



UC Merced Office of Student Life, 2016 Registered Campus Organizations Policies, Procedures and Standard Practices.

REVISED August 6, 2016

Introduction:

The Office of Student Life Registered Campus Organization's (RCO's) Developmental Programs seeks to engage, equip and encourage students in a wide variety of activities, events and programs. Policies, Procedures and Standard Practices are designed to supplement the UC Merced Student Handbook and are directly related to supporting RCO and campus involvement.

Policies, Procedures and Standard Practices are reviewed yearly and approved by The Office of Student Life in supporting UC Merced Handbook.

UC Merced Handbook: Policies Applying to Campus Activities, Organizations, and Students (PACAOS) Revised 2-21-2016 - See Catlife Documents or OSL website.

10.00 Preamble

In carrying out its teaching, research and public service mission, the University has an obligation to maintain conditions under which the work of its members — the faculty, students and staff — can go forward freely, in accordance with the highest standards of quality, institutional integrity and freedom of expression, and with full recognition by all concerned of the rights and privileges, and responsibilities of those who compose the University community.

These campus regulations address the rights and responsibilities of primarily undergraduate and graduate student members of the University community as well as others while on University property. These

regulations also address the responsibilities of students as defined herein and provide campus-wide standards as a means of sustaining this community.

Each member of the UC Merced campus shares in the responsibility for maintaining this unique community so that the University's mission of teaching, research and public service can be achieved.

These policies and regulations are designed to protect and promote the rights and members of the University, prevent interference with University functions or activities, and assure compliance with all pertinent laws and other applicable University policies.

20.00 Authority

The Regents of the University of California is a corporation that derives its authority from the California Constitution, Article IX, Section 9, which prescribes its powers of organization and governance. These policies and regulations are issued under this authority.

These regulations are adopted by the chancellor with the approval of the president. The responsibility for developing, modifying, and publishing these regulations is delegated by the chancellor to the vice chancellor for Student Affairs.

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Accounting Procedures:

UC Merced Office of Student Life Approval for Spending and Fund Raising

REGISTERED CAMPUS ORGANIZATION (RCO) ACCOUNTS

All RCO's collecting money on campus are required to have an on-campus club account for depositing funds and purchasing items. The RCO Financial Accounting Unit (FAU) is typically established on your first RCO deposit and can be viewed on your CatLife profile. The club will also need their account number, called a Financial Accounting Unit (FAU), when using inter-department campus recharges (OSL should submit these for you). To request a club account, stop by the OSL Front Desk or send an email to oslbusinesscenter@ucmerced.edu. An online ledger posted to your RCO CatLife profile tracks each club account. Club officers can request a copy of the account ledger to reconcile their club records to their club accounts monthly by asking at the OSL front desk or emailing cmcbride3@ucmerced.edu.

Unlike a bank, funds cannot be "withdrawn" from the on-campus club account.

Exceptions and off campus banking

Many national Fraternities and Sororities require groups to have off campus banking. If your RCO chooses to have an off campus account your organization is not eligible for campus, ASUCM or departmental financial support. Fundraising on campus must be completed with an Income Report or the organization will not be able to fundraise on campus. OSL reserves the right to follow up on all fundraiser to insure the funds are going where designated.

DEPOSITS

In order to deposit cash or checks into your club account, you need to bring your deposit to the OSL front desk and they will complete a deposit transmittal form and verify the amount. If your club is depositing cash, two club members need to be present to take it to the cashier's office.

After depositing the funds, the cashier will give you two receipts, one for your records and one to bring back to OSL for your club file.

Completing Income report

If your RCO collects monies on Campus they must complete a Income/fundraising Report or loose the ability to fundraise on campus. UC Merced and OSL may conduct income evaluations during fundraisers.

CASH HANDLING GUIDELINES

- Create reasonable and reliable procedures for your group so there is no ambiguity regarding the responsibilities of students handling group proceeds.
- Each group should have one designated person responsible for handling cash and checks. That person must be responsible for reporting receipts to the club regularly or on demand. We recommend 2 people always count deposits.
- Whenever possible, be prepared to give receipts for any money received.
- Keep funds in a lock protected cash box until you are able to make a deposit. Do not carry around group money in your wallet or backpack. You are responsible for properly depositing your funds.
- Deposit cash and checks by 4pm of the day collected or the next business day.

