

UC DAVIS

CENTER FOR STUDENT INVOLVEMENT

Student Organization Sourcebook



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CENTER FOR STUDENT INVOLVEMENT (CSI): THE STUDENT ORGANIZATION HEADQUARTERS

The Center for Student Involvement is the campus department through which organizations officially register as a student organization at UC Davis. We are here to help student organizations operate successfully on campus.

Student activities directly enhance and support academic and career preparation, cultural diversity and awareness, campus traditions, public service, leadership, personal growth, and a greater understanding of the world around us. The experiences students gain through participation in co-curricular activities help them meet friends, clarify values, apply classroom learning, gain a sense of accomplishment, develop role models, and learn to work cooperatively with others.

OUR MISSION

We believe that students enhance their education through co-curricular experiences and persist to graduation through campus engagement and finding their community. We provide students with opportunities for campus involvement, leadership development, community service, cross-cultural interaction, and collaboration, further supporting the recruitment and retention of a diverse student body. We promote the UC Davis Principles of Community, which affirm the right of freedom of expression within our community and our commitment to the highest standards of civility and respect, by helping students learn from each other in a safe and constructive environment.

We accomplish this mission by practicing the following values:

- *Accountability*: We are responsible for providing students at all levels with opportunities for campus engagement and development of skills and abilities that enable them to persist to graduation and be productive and contributing participants in a global society.
- *Student organization support*: We serve as a neutral and unbiased resource for all student organizations. We provide registration, education, and support services to these organizations to promote their development. We believe this is crucial for enriching campus life, contributing community service, and promoting opportunities for student development.
- *Leadership development*: We promote leadership skill development by providing training and community leadership retreats.
- *Advocacy*: We advocate for registered student organization interests and CSI programs, as well as for the inclusion of student input in University planning, policy setting, and decision-making.
- *Freedom of expression*: We strive to maintain an environment that is conducive to and supportive of student activism and the expression of diverse viewpoints by implementing time, place, and manner regulations as well as nurturing a climate of respect and dialogue.
- *Diversity*: We value the recruitment, retention, and celebration of a diverse student body by providing student-initiated outreach programs and opportunities for students to explore their identity, develop strong communities, and host cultural programs.
- *Guidance*: We facilitate individual student and student organization learning by publicizing, explaining, and applying campus policies and procedures.
- *Stewardship*: We are committed to being good stewards of the funds we receive, using them wisely and efficiently to serve students and fulfill the mission of the University.
- *Accessibility*: We continue to apply current technology to provide easy access to our information and services.
- *Productive work environment*: We are responsible for maintaining a supportive work environment where employees take pride in their work, are fairly compensated, are provided adequate resources to do the job, and are recognized for their efforts.

HOW CSI CAN HELP YOU AND YOUR STUDENT ORGANIZATION

The Center for Student Involvement staff members are experienced program consultants and administrators with extensive knowledge about student organizations and co-curricular activities, event planning, diversity initiatives, campus and community resources, and campus, local, state, and federal policies and procedures. We can provide you with information and support with student organization development, motivating members, leadership development, financial management, problem-solving, conflict resolution, operating successfully on campus, and much more.

THE BENEFITS OF BEING A REGISTERED STUDENT ORGANIZATION (RSO)

Services and Resources for your RSO

- Staff and peer advising for all student organization operations on campus (e.g., reservations, events, fundraising)
- Campus account services
- OrgSync organization management system
- Free website through OrgSync
- Computer stations and work space
- Mailbox and use of campus mail
- Lower Freeborn storage lockers

Promotion

- Online listing as a registered student organization at UC Davis
- Participation in annual Involvement Fair, The Buzz, and Picnic Day, which are attended by thousands of students
- Use of Memorial and Silo Union outdoor tables
- [Spotlight on student organizations](#)
- [Student leader profiles](#)
- Social Media Request Form to share events/initiatives on CSI social media platforms

Leadership Resources

- [Fundamentals of Leadership classes for 2 units credit](#)
- [On-Demand Leadership Workshops](#)
- [Online leadership resources](#)
- [Leadership Library](#)
- Consistent bulletin with announcements, deadlines, and opportunities
- Online resources for operating on campus
- Student Organization Leaders Summit

Financial Support

- Eligibility for [Club Finance Council](#) grants and loans (undergraduate RSOs)
- Eligibility for [Beyond Tolerance Program](#) grants.
- Eligibility for [Pepsi Product funding](#).
- Managing organization funds

Reservation Support

- Approval of meeting reservations, fundraising, food, amplified sound, etc.
- Coordination of special event approval process
- Coordination of student organization liability insurance and waivers
- Event planning and advising

Advising Support and Leadership Development

- Registration questions
- Supporting diversity and inclusion in your organization
- Recruitment and retention of members
- Organization dynamics and development
- Financial management
- Fundraising
- Event planning
- Publicity
- Liability insurance and [waivers](#)
- Team building
- Effective meetings
- Risk management
- Conflict management
- Officer transition
- Campus resources
- Campus policies and procedures

REGISTRATION

Why Register?

Every year, the Center for Student Involvement registers over 800 student organizations on the UC Davis campus, allowing organizations to be recognized by the University and entitled to privileges and services from CSI and other campus departments. These include reserving facilities, fundraising, applying for campus funding, and advising for all campus operations and organization issues. Registration Form must be renewed annually and expires on June 30 each year.

Privileges

- University affiliation
- Online listing as student organization at UC Davis
- Ability to reserve and use campus facilities and properties for occasional activities such as meetings, programs, conferences, social events, and service projects.
- Campus financial account and accounting services (Agency Account)
- Liability insurance for most on-campus activities paid by the University
- Use of OrgSync student organization management system
- Ability to sponsor fundraising activities on campus
- Ability to establish a University gift account enabling tax deductible donations
- Campus mailing address and mailbox
- Posting and distribution of materials on campus in accordance with Distribution of Literature and Posting Policies
- Use of Memorial and Silo Union outdoor tables for distributing information and fundraising
- Use of Lower Freeborn storage lockers (available on first come, first served basis)
- Participation in campus activities (such as Involvement Fair, Picnic Day, The Buzz, and DDR)
- Eligibility for undergraduate organizations for Club Finance Council grants and loans
- Eligibility for Beyond Tolerance Program grants
- Eligibility for Pepsi Product Funding.
- Eligibility for funding from campus departments

- Eligibility for fundraising through University Dining Services concessions

Once registered, your organization becomes eligible for many privileges, opportunities, and services. There are also many campus, local, state, and federal policies and guidelines that pertain to activities you may wish to do on campus.

Registration Responsibilities

As a registered student organization, your organization is responsible for following campus policies and local, state, and federal laws that pertain to activities you may wish to do on campus. These are described in detail below.

Registration Options

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

Intent to Register

This temporary status is designed for NEW student organizations that wish to use University facilities for the purpose of getting organized, developing plans and goals, and recruiting members. This status will enable your organization to use some University facilities for one organizational meeting only within a period of 30 days. Your organization can be granted this Intent to Register status only once. To apply, come to the CSI to complete an Intent to Register application. You are encouraged to meet with an advisor about recruiting members, program planning and completing your Registration Form. Your organization's Intent to Register status begins when it is approved by a CSI Advisor.

Registered Student Organization

A Registered Student Organization (RSO) is a student organization registered with the CSI and formed to provide charitable, service, social, cultural, artistic, recreational, or educational activities consistent with the educational mission of the University. Examples are the Genetics Club, Davis Swing Dancers, Lambda Theta Nu Sorority, and Vietnamese Student Association ([PPM 270-05](#)).

Criteria to Qualify as a Registered Student Organization

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

Purpose

Each student organization is required to clearly outline the purpose of the organization. If the stated purpose is too vague or general, you will be contacted to provide more information. The purpose of the organization should be consistent with the educational nature of the University and will be publicized on the organization's [OrgSync](#) profile.

Use of University Name and Trademarks

Registered student organizations are not permitted to use any UC Davis logos. Student organization names must comply with University Name and Trademark policy. All variances of names and visual representations of the University of California, Davis, are considered UC Davis trademarks. The marks include any trademark, service mark, name, logo, insignia, seal, design, or other symbol or device associated with or referring to UC Davis. Also included are any word, phrase, or image that implies association with the University, such as "Cal Aggie" or "Go Ags!" The University owns these trademarks and must approve their use.

Student organizations may use the University name (including any abbreviation) *only* to describe their location,

but not as part of its name. Example: “Service Club at UC Davis” is permitted, but “UC Davis Service Club” is not permitted.

