is advertised through media — internet, newspaper, television, radio, and billboard.
3. The general public would attend the event either by interest of the trade or advertisement of the event.

Private Events:

An event is considered private and does not require a Temporary Health Permit to Operate if the following criteria are met:

1. Event is invitation only or held for a private club or corporation.
   a. Your member meetings would be considered a private event.
2. Participants need eligibility to attend, such as a professional licenses or certificate for the profession (e.g. doctors, lawyers, teachers, plumbers).

FOOD SAFETY POLICIES

A **food permit request** must be submitted at least seven **(7) business days** prior to the event [link on website]. (Reminder this is only for OPEN/PUBLIC events.

Food Safety Training must be completed online prior to submitting a food permit request. Food Safety Training is required every **3 years**. A trained food handler must be present at all times during the food event.
Having trouble accessing Food Safety Training or UCLC email hrtraining@ucmerced.edu or fill out a form on https://ehs.ucmerced.edu/form/register-trainings

Please note, a food permit request is SEPARATE from a food handler's card or training. You must also have someone who is trained to handle food at every event.
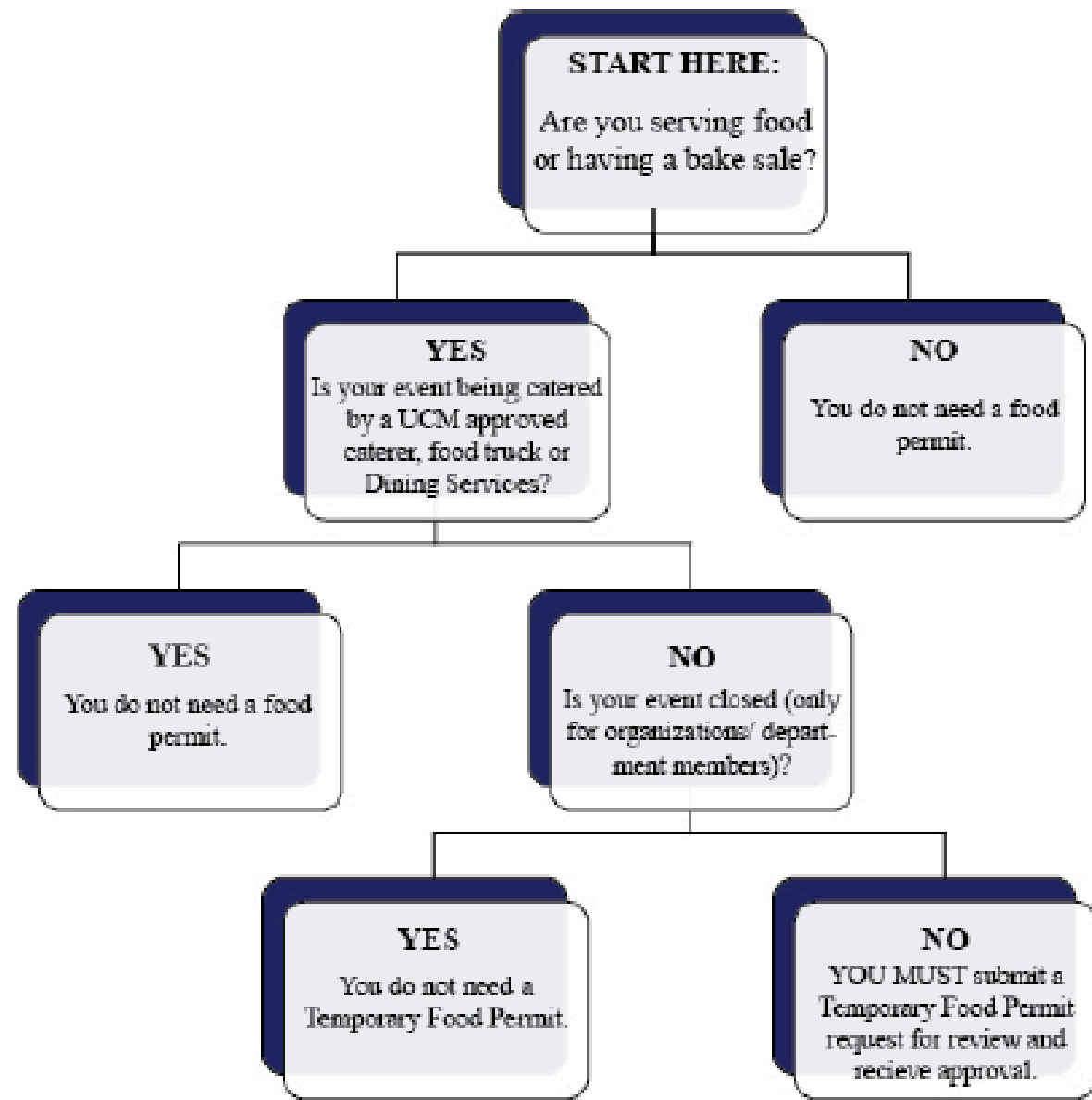
EHS - Food Safety Website

University of California, Merced
Temporary Food Event Permit
Request Flow Chart

Do you need to submit a temporary food event Food Permit request for your event or meeting? Follow the flow chart to find out.

Please note that this document is not a substitution for a temporary food event Food Permit request. Please contact the Environmental Health and Safety Department at 209-228-2255 or visit EHS Website for more information and links to UCM policies and procedures.

START HERE:
Are you serving food or having a bake sale?

YES
Is your event being catered by a UCM approved caterer, food truck or Dining Services?

NO
You do not need a food permit.

YES
You do not need a food permit.

NO
Is your event closed (only for organizations/ department members)?

YES
You do not need a Temporary Food Permit.

NO
YOU MUST submit a Temporary Food Permit request for review and recieve approval.

Remember:
- Potlucks are only allowed for closed events (events for club/organization or department members only).
- All temporary food event Food Permit requests must go through EH&S and receive approval before the event takes place.

Food Safety Check List

Temporary Food Permit Request

UCM Approved Vendors

Bake Sale Guidelines

FUNDRAISING POLICIES

Updates and Recommendations
All fundraisers need to be approved on CatLife under your event requests.

Raffles/Opportunity Drawings

- Any time you are collecting money to be entered in to win something, this is considered a **raffle**. Moving forward, per UC Merced's Legal Counsel we **cannot** host these raffles anymore.
    - It is considered "gambling" per California Law.
    - OSI is working on creating a fundraising guide to support our RCOs with providing new opportunities to fundraise.

