

RCO REQUIRED TRAINING

September 8 – 11, 2026



OSI
Office of
Student
Involvement

CATLIFE 101 + EVENT PLANNING

Office of Student Involvement

RCO

REGISTERED CLUBS & ORGANIZATIONS

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CATLIFE 101

WHAT

Catlife is our involvement Hub:

- It houses all our clubs, organizations, fraternities, sororities, and even some campus departments/offices.

WHY

Catlife is used to manage all RCOs & FSLs.

- Submit events, new RCO registration, and tabling for approval
- Update rosters, e-board, and documents

All approved events show up on the **Events** tab for the student body, guests, and admin to see.

WHO

Catlife is primarily managed by the RCO team: IxChel, Jia, Alisa, &, Jose.

- All RCO/FSL leaders have administrative access to their respective organizations.

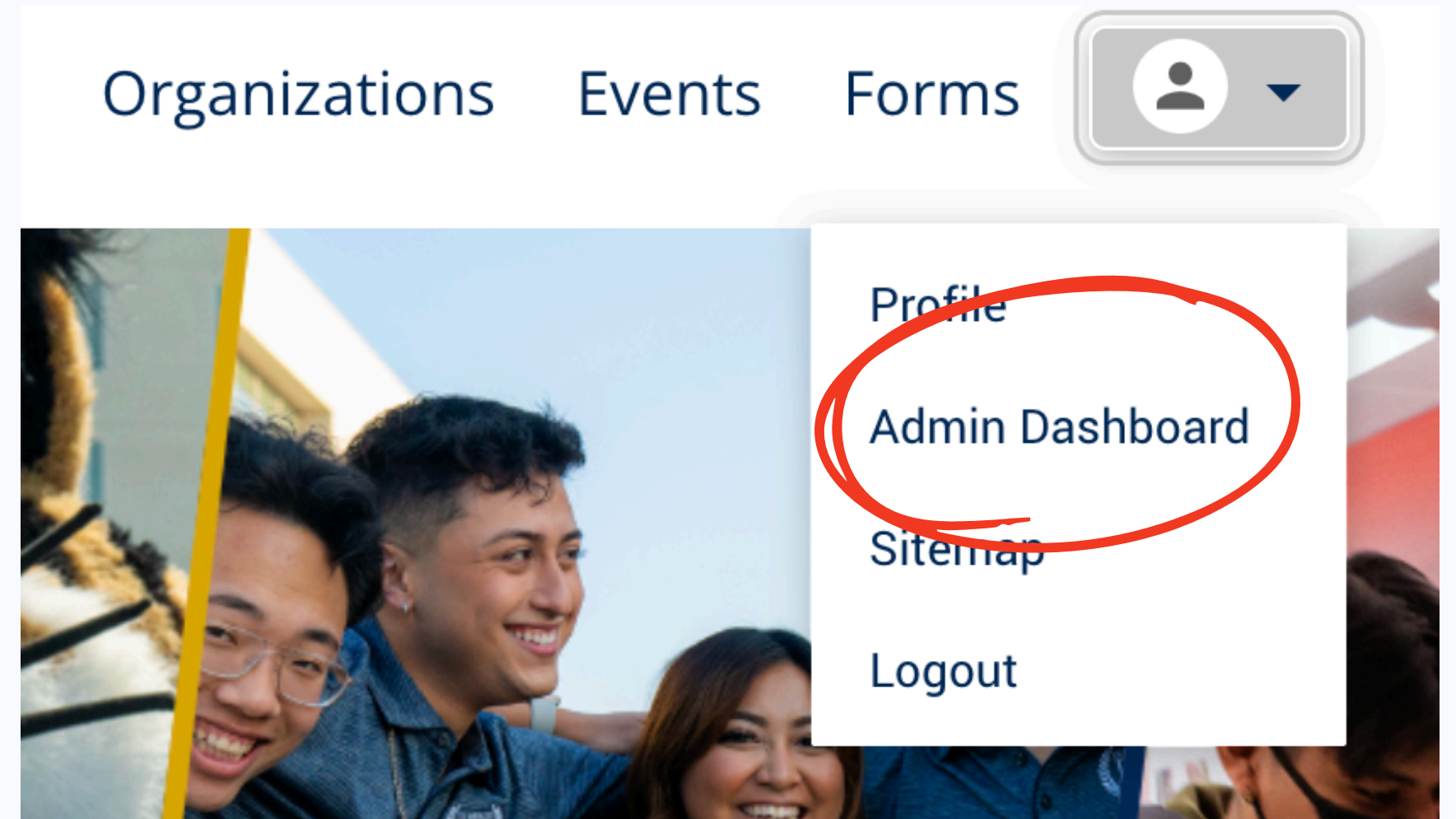
ACCESSING ADMIN DASHBOARD

Step 1: Search ucmerced.presence.io

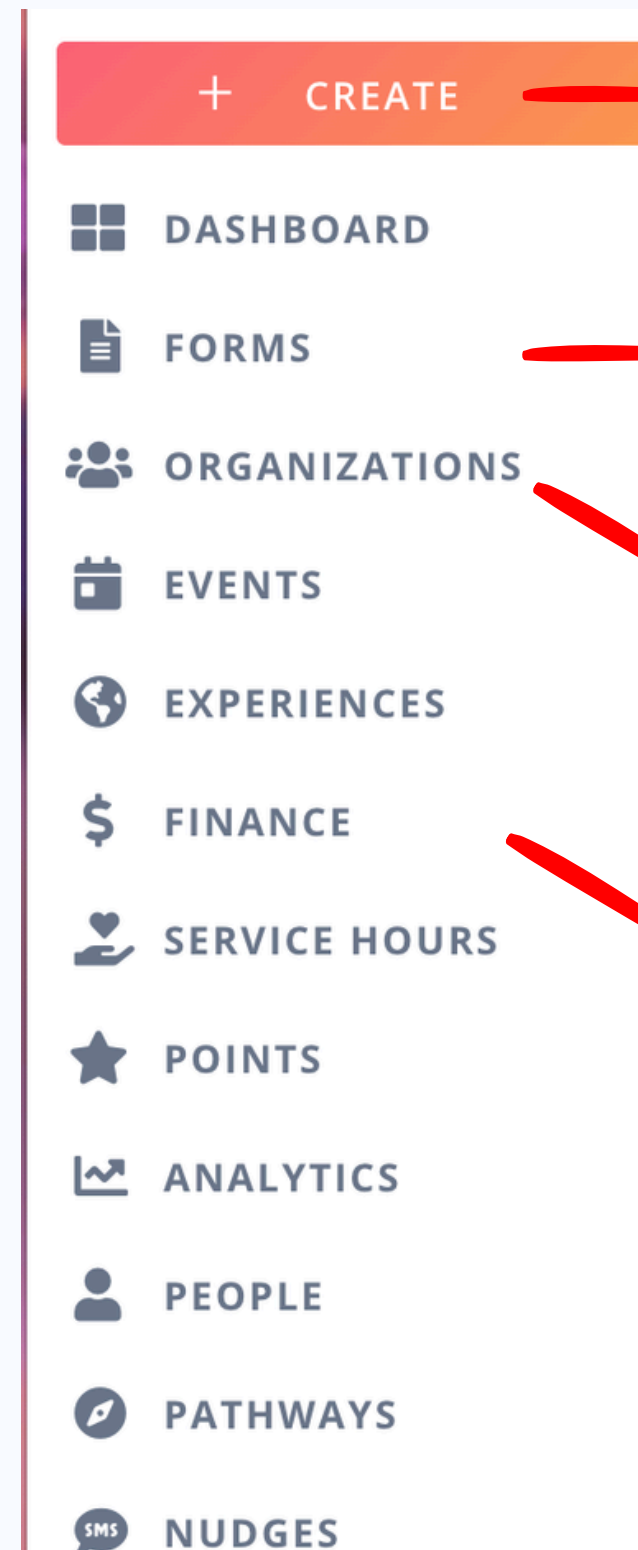
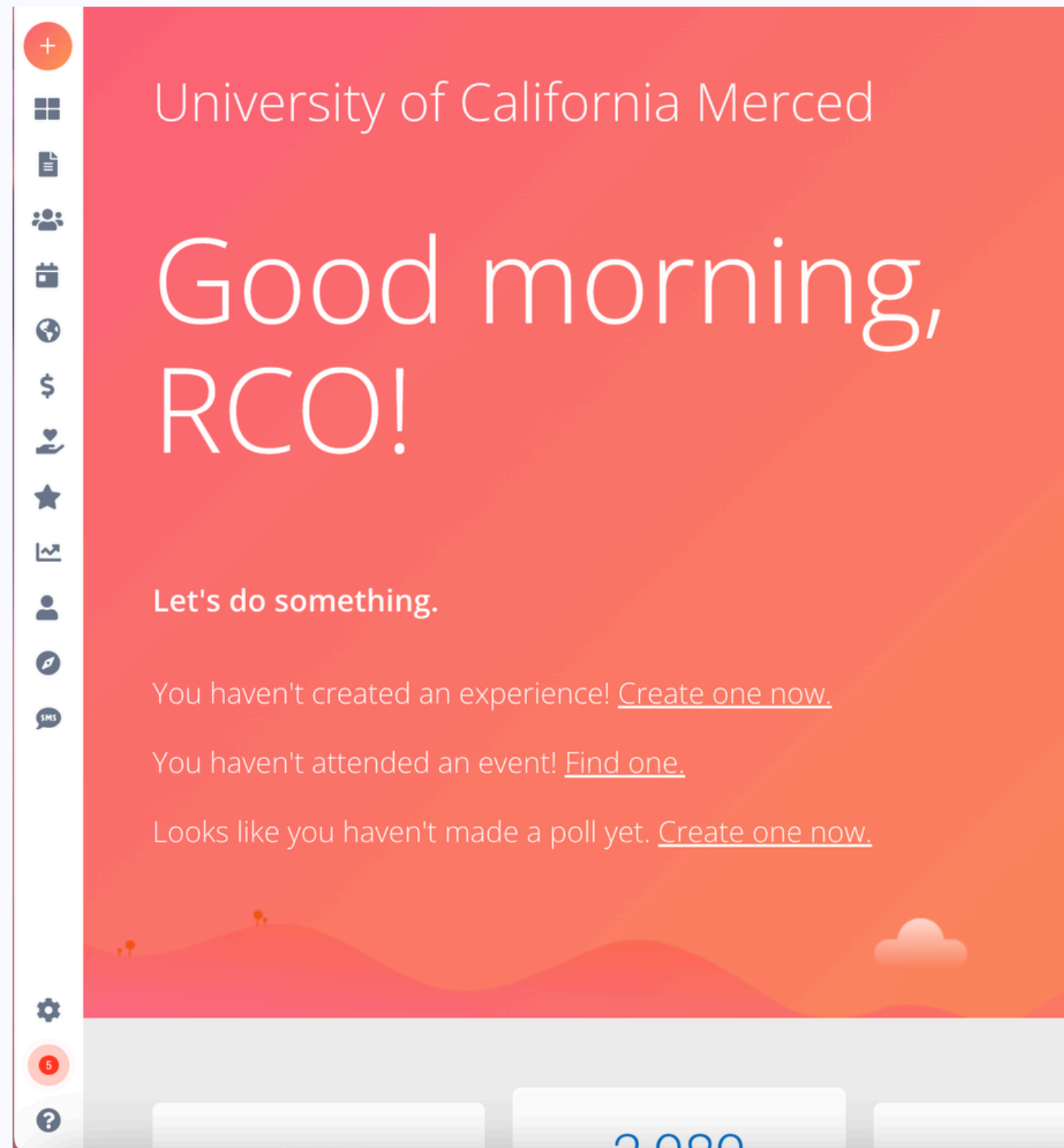
Step 2: Find the profile icon, toggle it, and select ***Log in***