Student organizations may use the term “Aggie” as part of a name, but not “Cal Aggie.” Example: “Aggie Cultural Association” is permitted, but “Cal Aggie Cultural Association” is not permitted. If the name of your organization is the same or very similar to that of another organization (campus or off campus), then you must clearly differentiate your organization’s name. Terms that may help you differentiate your name include “at UC Davis” or “Campus Chapter of.” Examples: Campus Social Club, Campus Chapter of Girl Scouts. Organizations are not permitted to use the University seal or “Cal Aggie” logo.

California Education Code 92000 prohibits use of the University name without permission. Any person violating the provisions of this section is guilty of misdemeanor. We urge organizations to review all publicity materials used in any event they sponsor to insure accurate representation. The University will seek indemnification from organizations for any damages it may suffer as a result of unauthorized use of the University’s name.

Membership

- Each registered student organization must be composed of at least five currently registered UC Davis students.
- The treasurer and president must complete the RSO online Orientation.
- Each of these five members must create a personal OrgSync profile and an organization portal profile must be current and updated.
- Public information about these five students may be disclosed without prior written consent unless the student notifies the UC Davis Registrar’s Office in writing or via an established electronic procedure that such information shall be confidential. Public information includes name, address, e- mail addresses, and telephone number. CSI may release this information about you as a representative of this organization.
- Only currently registered UC Davis students can be active members; only active members may vote, hold office, determine programs, control the organization’s money, select members, and represent the organization to the University.
- Currently enrolled UC Davis students must comprise three-fourths of the organization’s membership.
- Associate members may be students on Planned Educational Leave Program (PELP), UC Davis staff, faculty, and the immediate families of UC Davis students, staff and faculty and non-University related individuals. Associate members may attend organization meetings and events, participate in discussions, serve as guest speakers on an occasional basis, teach, and perform small tasks for the organization.
- Consistent with [Section 70.10](#) of the UC Policy on Registered Campus Organizations, organizations will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, with the exception of membership in an officially recognized sorority or fraternity which may be limited by gender. This certification shall override any language to the contrary in the organization's bylaws, constitution, or other documents, and approval of this application does not include approval of such contrary documents.

Organization Advisors

Your organization may choose to have an advisor. Student Interest Groups at the School of Medicine are required to have a faculty advisor. Advisor [resources](#) and an [advisor manual](#) are available through CSI. An advisor can be a valuable source of information and continuity for the organization.

CSI defines an RSO advisor as a faculty, staff, community member and alumni ,that supports the needs of the student organization by serving in multiple roles. The various roles include content expert, educator, encourager, facilitator, follower, mentor, and resource. Advisors maintain consistent contact with the student organization to

- Empower the student organization to be in alignment with the student org's mission and purpose
- Encourage community building and networking in and outside the organization
- Generate learning, growth, empowerment, and autonomy among members
- Refer, consult, and collaborate with CSI to educate students on policies, best practices, and campus resources
- Additional expectations can be set by you and your student organization.

Advisors May:

- Provide information/advice to the organization
- Participate in orienting and training new members and officers
- Attend organization meetings and participate in discussions

Advisors May Not:

- Select members (but may participate in selection discussion)
- Determine or direct the organization's programs, goals, or performances
- Control the organization's finances
- Vote or hold office
- Reserve campus facilities or represent the organization to the University or community

Relationship to the University

Organizations that are sponsored by or are part of the University will not be registered as student organizations. This generally includes organizations whose programs are generated, implemented, funded, directed, or controlled by the University (e.g., Intercollegiate Athletic teams, classes offered by the University, departments/units of the University, or ASUCD units and organizations whose sole purpose is to fund any of the above). General exceptions may include residence hall social fund organizations. Residence hall organizations must have approval from the Housing Office to apply for status as a registered student organization. Thus, a registered student organization may state that its active and associate membership is composed of students, staff, or faculty of the University. It shall not indicate or imply that it is acting on behalf of the University or with University approval or sponsorship.

University regulations state that registered student organizations may take positions on issues if they make it clear in doing so that they are not representing the views of the University or the student body as a whole.

Relationship to Other Groups and Agencies

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

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

Duplication with Existing Organizations

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

How to Register

Student organizations are required to register annually. Registration expires each year on June 30 and organizations may renew registration beginning May 15 for the following year.

Registration Renewals for Existing Organizations

- If you are renewing a current student organization you must be the administrator for that organization in OrgSync.
 - Information on how to add organization portal administrators can be found [HERE](#).
 - If you encounter problems, email rso-help@ucdavis.edu for assistance.
- The President/Primary Leader and Treasurer/Financial Officer must complete an [Online Registration Orientation](#) before submitting an application.
- After completion of the orientation, please update your organization's information via OrgSync.
 - Instructions on how to update profile information can be found [HERE](#).
 - Do not submit an application for a new organization if your organization already has an OrgSync portal.

New student organization registration

1. When a student or organization of students identifies an interest in creating a new student organization, they must complete the [New Student Organization Interest Form](#) on OrgSync.
2. Following submission of the New Student Organization Interest Form, OrgSync will automatically send the person who completed the New Student Organization Interest Form an online orientation. The online orientation needs to be filled out by the President/Primary Leader and Treasurer/Financial Officer. Simultaneously a CSI professional staff member will contact the student to schedule an in-person meeting with an option to bring other members along. At the meeting, the CSI staff member and student leader(s) discuss the mission and purpose of the proposed student organization, responsibilities of proposed officers, etc.
3. At the conclusion of the meeting, the CSI staff member will let the student(s) know if there is a duplicate organization and encourage the student(s) to explore that organization, or explain next steps in the process including online registration form.
4. In the case that the student(s) have been authorized to move forward, the student leader will be instructed to visit OrgSync, find their new portal under My Memberships, and click "Update Now" in the orange box to complete the Student Organization Registration Form in the respective portal. Once the form is complete, the five officers receive email alerts to complete the terms and conditions.
5. Once steps 1-4 above are completed and the new organization has been approved by CSI a notification will be sent to the officer who completed the registration form.

Agency Accounts

Organizations that want a campus financial account ([Agency Account](#)) must indicate this on Part III of the Registration

Form. Directions for payment of the annual fee of \$35 will be provided when registration has been approved.

To obtain or update a campus financial account (Agency Account), complete Part III (Agency Account Request Form) with the Registration Form and submit an annual fee of \$35.

Status of Registration Submission

- You will be notified about the status of your submission via email and OrgSync.
- Your organization will be assigned a CSI mailbox in 442 Memorial Union. (Mail to School of Law, School of Medicine, School of Nursing, and School of Veterinary Medicine organizations will be sent directly to the Student Services Office in their school.)

Check with CSI for any holds placed on your organization. Applications will not be considered until all holds are cleared. There is a \$25 CSI fee to release any hold placed on organizations.

Organization Responsibilities

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

Representing your Organization

Only the five officers/leaders whose signatures are on file with the Center for Student Involvement may transact business with the University on behalf of the organization. (Exception: Any member may reserve tables). The CSI may release public information about the students listed on the Registration Form for purposes of acting as a representative of the organization. Public information includes name and email address.

Updating Organization Information

If at any time information about your organization changes (such as its name or status of an officer/leader) you need to update your organization profile in OrgSync. If the officers who submitted the online orientation for the current registration period have left office, the new President and Treasurer must complete the [Online Registration Orientation](#). If one of the five officers/leaders leaves the position for any reason, they are obligated to inform the other officers/leaders. A replacement can then be submitted on OrgSync to avoid losing the organization's OrgSync portal and ability to operate on campus. When they agree to the Terms and Conditions at registration, officers/leaders agree that CSI may inform the other current officers that this student has vacated the position and they must find a replacement.

Maintenance of Financial Account and Records

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

Personal Liability for Organization Debts

The five officers/leaders who sign the Registration Form assume responsibility (and may be held personally liable) for all debts and obligations incurred by the organization. The treasurer or others responsible for the organization's accounts must pay all bills or make arrangements for payment on behalf of the organization. If debts are not paid, registration and/or transcripts of these officers may be withheld until debts are paid. The University is not liable and cannot be held responsible for any debts or obligations incurred by the organization to a non-University agency. The Treasurer or others responsible for the organization's accounts must pay all bills or make arrangements for payment, no later than end of Spring Quarter.

Discrimination and Harassment

Consistent with [Section 270.10](#) of the UC Policy on Registered Campus Organizations, the organization will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, except that membership in an officially recognized sorority or fraternity may be limited by gender. This certification shall override any language to the contrary in the organization's bylaws, constitution, or other documents, and approval of this application does not include approval of such contrary documents.