*RCO's are responsible for any money collected
*Be cautious using Venmo, Cashapp etc.
  - OSI cannot track nor reimburse

Food Fundraisers

- Please review the Food Safety policies on the next three slides to know what you'll need to get your food fundraiser approved before submitting it to OSI.
- You'll need a Temporary Food Permit from EHS and members who have done the food safety training or have a food handler's card
- No homemade baked goods
- Food Fundraisers that were approved last year:
    - Hot Cheetos & Cheese
    - Krispy Kreme Donuts (by the box)
    - Pizza
    - Agua Frescas
    - Store bought baked goods
    - Popsicles

SPECIAL EVENTS

- Hospitality Services is your One Stop Shop for Special Events at UC Merced

- We assist with all Outdoor Spaces, Conference Center, California Room and Crescent Arch Room

- Events needing a Special Event Permit

- Large Scale Events and Building Permit

hospitalityservice@ucmerced.edu
209-228-0009 | Summits Office 190

M UCMERCED | **HS** Hospitality Services

HOSPITALITY SERVICES

How do I book the space?

- These spaces do come at a **cost $** (scan the rate sheet below)
- Students may visit the <u>Hospitality Services Website</u> to request special event spaces!

RATE SHEET

UCMERCED

Directory   Apply   Giv

About   Meetings and Events   Catering   Summer Conferences   Summer Orientation and Guest Housing   External Groups

We're Happy You're Here.

The UC Merced Hospitality Services Department's passion is helping people discover this Central Valley campus for the first time or guiding them to connections with the university's amazing story. Hold your event or conference at UC Merced and become part of the diverse, vibrant community tha grown along with the newest University of California campus.

The department offers a full suite of event planning services, catering and guest housing options, while also managing the university's brand new co center, a centerpiece of the university's incredible **Merced 2020** project. With the sustainably designed conference center acting as the department's offer world-class service for all types of events across campus, from private dinners to expansive multi-day conferences. We're here to provide you w notch service in truly unique surroundings and make sure our guests leave with unforgettable experiences.

Come Learn, Grow and Celebrate With Us.

Request Event Space

SPECIAL EVENT IT SUPPORT

OIT, by request, supports any special events occurring on campus where you require audio-visual support including sound amplification, theatrical lighting (Lakireddy Auditorium), computer, video projection or one-time use of a Zoom Webinar license for up to **500** participants.

SUBMISSION TIME

Please submit request **TWO weeks** in advance.

Please reach out to Edson Gonzales for support, ITSSEL@ucmerced.edu

WHEN DO YOU NEED THIS SUPPORT?

- **Anytime you use ACS 120, COB 102**
  - **Your meeting or event will be canceled if you do not request this support.**
- On-campus conferences/workshops
- Needing a large zoom license

UNIVERSITY OF CALIFORNIA MERCED
OFFICE OF STUDENT INVOLVEMENT

SPACE USE AND PRIVILEGES GUIDELINES

SPACE USAGE	ROOM EQUIPMENT	ROOM RESERVATIONS
Submit all event requests on Catlife	Do not remove, damage or reconfigure any equipment.	Room request requires approval. Please allow minimum 3 days for request response.
Include time to set up and clean up for your event when making reservation		
Clean up after yourselves. Throw away all trash, food and drinks	This includes, but is not limited to: Remotes, adapters, and projector	Approval statues can change or be cancelled at any given moment based on priority needs.
If requesting secured building, contact facilities lock and access for access after approval	Return equipment that was checked out to respectful places	Orgs may be required to make alternate arrangments in case of cancellation

Failure to comply will result in loss of space use privileges
Have any questions? Contact clubsandorgs@ucmerced.edu

Requesting Space/Rooms

- Go to rooms.ucmerced.edu
  - ASTRA - Academic Spaces
  - EMS - Non-Academic Spaces (including outdoor spaces)
- As RCOs, you must submit an official space reservation to use it for your organization.
- If you are no longer using a space, please make sure to cancel your reservation.
- If there is any damaged equipment in the space you are using, please report it ASAP to IxChel Chagoya at achagoya@ucmerced.edu
  - Include any pictures/videos of it not working. She will send it to the appropriate people.

Guide: How to Request & Reserve Rooms

How do I organize tabling for my org? 🔍

1. Log into CatLife: ucmerced.presence.io

2. Submit an even request 3-7 days in advance

3. Check your email if your event has been approved

4. After approval, start promoting your tabling event

5. On the day of, come by OSI in Granite Pass 163

to check out requested equipment

What can I request for tabling? 🔍

✅ **1 Table & 2 Chairs (first come, first served)**

✅ **Handwashing station**
Limited to two. MUST be requested.

❓ **Weights**
Recommend to purchase your own, we have some if needed. MUST return to OSI.

❓ **Umbrellas (limited; first come, first served)**

❓ **Canopies**

GENERAL TABLING GUIDELINES

Handing out Flyers and other items

When handing out flyers or asking for sign ups, members must do so from behind or within 2 feet of the table(s). Club members may not walk around handing out items.

We must adhere to safety concerns regarding traffic flow and **Fire lane policies**

Usage of Music or Amplified Sound

Music and amplified sound may not be used for tabling or campus events unless approved by the Office of Student Involvement.

Requesting speaker usage for your event must be submitted on CatLife and approved by OSI. A check in/check out system is used for any borrowed equipment.

General Tabling Reminders

It is recommended that no more than **five people** may staff the table at a time, as it may seem overwhelming for people to approach a table. .

Tabling under the overhang of any building is **not** permitted. If there is not a sprinkler under the overhang, then tabling in that area is **not** permitted.

ALL clubs and organizations **MUST** submit their tabling request on **CatLife** 3-7 business days in advance.

Special Exemptions

Special exemptions such as ASUCM Election and Events requesting a daily event or programming requests must be approved by OSI.

Visitors are subject to campus policies and standards regarding to risk, safety, and tabling location.

Locations

Tabling outside of the designated areas in front of OSI or Scholars Lane is not permitted without permission of the Office of Student Involvement and will be reviewed on an event by event basis.

The current approved tabling locations are: Scholars Lane, Pavilion Lawn, Academic Walk, and University Plaza.

Large RCO's

Larger groups may host tabling on Scholars Lane or Academic Walk and are restricted to these spaces only.

The areas between the planters and the fire lane are approxiamtely 10x10 feet and provide space for canopies and table(s). **Canopies** are not permitted on Academic Walk.

Free Speech

Open expression, discussion, and debate are important aspects of the educational environment that UC Merced promotes. The right to free expression and association is actively protected and encouraged, even when positions advocated may be unpopular.

For more information on exercising your right to free speech on campus, please review the Expressive Activities and Assembly; Protests, Demonstrations, Non-University Speakers and Posting, and Peaceful Protest Form.

Posting Regulations & Locations

- OSI manages all the poster and flyer posting for the campus.
- All flyers/posters MUST be stamped
  - Business Center team will handle all flyer/poster stamping in Granite Pass 166
- RCO/FSL/BST team are responsible for taking down old flyers/posters around campus every Friday.