Step 3: Log in with UC Merced SSO

Step 4: Toggle the profile icon and select ***Admin Dashboard***



NAVIGATING ADMIN DASHBOARD



Create events + forms

Access Apply for Opportunity
& New Organization
Registration

Access your organization

Access Finance

NAVIGATING ADMIN DASHBOARD

Find your
organization!

Organizations

ORGANIZATIONS REQUESTS OFFICERS MEMBERSHIP DRAFTS MANAGE

265
Active Organizations

2,989
Unique Members

22.35
Average Members

Office of Student In

STATUS AND CATEGORY FILTER

Title	Category	Meeting Time	Meeting Location	Members	Status	
Office of Student Involvement	UC Merced Department or Area	Monday-Friday 8 AM to 5 PM	Granite Pass 163	53	Active	

EXPORT

NAVIGATING ADMIN DASHBOARD

Office of Student Involvement

DETAILS EVENTS ATTENDEES ROSTER DOCUMENTS FORMS ANALYTICS VIEW ON PORTAL

UC Merced
Department or Area

Monday-Friday | 8
AM to 5 PM

Granite Pass 163

53

Category Meeting Time Meeting Location Members

Start Here

Welcome to Office of Student Involvement's (OSI) Club, Organization, & Department Registration!

For both Student Organizations and University Departments and Areas, this form is used to populate (or update) your public page on the CatLife platform. To begin this registration process please select the type of organization you are:

- Undergraduate Student Organization
- Graduate Student Organization
- Sports Club (The Athletics and Recreation Department can only use this designation)
- University Department

If you have any questions regarding the form, please email clubsandorgs@ucmerced.edu.

Please note, this form is for **new organizations only**. If you are an existing organization, **do NOT** fill this out again unless you are updating your page. If you have any questions or concerns, email us at clubsandorgs@ucmerced.edu.

Help

Edit your **Details** (Homepage) by clicking the pencil icon.

Details Page includes:

- Org. Description
- Org Name + Acronym
- Meeting Time + Location
- Contact Info
- Photo + Logo
- Social Media Handles
- Website

Submit for Approval once completed

NAVIGATING ADMIN DASHBOARD

Select **"ROSTER"**
to edit/add/delete your
E-Board, Advisor, and
Members

Executive Board:

- President
- Vice President
- Secretary
- Treasurer
- Committee Chair
- Advisor

Deadline Oct. 15th

The screenshot displays the 'Office of Student Involvement' admin dashboard. The top navigation bar includes links for DETAILS, EVENTS, ATTENDEES, ROSTER (highlighted with a red arrow), DOCUMENTS, FORMS, ANALYTICS, and VIEW ON PORTAL. A red circle highlights a '+' button in the top right corner. Below the navigation bar, there are two summary cards: '53 Members' and '3 New in 30 Days'. The main content area is divided into sections for Officers, Advisors, and Members. In the Advisors section, an 'INVITE ADVISOR' button is circled in red. In the Members section, 'SETTINGS' and 'ADD MEMBERS' buttons are circled in red. A search bar labeled 'Search Members' and a 'STATUS' dropdown are also visible in the Members section.

ACCEPT INVITES!

Invite to join Students United for Reproductive and Gender Equity @ UC Merced

 Summarize this email



Modern Campus Involve - Do Not Reply

To: @ucm clubsandorgs



Mon 8/31/2026 2:41 PM

 This sender hello@presence.io is from outside your organization.

[Manage sender](#)



Huzzah!

You've been invited to join Students
United for Reproductive and Gender
Equity @ UC Merced

Important Reminder:

- Accept your Invites!
- If invites are not accepted, then your roster does not populate, and your org shows as incomplete.
- Check Spam/Junk folders

ACCEPT INVITE

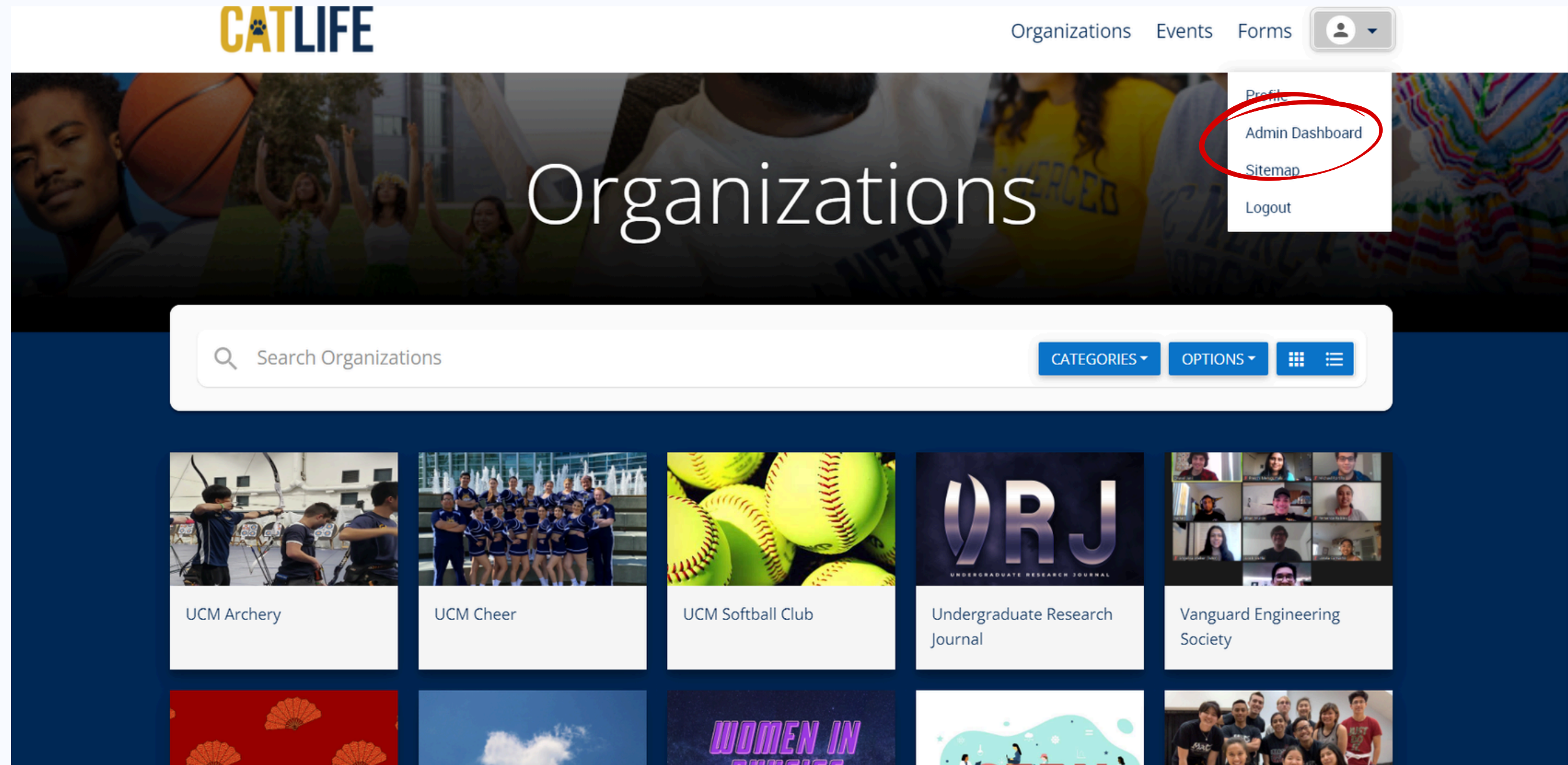
NOT INTERESTED

[VIEW ORGANIZATION](#)

WHAT EVENTS SHOULD YOU BE SUBMITTING TO CATLIFE?