Credit Card and collection of fees

Currently UC Merced can only use UC Merced credit card approved machines or swipe machines. Due to security individual or swipe card readers are not allowed to be used.

Charging or collecting funds for events and programs

RCO's creating events and wishing to register the public or charge the public to attend may not create their own charge system and collection systems. RCO are required to use UC Merced forms and applications when collecting information or credit card information.

RCO FUNDS VS. ASUCM FUNDS and/or ICC FUNDS

When ASUCM awards your club funds through the ASUCM budget proposals process, a senator bill or the Inter-Club Council, those funds do not go into your club's account. The funds will be spent out of ASUCM's account on your club's behalf. If your club does not use all of the funds that have been awarded, the funds will go back into the ASUCM general fund. ASUCM / ICC approved Bills or Proposals will be posted to your CatLife

profile as a budget item. Funding approval by ASUCM does not mean your event is approved. Funding timelines and event approval processes must be followed.

Club Event Insurance

Some club events or high-risk events require event insurance. When the club coordinator fills out the event notification form, you will be informed if you need to have event insurance. Most events on campus do not need insurance, unless the event involves the public or is in the high-risk activity matrix. The university has an insurance broker that is contracted to insure club events when needed. Currently, the UC Office of the President pays for the insurance premiums for most club events held on campus.

If you are told your club needs event insurance for your event, fill out this form [event_insurance_applications.pdf](#) and email it to cmcbride3@ucmerced.edu or drop off at the OSL front desk.

For off-campus events that need event insurance, your club can visit [UCMmarshcampus](#) to apply for event insurance. A club member will need to use a personal credit card to submit payment to Marsh and then can be reimbursed.

This process can take up to 3 weeks.

Spending Club Funds

There are several methods for spending your club funds. Please plan ahead and allow plenty of time to submit forms to OSL so we can help you make your purchases before your event. Before any purchases for an event can be processed, the event notification form must be submitted through CatLife.

Purchase Orders

A purchase order is a promise to pay (IOU) for products or services. Purchase orders are the means the university uses to order supplies and services through an accounts payable system. Vendors receive a specific numbered purchase order that promises the vendor they will be paid within at least 30 days from the purchase date, as long as an invoice is sent to Accounts Payable.

Most vendors invoice the university directly, but others will give you the invoice and then you must turn it into OSL to forward it to Accounts Payable.

The purchase request should be made two to four weeks before the items or service is required in order to allow sufficient time for processing.

Attach an estimate or quote from the vendor to the CatLife purchase request form.

Reimbursements

Reimbursements will be made when a club member has used their own money to purchase something for their club. This method is discouraged, since reimbursement checks can take up to four weeks. Be sure to use this method only if you have extra personal funds available. Always ask before purchasing something on your own, as OSL may have a better method. Any reimbursement over \$500.00 must be pre-approved.

The *original itemized receipt* must be dropped off at the OSL front desk after the Reimbursement request is submitted in CatLife.

****Reimbursements for food must have a guest list and agenda attached.**

NOTE: NOT EVERYONE GETS REIMBURSED. BE SURE IT IS APPROVED FIRST! IF YOU SPENT YOUR OWN MONEY AND SOMETHING DOESN'T GO RIGHT YOU ARE OUT THOSE FUNDS. For example if you request reimbursement for RCO travel after the event and the event was never approved or submitted for review you are out that money. If you submit a reimbursement for a conference but you were not on the conference student approval list or approved list you are out that money. If you reserve a plane and can't travel you are out those funds.

Procurement Card Purchases

OSL has a credit card that can be used to purchase items that cannot be purchased by other means, such as items from stores in town or online purchases.

*(Some restrictions apply)

In order to use the credit card for a purchase, submit a Procurement Card request in CatLife. If the purchase is for something at a store in town, arrangements must be made with Connie McBride to go to the store to pay for the items.