The organization will comply with [UC Davis Policy 400.20](#), Sexual Harassment and Sexual Violence, and UC Policy on Student Conduct and Discipline 102.8 and 102.9 prohibiting sexual harassment, sexual assault, domestic violence, dating violence and stalking, and retaliation against persons for making such a report or participating in any manner in an investigation or resolution of a sexual harassment or sexual violence report.

Holds

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

Compliance with Legal Regulations

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

Respect for University and Individual Rights

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

Insurance

Student organizations need liability insurance to operate on campus and use campus facilities. The University has created an insurance program for registered student organizations for most on-campus activities.

For organizations without their own liability insurance: If your organization does not have its own liability insurance, you must activate the liability insurance provided and paid for by the University for any activity held on campus. If an activity is not covered under the University's blanket policy (low-risk activity only), you must submit an application [HERE](#).

If approved by the insurance underwriter, the University will pay for the insurance. Please check the CSI website for insurance information and click [HERE](#) to determine if your activity is covered under the blanket policy or requires an application.

For organizations with their own liability insurance: If your organization has its own liability insurance or is covered through a national or umbrella organization, you are not eligible for the University-provided insurance. Make sure you have a Certificate of Insurance that meets the following requirements for the current academic year and for any specific events not covered under your blanket policy:

- Your registered student organization at UC Davis must be listed as the Insured or Additional Insured.
- The Regents of the University of California must be listed as *Additional Insured*.
- The Insurer/Producer name and contact information must be on the certificate.
- The policy start and end date must encompass *the entire length* of the event.
- The policy must include General Liability coverage of at least \$1,000,000.
- The Certificate of Insurance must provide 30 days' advance written notice to the University of any modification, change, or cancellation of any component of the insurance coverage.

Student organizations that have their own liability insurance WILL NOT be registered with the Center for Student Involvement or reserve campus facilities until a copy of their valid Certificate of Insurance is on record with the office. A new Certificate of Insurance must be provided prior to the old policy's expiration date. A lapse in coverage may result in organizations losing their registration status with CSI and the ability to reserve campus facilities.

Send Certificates of Insurance by mail to:
Center for Student Involvement
University of California, Davis
One Shields Avenue
Davis, CA 95616

OR

via email to getinvolved@ucdavis.edu.

The official address for the Regents is listed below, but *do not send certificates to this address*.

The Regents of the University of California
1111 Franklin Street
Oakland, CA 94607

Waivers

Collection of a signed liability waiver is required from all participants in any physical, sporting, youth, or dance activity being held by your organization. It may be required for other activities as determined by your Reservation Coordinator. The Participant Waiver can be found online [HERE](#). All waivers must be submitted within five business days of collection to CSI.

Contracts and Publicity

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

that it is representing the University in any agreement.

Dissolving an Organization

Should your organization choose to dissolve, to formally terminate your status as a student organization with CSI, complete a Registered Student Organization Termination Form available from CSI and return it with signatures from three officers of the organization.

Unused Agency Account

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

SERVICES

Leadership Development

Each quarter, Center for Student Involvement offers [Fundamentals of Leadership](#), a 2 unit pass/no pass course through the School of Education, for student organization leaders or students that wish to be leaders in the future. The class gives participants the opportunity to network with other campus leaders and develop leadership skills to improve personal effectiveness in a student organization. Weekly classes addressing topics such as how organizations work, meeting facilitation, principles of planning, and motivating members are designed to enhance personal and professional development and build skills to conduct successful programs and activities. CSI also offers [Leadership Workshops](#) on common organization issues, such as Making Meetings Work, Getting the Word Out, Money Matters, and Officer Transition. Leadership resource materials are available online on topics from event planning and budget fundamentals to creating a constitution and bylaws, program evaluation, organization assessment, and time management. The Leadership Summit is another opportunity to enhance leadership skills to successfully prepare your student organization, resume and future career.

OrgSync

The Center for Student Involvement has teamed with OrgSync to help student organizations to manage and strengthen their organizations. OrgSync's comprehensive suite of features is designed specifically to meet the needs of student organizations on campus. OrgSync connects all the tools you need into one centralized platform. Student organization portals create a central, online location for student leaders to more efficiently manage their organizations and involve members. Check out these videos on the [CSI website](#) to learn how to best utilize OrgSync. Organizations are part of the larger campus community and club administrators have the ability to oversee and manage their activities. All student organizations will need to register for 2017-2018 through OrgSync.

Computer Stations and Work Space

CSI provides work space in 442 Memorial Union. The center's lounge is equipped with computer stations, a printer, comfortable chairs, and a table to take care of your student organization needs.

Organization Mailboxes

Mailboxes located in CSI are provided for every registered student organization, except for professional school organizations that have a mailbox through the Student Affairs Office at their school. These mailboxes should be checked at least once a week for CSI and other campus business, announcements, and federal mail. Your mailing will look like this:

Your Organization's Name
Center for Student Involvement, Box # ____
University of California, Davis
One Shields Avenue
Davis, California 95616-8706

If you would like to distribute mail to other student organization mailboxes, please check with the CSI receptionist. Your student organization may use the mail bins located in CSI, 442 Memorial Union for campus mail, or you may deliver to the Mail Division.

Note: Mailboxes will be emptied on June 30 and contents returned to sender (USPS) or discarded unless organizations have registered for the following year. You can begin the re-registration process on May 15 for the following year.

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

Campus Mail Service

Campus mail (postage-free use of University mail system) is to be used only for the purpose of communicating with members of your organization who have on-campus addresses and for conducting organization business with campus departments. Campus mail may not be used for commercial purposes or in connection with general religious or political purposes or activities. If your organization wishes to solicit individuals or departments, you must send mail through the US Postal Service. Campus mail may not be used for general mass mailings. For example, a large stack of flyers cannot be put through campus mail for every faculty member or student. Each flyer must be individually addressed to every faculty member, student or student organization. Mail sent to on-campus residence halls must be individually addressed. Postage is not provided for mail sent to off-campus locations. When mailing flyers, the name of your student organization and mailbox # must be located in the return address of the flyer.

Reaching Students in the Residence Halls

Information and policies on reaching students in the residence halls may be found [HERE](#).

Regular Email Bulletin

CSI notifies student organization leaders of important announcements, deadlines, and opportunities in our regular email bulletin. Read before you delete and share as appropriate with your members!

Storage Lockers

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

NOTE: Lockers must be cleared by the date designated in the locker contract or contents will be discarded, and may result in the loss of your organization's locker privileges for the following academic year. The Center for Student Involvement and Campus Recreation & Unions is not be responsible for theft or damage to locks, lockers, or locker contents.

Table Reservations

Campus student organizations and departments may reserve one of the designated tables at the Memorial and Silo Unions through the Memorial Union Information Desk located on the first floor of the Memorial Union. Table reservations may not be made more than four weeks in advance. Fall Quarter tabling at the Memorial Union is online and first come, first serve for the first three weeks of Fall Quarter.

Every student organization conducting a fundraising event at a Memorial or Silo Union table must first have an [Application to Raise Funds](#) approved by the Center for Student Involvement (CSI) and receive a Permit to Sell, which must be clearly displayed at the table. Tables may be monitored by Memorial Union Information Desk, CSI, and/or Environmental Health & Safety. Departments receive fundraising approval and a Permit to Sell from Conference & Event Services (CES).

Policies Applying to All Table Reservations

- Tables are made available for disseminating literature and information, recruiting members, and conducting approved fundraising activities.
- Organizations must check in at the Memorial Union Information Desk at the beginning of every reservation period and clearly display a Space Reservation Card on the table.
- Tables must be claimed by noon on the reservation day. If your table is not claimed by noon, you will forfeit your reservation for that date.
- Tables must be staffed at all times by a member of the organization.
- Displays and activities associated with the table reservation cannot block the free flow of traffic or encroach on another table.
- No posting is permitted on walls, windows, doors, trees, or trash bins around the table, but posters may be attached to the table.
- If your organization is conducting a bake sale at a table, you must have an approved [Application to Raise Funds](#) along with a Permit to Sell in order to check in for your reservation at Memorial Union, and comply with all [Bakesale Guidelines](#).
- Commercial sales and activities are strictly prohibited. Organizations wishing to conduct commercial activities may contact [Conference and Event Services](#) at ues@ucdavis.edu to secure a contract and submit payment for an outside vendor, or the UC Davis Stores at (530) 757-3080 to contract and pay for vendor space that is sometimes available for such activities.