- Organization Meetings*
- E-Board Meetings
- New Member Meetings*
- Small Private Socials
- Dance Practices*
- Organization Mixers*
- Private Events
- Closed Events
- Culture Shows*
- Large-scale events*
- Tabling*
- Off-campus gatherings*

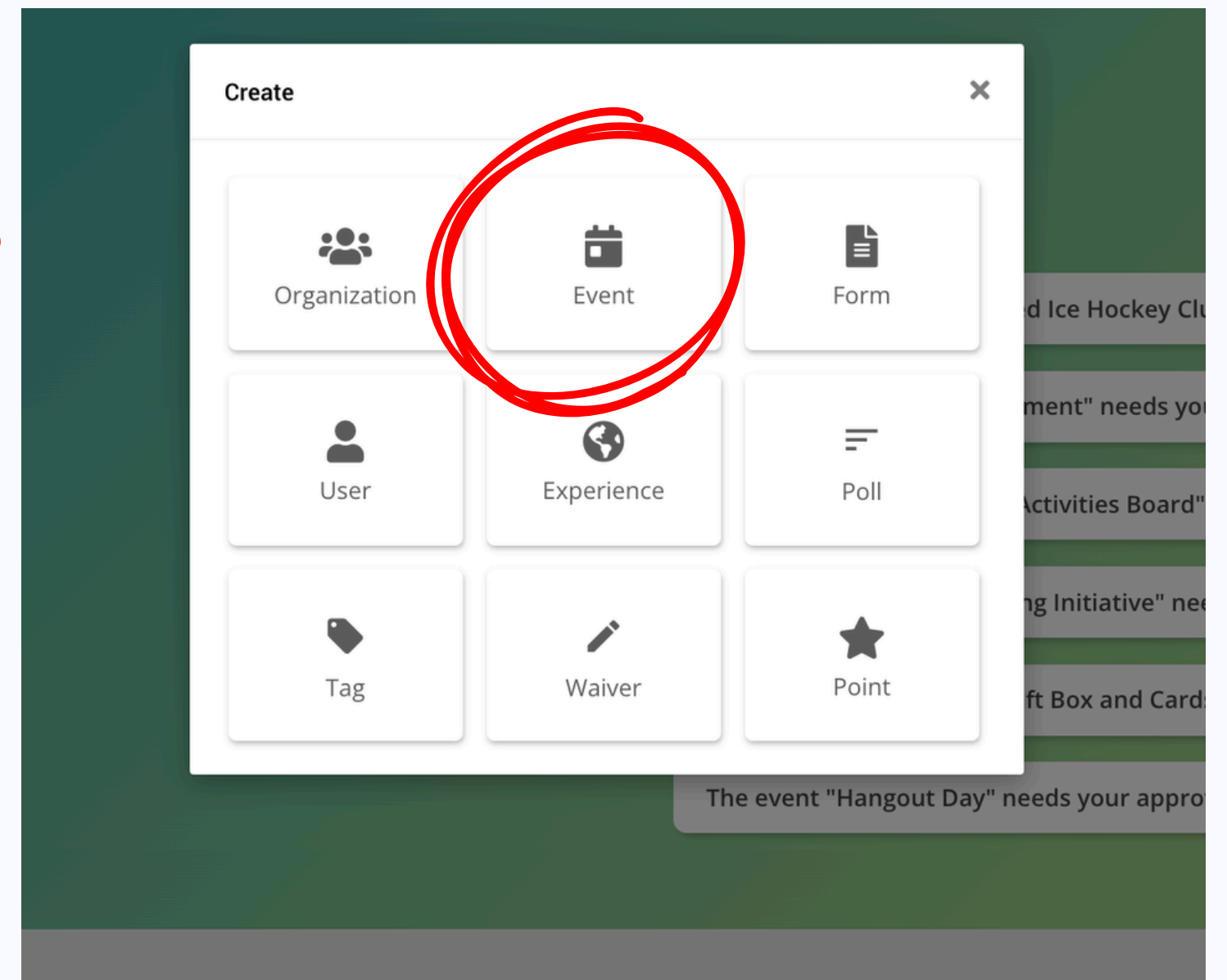
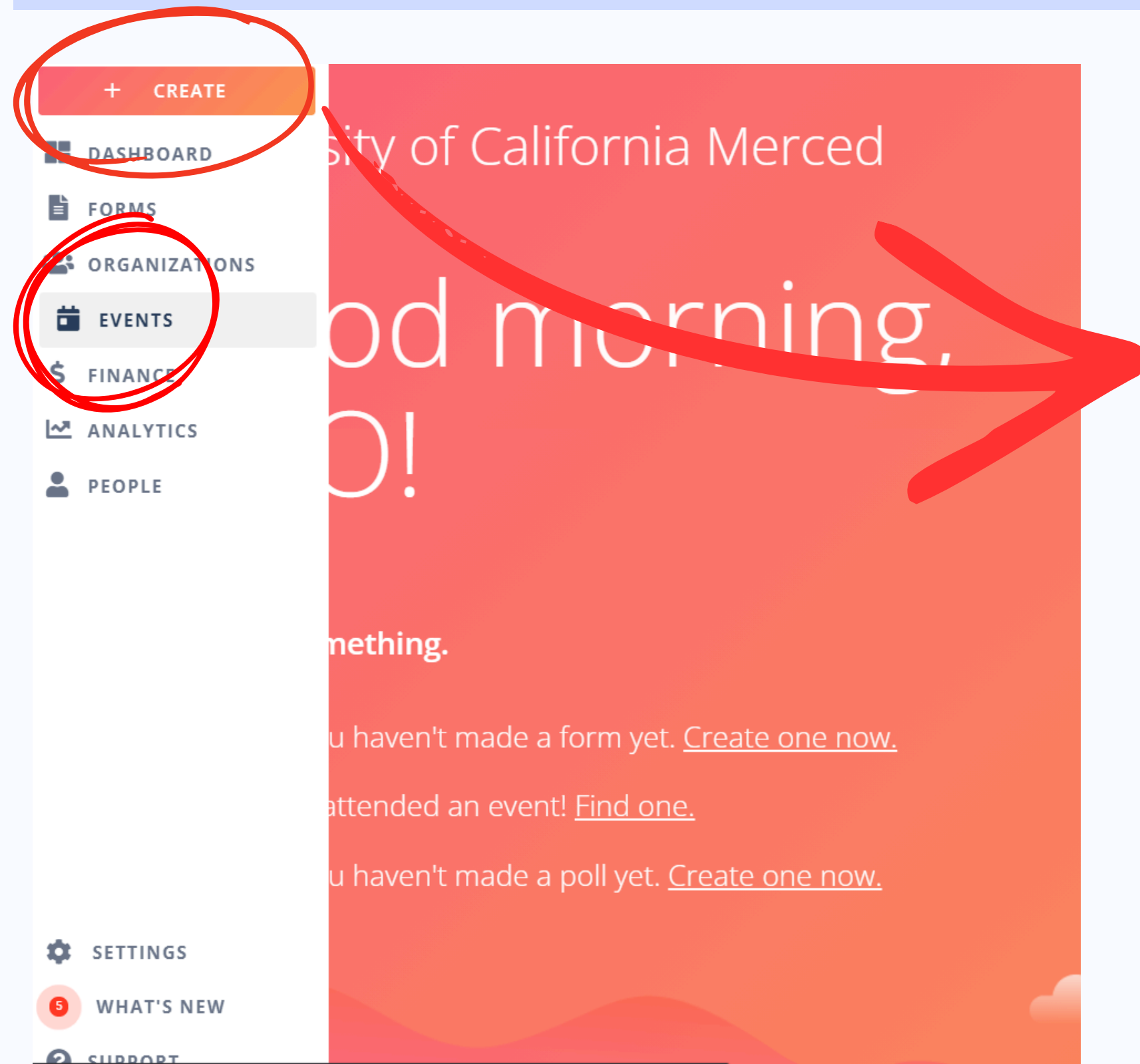
SUBMITTING A CATLIFE EVENT



The screenshot shows the CATLIFE website's 'Organizations' page. The header includes the CATLIFE logo, navigation links for 'Organizations', 'Events', and 'Forms', and a user profile dropdown menu. The dropdown menu is open, showing options: 'Profile', 'Admin Dashboard' (highlighted with a red circle), 'Sitemap', and 'Logout'. Below the header is a large banner with the word 'Organizations' and a search bar labeled 'Search Organizations'. To the right of the search bar are buttons for 'CATEGORIES', 'OPTIONS', and a grid/list toggle. The main content area displays a grid of organization cards, each with a representative image and a title.