If the purchase is for something online, print out the shopping cart page and attach it to the purchase request form in CatLife.

*Some common restricted items are:

Entertainment
Travel related expenses

Petty Cash

OSL has a limited amount of petty cash that is available for small purchases that cannot be purchased by other means.

A Petty Cash request must be submitted through CatLife and then arrange an appointment to meet with Connie McBride. When the purchase is completed, the original, itemized receipt (showing cash was rendered) and the remaining cash must be

turned in to OSL within 24 hours. The cash must be used for the purchase, not a credit or debit card.

Inter-department Recharges

Several departments on campus have been approved to be recharge units. At this time they include:

- Catering (Dining Services)
- Facilities
- Transportation and Parking Services
- College Store
- Mail/Copy Services
- Police and Public Safety
- Recreation
- The Prodigy
- Housing and Res Life

(ALL Recharges must first be approved by OSL, the first step is to submit a CatLife event notice).

A Campus recharge must be submitted through CatLife. Attach a copy of the quote or email verifying the items ordered.

Departments issuing the recharge will ask OSL for your club's FAU (which is your account number) to verify funds are available.

If the recharge is from Catering, a participant list and agenda or flyer is to be turned in to OSL front desk within two days of the event. When ordering food you always must turn in an event flyer and attendee list within 3 days of the event.

Vendors

Companies must become a UC Merced vendor in order to be issued a purchase order. A list is available of the many approved vendors for clubs to use. If a business you would like to purchase something from is not a vendor, there is a procedure for setting them up in the system as long as they are willing to take a purchase order. The vendor will fill out and submit a [w-9 form.pdf](#).

Established Vendor list maybe updated periodically by the Business Center.

Performers, Speakers and Facility Use Agreements

Complete a Speaker or Performer purchase request in Cat Life and also complete a [preliminary information form.pdf](#) know as a (PIF). Our purchasing department uses the PIF to finalize the contract.

Plan ahead as these contracts take time to complete and get signatures from both parties, we need the PIF submitted at least three weeks prior to the performance date. We will also need the performer or speaker to complete a [w-9 form.pdf](#).

Depending on the scope of the performer or speaker, we may have them fill out additional forms.

If you are renting a facility, get all the preliminary information filled out on the PIF and get the contract, but *do not sign anything**. Bring all documents to OSL Business Center and we will forward the documents to purchasing.

*Nobody can sign any type of agreement or contract on behalf of the university other than purchasing and the contract's office.

Travel

All funding must be secured before arrangements can be made.

Air Travel

Allow at least five weeks to make arrangements.

Submit travel purchase request in CatLife, also fill out [flight_request_form.xls](#) spreadsheet with the following information and attached to request:

- Departing: Airport and time
- Arriving: Airport and time
- Amount per ticket not to exceed
- Information on all travelers needed:
 - Name (EXACTLY as is on driver's license or government ID)
 - Date of Birth
 - Cell phone number
 - Male or Female
 - Emergency Contact
 - *All travelers will sign documentation that cancellations are to be reimbursed by the traveler

NOTE: Flights purchased with personal funds can be submitted for reimbursement; however, we CAN NOT reimburse for travel package deals. All segments (hotel, vehicle, rental car) must have tax breakdown to be reimbursed.

Rental Vehicles

Campus vehicles can be rented from Transportation and Parking Services (TAPS) through an inter-department recharge. Please submit a recharge request.

Campus Vehicle Recharge Rates

*Yukon/Suburban: \$51.34/day. No fuel charge if driven under 20 miles. If more than 20 miles, department is responsible for charges reflected on Voyager statement.

*Honda Civic Natural Gas: \$42.46/day
(CNG's may only be rented for travel within a 50-mile radius from campus.)

Rental car vendors in town can also be utilized. Submit a purchase order request.
Call Julie at Enterprise 209-722-1600.

Make reservation

Total cost

- Reservation number
- Dates and times
- Purpose of rental
- Name and date of birth of driver(s)
*Must be 21 or older to rent vehicle

POV (privately owned vehicle)

Traveler will be reimbursed for mileage, not gas. Check \$/miles prior to submitting rates (This rate often changes). Please print out mileage calculator backup, such as Google maps, to verifying miles driven.