Scan for Posting Regulations

IC

EVENT PLANNING DEADLINES

All events, gatherings, meetings must follow the following deadlines to ensure for proper time for approval:

- All "open" events with food, MUST have a temporary food permit request submitted **7 business days** in advance.
- All events, meetings, and gatherings **(on or off-campus)** must be submitted on CatLife (with space approval) **minimum 3-7 business days** in advance.
- *All events with ASUCM/club fund purchasing need to follow the OSI purchasing timeline.*
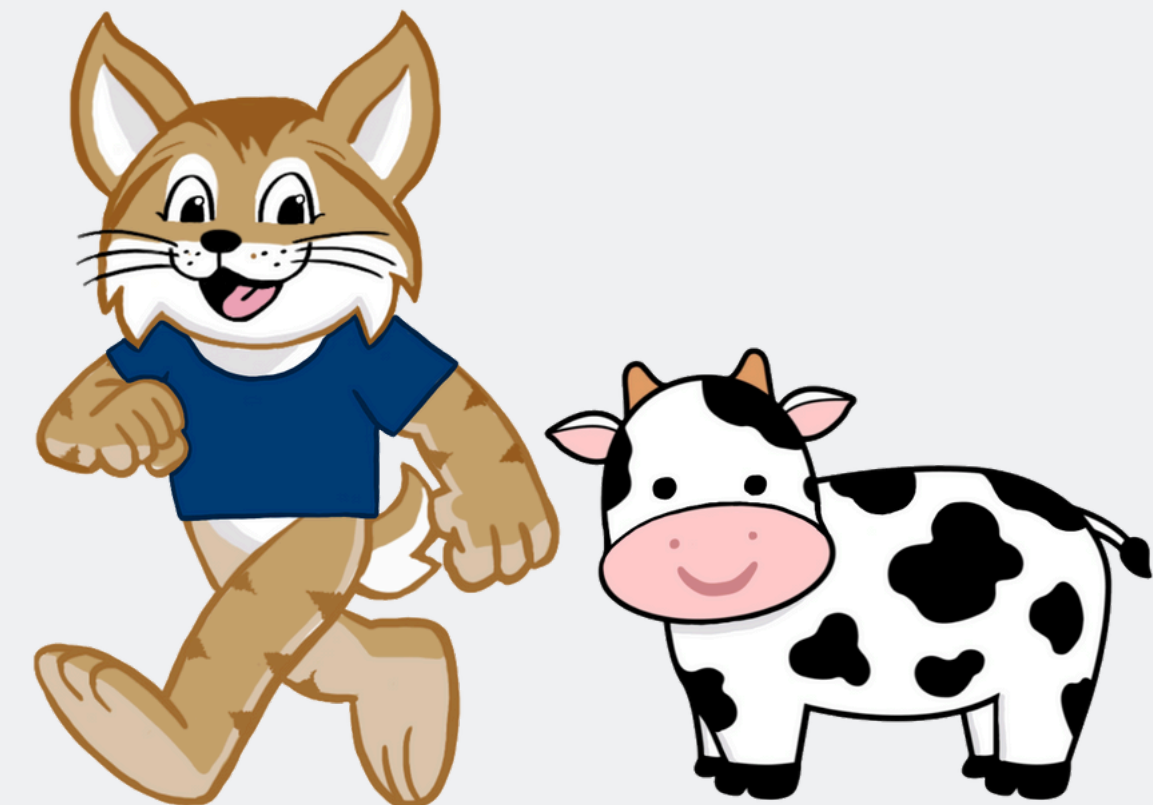
OSI Business Center
Timeline & Purchasing

1.) Purchase for **events must have** a completed & approved Event Request.
2.) Timeline starts at time of **Expenditure Request** submission into Catlife.
3.) When purchase is for food, a participant list with the agenda/flyer must be turned in within 2 days of the event.

Type of Purchase:	Timeline need to process:	Next Steps:
Declining Balance Card Request	5-7 business days	Submit Expenditure Request on Catlife; Contact OSI front desk to arrange date & time of pick up (osifrontdesk@ucmerced.edu)
Procurement Card	5-7 business days	Submit Expenditure Request on Catlife; Coordinate a date and time (between 8-5 PM) with Catrina Parr (cparr-abundiz@ucmerced.edu) to process payment.
Purchase Order	5 business days	Submit a Purchase Order request; Include the estimate/ quote for submission.
Purchase Request involving campus recharge units, catering, bookstore. Recreation and TAPS	5-10 business days	Submit Expenditure Request on Catlife; After approval, contact the OSI Business Center for further instructions (same front desk email). .
Purchase Request for Travel Reimbursements	Submit no later than 3 weeks of travel	Submit Reimbursement Request on catlife; Bring original receipts to OSI Business Center (Granite 166); Receipts must be itemized and mileage claims must have mileage printout.
Purchase Request for Non-Travel Reimbursements	Submit no later than 2 weeks after purchase	Submit Reimbursement Request on catlife; Bring original receipts to OSI Business Center (Granite 166). *If possible, please check with OSI before using your own money as we may have a better way to purchase. Any reimbursement over $200.00 must be pre-approved.*
Purchase Request for Vehicle Rental or Bus	2-3 weeks	Drivers must first be pre-approved through taps; Submit DVM pull, student authorization form, and copy of DL to TAPS; Submit PO request on catlife and fill out vehicle rental info sheet.
Purchase Request for performers, speakers or faculties that require a contract agreement	4-6 weeks	Submit Expenditure Request on Catlife; Schedule a meeting with Catrina Parr for further instructions.
Purchase Request for hotel rooms	4 weeks	Submit Expenditure Request on Catlife; Fill out the Group Lodging Form.
Purchase Request for flights	5 weeks	Submit Expenditure Request on Catlife; Fill out the Flight Request info sheet.

Questions about club finances, please email osifrontdesk@ucmerced.edu

RCO Storage Agreement

- RCOs may store items in our OSI storage, they MUST fill out the RCO Storage Agreement
  - They can only store items up to 3 weeks (1 week before to 1 week after event occurs)

CATLIFE

—

"Presence"

What events should you be submitting to CatLife?

Events/Meetings

- Organization Meetings
- E-Board Meetings
- New Member Meetings
- Small Private Socials
- Dance Practices
- Organization Mixers
- Private Events
- Closed Events
- Culture Shows
- Tabling
- Off-campus gatherings (not required, but recommended)

SUBMITTING AN EVENT ON CATLIFE

CREATE

DASHBOARD

FORMS

ORGANIZATIONS

EVENTS

FINANCE

ANALYTICS

PEOPLE

SETTINGS

5 WHAT'S NEW

SUPPORT

sity of California Merced

od morning,
O!

mething.

u haven't made a form yet. Create one now.

attended an event! Find one.

u haven't made a poll yet. Create one now.