Organization Name	Representative Image
UCM Archery	Three people practicing archery
UCM Cheer	A group of cheerleaders in blue uniforms
UCM Softball Club	Several yellow softball balls
Undergraduate Research Journal	VRJ logo with 'UNDERGRADUATE RESEARCH JOURNAL' text
Vanguard Engineering Society	A grid of video call windows showing multiple participants
	Red background with orange fan patterns
	Blue sky with white clouds
	Graphic with the text 'WOMEN IN PURSUE'
	Graphic with stylized figures and shapes
	A group of people posing for a photo

SUBMITTING A CATLIFE EVENT



SUBMITTING A CATLIFE EVENT

The screenshot shows the 'Event Registration' form. A red circle highlights the 'SUBMIT FOR APPROVAL' button in the top right corner. A red rectangle highlights the 'Host' field, which contains the text 'Office of Student Involvement'. A red circle highlights the text area for describing the event. The form includes a sidebar with navigation icons, a header with a plus icon, and a footer with a settings icon and a notification bubble.

Event Registration

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 S :≡ ≡ ↺ ↻ ⌛ ≡ ≡ ≡ ≡ ≡ ≡

</> 🖼️ 🔗 ▶ WORDS: 0 CHARACTERS: 0

5

SUBMITTING A TABLING REQUEST

STEPS

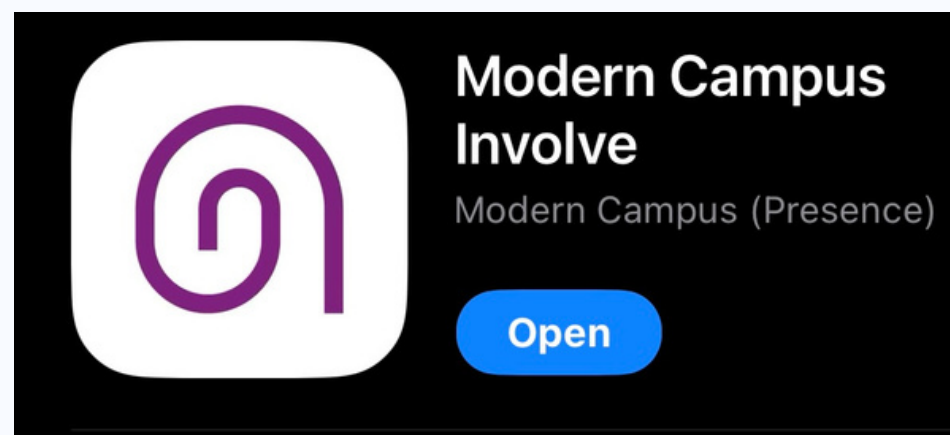
1. Log into CatLife:
ucmerced.presence.io
2. Submit an even request **3-7 days** in advance
3. After approval, start promoting your tabling event
4. On the day of, come by OSI in Granite Pass 163 to check out requested equipment

WHAT CAN BE REQUESTED

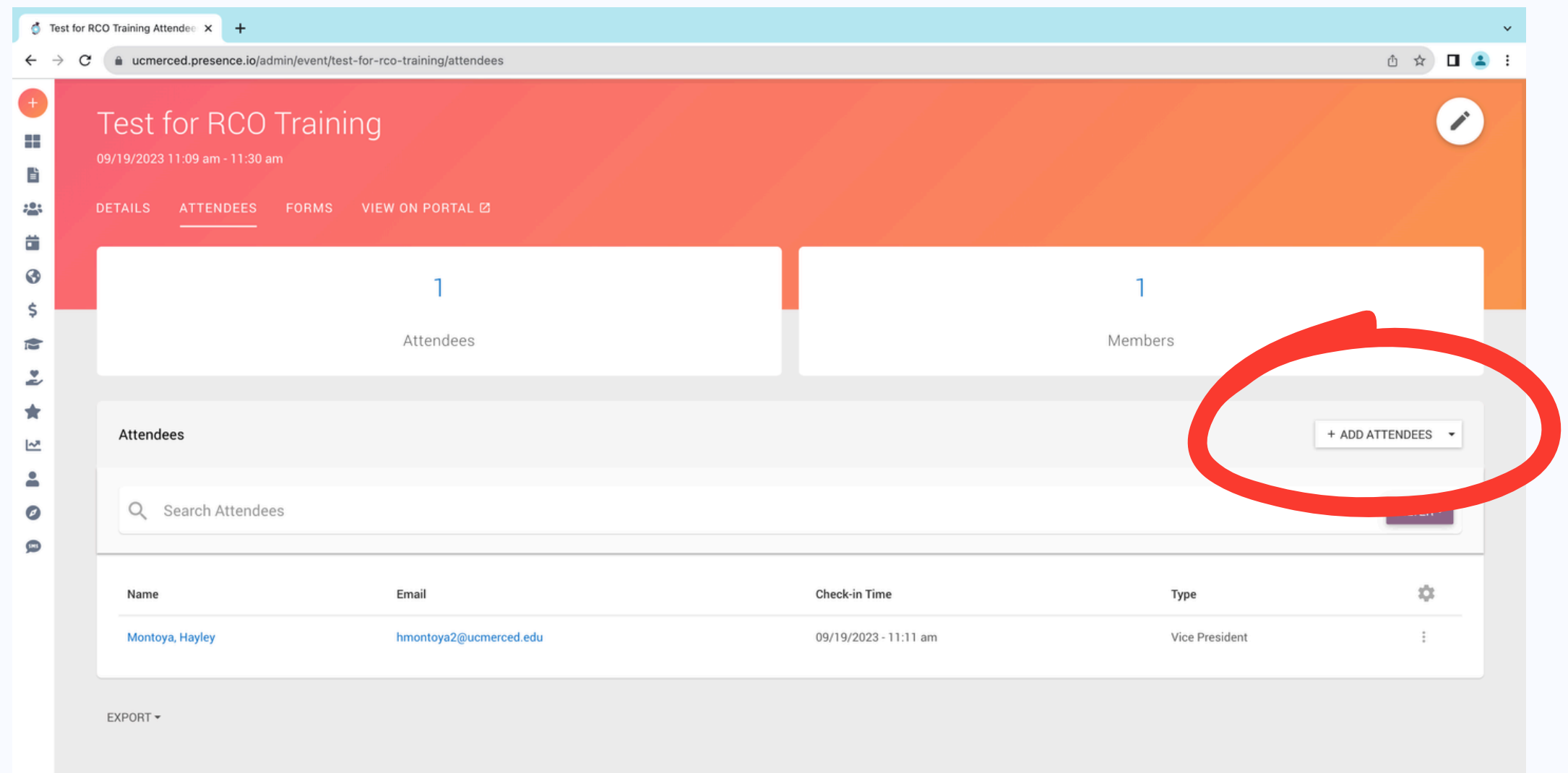
- 1 Table & 2 Chairs
- Handwashing station
 - Limited to two. **MUST** be requested.
- Weights
 - Recommend to purchase your own, we have some if needed. **MUST** return to OSI.
- Canopies

TRACKING ATTENDANCE

- OSI uses Catlife to track attendance for events
- OSI recommends downloading the Modern Campus Involve app to quickly track attendance for an event
- Attendance can also be tracked directly on the event through the web version.