FINANCIAL TERMS AND CONDITIONS FOR STUDENT ORGANIZATIONS

1. These terms and conditions represent a summary of the [UC Davis Policy & Procedures manual 330-09 "Financial Management and Services,"](#) which prevails over these terms and conditions.
2. The five designated student leaders have signed and agreed on the organization's registration that they may be held personally liable, collectively or individually, for any debts or obligations, including an overdrawn Agency Account, owed to the University by their organization. They consent to having holds placed on their transcripts and registration materials should such action be deemed appropriate. They are aware that there will be a \$25 charge to release any hold placed on their student organization.
3. If an organization fails to re-register for two consecutive years or does not activate its Agency Account within two years, it will be closed and any remaining cash balance will be transferred to CSI to support student organizations.

Transaction basics:

- To determine how much money is in your agency account the President/Primary leader or Treasure/Financial leader needs to submit the [Agency Account Information Request Form](#). This can be found on the CSI website or your organization's OrgSync portal under the forms folder.
- Deposits can be made at the Business Center (156 ARC, Mon-Fri 11am-8pm, Weekends 10am-4pm)
- To complete Check requests, departmental sponsorships, and transferring money to another RSO agency account can be found on your organization's OrgSync portal under the forms folder. The form is called [Agency Account Transaction Request Form](#).

Managing Organization Funds

Registered student organizations are required to have:

- Either a campus Agency Account or an off-campus bank account to raise funds on campus or receive funds from a campus department.
- A Treasurer or financial officer who maintains accurate records of income and expenses. These records are subject to review by University officials.

How Can CSI Help?

- We can provide information on how to set up a organization financial account on or off campus.
- A CSI Advisor can provide information to your Treasurer on how to develop effective procedures to manage your organization's money.
- OrgSync has the capability to help your organization track its funds, and CSI can assist you to learn about this process.

Why Should Financial Records be Kept?

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

Thorough and accurate financial records will:

- Assist your organization in budgeting and keeping track of funds
- Help document that funds have been handled properly
- Provide essential information regarding income and expenses to give future officers and members a head start in planning
- Prepare your organization for an audit
- Protect your organization from mismanagement of funds and the individual students responsible for managing organization funds.

These records must be kept current and available. CSI reserves the right to inspect or audit the organization's financial records at any time. CSI may conduct a financial review if irregularities are found, or if there is reason to believe that the funds have not been used for reasons clearly stated on your fundraising application. If misuse of funds is alleged, a detailed University audit may be conducted. The organization will be charged with the cost of the detailed audit if misuse of funds is demonstrated. Additional record keeping requirements may be imposed by CSI when appropriate.

Cash Handling

- When handling cash or checks, make every effort to ensure that all forms of currency are collected, transported, and

deposited into your organization's account successfully in a secure and timely manner.

- Create reasonable and reliable procedures for your organization so there is no ambiguity regarding the responsibilities of students handling organization proceeds.
- Have two designated persons be responsible for handling cash and checks in order to provide protection for both the organization and the individuals. They must maintain accurate records verified by both and be responsible for reporting receipts to the organization regularly or on demand.
- Have an easily readable and retrievable system for recording how much money is received, from whom, on what date, and for what purpose.
- Keep funds in a code or lock protected cash box until you are able to make a deposit. Do not carry around organization money in your wallet or backpack. Do not leave cash/checks in a organization office, a place where people congregate, or unsecured in a personal residence. Deposits should be made within two business days. Do not delay deposits for more than two business days waiting to accumulate all income. Deposits should be clearly identified for future reference.
- Student organization leaders should become familiar with [Agency Account Policies for Student Organizations](#) to ensure full compliance with all related policies.

Financial Accounts

CSI can assist your organization with on or off campus financial accounts in the following ways:

Agency Accounts

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

Benefits of an Agency Account

- It provides access to financial services on campus.
- Access to reserve campus facilities.
- Enables RSO to receive CFC grants and loans and most other campus grants.
- Access to recharge for campus departments services (e.g., audiovisual equipment, catering, security, stage, tables, chairs, etc.)
- It enables you to establish a gift account for deposit of donations that may be tax deductible (with a six percent University assessment).

Off-Campus Banking

CSI can assist you in setting up a local bank account or updating signatures on the account by providing a letter verifying your organization's status as a registered student organization. Submit a verification request available through your OrgSync account [HERE](#) at least two days in advance. Additionally, your organization will need an EIN to open an off-campus bank account.

Tax Identification or Employer Identification Number (EIN)

An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is used to identify a business entity or organization. If your organization wants to open a bank account, you will need an EIN. Apply online at [HERE](#) to establish an EIN.

Note on Tax Exemption

Getting an EIN does not establish tax exempt status for your organization. Student organizations must follow state and federal guidelines regarding tax exemption. Donations to student organizations are not tax deductible unless they are made to the University through your gift account. For more information, contact CSI or the Business Office at (530) 752-2027. If your organization wishes to establish tax exempt status, your organization needs to submit a 501(c)(3) application to the [IRS](#).

Funding Sources

Don't overlook all the possible funding resources on campus for your student organization. Center for Student Involvement has a website dedicated to the various options of grants and sponsorships registered student organizations can access. Check out CSI's [Student Organization Grant Funding Resources website](#).

FUNDRAISING

Definition of Fundraising

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

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

Who Can Raise Funds

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

How to Apply to Raise Funds

1. Complete and submit the [Application to Raise Funds](#) through OrgSync.
2. If your event is in a reserved campus facility:
 - a) Submit your reservation request to [Conferences & Event Services](#) (CES)
 - b) Complete fundraising approval from CSI as part of your reservation approval process before the auto-cancellation date of your reservation.
3. If you plan to sell an apparel item (e.g., t-shirts, caps, sweatshirts, etc.) or button/bumper sticker with text or design, you must use a [licensed vendor](#) and complete the [Application to Raise Funds](#). *Prior to ordering or printing any product, be sure your application has been approved by CSI.*
4. Within seven business days, you will be notified through OrgSync on the status of your application. If your activity is approved, you will receive a Permit to Sell (if applicable) and fundraising approval will be provided for your reservation process.

Fundraising Options

The following activities require advance approval from CSI:

1. Collecting donations at meetings, events, or Memorial/Silo Union outdoor tables (facility or table reservation required).
2. Charging admission to scheduled events such as speakers, conferences, films, tournaments, and dances (requires facility reservation through CES and use of Ticket Office; films require written permission from copyright holder; see Film/Video Copyrights Policy [HERE](#)).
3. Conducting sales at approved events or at Memorial/Silo Union outdoor tables (facility or table reservation required).
 - a. Noncommercial items related to the purpose of the organization or event. Student-produced publications, posters, organization t-shirts, and arts and crafts made by members are considered non-commercial. Items purchased and resold “as is” constitute a commercial activity, which is prohibited on campus. Selling items/services on campus on behalf of a commercial business (subscriptions, credit cards, etc.) is also prohibited.
 - b. Commercial items may be considered only when the organization changes or enhances the item (e.g., delivers flowers with a message, creates a mixed candy package) to reduce concern over commercialization. Your organization must demonstrate “value added” to the item and the name of your organization must be on the item.
 - c. Baked goods made by members. Student organizations must follow the Bake Sale Guidelines. Sale of any other food and beverages is generally prohibited except as described under “Special Fundraising Requirements” below.
 - d. Items handcrafted by a member sponsored by the organization as a vendor to raise funds.
 - Items must be sold by members of the organization.
 - Sponsorship of a member vendor cannot exceed seven consecutive days.
 - The sponsoring organization must receive at least five percent of the gross income from such sales, and a written agreement signed by the vendor and the organization to this effect shall be presented to CSI.

Off-Campus Fundraising

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

How Student Organizations may use Funds Raised

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

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

- Social activities

The Following Activities do NOT Require Advance Approval from CSI

- Collecting membership dues at a club meeting.
- Applying for campus grants. These include Beyond Tolerance, Club Finance Council (CFC), Cross Cultural Center, Student Recruitment and Retention Center, Student Assistants to the Chancellor, and others.
- Staffing a Student Housing and Dining Services (SH&DS) Concession at a special event. Organizations can apply to work concessions by contacting UDS at (530) 752-5812. Concessions are a organization fundraising opportunity and do not involve University employment.