Action Items

The Trunk Line Game Night event needs your approval. ▶

The Pi Lambda Phi - Lioness Week: Day 1 event needs your approval. ▶

The Kappa Sigma x Anchor Splash Practice event needs your approval. ▶

The Tabling event needs your approval. ▶

The Pledging Ceremony event needs your approval. ▶

The Black Student Union organization needs your approval. ▶

Events

EVENTS REQUESTS ATTENDEES DRAFTS TAGS WAIVERS POLLS

+
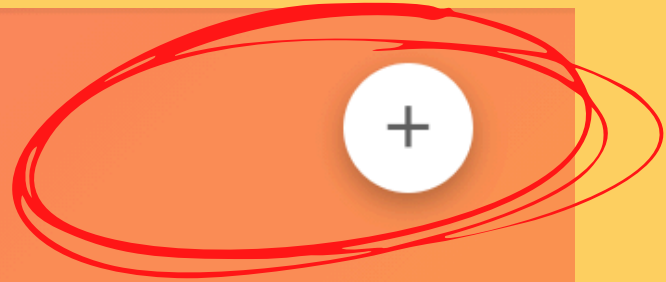
Search Events

DATE/TIME ▾ AND CATEGORY ▾ AND ORGANIZATIONS ▾ AND TAGS ▾ FILTER ▾

Event Title	Organization	Location	Date/Time ▾	Pin	Attendees	⚙
Meeting with Bakersfield Chapter	Kappa Sigma	COB 102	09/05/2021 - 5:00 pm	B3P5		⋮
ASU Game Night	African Student Union	The Den	09/05/2021 - 7:00 pm	XTFQ		⋮
Bobcat Boxing Training	Bobcat Boxing Club at UC Merced	SAAC 219	09/05/2021 - 7:00 pm	M8LL		⋮
Kappa Sigma Chapter	Kappa Sigma	COB2 140	09/05/2021 - 7:00 pm	HE4A		⋮
Welcome Back BBQ	Black Student Union	Lake Yosemite	09/06/2021 - 12:00 pm	R3LX		⋮
Vaccine Swag Pick Up	Office of Student Involvement	Granite Pass 163	09/07/2021 - 8:00 am	XTLD	542	⋮
AMSA at UCM Tabling	American Medical Student Association at UC Merced	Scholar's Lane	09/07/2021 - 10:00 am	CD9N		⋮
Business Society Fall Recruitment Tabling	The Business Society	Granite Pass	09/07/2021 - 10:00 am	Q3AL		⋮

Event Registration

SUBMIT FOR APPROVAL ▾

Basic Information

Event Name *

Example

Host *

Office of Student Involvement

Please describe your event. *

Be as detailed as possible and describe your event purpose/justification for having your event.

H1   H2   H3   H4   H5   H6   P   PRE   "

B   I   U   S̶   ☰   ☰   ↻   ↺   ⊘   ☰   ☰   ☰   ☰   ☰   ☰

</>   🖼   🔗   ▶   WORDS: 0   CHARACTERS: 0

CHECKING ATTENDANCE ON CATLIFE WITH "PRESENCE"

NOTE: OSI Recommends using CatLife to check-in people at your events and meetings! You can keep track and view your organizations analytics for each event.

Presence App

Have all members download the **Modern Campus Involve** app.
it is Apple and Android friendly

Modern Campus Involve

Modern Campus (Presence)

Open

When you open the app, you will see the following screen

After logging in, you will see the following screen

Join the Campus Experience!
For a more personalized experience, additional privileges, and a Digital ID, log in.

Login

Collect Attendance

Change Campus
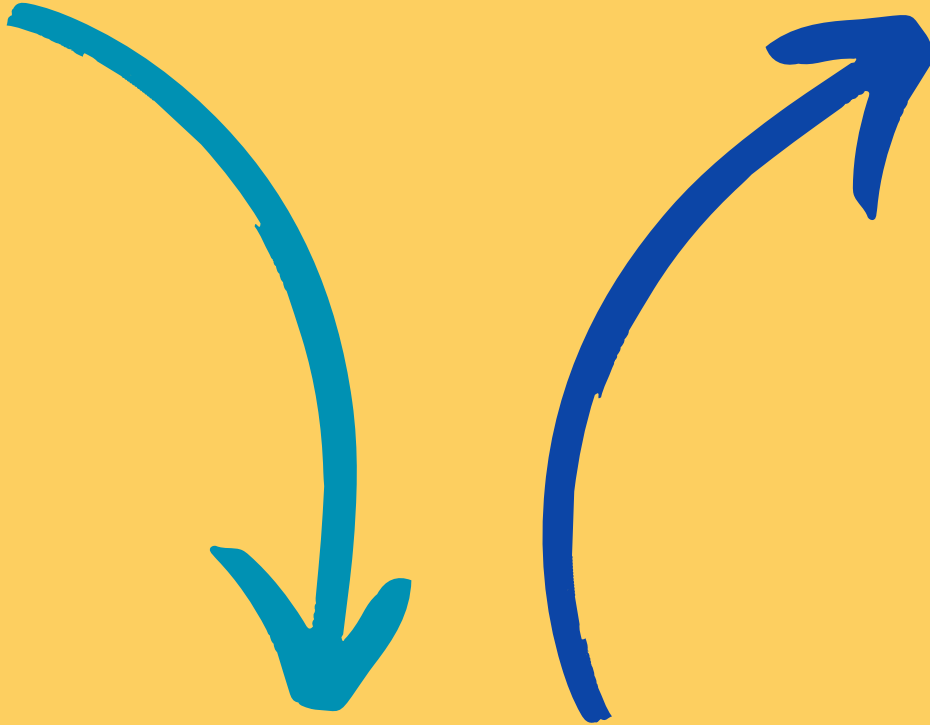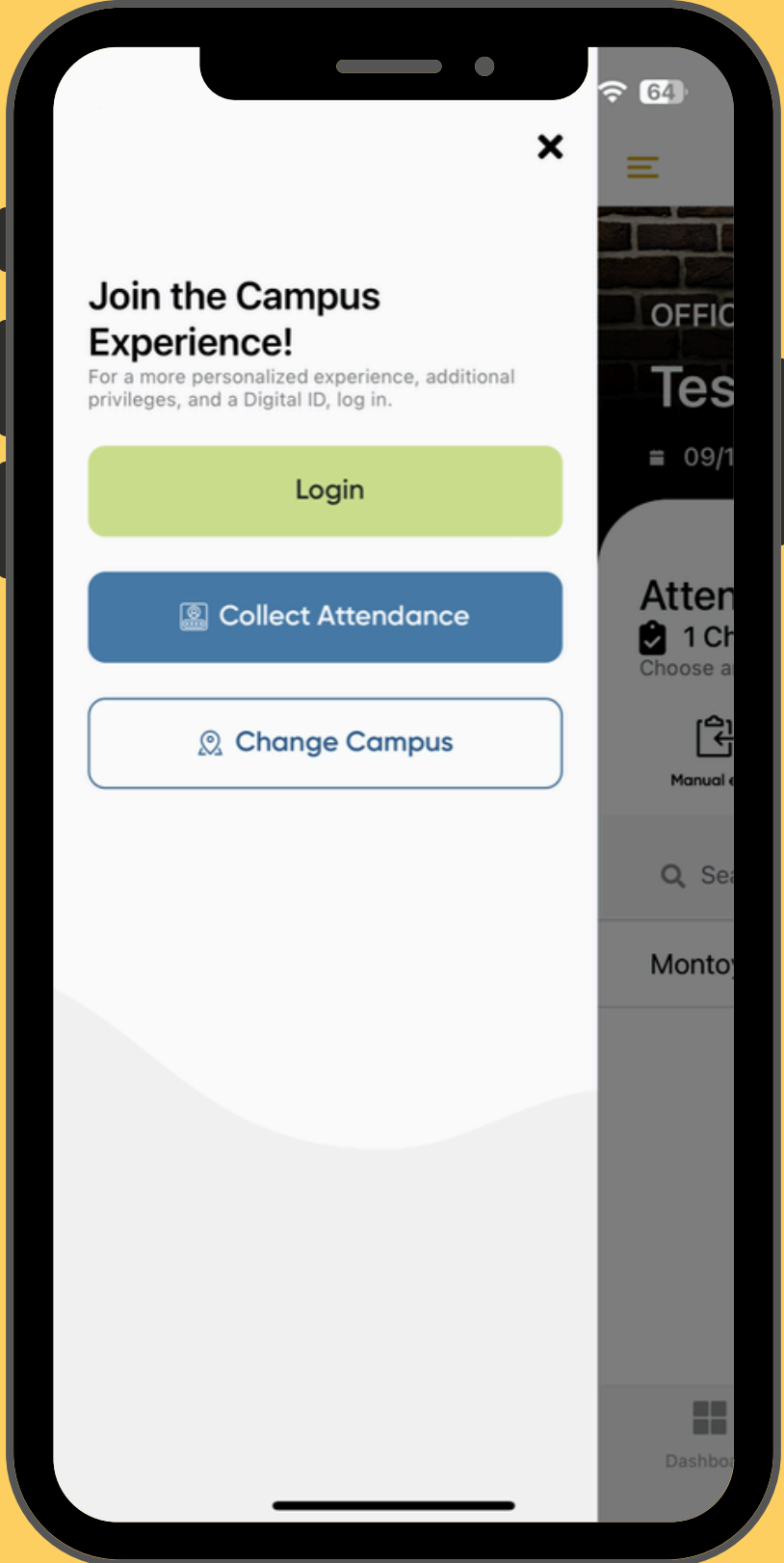
Make sure you've selected "UC Merced"