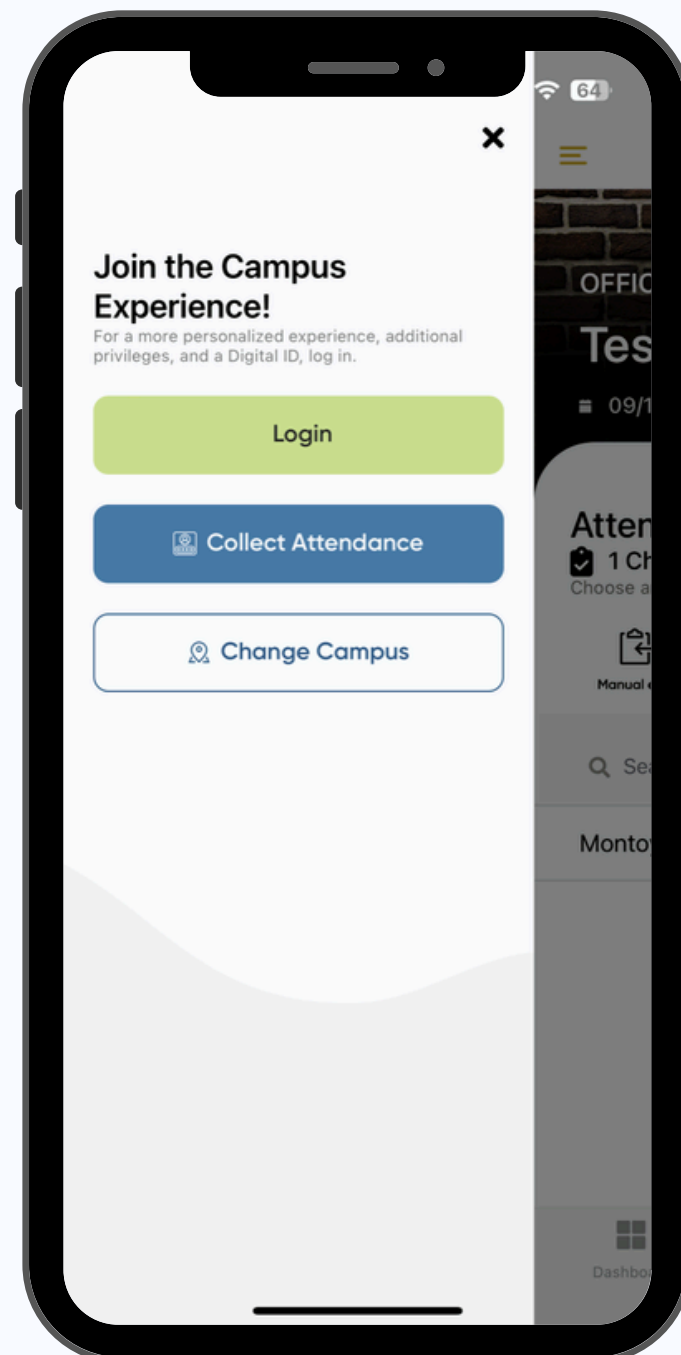


Apple & Android friendly

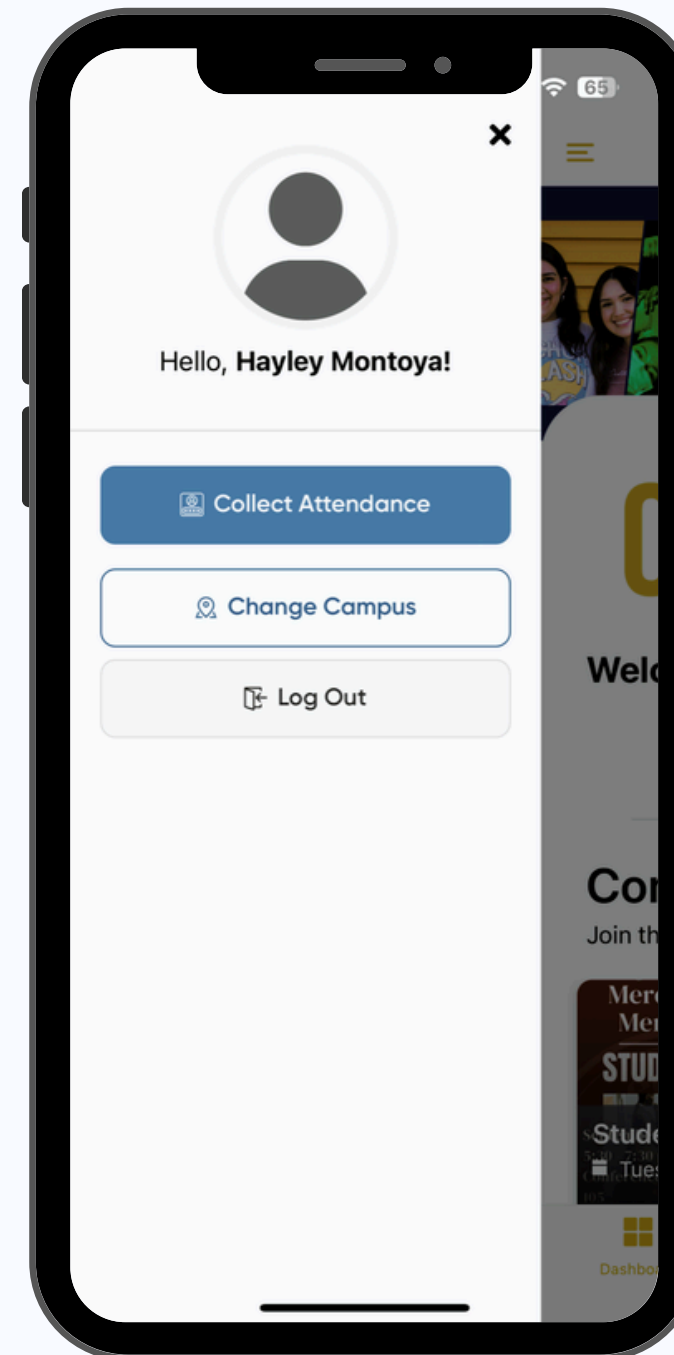


TRACKING ATTENDANCE

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



After logging in, you will see the following screen

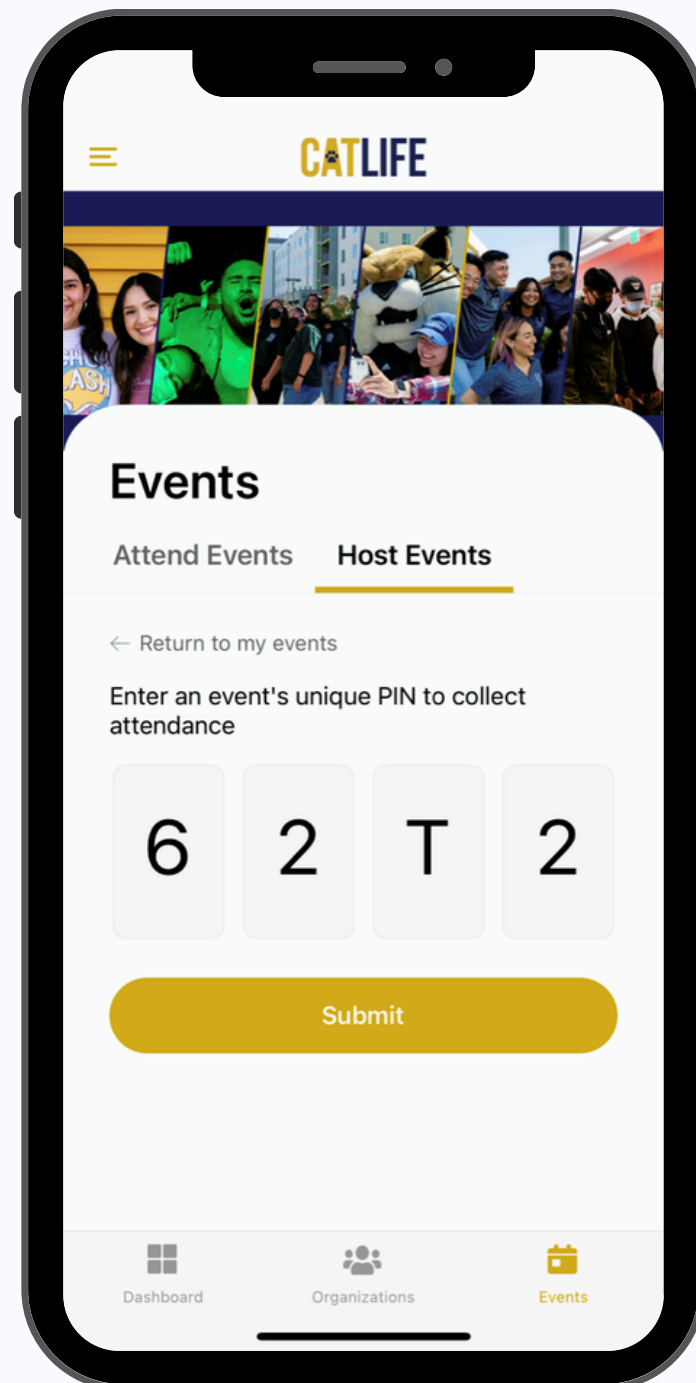


Make sure you've selected "UC Merced"

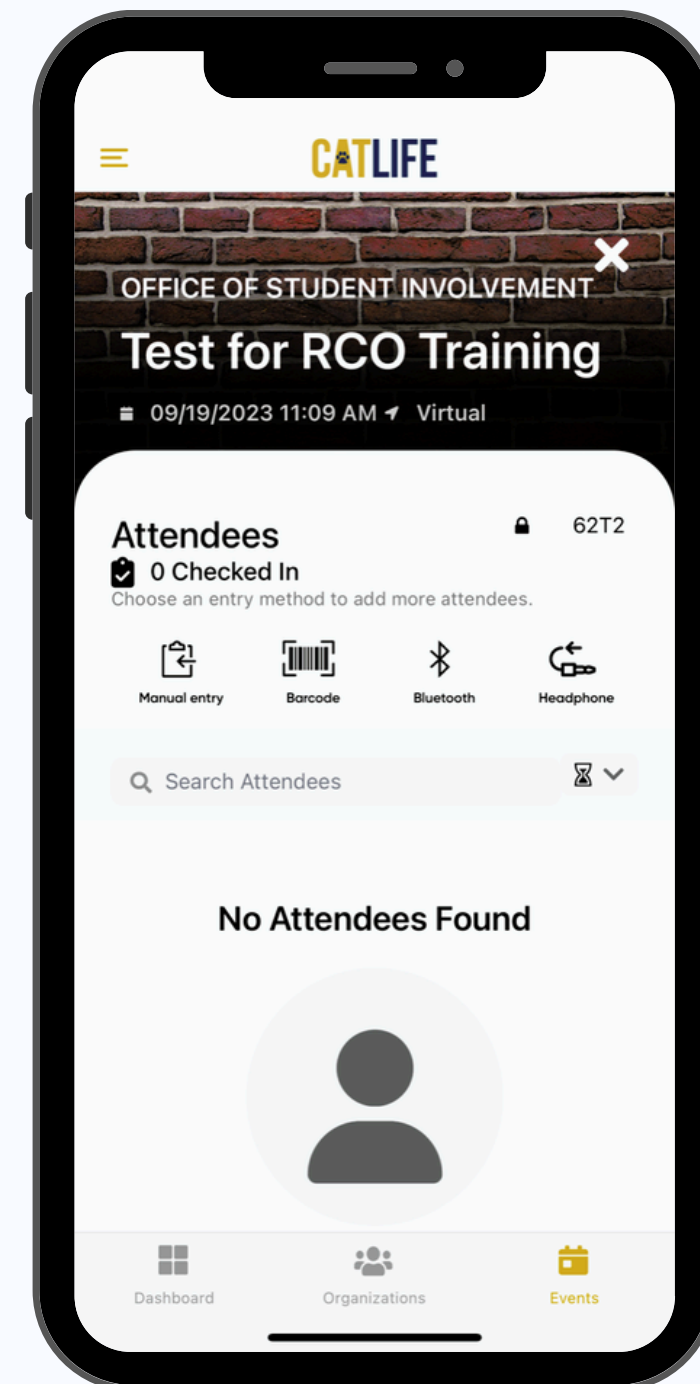
Click on "Collect Attendance"