Hotels

Sometimes a purchase order can be utilized for a hotel. If a purchase order cannot be used, hotel accommodations as well as meals are out-of-pocket expenses and must be reimbursed *after travel*. Submit a travel reimbursement request through CatLife and attach all justification for the trip. For example, if you traveled to a conference we must have an agenda from the conference. You must then bring in the hotel bill with \$0.00 balance showing you paid the hotel.

Hotels Accommodations for Student Groups

Make a reservation with the hotel of your choice and hold it with your personal credit card for incidentals only.

Ask the hotel for a credit card authorization form for UC to pay for room and taxes ONLY.

Ask for electronic copy of reservation.

Provide list of students with room assignments using this form
[student_groups_hotel_accommodations_instructions.pdf](#)

Attach both items to CatLife Hotel request purchase submission.

Meals

Meals are only reimbursed if travel includes an overnight stay. Submit original itemized receipts. Alcohol is not considered a part of meal and *cannot* be reimbursed.

*UC Policy states you cannot be reimbursed for others' travel expenses, with exceptions made for groups of three or more then only the leader can be reimbursed.

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

Type of Purchase:	Time need to process	Next steps
Petty Cash request	3 – 5 days	Submit PO request in CatLife, arrange a time to meet with Connie McBride to receive cash.
Purchase request involving purchasing merchandise in town using UCM credit card (procurement card)	3 - 5 days	Submit PO request in CatLife, and coordinate with Connie McBride a date and time between 4-5pm. (shopping cart will need to be ready to be paid for).
Purchase request involving an established vendor	5 days	Submit PO request. (See frequently used vender list on OSL Website under resources.)
Purchase request involving a “new” vendor	1-2 weeks	Submit PO request in CatLife with vendor information. OSL Business Center will send the business UCM’s W9 procedures, which need to be completed by vendor before PO request can be processed.
Purchase request involving campus recharge units, catering, bookstore, Recreation and TAPS	5 days	Submit PO request in CatLife, when approved contact the OSL Business Center for further instructions. Submit request to Jim Greenwood for processing, OSL must submit request for RCO’s.
Purchase request involving campus recharge units Police or Facilities	1-2 weeks	Submit PO request and then meet with Jim Greenwood who will put in your request.
Purchase request for non-travel reimbursements	Submit no later than 2 weeks after purchase.	Submit PO request and then bring in original receipts to OSL Business Center. When possible please check in with OSL before using your own money, we may have a better way to purchase. Any reimbursement over \$200.00 must be pre-approved.

Purchase request for travel reimbursements	Submit no later than 3 weeks of travel	Submit PO request in CatLife and bring in original receipts to OSL Business Center. Receipts must be itemized and mileage claims must have mileage printout.
Purchase request for vehicle rental or Bus	2-3 weeks	Submit PO request in CatLife and also fill out vehicle rental info sheet*
Purchase request for performers, speakers or facilities that require a contract agreement.	4 weeks	Submit PO request in CatLife and meet with Purchasing Specialists for further instructions. Preliminary Information Form must be completed (PIF)*
Purchase request for hotels rooms	4 weeks	Submit PO request in CatLife and fill out Hotel rooms info sheet*
Purchase request for flights	5 weeks	Submit PO request in CatLife and fill out Flight request info sheet*



Advisor Acceptance for Registered Student Organizations

Role of the University Advisor

Purpose

1. The basic function of the advisor is to advise and to provide a working relationship between the University and the Registered Campus Organization (RCO). All student organizations must have an advisor who is employed by the University in order to receive University recognition for the organization. An Advisor may be a full time faculty, staff or TA with Faculty permission. The advisor serves as a resource person and consultant to the group; his/her mature judgment is invaluable to a student organization. The advisor helps the group to achieve its purpose and become familiar with University and Campus policies affecting such organizations.

The advisor is responsible for his/her own actions in the performance of the advisory role. He/she is expected to take reasonable and prudent actions in promoting and protecting a sound environment for the organization and its members. The choice of the advisor and the acceptance to serve as an advisor, depend primarily on the group and the advisor.