Hello, **Hayley Montoya!**

Collect Attendance

Change Campus

Log Out
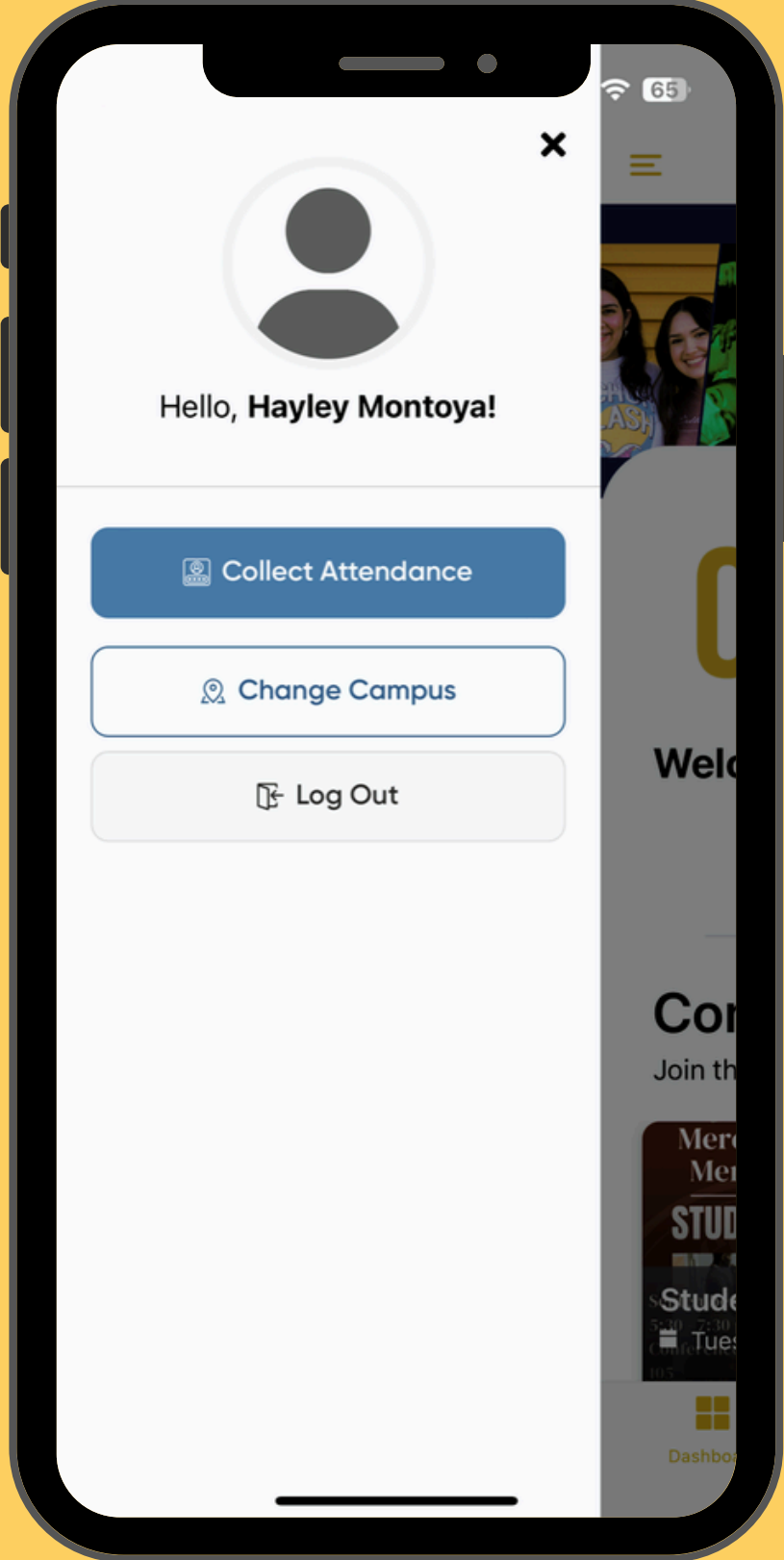
Click on "Collect Attendance"

Test for RCO Training

09/19/2023 11:09 am - 11:30 am

Virtual	62T2	1	Active
Location	PIN	Attendance	Status

Basic Information

Please describe your event.

Be as detailed as possible and describe your event purpose/justification for having your event.

Test

Please select up to 3 categories that describe your event activity

Group Business

Number of expected guests

As a reminder, there are currently limits to the amount of people we can have at events. Please consider limiting your event.