TRACKING ATTENDANCE

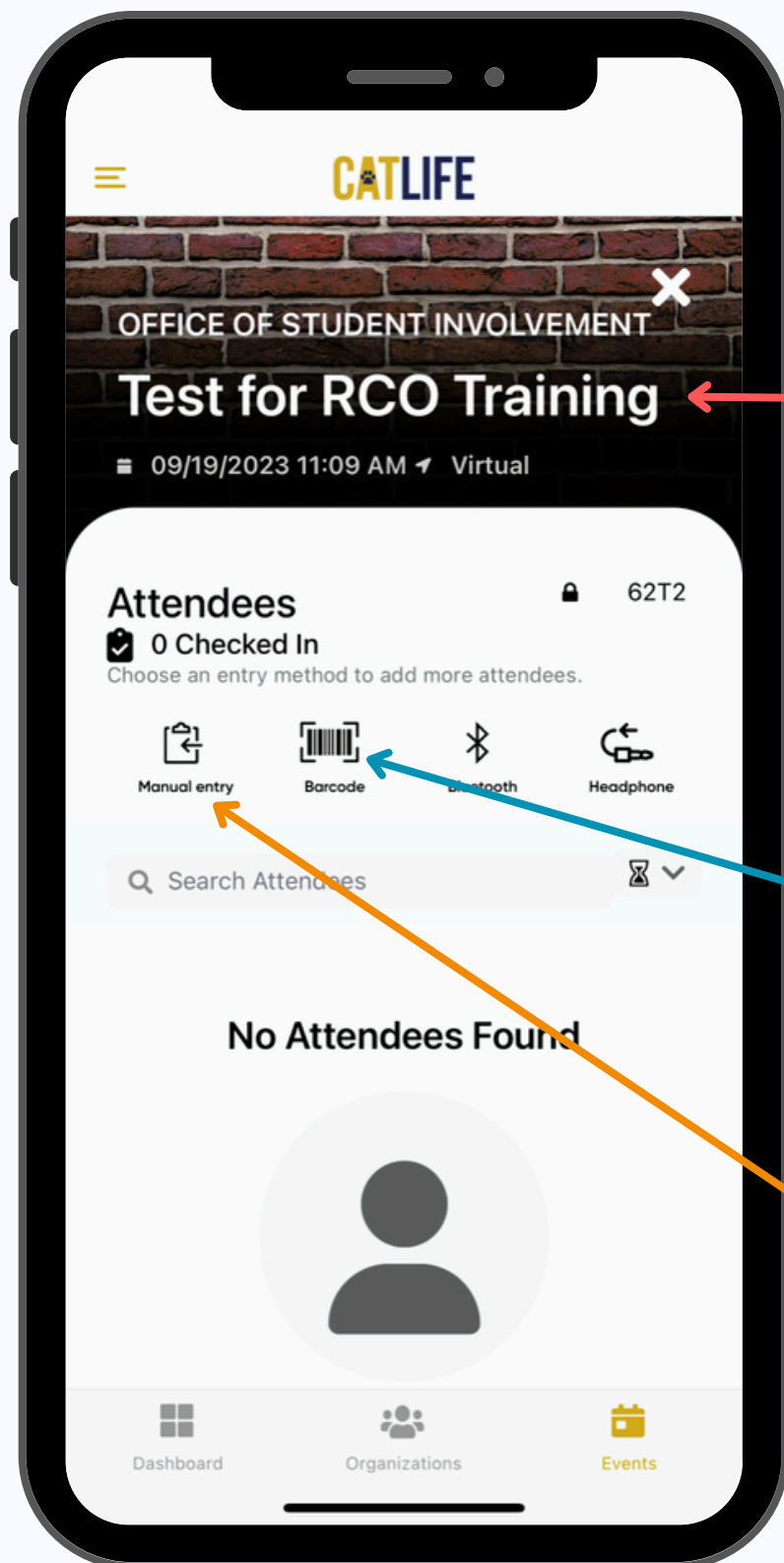
Enter in the “Event Pin”,
like seen below



You have multiple
options for
checking your
attendees in!



TRACKING ATTENDANCE



After you enter the PIN, you will see this.

Event name

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

or

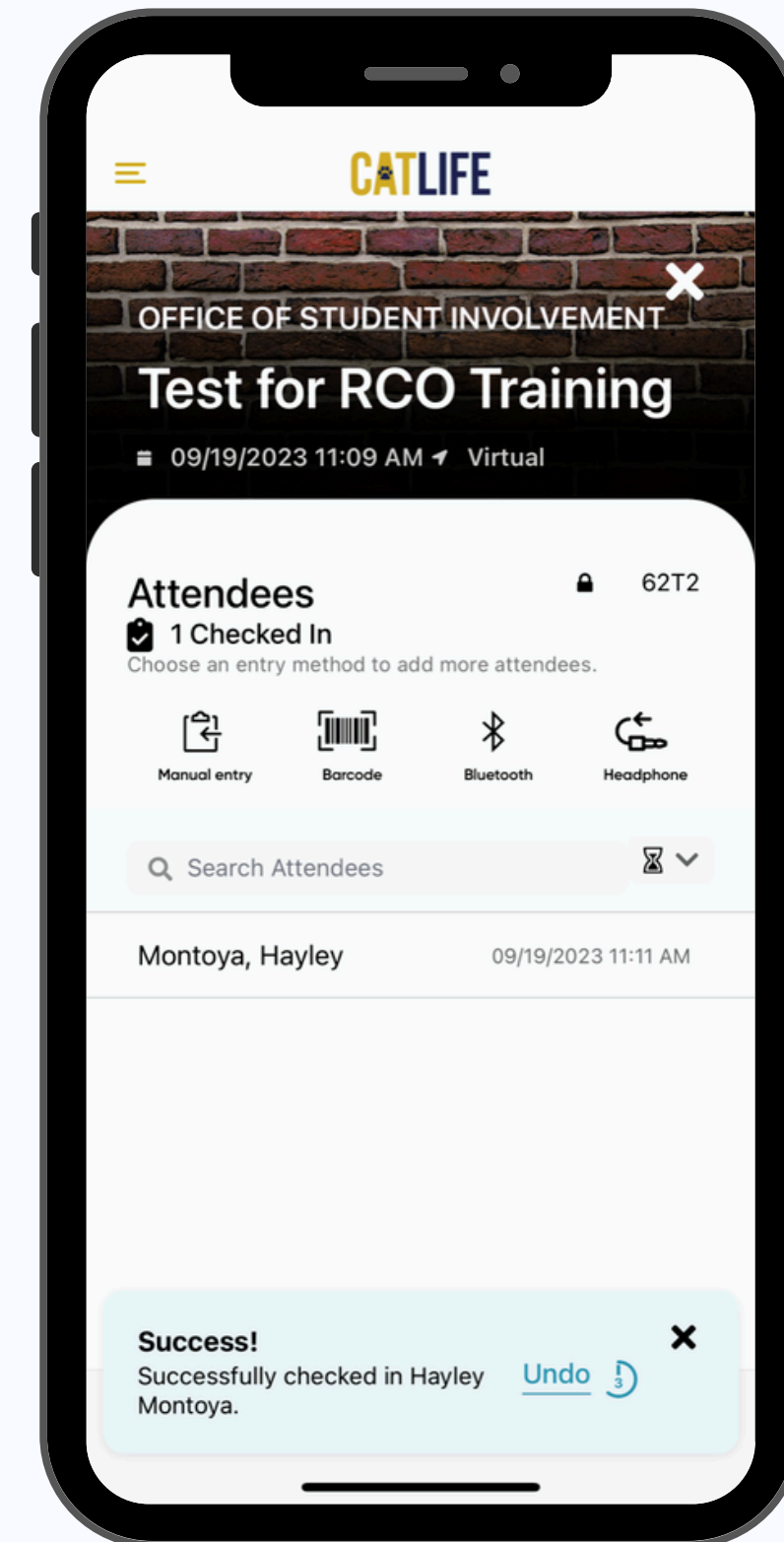
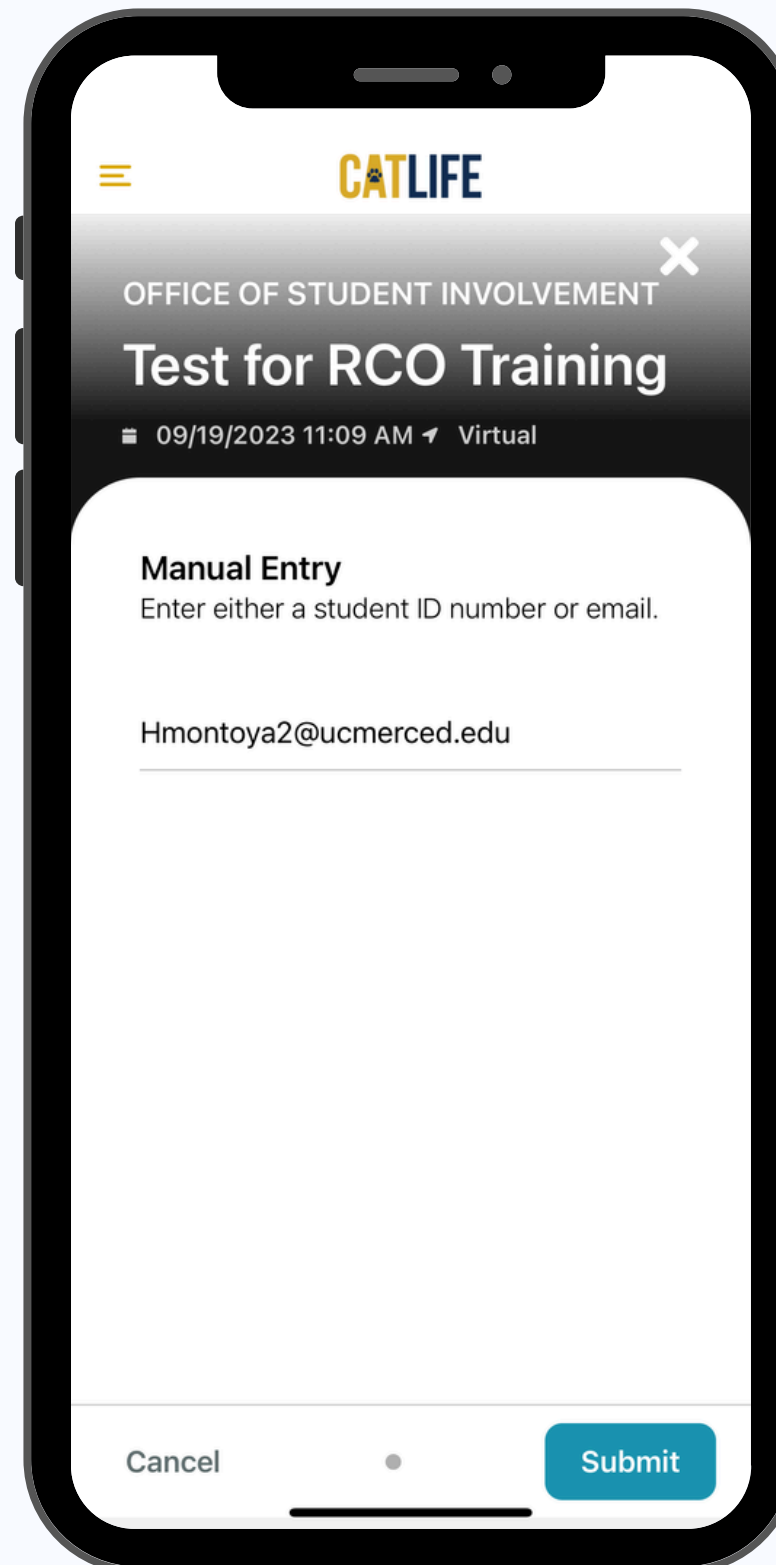
Input a student's ID number or email with Manual Entry