Advisor's Responsibilities

The advisor is considered to have the following responsibilities:

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

Liability of Advisors

Voluntary advisors to RCO's are not usually directly responsible for the activities of the group. Advisors are accepting risk of being included in third party complaints against the organization and for their own actions. While the University cannot preclude third party actions which might include the advisor, the

University offers the services of legal staff in such instances. UC Merced recognizes advising as part of one's daily job responsibilities and duties and as such UC Merced considers advising as and acting as part of one's campus duties.

Duties of Advisors at Events

The members of the sponsoring organization are responsible for the smooth operation of a function. Advisors are not supposed to serve as "police" but should make helpful suggestions regarding neglected areas and unwise practices. It is particularly important that advisors be available and prepared to assist in any emergency situation, which might arise at an open public event.

When an advisor signs, or permits a designee to sign a requisition for an event, he/she is indicating acceptance for sponsorship of the event and willingness to be reasonably informed on the activities planned.

Advisors are encouraged to be present during the entire time for which the event is scheduled. Not all events require advisors to be available however in some cases OSL will not approve the event without an Advisor. These are usually events designated as high risk.

Organization's Responsibility to the Advisor

The organization is expected to have the following responsibilities:

- To keep the advisor informed concerning the overall program.
- To notify the advisor well in advance of the schedule of meetings and events.
- To give the advisor an opportunity to express an opinion on issues which affect the welfare of the organization and the prestige of the University/Campus.
- To meet at least once a semester with the Advisor and introduce new officers.

New Advisor or change of Advisor:

In the event of a change of advisor or need for a new advisor the RCO can make a simple change in advisors using CatLife. If an Advisor leaves a club, the club will need to find another Advisor. Depending on the RCO, types of events and activities OSL will set a timeline for finding a new advisor and may act as temporary advisor to the RCO.



Club Officers

Updates, Record Keeping, Notifications of Change

UC Merced Office of Student Life

Club and Organizational Officer Updates:

It is the responsibility of the President (contact person) to update the Office of Student Life and Update Catlife profile regarding changes in leadership and responsibilities. It is also the responsibility of the **out going officer** to follow up and submit all appropriate forms before the beginning or end of each semester. Incoming Officers will need to ensure all RCO information is updated and correct. Officers and membership information should be recorded and updated using the CatLife membership and Officer profile. Your primary contact is normally the RCO president but can be any officer assigned to the position. Membership list may be requested by OSL at anytime to meet insurance or risk management needs.

Club Decisions and Organizational Direction:

All decisions regarding policies and changes within the RCO should be recorded (meeting minutes) and submitted to the RCO CatLife profile documents. All decisions regarding the spending of monies or development of fund raising projects should be recorded and submitted. This serves two purposes, it is a way to add checks and balances to your club activities and it serves as a future resource to your RCO. OSL in some cases, depending on the time, place, size and type of event, may require RCO minutes showing the club as a whole agreed to support the event (typically large events or those events with risk management concerns).

Elections and New Officer Appointments:

It is recommended that new officers be elected in early April. This will allow some transition time between the new and old officers and allow time to transfer references and contact information. We strongly recommend that minutes be taken during the election and results be turned in and recorded. All RCO should review their Constitution prior to elections. Elections can be set up using CatLife and made open to members only.

Membership and Dues:

If your RCO has stated in its constitution that annual fees are required for membership you should record your member's names and information for future records, all members should be listed on CatLife. If you do collect fees or change the rate of fees you may need to vote on and pass new by-laws to your constitution.

Lockers and Mail Boxes:

Due to space issues, OSL cannot provide lockers or mail boxes. We will collect your mail and indicate you have a mail delivery and place the mail at the front desk for pick up in OSL. OSL will send you an email using CatLife that your organization has mail to be picked up.

Communications and Social media:

RCO leaders are responsible to ensure all communications meet OSL procedures and policies and comply with UCM standard of conduct and principles of community. Events posted on social media not approved by OSL will result in OSL sanctions, provided under the Student Handbook. So please don't post to Facebook till your event is approved or it will be cancelled. Proper use of UC Merced name and logo must have prior approval by OSL and when requested the Chancellors Office.