Fundraising Policies

1. A registered student organization must have prior fundraising approval from CSI and must clearly identify itself when raising funds. School of Veterinary Medicine must have their designated department representative sign the [Application to Raise Funds](#) prior to submitting it to CSI.
2. All registered student organizations must have a financial account (campus Agency Account or off-campus bank account) in order to raise funds on campus. They must also have a Treasurer/ Financial Officer who maintains accurate records of the organization's income and expenses.
3. Individuals are not permitted to raise or solicit funds on campus, with the exception of student government candidates who may solicit funds to participate in student government elections.
4. No individual member may profit from an organization's fundraising on campus nor may a member normally be a paid participant in a fundraising event. This policy is not intended to prevent legitimate and fair compensation when individual members contribute to the event through their artistic, musical, dramatic, or other talent.
5. Student organizations are not permitted to raise funds on campus for the purpose of making rent or mortgage payments. A registered student organization may apply to raise funds on campus for capital improvements on its facilities that it can demonstrate will benefit the organization's program.
6. Student organizations are charged a reservation fee for use of campus facilities for all fundraising activities. The University does not subsidize fundraising on campus by student organizations. This fee is currently \$45 per room per day, in addition to any facility rental fees.
7. Student organizations sponsoring events on campus that are open to the public and charge admission are required to arrange and report ticket sales and receipts through the Ticket Office.
8. Student organizations planning to use an off-campus or commercial promoter to help sponsor or organize an on-campus event must contact a CSI Advisor for special guidelines before making any arrangements or contractual agreement. Publicity and promotion must make it clear that the function is sponsored by that organization acting in a private capacity and not as a representative of the University.
9. Student organizations may not sign any contracts on behalf of the University or act as its agent.
10. Fundraising approval for donations and table sales will be approved for no more than one quarter at a time.
11. Solicitation of donations in outdoor areas is prohibited except at tables immediately outside the Memorial Union and Silo, with prior approval from CSI.
12. All fundraising activities shall comply with licensing and tax laws as well as University and campus regulations.
13. If you are co-sponsoring a fundraising activity with another student organization, all co-sponsoring organizations must complete a separate [Application to Raise Funds](#). Your activity will not be approved until all applications are received.

SPECIAL FUNDRAISING REQUIREMENTS

Drawings/Raffles

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

Food and Beverage Sales

Food and beverages (other than bake sales) may be sold on campus by student organizations **only** under limited and specific conditions. These sales require advanced training and approval by the CSI, the Environmental Health and Safety (EH&S), and if applicable, the Fire Department to determine compliance with detailed regulations. Food preparation is usually required to take place in a University-approved kitchen. Contact a CSI Advisor for more information.

Bake sales must follow the [Bake Sale Guidelines](#).

Design Approval for Promotional Items (T-shirt, Sweatshirt, Cap, Button and Bumper Sticker Sales)

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

- Submit an [Application to Raise Funds](#) to CSI from OrgSync. You must obtain fundraising approval from CSI *prior to printing the items for sale*.
- Your organization’s name must appear on the items you sell. You may not use the University name, except to describe the location of your organization (e.g., “Service Club at UC Davis”).
- The design must be related to the purpose of your organization.
- The names or logos of any sponsors must be incidental in prominence to the name of your organization and the design or message of the item being produced.

Student Organizations are not allowed to use the UC Davis name or logo, you must comply with University Trademark Guidelines [HERE](#). A complete list of licensed vendors can be found at [HERE](#).

Poker Tournaments

Casino nights or poker tournaments can be conducted only under limited circumstances. Poker tournament players cannot win any money or prizes, including trophies, only “bragging rights.” Refer to Penal Code 337j(e)(1).

RESERVING CAMPUS FACILITIES

Plan in Advance

In order to have successful activities and events, it is important to plan and identify your space needs as far in advance as possible because:

- Space is limited and is reserved on a first come first served basis.
- Depending on the components of your event, you may be required to secure approval and cost estimates from as many as four or five different campus departments (e.g., fundraising, security, tickets, health and safety, etc.).
- Based upon what you learn, you may decide to change components of your event and then be required to obtain additional approvals and/or cost estimates.
- Some types of events require long lead times, such as dances that require 30 to 60 days.

Who Can Reserve Space for your Organization

- Student organizations must be currently registered and in good standing with CSI to make reservations.

- Organizations can only make reservations for their own organization.
- The two students identified on your Registration Form as the Authorized Reservers are authorized to make, cancel, or request changes in reservations. Once your registration or renewal is approved by CSI, your authorized reservers will have access within 24-48 hours to make online reservations at [CES](#).
- If the Event Chair is not one of the two authorized reservers, the reserver must be kept completely informed to be able to provide accurate information to the Reservation Coordinator and make good decisions on behalf of the RSO.
- Only the Event Chair is authorized to make changes to the reservation once identified as the primary contact to the Reservation Coordinator.
- It is recommended that the organization's financial officer be notified at the beginning of the reservation process and kept informed of expenses as cost estimates are received.
- The Event chair of the event must be present at all meetings with facility/service units when obtaining approvals.

Note: If your authorized reservers change mid-year, you MUST update your organization profile in [OrgSync](#) and provide their UC Davis kerberos ID so they will have online CES reservation access.

When and How Often you can Reserve Space

As a follow-up to [last summer's \(2016\) message to RSOs](#) the 2017-2018 free allotment of reservations in general assignment and classroom spaces will be discontinued beginning July 1, 2017.

The free allotments included four hours of Meeting reservations per week in general assignment and classroom spaces and three Special Events per quarter in general assignment and classroom spaces.

In the absence of these free allotments, Conference and Events Services (CES) will be charging reservation fees for all reservation requests.

CSI will share more information in the coming months to keep you informed. If you have any questions please email kdees@ucdavis.edu.

Regulations to reserve space vary based on reasons for the reservation.

Special event reservations may be requested according to this timetable:

- Once organizations have re-registered in May for the following academic year, they may reserve space for up to three Special Events in the upcoming Fall Quarter.
- Exceptions to the three special event policy will be granted beginning the second week of Fall Quarter.
- For special events held for two or more consecutive years (annual events), by exception you are allowed to reserve space at any time during the following year in ARC, Pavilion, Memorial and Silo Unions, and Putah Creek Lodge. The exception does not apply if the event has been cancelled or skipped for a year. Verification must be provided by the space's Facility Manager/Reservation Coordinator to confirm annual event status.
- It is the student's responsibility to work with their Reservation Coordinator on obtaining all service unit approvals for their event. Failure to complete approvals by the deadline identified will result in cancellation of the event and the organization will be subject to the facility's cancellation fees.

How to Reserve Space

Reservations are initiated by one of your organization's two authorized reservers through Conference and Event Services (CES).

How to Submit Reservation Requests

- Login at [Conference and Events Services](#)
- Click on “New Reservation”
- Check [Space Availability](#) to identify location options.
- Click “Continue” and then select “Option 1” if you are automatically covered by the University. Click “Option 3” if your student organization already has valid insurance.
- The “Client/Catering” refers to the set-up and clean-up times.
- The “Event Time” is the time of your actual event.
- If this is a recurring meeting or if your event requires multiple rooms at the same time, you can check on the boxes below your request to copy the fields to make multiple reservations.

CES reservations meeting certain criteria will be processed automatically online for authorized reservers, eliminating the need to receive approval from CSI. Events meeting the following criteria will be processed automatically online:

- Reservations are not on holidays, campus closure days, or during finals.
- Your event does not require any additional approval (e.g., fundraising, food service, security).

Reservations needing special approval or not meeting the above criteria will not be automatically processed. For these events, a reservation coordinator will be assigned and further steps will need to be completed in order for your event to be approved.

Cost of Space

Please refer to the [CES website](#) for current rate of reservation fees.

STUDENT ORGANIZATION POLICIES

UC Policy on Student Conduct and Discipline

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

102.01

All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

102.02

Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the University.

102.03

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

102.04

Theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

102.05

Theft or abuse of University computers and other University electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (for example, the illegal file-sharing of copyrighted materials). Use of University computer and electronic communications facilities, systems, or services that violates other University policies or campus regulations.

Please refer to the UC Electronic Communications Policy (<http://www.ucop.edu/ucophome/policies/ec/>) and Digital Copyright Protection at UC (<http://www.ucop.edu/irc/policy/copyright.html>) for the University's position on digital copyright.

102.06

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

102.07

Violation of policies, regulations, or rules governing University-owned, -operated, or - leased housing facilities or other housing facilities located on University property.

102.08

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

102.09

Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities that the person is effectively denied equal access to the University's resources and opportunities.

Harassment includes, but is not limited to, conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identify, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications. Pursuant to Section 104.90, sanctions may be enhanced for conduct motivated on the basis of the above classifications.

For cases of harassment on the basis of sex, see also the [Policy on Sexual Harassment \(pdf\)](#) and the [Procedures for Responding to Sexual Harassment \(pdf\)](#).