1-25

Perks to attending event

No incentives

This event PIN will be the one you'll need for next steps! i

Enter in the "Event Pin", like seen below
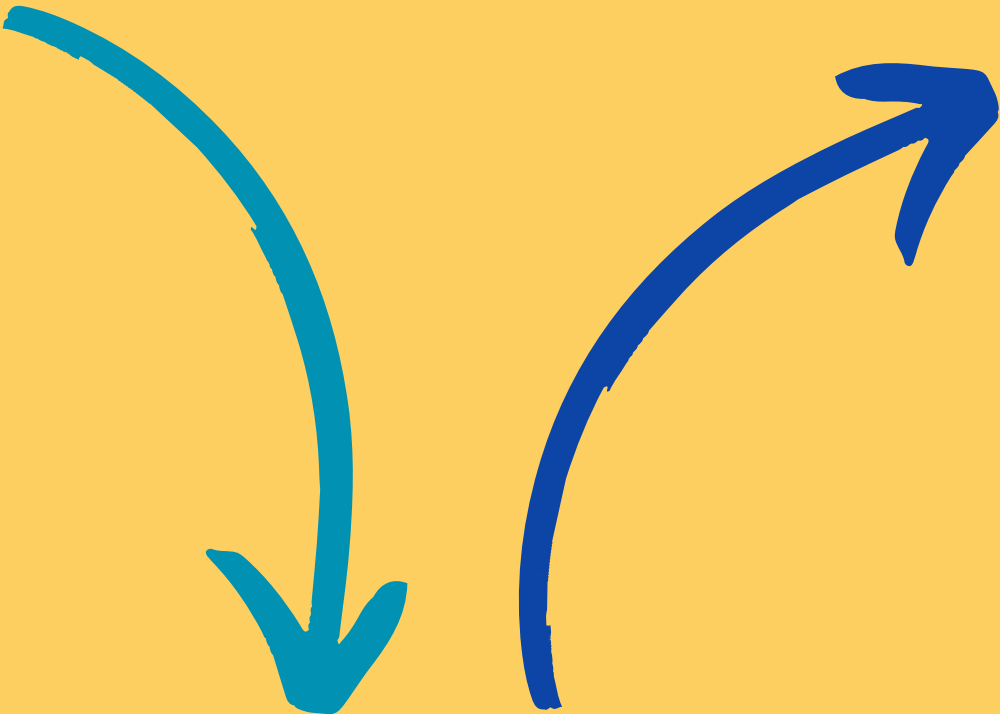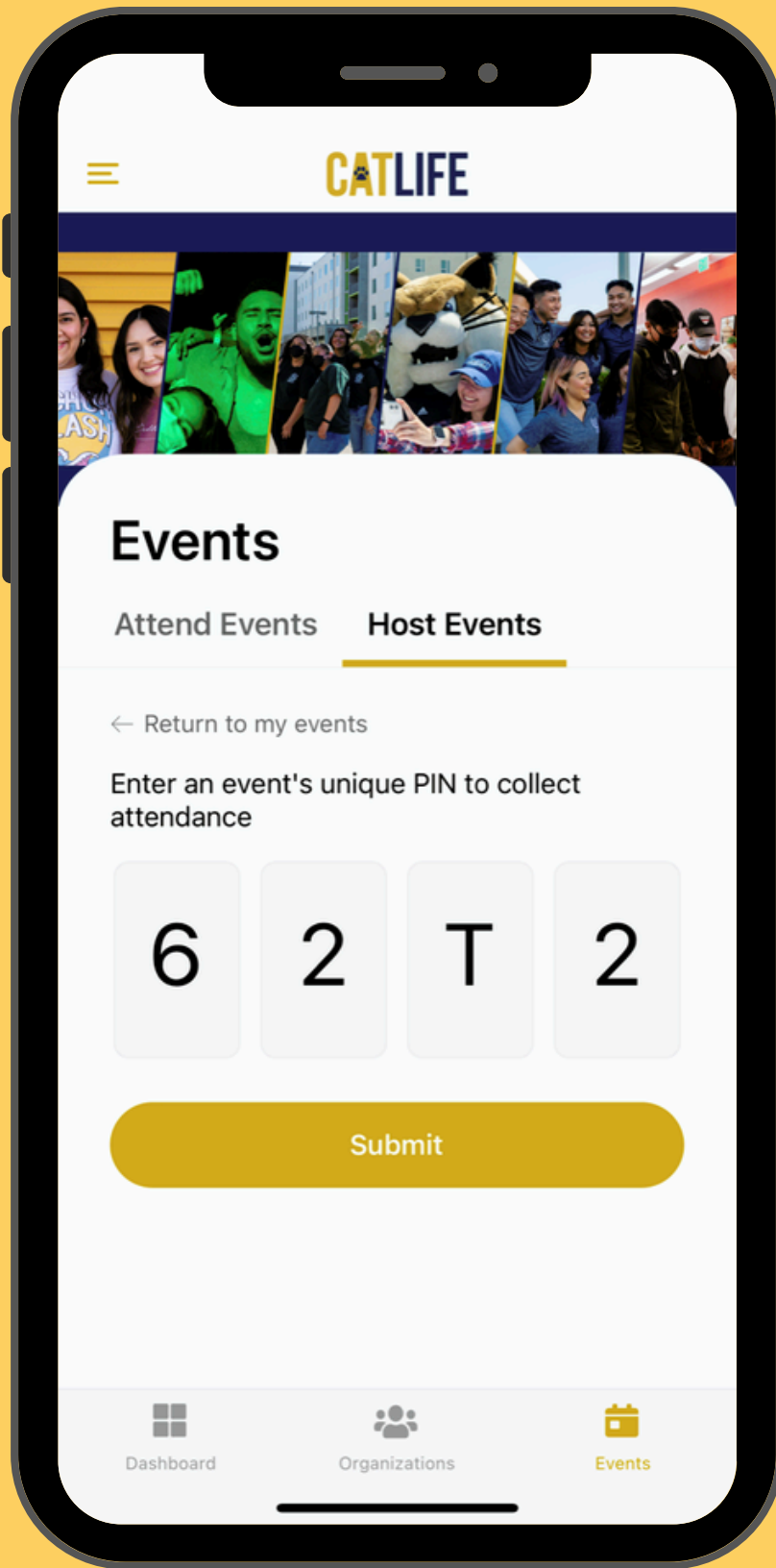
You have multiple options for checking your attendees in!

CATLIFE

Events

Attend Events   **Host Events**

← Return to my events

Enter an event's unique PIN to collect attendance

| 6 | 2 | T | 2 |

Submit

Dashboard   Organizations   Events

CATLIFE

OFFICE OF STUDENT INVOLVEMENT

Test for RCO Training

📅 09/19/2023 11:09 AM 📍 Virtual

Attendees   🔒 62T2
☑ 0 Checked In
Choose an entry method to add more attendees.

Manual entry   Barcode   Bluetooth   Headphone

🔍 Search Attendees   ⌛ ⌄

No Attendees Found

Dashboard   Organizations   Events

After you enter the PIN, you will see this.

Event name

You can choose to scan a student's CatCard with Barcode

or

Input a student's ID number or email with Manual Entry

For this example, we just have the emails.

Inputting ID numbers is faster.