Hazing Prevention Training - Membership requirements or membership application process.

RCO's having any form of membership requirements or membership tryouts must complete Hazing Prevention Training and attend mandatory training sessions. If your organization has a process, tryout, application or any standard that implies perspective members have to complete tasks/steps/activities or complete a membership process your organizational representatives must attend mandatory Hazing Prevention Training. Who should attend? Social Greek organizations, professional Greek organizations or professional business RCO's must attend Hazing Prevention training. Team organizations or any organization with competitive tryouts must also attend mandatory RCO Hazing Prevention Training. Student leaders should be aware new laws or campus policies against hazing that can result in legal Student Conduct action against student leaders and the organization.

Officer Training:

RCO Officers and leaders are required to attend mandatory training sessions and complete all required trainings sessions. Currently OSL is requiring all RCO's send 2 officers to the beginning of the semester mandatory RCO training. At least 2 officers must attend RCO Fall Mandatory Trainings and maybe required to attend additional sessions.

OSL offers a variety of leadership trainings and informational opportunities throughout the year.

Clery, CANRA and VAWA leadership and membership requirements:

Clery – <http://www.ucop.edu/search/?q=clery+training>

CANRA – <http://www.ucop.edu/search/?q=CANRA>

VAWA - <http://www.ucop.edu/search/?q=VAWA>



Activities, Events, Programs and Projects

Activities and Event Forms

UC Merced Office of Student Life

Planning an Event

All events, activities and programs must be coordinated through the Office of Student Life (OSL) and be submitted to Catlife for OSL review. It is a requirement the RCO submit event notices for all campus and off campus activities, failure to submit Catlife event notices may result in RCO losing privileges and status.

ALL EVENTS ON OR OFF CAMPUS HOSTED BY AN RCO MUST BE APPROVED BY OSL!

Registered Campus Organizations (RCO) must complete a CatLife Events Notification for all events regardless of size or number of participants. Events ranging from tabling and meetings to large events must be registered, or will be subject to last minute cancelation and the RCO will be responsible for all outstanding charges.

ALL ON campus and OFF campus activities must first complete a CatLife Event Authorization and Notification Form. To Create a Form use your Catlife Profile and select the Events drop down and complete the event request.

All events and activities must comply with Chapter III: Campus Activities Policies. UC Merced Student Handbook, Office of Student Life Policies and Procedures.

Event Approval:

Events take a minimum of 3 to 5 business days to approve and can take up to 3 weeks or more depending on size and scope of the event to approve.

Types of Forms

Each event requires at least one form (Found on The RCO Catlife Page), many may need more than one if using outside support services. Such as a Travel request.

- Event Assessment Form: OSL requires all clubs to complete an evaluation form to help us better serve you and to create a club history. In developing your program you should be thinking about the assessment and evaluation of your program. What are the learning outcomes of your program?
- Event Notification and Authorization Form: This form must be completed before any event can be approved. The current Event registration system OSL uses is the CatLife campus events system. ***Events posted on social media before being approved will automatically be cancelled by OSL and the event will need to be rescheduled (on or off campus).***

- **Step one:** is typically reserving a space. Reserving a space does not approve your meetings or events they must be registered and approved by OSL using Catlife to complete the process.
- **Step Two:** Funding for larger events and submitting funding requests, if needed to appropriate departments with time to support the event after funding approved. Time line starts when all signatures are completed and approved this can add an extra week to your event.
- **Step Three:** Submit you event, meeting, activity, program, club design project, training session, lab, or officer training. If more that 2 of you are meeting for RCO business it should be recorded. All standing or planned meetings must be recorded and approved. RCO's hosting and not recording library, lab or other space use for meetings will be subjected to sanctions by OSL.
- **Step Four:** Complete your Event Notification for all events and allow time for approval and, if needed, meetings with OSL or other parties. Typically larger events or events needing risk assessment must meet with OSL.
- **Step Five:** Approval of all events are finalized by OSL and in some cases may be dependent on security and risk management assessment by those offices.