102.10

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

102.11

(deleted on October 9, 2009)

102.12

Participation in hazing or any method of initiation or preinitiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.

102.13

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

102.14

Disorderly or lewd conduct.

102.15

Participation in a disturbance of the peace or unlawful assembly.

102.16

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

102.17

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

102.18

Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

102.19

Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.

102.20

Possession, use, or manufacture of a firearm or other weapon as prohibited by campus regulations.

102.21

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

102.22

Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Section 53.00 of these Policies or violation of orders issued pursuant to Section 52.00 of these Policies, during a declared state of emergency.notes

102.23

Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The

unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these Policies whether or not it was the student or someone else who prepared the notes or recordings.

Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a University of California course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

102.24

Conduct, where the actor means to communicate a serious expression of intent to terrorize, or acts in reckless disregard of the risk of terrorizing, one or more University students, faculty, or staff. 'Terrorize' means to cause a reasonable person to fear bodily harm or death, perpetrated by the actor or those acting under his/her control. 'Reckless disregard' means consciously disregarding a substantial risk. This section applies without regard to whether the conduct is motivated by race, ethnicity, personal animosity, or other reasons. This section does not apply to conduct that constitutes the lawful defense of oneself, of another, or of property.

102.25

Making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent. Looking through a hole or opening, into, or otherwise viewing, by means of any instrumentality, the interior of a private location without the subject's knowledge and express consent.

Photographs and recordings made in private locations of sexual activity or that contain nudity, may not be posted online or otherwise shared or distributed in any manner without the knowledge and express consent of all recorded parties, even if the photograph or recording was originally made with the knowledge and express consent of those parties.

Making a video recording, audio recording, or streaming audio/video of private, nonpublic conversations and/or meetings, without the knowledge and express consent of all recorded parties.

These provisions do not extend to public events or discussions, nor to lawful official law or policy enforcement activities. These provisions may not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

Definitions

"Express consent" is clear, unmistakable and voluntary consent that may be in written, oral or nonverbal form.

"Private locations" are settings where the person reasonably expected privacy. For example, in most cases the following are considered private locations: residential living quarters, bathrooms, locker rooms, and personal offices.

"Nudity" means the absence of an opaque covering which covers the genitals, pubic hair, buttocks, perineum, anus or anal region of any person or any portion of the breast at or below the areola thereof of any female person.

"Private, non-public conversations and/or meetings" include any communication carried on in circumstances that reasonably indicate that any party wants the communication to be confined to the parties, but excludes a communication made in a public gathering, or in any other circumstance in which the parties to the communication may reasonably expect that the communication may be overheard or recorded.

UC Davis Definition of Hazing

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

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

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

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

California Hazing Law - Education Code Sections 32050-32052 “Hazing” 32050.

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

Criminal Penalties for Hazing 32051.

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

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

Forfeiture of Funds and/or Loss of University Recognition Due to Participation in Hazing 32052.

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

The governing board of any public school, public college, public university or other public educational institution or agency shall adopt rules and regulations to implement this section. If the Attorney General or the district attorney of any county or city has reason to believe that a forfeiture should be declared under this section, he or she may institute a special proceeding in the superior court to establish such forfeiture. Any funds so forfeited shall be deposited in the State Treasury and credited to the State School Fund.

Distribution of Literature

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

General Guidelines

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

Indoor Distribution

1. During meetings: Materials may be distributed during meetings only by University individuals and organizations and only when the department head or organization has approved such distribution.
2. In departments: With prior permission of the department head, free non-commercial literature such as pamphlets and brochures may be left in waiting areas, lobbies, or lounges assigned to a specific department.
3. In mailboxes: Only materials relating to University business may be distributed by placing copies in departmental mailboxes.
4. In residence halls: Materials may not be distributed in on-campus student residence facilities or left in stacks near student residence mailboxes without prior permission from the [Student Housing Office](#).

Outdoor Distribution

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

properties.

Other Distribution Methods

1. *The California Aggie Daily Calendar, Dateline, and UCDCM Update* may be used, on a space-available basis, for announcement of public meetings of campus organizations that are of general interest.
2. When any party (off-campus non-profit organizations or registered organizations) wishes to solicit funds for literature while using a reserved table, that party must receive prior approval; registered student organizations from CSI, and off-campus non-profit organizations from Conference and Event Services.
3. Campus mail is for official University business. Materials may only be distributed through campus mail by campus organizations for communications with members with campus addresses and for conducting the organization's business with campus departments.
4. Employee newsletters, *Dateline* and *UCDCM Update*, may be used, on a space-available basis, for announcement of public meetings of campus organizations that are of general interest.

Campus Posting Guidelines

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

General Guidelines

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

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

Indoor Posting

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

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

Departmental Bulletin Boards

1. Posting on departmental bulletin boards requires the permission of the department.
2. Posting in residence halls requires the permission of the Assistant Director of Student Housing.
3. No commercial materials may be posted.

Outdoor Posting

1. Only campus organizations such as departments, registered student organizations, sport clubs, constituent organizations (e.g., ASUCD, GSA), and campus interest organizations are permitted to place temporary signs, banners and posters at outdoor campus locations. Content is limited to sponsored events and student government elections and must include the name of sponsor, date, time, and location of event.
2. Signs, banners, or posters attached to stakes may only be placed on decomposed granite so long as they do not obstruct the free-flow of campus traffic, damage lawns or grounds, or create a safety hazard, or interfere with a scheduled event sponsored by another organization. Signs, banners, or posters may be staked on the Quad lawn only in association with a reserved Quad event.
3. A-frame signs may be placed only on decomposed granite areas near sidewalks. They are prohibited on sidewalks and patios, in streets, in all bike circles, and on all lawn areas of the campus. A-frames that do not advertise a specific event with date, time, and location will be removed.
4. Signs, banners, or posters cannot be propped against, hung from trees, or attached to buildings, balconies, waste receptacles, columns, or campus directional signboards.
 - a) Only wooden posts or stakes of no more than 2" x 2" thickness may be used to support any signs, banners, or posters (no metal or plastic pipes).
 - b) Posts or stakes are to be hammered into the ground. No digging is permitted.
5. Size limits for signs, A-frames, banners, and posters are as follows:
 - a) Wooden signs, lightweight plastic board ("coroplast" material), and A-frames are limited to dimensions of 2 1/2' x 4' (30" x 48")
 - b) A-frames must be constructed of sturdy materials to withstand strong winds and weather conditions.
 - c) Signs and banners made of paper, cloth, and plastic sheeting do not have specific size limits as long as good judgment is used.
6. Signs, banners, and posters attached to stakes may not be posted in the same location for more than one week at a time. However, ASUCD or GSA posting material used for elections may remain for the duration of the campaign period.
7. Sponsors are responsible for removing all signs and materials within 24 hours of the conclusion of the event or they will be discarded. Grounds reserves the right to remove and discard signage as part of their normal maintenance schedule.
8. Organizations may contact the Grounds Division at (530) 752-1655 to retrieve removed A-frames and stakes.

Commercial Advertising

Commercial advertising on State property without lawful permission is a misdemeanor (PPM 310-27).

Posting

Commercial advertising may not be posted on University property with the following exceptions: UCD students, faculty and staff may post personal advertisements on University bulletin boards, and with prior permission of the department head, on departmental bulletin boards. Examples include offers of personal services such as childcare and housecleaning, or the sale of secondhand furniture or equipment not purchased specifically for resale.

Mail

Commercial mail cannot be delivered by hand to student organizations and residence hall mailboxes. It must be distributed through the United States Postal Service. Mail must be individually addressed.

Advertisement in Campus Newspaper

An effective way to reach the campus population is by means of advertising in the Associated Students campus newspaper, *The California Aggie*. Contact the paper for advertising and insertion rates.

The California Aggie
25 Lower Freeborn Hall
(530) 752-8660

Symbolic Structures

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

Sponsor

A symbolic structure may be placed within the designated site by any registered student organization, campus interest organization, or full-time student, staff, or faculty member upon completion of a reservation through Conference & Event Services (CES). Student sponsors (including student organizations) are encouraged to meet with the staff of the Center for Student Involvement to work out details of the proposed structure and complete a [Symbolic Structure Application](#), prior to approaching CES for the reservation itself. Faculty and staff must work out details of the structure and reservation directly with the staff of CES.