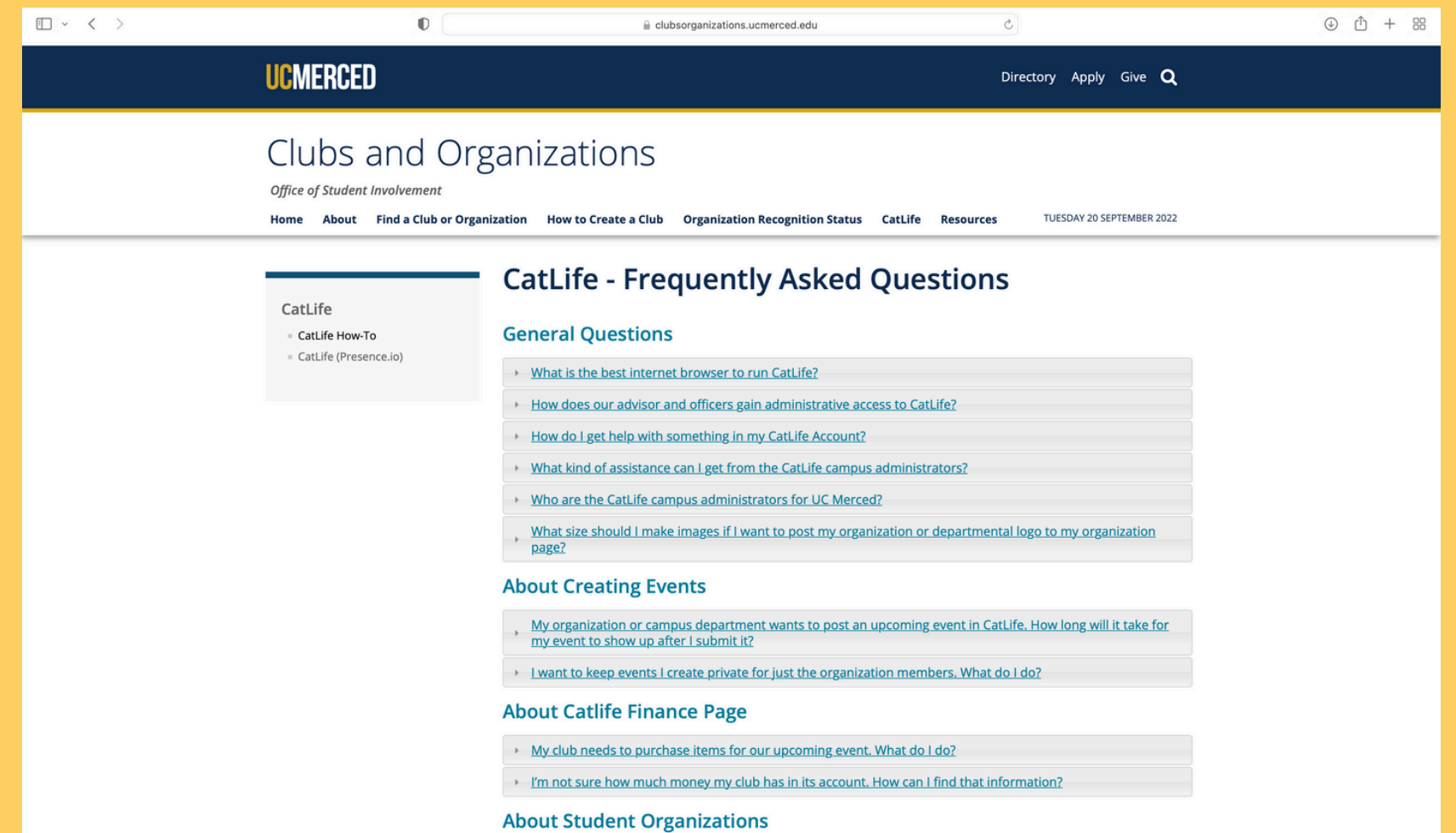You can also scan the back of someone's CatCard with the barcode feature!

It is now reflected on CatLife!

You can also add them here if you have a computer

CATLIFE - PRESENCE TIPS & TRICKS

- **Google Chrome** is the best browser to use when accessing CatLife
- **Early Mornings** or **Evenings** are typically the best time to submit events or make changes to your page.
- If you're having **trouble adding officers or advisors**, please reach out to clubsandorgs@ucmerced.edu or achagoya@ucmerced.edu
- If you are trying to submit for an event on CatLife, but your organization name does not appear in the "drop down feature", your organization needs to submit their **Transition Registration** first!

5 Tips for Event Planning & Programming

TIP #1: GOALS & OBJECTIVES

Goals and Objectives will guide you through planning and preparing for the rest of your event.

Some questions to think about:

1. What are my organizations goals and objectives?
2. How can my event meet those overall goals and objectives?
3. What do I want to achieve with this event?

TIP #2:
PLAN EARLY

Planning early will give you enough time to research and do your homework. It gives you the time to reach out to any key players into getting your event ready and approved!

If you know you are going to organize an event, then start planning for it. Doesn't matter if you don't have the confirmed dates, venue, speaker, or any information to start with.

We collaborate with many campus partners to ensure your event is approved. The earlier you plan, the better. September/October and February/April are busy times for the rooms and outdoor spaces - get your space booked EARLY!

TIP #3: TEAMWORK

Planning alone is difficult and time consuming! Having a team you can rely on & to bounce ideas around with is crucial!

Identify a committee of members to help you plan and execute the event.

Create goals and deadlines with your team.

Delegate tasks and empower your team to complete them!

TIP #4: COMMUNICATION & MARKETING PLAN

Coming up with a marketing and communication plan is key to your events success. Here are some things you should consider:

- Event Flyer:
  - What platforms are you going to use to market your event?
    - email, website, social media, etc.
  - Hashtags
  - Can you have any other org or department cross promote for you?
  - Registration/RSVP Link?

Once you have your finalized flyer...

- First Invitation
- Social Media Post
- Second Invitation
- "Reminder Email" - with logistics
- "Day Prior" reminder
- Thank you and follow up materials

TIP #5: BACKUP PLANS

Always Consider the possibilities of things not going to plan
- Plan B.
  - What if i get denied a certain room?
  - What happens if the person leading the event cant attend
  - What if my date gets denied?
- Plan C
  - Multiple rooms ready
  - Back up dates in case of an emergency.