Preliminary Information Form: This form should be used in any case where contacts for performances or services will be necessary. This includes hiring of DJ's or artist or performers and others providing services to the University or the RCO.

Request for Insurance Certification Form: The University requires outside venders to carry insurance. RCO's planning events can choose from pre-approved venders or given enough time can submit new venders, this process normally takes 3 weeks.

Signature Approval Forms: Before OSL will approve or support an event all proper approvals and signatures need to be submitted.

Waiver of Liability: Assumption of Risk, and Indemnity Agreement: This form should be used when a risk of injury might be assumed such as field trips, bounce houses, non-paid venders, or activities involving elements of injury or possible harm. You should be aware of underage members who participate as they will need waivers signed prior to the event.

Social Media and Event Advertising: RCO CatLife profiles can be linked to a variety of social media. RCO's **MUST** have their event **APPROVED** before posting on social media or advertising the event.

Room Use and Polices:

RCO are guest in campus spaces. For many reasons RCO's must follow room use policies. Rooms should be ready for class after your meeting. The rooms must be set back up with clean rows and tables ready for the next class. Report any issues with the rooms a.s.a.p. Never touch A/V equipment without permission. It is the responsibility of

the RCO's to clean up, remove trash and return the room to the room diagram when available.

RCO's must leave rooms on time. OSL reserves the right to sanction RCO by restricting room use for a variety of reasons, ranging from not reserving the room to not leaving on time or picking up trash.

Monthly Officer Meetings:

It is strongly recommended that all Registered Campus Organizations (RCO) officers meet at least once a month. If at all possible they should meet with their club advisor. If the RCO advisor is not able to attend an appointed member should meet once a month with the advisor for communication and assistance in planning and developing future goals or programs. All officer meetings should have minutes taken and a record of all meetings should be compiled and made available upon request. The Office of Student Life (OSL) suggests membership lists be undated using CatLife for records and membership notification purposes. Meetings should be submitted and approved using CatLife. Minutes can be posted to your CatLife profile.

Club Meetings:

Clubs should plan on meeting no less than once a month. All RCO meetings regardless of location must be submitted on CatLife for approval by OSL.

Special Meeting:

Your RCO may choose to host special events or invite special guest to attend your meetings. All special events require membership input depending on your constitution. All special events or meetings are required to complete a CatLife event request.



Food Permits

Food Handling and Vendor

UC Merced Office of Student Life

Food Handling and Events:

All Registered Clubs and Organizations (RCO) wishing to host events involving food and food preparation will need to submit a Food Permit and event layout when submitting the CatLife event request. Once the Event is registered the RCO may be asked to attend a training session hosted by the Office of Environment Health and Safety or OSL. By attending this session students will become familiar with the Guidelines for Food Service and receive Food Safety Training. In most cases food training will be reviewed event by event and normally done on an individual basis.

Bake/Confectionery Food Sales:

The sale of food on campus by any university-affiliated group other than the official campus dining service is ordinarily limited to bake/confectionery sales. A bake/confectionery sale is defined as the sale of items that will not spoil in the absence of refrigeration. Bake/confectionery sale items include cookies, brownies, popcorn balls, cake with nonperishable icing, muffins, bread, rolls, pretzels, donuts, caramel or candy-covered apples, and fudge. All items for bake/confectionery sales must be wrapped in individual portions before being brought to campus. Persons wrapping items should take care that hands are extremely clean before handling food. Food may be wrapped in any substance that will permit the food to be seen by the buyer and keep the food free from contamination. Badgering passers-by for sales or otherwise promoting the sales of items in an overly aggressive manner is not permitted. The sale of any other food item on campus requires approval from the Office of Student Life and Dining Services.

Vendor Services:

Outside vendors may apply for vendors permits. All vendors will need to submit updated paper work, for most of our food vendors they will need to resubmit paper work once a year. All food vendors will need to apply for food vendor permits and meet the minimum requirements to sell food on campus. RCO will need to work with the vendor to determine if they can meet food code (Merced County). If they want to prepare food on campus. All food permits and outside food service will need a completed food permit and event layout plan.