TRACKING ATTENDANCE

**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!**



TRACKING ATTENDANCE

The screenshot shows the 'Test for RCO Training' event page on the ucmerced.presence.io platform. The page has a red header with the event title and time (09/19/2023 11:09 am - 11:30 am). Below the header, there are two summary cards: 'Attendees' with a count of 1 and 'Members' with a count of 1. A red circle highlights the '+ ADD ATTENDEES' button in the top right corner of the attendees section. Below this is a search bar labeled 'Search Attendees' and a 'FILTER' button. A table lists the attendees, with one entry for 'Montoya, Hayley' with email 'hmontoya2@ucmerced.edu', check-in time '09/19/2023 - 11:11 am', and role 'Vice President'. A red arrow points from the text 'It is now reflected on CatLife!' to the first row of the table. The bottom left of the interface shows an 'EXPORT' button.

Test for RCO Training
09/19/2023 11:09 am - 11:30 am

DETAILS ATTENDEES FORMS VIEW ON PORTAL

1 Attendees 1 Members

+ ADD ATTENDEES

Search Attendees FILTER

Name	Email	Check-in Time	Type	
Montoya, Hayley	hmontoya2@ucmerced.edu	09/19/2023 - 11:11 am	Vice President	

EXPORT

It is now reflected on CatLife!

PLANNING YOUR EVENT

As you begin planning your event, think of the following:

General Planning Tips:

- What are the learning objectives of this event? What will students gain from the content, activities, or experience?
- Who is my target audience?
- Is this event large-scale or small-scale?
- What funding opportunities do I have?
- What equipment is needed?
- What support (people) is needed?
- How will I market this event? Do I need flyers? Social Media post?

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)
- Please work with Catrina Parr, cparr-abundiz@ucmerced.edu when *paid* performers or outside guests come to campus
- The sooner you submit, the easier OSI can help and support you.

TIPS & TRICKS

Event Planning

GOALS & OBJECTIVES

Some questions to think about:

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

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

COMMUNICATION & MARKETING

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

BUDGET MANAGEMENT

- Develop a detailed budget early and align spending with event goals and priorities.
- Track expenses regularly to monitor spending and prevent budget overruns.
- Build in a contingency fund for unexpected costs or last-minute changes.
- Compare vendors and obtain multiple quotes to maximize value and stay within budget.
- Maintain organized financial records including invoices, contracts, and receipts for accountability.

TIPS & TRICKS

Event Planning

TEAMWORK

- Identify a committee of members to help you plan and execute the event.
- Create goals and deadlines
- Delegate tasks and empower your team to complete them!

COLLABORATION

- Establish clear roles and responsibilities early to avoid confusion and duplicated efforts.
- Schedule regular check-ins to address challenges, track progress, and maintain accountability.
- Communicate proactively and document decisions to keep all stakeholders informed and aligned.
- Use shared planning tools so everyone has access to real-time updates.

BACK-UP PLAN(S)

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?

LARGE-SCALE EVENTS

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.
- We 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**

RCO
Coordinator
Booking Page
Work Phone #:
209-355-6818



CAMPUS PARTNERS & Resources

Hosting events on campus may require working with and getting approval from different campus partners.

Fire and Building Safety_(FABS)

- Fire Marshal Event Approval
- Ensure event layout and materials abide with CA Fire Codes
- Fire Training for overnight events (Hackathons)

Facilities Management (FMHelp)

- Can request equipment and event support (\$\$)

Hospitality Services(HS) + Catering

- Request Event Spaces
 - Conference Center
 - Any outdoor space (Amp, Pav Lawn, Uni Plaza)
- Catering

Risk Management

- Provide Risk assessments for events
- Provide Risk assessments for clubs
- Waivers

CatCops

- Request Student Service Ambassadors for event security
- Request PD if necessary

Office of Information Technology_(OIT)

- Request OIT event support
 - Must be requested for COB 102 & ACS 120

Office of Registrar/EMS

- Reserve rooms on campus
 - Classrooms, meeting rooms

Food Safety/ Food Services

- EH&S: Temp Food Permits + food handlers license
- Work with us & HS to get new restaurants approved

CAMPUS POLICIES

& Important Timelines

FIRE & BUILDING SAFETY

- FABs require most to all large scale events to be submitted on Citizenserve with an event layout/site plan
- Siteplans must be approved by Fire Marshals
- Must be submitted at least **15 business days** before event

HOSPITALITY SERVICES

- All Conference Center spaces and Outdoor spaces must be reserved through Hospitality Services
- Must work with HS staff to complete indoor layouts
- Deadlines depend on event & space, generally recommend booking ASAP

FOOD SAFETY

- All events with food must have a Temporary Food Permit
 - Exceptions: Pre-packaged food, individually pre-packaged food, private/RSVP events
 - Must submit **10 Business Days** in advance
- All participants handling food must have a food handlers licence/certificate
 - Free to student staff on UC Learning Center

OFFICE OF INFO. TECH. (OIT)

- Request OIT event support for events that require audio-visual support, computer, projection, Zoom webinar licence
 - Must be requested for COB 102 & ACS 120 at all times
- Must request **7 business days** in advance

FOOD SERVICES & SAFETY

Per the California Retail Food Code, all on-campus student organization or department events that are "public" events require 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. The event is free, or the general public can purchase a ticket/pass.
 - 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.