Logistics of Backup Plans
- Could my workshop be hosted online.
- Have multiple zoom links ready
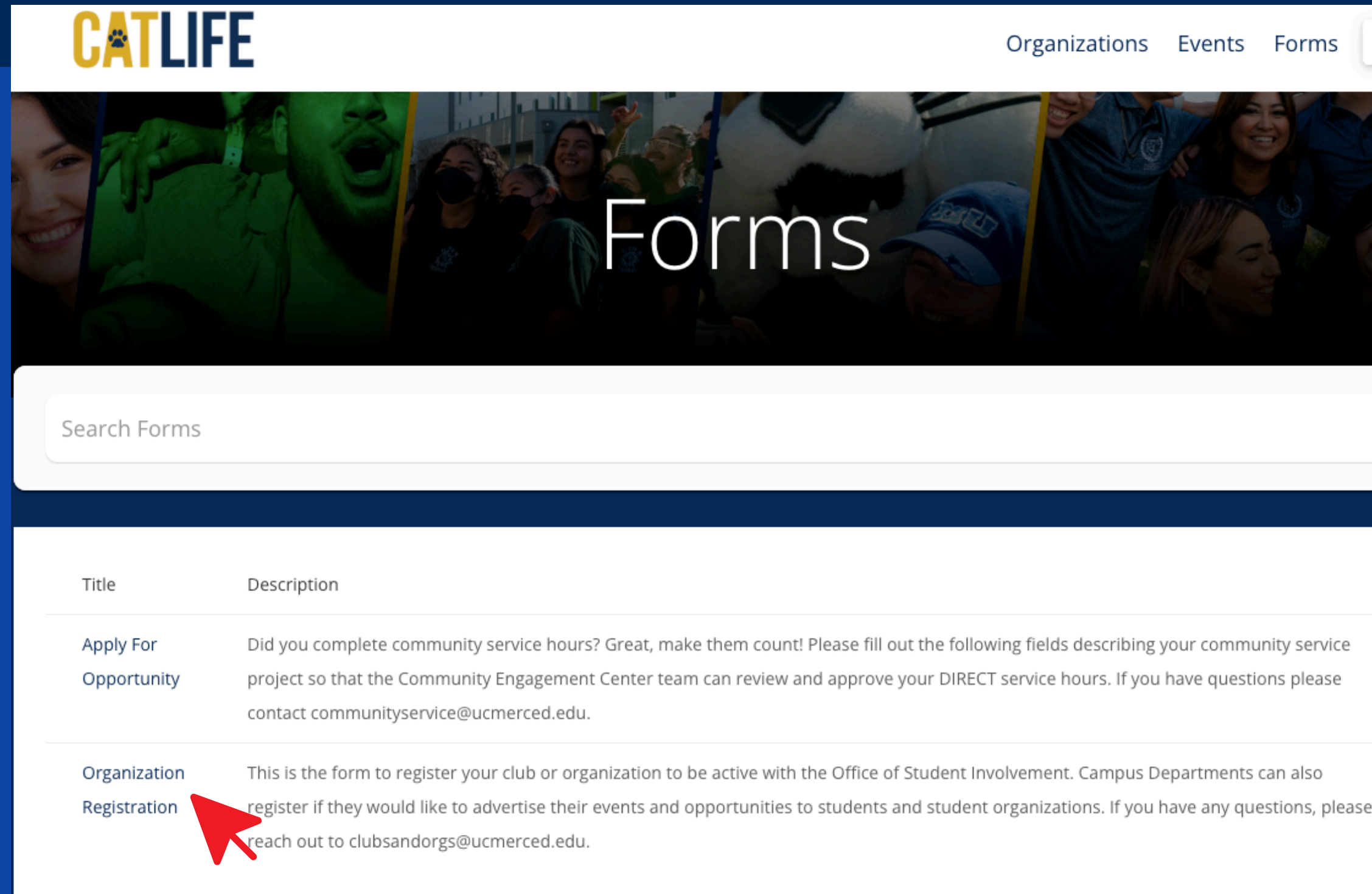- Worst Case Scenerio
- Will I have to refund students?

Reminders

New Organization Registration is open!

*Meet with the RCO team so we can help create your org.!

Deadline: October 1, 2024

Next Steps:

CATLIFE

Organizations   Events   Forms

Forms

Search Forms

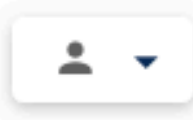| Title	Description
Apply For Opportunity	Did you complete community service hours? Great, make them count! Please fill out the following fields describing your community service project so that the Community Engagement Center team can review and approve your DIRECT service hours. If you have questions please contact communityservice@ucmerced.edu.
Organization Registration	This is the form to register your club or organization to be active with the Office of Student Involvement. Campus Departments can also register if they would like to advertise their events and opportunities to students and student organizations. If you have any questions, please reach out to clubsandorgs@ucmerced.edu.

Apply for Opportunity

—

COMMUNITY SERVICE HOURS

CATLIFE

RCO Team

clubsandorgs@ucmerced.edu
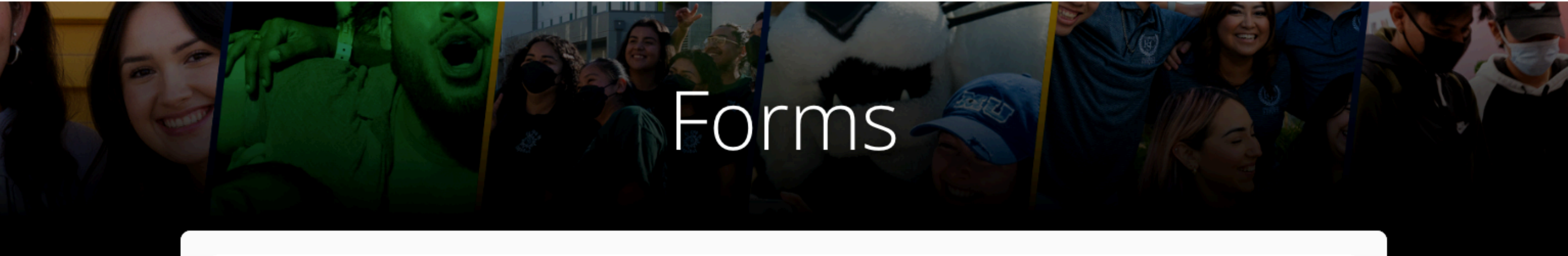
View Profile

Your Memberships

CATLIFE

Welcome to CatLife!

CATLIFE

Forms

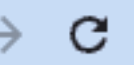Search Forms

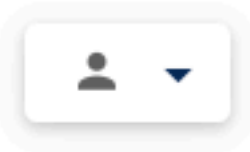| Title	Description
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Opportunity *

Opportunity Type *

Service Hours

Apply For Opportunity

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SUBMIT FOR APPROVAL ▾

Opportunity *

Opportunity Type *

Service Hours ◢

Service Hours *   ✕

Service Hours

Please select the type of service you completed:

| ORGANIZATION SERVICE | PERSONAL SERVICE |

Class name and section number

Program Name

Name of Community Service Project

QUESTIONS?

—

HELPFUL CAMPUS PARTNERS OR EVENT PLANNING LINKS

POSTING GUIDELINES

FOOD SAFETY POLICIES

COMMUNITY ENGAGEMENT CENTER - SERVICE HOURS

SPECIAL EVENT IT SUPPORT - REQUIRED FOR USING ACS 120 AND COB 102

CATLIFE HOW TO & RCO FAQ

RISK SERVICES - WAIVERS

Thank You