Location

An area on the decomposed granite adjacent to the northeast corner of the Quad is designated as an area for the placement of symbolic structures. This area is bounded on its east perimeter by East Quad Avenue; on the west by the Quad itself; on the north by the sidewalk running east and west just south of Memorial Union; and on the south by an imaginary line running perpendicular to the Quad and East Quad Avenue at a distance of about 65 feet from the north boundary of the site. Within this site, structures must be set back at least three feet from East Quad Avenue and at least six feet from the grassy edge of the Quad.

Size

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

Construction

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

Duration

Reservations may be made for one month from their inception. Extensions of one month up to the end of the academic quarter may be granted upon application to CES. To assure diverse points of view, extensions will not

be granted if there are other sponsors with different structures or different points of view waiting for an available space in the symbolic structure area; or if the sponsor has been negligent in respect to these guidelines. The responsibility for timely removal of the structure rests with the sponsoring organization or individual. Symbolic structures not removed prior to the expiration of the reservation will be removed by the campus and the sponsoring organization or individual may be billed for the costs of removal. Use of the symbolic structure area normally will be suspended by CES for the duration of major annual events which have traditionally used this area.

Content

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

Political and Religious Activities

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

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

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

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

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

Resources include [Student Expression website](#) and [Freedom of Expression Policy](#).

Hate, Bias, Discrimination, and Harassment

As reflected in our *Principles of Community*, at UC Davis we are committed to confronting and rejecting "all manifestations of discrimination, including those based on race, ethnicity, gender, age, (dis) ability, sexual orientation, religious or political beliefs, status within or outside the University, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred." Accordingly, UC Davis strives to maintain an inclusive and diverse work and learning environment free of hate and bias.

If you believe you have experienced or witnessed an act of [hate, bias, discrimination, or harassment](#), please report it [HERE](#) so the University can take appropriate action. Complaints may be resolved through early resolution or formal investigation.

To learn more, visit the official UC Davis [Hate and Bias Reporting website](#).

Hate and Bias Incident

A hate or bias incident includes non-criminal conduct that is motivated by hatred or bigotry and directed at any individual, residence, house of worship, institution, or business expressly because of the target's real or perceived race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Such incidents also include conduct directed against an individual or organization because of their association with or advocacy on behalf of a member or members of a legally protected class.

Hate Crime

A hate crime is any criminal act or attempted criminal act directed against a person(s), public agency or private institution based on the actual or perceived race, nationality, religion, sexual orientation, disability or gender or because of associations with person(s) or organizations identified with one of these protected categories. A hate crime includes an act that results in injury, however slight; a verbal threat of violence that apparently can be carried out; an act that results in property damage; and property damage or other criminal act(s) directed against a public or private agency.

Discrimination

Discrimination occurs when an adverse employment or educational action is based on race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (including cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

Harassment

Harassment is verbal or physical conduct that unreasonably interferes with a person's work or education or creates an intimidating, hostile, or offensive working or learning environment when that conduct is based on race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (including cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

Freedom of Expression

UC Davis is committed to ensuring that all people may exercise the constitutionally protected rights of free expression, speech, assembly and worship. Some acts of hate or bias may not violate law or policy and may, in fact, be protected expressions of speech. Protecting freedom of expression, including controversial speech, and sometimes even offensive or hurtful words, is vital to our commitment to teaching and learning. While our policies do not prohibit such speech, the University encourages all members of the community to engage in respectful dialogue and to observe the [Principles of Community](#). Additional resources can be found at Resources include [Student Expression website](#) and [Freedom of Expression Policy](#).

If you believe you have witnessed, or that you have been a target of, discrimination, harassment or a hate- or bias-motivated incident on campus or while participating in a University-sponsored activity, you may make a formal report to the University in the following ways:

Anonymous Options

- Use the [online option](#), and do not enter your name/contact information.
 - Send an email to hdapp@ucdavis.edu.
 - Call the Anonymous Call Line (A-CALL) at the [Harassment and Discrimination Assistance and Prevention Program](#) (HDAPP) at (530) 752-9255.
 - Visit one of the following confidential resources. Reporting to one of these units will not trigger an official report to the University, except when legally mandated.
1. The [Center for Advocacy, Resources & Education](#) (CARE) provides free, confidential crisis intervention, advocacy and accompaniment services to any survivor of sexual assault, intimate partner violence or stalking. Services are available to any UC Davis student, staff or faculty regardless of gender, ethnicity, sexual orientation, religion, age or (dis)ability.
 2. [Counseling Services](#) is a confidential service for all UC Davis students. Counseling Services employs a diverse organization of psychologists, psychiatrists, social workers, family counselors, doctoral interns and peer counselors. They are an experienced staff committed to assisting students and enriching the University community through providing a broad variety of educational programs, psychological consultation and other types of University service.
 3. [UC Davis Office of the Ombuds Office](#) is a confidential, independent, impartial, and informal problem-solving and conflict management resource for all members of the UC Davis campus community.

Non-Anonymous Options

- Use the [online option](#) and enter your name/contact.
- Call the [Harassment and Discrimination Assistance and Prevention Program](#) (HDAPP) at (530) 752-2255.
- Send an email to hdapp@ucdavis.edu.
- Visit the Center for Student Involvement or various other [campus locations](#), and file a report with a staff member.
- Contact the UC Davis Police Department at (530) 752-1727. Dial 911 for emergencies.

Publicity and Theme Parties

Registered student organizations are encouraged to consider the Principles of Community when choosing their activities to prevent hurtful and divisive consequences that can result from stereotypical and degrading themes. Our campus affirms the right to freedom of expression and our commitment to the highest standards of civility and decency towards all. The Principles of Community may be found [HERE](#).

Organizations are invited to discuss any activity ideas with Center for Student Involvement if unsure whether an activity would be perceived as degrading or demeaning.

Alcohol use on Campus

UC Davis strives to maintain a campus free from the illegal use, possession or distribution of controlled substances. Manufacture, sale, distribution, dispensation, possession, or use of alcohol and controlled substances by University students and employees on University property, at official University functions, or on University business is prohibited

(except as permitted by law), University policy and campus regulations. Students violating these policies are subject to disciplinary action, including Suspension or Dismissal from the University, and may be referred for criminal prosecution and/or required to participate in appropriate treatment programs.

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

Alcohol may be consumed on campus by those age 21 and over in private residence hall rooms and at approved locations with required permits (e.g. ARC and Pavilion Complex, Alumni and Visitor Center, Putah Creek Lodge, Memorial and Silo Unions, UC Davis Conference Center, Mondavi Center and Gunrock Pub). Alcohol is prohibited elsewhere (see UC Davis Policy and Procedure Manual Section 270-21.) Any violation of University policy regarding alcohol use is subject to disciplinary action. Individuals are subject to penalties ranging from warnings to dismissal from school, while organizations are subject to penalties up to and including exclusion of the organization from campus.

Alcohol Permit

A [Permit to Serve Alcoholic Beverages](#) is required for an organization to use alcohol at a campus function. Campus departments and organizations may request permission to hold a organization-sponsored event at which alcoholic beverages are served. University policy allows the use of alcoholic beverages on campus at organization events under conditions that:

1. Reasonably protect the interests of the University
2. Reduce the liability of the University
3. Indicate that alcohol is incidental to the program being presented
4. Prevent over-indulgence
5. Support the laws related to alcohol use

An application must be submitted at least 10 working days prior to the proposed event to Campus Events and Visitors Services. The application will be evaluated and approved or denied based on compliance with campus policies and State Department of Alcoholic Beverage Control guidelines. Criteria used to evaluate a proposed event include the age composition of the organization, how incidental the service of alcohol is to the purpose of the event, whether attendance is limited to members of the sponsoring organization and their personally invited guests, whether the event is advertised, and the history of the sponsoring organization. *Undergraduate organizations will not be granted an alcohol permit.*

For detailed Alcohol Permit Evaluation Guidelines, click [HERE](#).

Amplified Sound

Information for permits for outdoor and amplified sound on campus can be found [HERE](#). Please read the following policy carefully and submit your completed sound permit to Conference & Event Services by fax at (530) 747-3830 or in person at 116 A Street.

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

Policies and Guidelines

- A permit must be issued by Conference and Event Services (CES) for any outdoor use of amplified/ or sound

on campus. Permits will not be approved if the sound may interfere with classes, the orderly administration of the University, or unreasonably disturb campus and community residents.