Deadline: Submit Temporary Food Permits **7-10 Business Days!**

Private Events:

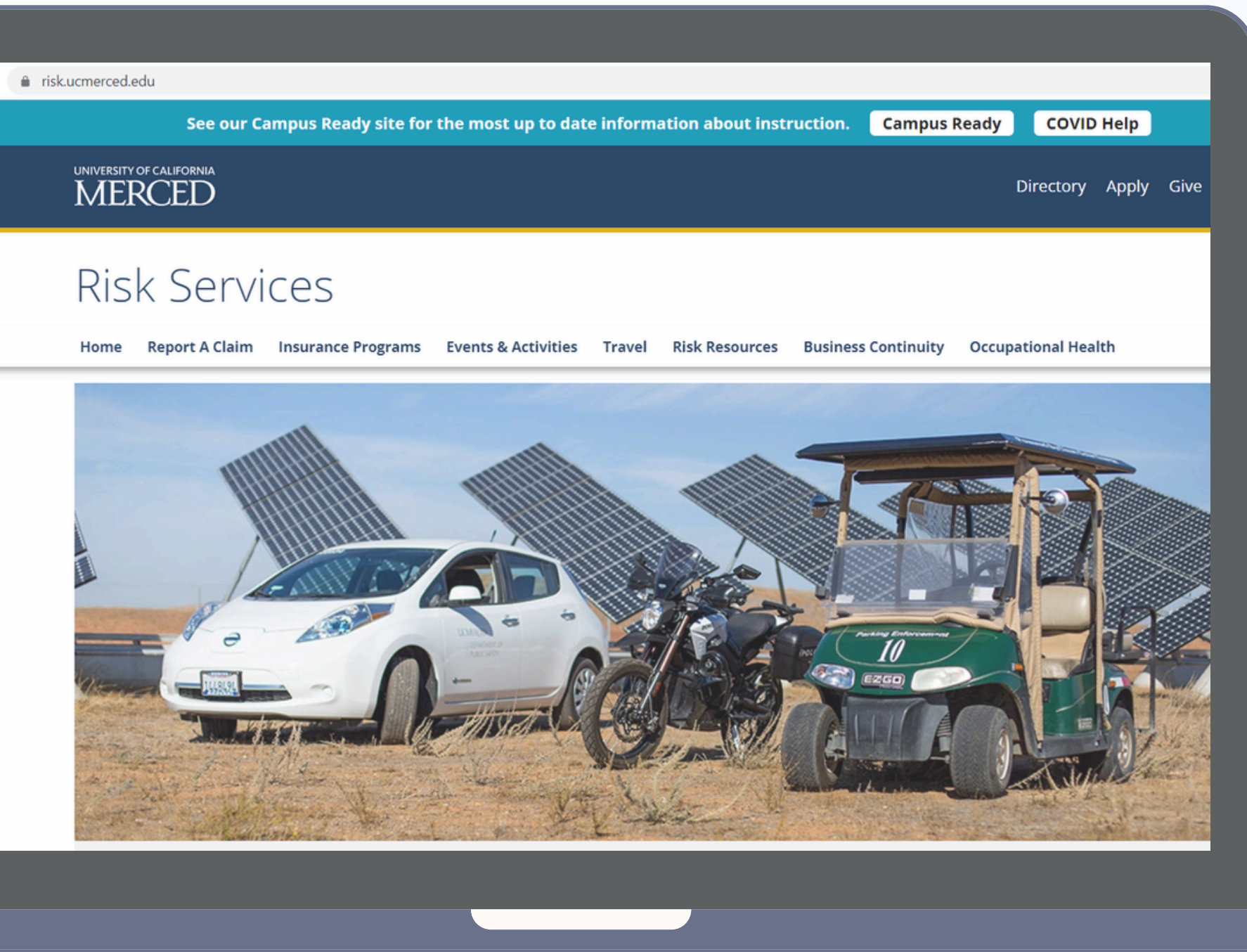
An event is considered private and does not require a Temporary Health Permit to Operate if the following criteria are met:

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).
- Regents Policy 5402: Policy Generally Prohibiting Contracting for Services,
 - Departments, student groups, or individuals may not hire or reimburse non-UC entities for services traditionally performed by AFSCME-represented staff
 - **Go through food services page**

RISK MANAGEMENT

Provides:

- Guidance for risk assessment and mitigation
- Loss prevention and control
- Facilitates insurance needs
- Directs claims processing
- Any events/activities with minors will need Risk Services approval
- Certain high risk activities may require a special waiver or additional risk assessment.
 - High risk activities may include overnight camping, helicopter rides, strenuous physical activities, live animals, fireworks, etc.



RISK MANAGEMENT

If the department or student organization event includes physical activity (examples: dances, sports, working with power tools), participants **must** sign a waiver prior to participation.

You can come into our office and we can print physical waivers for you!

- **Elective/Voluntary Activity Waiver:** The elective/voluntary activity waiver should be used when a student or other individual participates in an elective/voluntary activity such as a field trip, recruitment program, study abroad, recreation program, or off-campus research activity.
- **Group Signatures:** This form can be used to obtain group signatures for the elective/voluntary activity waiver. (e.g. Volleyball tournament, etc.)
- **Photo/Audio/Video Recording Release:** This waiver is used when a person's photo or video/audio recording will be used by UC Merced in connection with a news article, educational material, photo exhibition, advertisement, website display, etc. It is not needed for private photos or recordings.
- **Exhibit Waiver:** For vendors who display low value items (literature, pens, candy) at an event on University property. Not for vendors who sell goods or bring high value equipment (vehicles, computers, etc) for display.
- **Virtual Program Waiver:** Used when participating in virtual (online) activities or programs.

Participant's name: Please Print

UNIVERSITY OF CALIFORNIA,

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In consideration of being permitted to participate in any way in

hereinafter called "The Activity", I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The Regents of the University of California, its officers, employees, and agents from liability **from any and all claims including the negligence of The Regents of the University of California, its officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in The Activity.

Signature of Parent/Guardian of Minor Date

Signature of Participant Date

Assumption of Risks: Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in The Activity. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in The Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Signature of Parent/Guardian of Minor Date
Participant's Age (if minor) _____

Signature of Participant Date
Vol Waiver 7/01

RISK MANAGEMENT

EVENTS WITH MINORS

If your organization is planning an event with minors, you will need to consult our Risk Services Manager, Cindi Zimmerman for support.

Your organization leaders and members may need to complete the following:

- Child Abuse & Neglect Reporting Act (CANRA) training
- Sign the CANRA Form
- Have a meeting with Cindi Zimmerman to discuss your activities you'll be doing with minors.
 - Risk management

Guidelines for Students:

"By UC policy, all university employees, contractors, volunteers or students who observe, have actual knowledge of, or reasonably suspect child abuse or neglect at a university facility or at official university activities are encouraged to promptly report their concerns.

The concern may be reported to a supervisor, to a university official, to the campus police department or through the university's compliance hotline.

Student employees and those working with faculty on research projects should check with their supervisors or supervising faculty members regarding their mandated reporter status."

OFFICE OF REGISTRAR

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.



SPACE USE AND PRIVILEGES GUIDELINES

SPACE USAGE	ROOM EQUIPMENT	ROOM RESERVATIONS
Submit all event requests on Catlife 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 If requesting secured building, contact facilities lock and access for access after approval	Do not remove, damage or reconfigure any equipment. This includes, but is not limited to: Remotes, adapters, and projector Return equipment that was checked out to respectful places	Room request requires approval. Please allow minimum 3 days for request response. Approval statues can change or be cancelled at any given moment based on priority needs. 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

POSTING REGULATIONS

- OSI manages all the poster and flyer posting for most of the campus. All flyers/posters **MUST** be stamped!
- Flyers may be stamped in the OSI Business Center in Granite pass 166

Scan for
Posting Regulations



FUNDRAISING

All fundraisers need to be approved on CatLife under your event or tabling requests.

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 completed the food safety training or have a food handler's card
- Food Fundraisers that were approved last year:
 - Hot Cheetos & Cheese
 - Krispy Kreme Donuts (by the box)
 - Pizza
 - Aguas Frescas
 - Store-bought baked goods
 - Popsicles

DURING YOUR EVENT

As your event is taking place, consider the following:

- **Logistics**

- Monitor event timeline and stay on schedule.
- Conduct periodic room/space checks.
- Ensure technology and equipment are functioning properly.
- Replenish food, giveaways, and supplies as needed.
- Track attendance throughout the event.

- **Check-in**

- Ensure the check-in process is efficient and welcoming.
- Address registration issues promptly.
- Have a backup sign-in method available.
- Verify attendance data is being captured correctly.

- **Engagement**

- Welcome attendees and create a positive atmosphere.
- Actively circulate throughout the event.
- Encourage participation from quieter attendees.
- Connect attendees with resources, speakers, or one another.
- Recognize and celebrate participation when appropriate.

- **Communication**

- Maintain contact with event staff and volunteers.
- Share updates or schedule changes promptly.
- Monitor communication channels for attendee questions.
- Ensure all team members know who to contact for support.

- **Adaptability**

- Anticipate and address issues before they escalate.
- Activate backup plans when needed.
- Remain calm and solution-focused during challenges.
- Document any significant issues for future planning.
- Make attendee experience the top priority when making decisions.

- **Accessibility & Inclusion**

- Ensure attendees can access materials and activities.
- Check that accommodations are being provided as planned.
- Be mindful of creating a welcoming and inclusive environment.
- Address barriers to participation as they arise.

AFTER YOUR EVENT

Assessment and Event Evaluation

- Define success metrics before the event to measure outcomes effectively.
- Collect feedback from attendees, staff, and stakeholders through surveys or evaluations.
- Analyze attendance, engagement, and budget data to assess event performance.
- Document lessons learned and recommendations to improve future events.
- Celebrate successes and identify growth opportunities with the planning team during a post-event debrief.

S.W.O.T. Post Event Analysis

EVENT: _____

DATE: _____

STRENGTHS	WEAKNESNESS
OPPOURTUNTIES For growth & improvement	THREATS Things that are working against your event Controllable Uncontrollable

APPLY FOR OPPORTUNITY



[Organizations](#) [Events](#) [Forms](#)



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.

Opportunity *

Opportunity Type *

Service Hours



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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?