- The applicant **MUST** have the permit present at the event and available for inspection upon request by any University Official, Officer or Police Services Specialist of the Davis Police Department, otherwise the permit becomes null and void.
- Contracts with performing organizations must contain an agreement that allows the sponsor or the University to regulate the level of amplified sound.
- Sound checks must be conducted within the hours sound are allowed as indicated on the approved Permit to Use Outdoor Sound.
- Speakers must be positioned carefully in order to prevent sound from disturbing persons not in the immediate area. Atmospheric conditions, buildings and the surrounding terrain can greatly influence the effect of amplification. All speakers must be at ground level. Raised or double height speakers are not allowed. The set-up should be carefully checked before each event and monitored occasionally during the event by the sponsor.
- The level of sound must be limited to reach only the immediate audience.
- *If sound level complaints are received*, the University reserves the right to terminate sound (amplified or otherwise) or to terminate any event that may involve potential personal liability, property damage, or campus/community disruption.
- The University may withhold reservation privileges of organizations that violate these policies.

Approvals

All requests for outdoor sound must be submitted on the Permit to Use Outdoor Sound Form to Conference and Event Services no less than five working days prior to the activity or event and be approved by the Director or Senior Manager of CES. Forms must be complete including specific details such as event title, speaker or performer name, time, etc. Incomplete forms will not be considered.

Exceptions

Any requests for exceptional approval to use sound other than during the times listed below must be submitted on the Permit to Use Outdoor Sound form to CES at least ten working days prior to the activity or event, and must be signed by the director of the sponsoring organization (appropriate staff representative from CSI for student organizations, appropriate staff representative from ASUCD for any ASUCD sponsored event.)

Where exceptions are granted, event sponsors must ensure that any activity conducted during their event will be in accordance with all University policies and procedures, as well as any Federal, State and Local statutes and must ensure that sound amplification equipment, does not interfere with or inhibit other University functions. The University reserves the right to terminate sound (amplified or otherwise) or to terminate any event that may involve potential personal liability, property damage, campus/community disruption or may otherwise be deemed to be contrary to the mission of the University.

Violations

Violations of these Sound Guidelines may result in disciplinary action imposed on the sponsoring organization and/or individual faculty, staff, or students.

Times Approved for Outdoor Sound and Location Requirements

Main Quadrangle (East & West)

Monday thru Friday 12pm–1 pm only

Friday 5 pm–10 pm (by exception only)

Saturday 9 am–10 pm (by exception only)

Sunday & holidays 9 am–6 pm (by exception only)

- The Main Quad is divided into two sides by the Centennial Walkway running North/South. The East Quad and West Quad are reserved separately. Sound is not permitted on both sides at the same time.
- When both the Quad and the Memorial Union Patio are reserved during the same time period, priority for use of amplified/ or sound belongs to the organization which first reserved. The first organization may choose to yield its priority, but may also elect not to have amplified/ or sound at either location.
- All events may set up on the South end of the East Quad facing North toward the Memorial Union, or on the West side of the West Quad facing east. Speaker events may set up at the East or South side of the Quad. *BACK SPEAKERS ARE NOT PERMITTED FOR QUAD EVENTS.*
- If sound is on the Quad, event sponsors must go into Shields Library to ensure sound is not too loud.
- If sound is on the East Quad, you must go into North and South Halls to ensure sound is not too loud.
- If sound is on West Quad, you must go into Hart & Wellman Halls to ensure sound is not too loud.

MU Patio & Plaza

Monday thru Friday 12pm–1 pm only

Friday 5 pm–10pm (by exception only)

Saturday, Sunday, & Holidays by exception only

When both the Quad and the Memorial Union Patio are reserved during the same time period, priority for use of amplified/ or sound belongs to the organization which first reserved. The first organization may choose to yield its priority, but may also elect not to have amplified/ or sound at either location.

Putah Creek Lodge

Monday thru Friday 5 pm–10 pm

Saturday 10 am–10 pm

Sunday & Holidays 12 pm–10 pm

Silo

Permitted by exception only if determined not to interfere with classes or surrounding programs.

ICA Facilities

Amplified sound is permitted during official Intercollegiate Athletics games only. Other requests by exception only.

Other Campus Outdoor Locations

Sound permitted by exception only.

To apply for a permit to use sound, go [HERE](#).

UC Davis Ticket Office

Aggie Stadium, (530) 752-2471

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

Ticket Office.

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

Ticket Office Policies

1. The Ticket Office will conduct business only with the student identified as the Event Chair on the reservation.
2. All events require an event set up meeting with the Ticket Office manager to plan for event ticketing and to have the Special Event Signature Approval form signed. Please call the Ticket Office to set up this meeting.
3. Required event information to be provided to the Ticket Office includes name of organization, contact information for student contact, name of event, type of event, date, time, place, established admission prices and special requirements.
4. Ticket Office will provide an estimate for services at the event set up meeting.
5. UCDTO offers free cash box service to registered student organizations and sport clubs for events that do not require tickets (e.g., bake sales, plant sales, consignment ticket sales, and other MU table sales). This service includes a cash box and provides a change fund for the duration of the fundraising event. To reserve cash box contact the UCDTO at least two working days prior to your event. There are a limited number of cash boxes that may be checked out from UCDTO for any given period. The UCDTO will provide any additional policies to each organization at the event set up meeting.

Event Security

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

If determined that an event requires special security arrangements, Aggie Hosts will be assigned. The Aggie Host system provides most of the security services needed at events, although police officers may sometimes be assigned. Aggie Hosts are arranged through the reservation approval process and information can be found [here](#) to start that reservation. Sponsors are charged for any security personnel assigned to their events.

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

Facility Attendants

In accordance with the Campus Events Security Guidelines, Facility Managers will determine if events presented in their campus facilities require a facility attendant/manager. Reservations in many paid facilities include the assignment of facility staff. Event sponsors will be charged for the facility staff in accordance with established facility rates.

Fire Safety

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

1. Except when entering or leaving the room, no person or persons shall be allowed to sit or stand in any doorway, aisle or passageway that is meant to serve as a means of emergency exit from the room.

2. The number of persons admitted to any classroom or auditorium shall not exceed the posted number.
3. No seats shall be added to any classroom or auditorium without first obtaining written permission from the UC Davis Fire Chief or his/her authorized representative.
4. In areas in which row seating is set up from time to time (i.e., meetings, theater productions, concerts) a minimum of twelve inches (front to back) must be left open between each row of seats.
5. The UC Davis Fire Department will conduct periodic inspections to insure strict compliance by all persons concerned. *NOTE: Sponsoring organizations shall be held accountable for violations.*

Facility Decorations and Alterations

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

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

Film & Video Copyrights

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

It is possible that the copyright owners may be willing to grant this permission for free when the purpose is explained. Organizations are advised to request permission well in advance of the desired show date, as these requests are usually a very low priority to the copyright holders. Organizations also may enter into a contract with a commercial licensing company that obtains copyright permission, but such contracts typically involve a significant cost.

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

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

responsible for any costs or legal proceedings which result from failure to follow laws, rules, regulations, or policies

Failure to Comply with University and Department Policies

- Students and student organizations are subject to review and administrative action for non-compliance with campus and departmental policies. The Student Housing Office of Student Development assumes primary responsibility for student organization compliance, while Office of Student Support and Judicial Affairs (OSSJA) maintains responsibility for individual student conduct. There are however, circumstances when registered student organizations may be referred to OSSJA first for alleged campus policy violations. In such instances, Student Housing and OSSJA will coordinate any sanctions or administrative actions as they apply to student organizations.
- For information on the organization conduct review process and potential administrative actions, please contact the Student Housing Office of Student Development at (530) 752-1736 or orgconduct@ucdavis.edu.

UC DAVIS PRINCIPLES OF COMMUNITY

The University of California, Davis, is first and foremost an institution of learning, teaching, research and public service. UC Davis reflects and is committed to serving the needs of a global society comprising all people and a multiplicity of identities. The University expects that every member of our community acknowledge, value, and practice the following guiding principles.

We affirm the dignity inherent in all of us, and we strive to maintain a climate of equity and justice demonstrated by respect for one another. We acknowledge that our society carries within it historical and deep-rooted injustices and biases. Therefore, we endeavor to foster mutual understanding and respect among the many parts of our whole.

We affirm the right of freedom of expression within our community. We affirm our commitment to nonviolent exchange and the highest standards of conduct and decency toward all. Within this context we reject violence in all forms. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect. We further recognize the right of every individual to think, speak, express and debate any idea limited only by University regulations governing time, place and manner.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender and gender expression, age, visible and non-visible disability, nationality, sexual orientation, citizenship status, veteran status, religious/non-religious, spiritual, or political beliefs, socio-economic class, status within or outside the University, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in all our achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the UC Davis community of which we have chosen to be a part. We will strive to build and maintain a culture and climate based on mutual respect and caring.