Temporary Food Permit, Sales and Food Based Events Requirements and Guidelines:

***UC Merced Office of Environmental Health & Safety (EH&S) and
Prepared by UC Merced Office of Student Life (OSL)***

Introduction:

This procedure applies to all UC Merced temporary events where food is sold, served or given to the general public or campus community, such as student club events,

department and campus affiliate events, and events where a third party vendor (caterer) is brought onto campus. These procedures protect health, prevent disease, and promote healthy practices among the campus community.

Who can sell or prepare food on campus:

1. Registered Student Clubs and Organizations (RCOs): Clubs and organizations are limited to type of food sales or food service by classifications of food items based on health and safety issues. RCOs must submit a temporary food permit application to the Office of Student Life (OSL) at least **three weeks** prior to their event and request a food training session for the group or verify they have already received training in the last 24 months.
2. Campus affiliates: Campus affiliates are non-RCO groups on campus, sponsoring departments, or faculty. Affiliates must also submit a temporary food permit application to OSL at least **three weeks** prior to the event.
3. Vendors: Commercial food vendors wishing to come to campus must first be invited by an RCO or UC Merced affiliate as part of an event or program. The vendor, RCO, or campus affiliate must submit an application to OSL at least **four weeks** prior to the event.

Non – UC Merced Affiliated Events:

For non – UC affiliated (sponsored by UC Merced) food events held on campus property, such as vendor fairs, cultural fairs, or sports events, the appropriate scheduling office must refer the event sponsor to OSL for a Temporary Food Permit. Since this may involve a campus Facility Use Agreement and/or insurance requirements, allow a minimum of 4 weeks processing time. All other campus vendor requirements must also be followed. Contact UC Merced Risk Services for more information on insurance or applicable campus requirements. riskservices@ucmerced.edu.

When do you need a Temporary Food Permit?

You will need a temporary food permit when you are selling, serving, or giving away perishable food to the general public or campus community at your event. The temporary food permit is issued for a single event. A new permit must be obtained for each event or activity.

The use of a home kitchen or other residence, including student apartments, is not permitted for activities that require a Temporary Food Permit.

A Temporary Food Permit is not required when:

1. Only non-perishable food/beverage items (appendix #3, table 1) will be served, sold or given away. Any group or vendor giving away non-perishable food must still submit a fundraising application to OSL in place of a food permit. <http://studentlife.ucmerced.edu>
2. The sponsoring organization uses UC Merced Dining Services for their event
3. Vendors authorized/contracted by Dining Services

4. A UC Merced approved off-campus vendor is catering a small scale or club activity, normally a closed club meeting or small speaker event; typically this is a drop off service or the catering is being provided and has a set serving time.

5. A campus office, department, or service unit hosts an intra-departmental event within its own facilities for invited members/guests only (staff meeting, birthday celebration, potluck, etc.). Participants attend at their personal risk; the University will not be liable for food borne illnesses associated with foods prepared at home for intra-departmental events.

Location:

No food events may be conducted in such a way as to impede free access into or out of any University building. *Locations and set up are subject to OSL, EH&S and Fire Marshal approval.*

Procedures:

1. Registered Clubs or Organizations:

All Registered Clubs or Organizations (RCOs) must apply for and obtain a Temporary Food Permit from OSL. The event sponsor begins the approval process by logging into [CatLife.ucmerced.edu](http://catlife.ucmerced.edu) and submitting an Event Notice form. The event sponsor must also submit a Temporary Food Permit Application and event layout. This application is found at: <http://studentlife.campuscms.ucmerced.edu/form/food-permit-application> . Food sales and food preparation by student groups are limited due to classification of foods, equipment, and health concerns. Due to time and temperature and other health factors, OSL or EH&S rarely will provide a temporary food permit for high risk or perishable foods (refer to Appendix 3, Table 2). However, if you believe your organization can meet all safety standards and has secured all equipment necessary, you may still submit a request for review. OSL will review your application and the sponsor of the event will be notified if the event is approved or not approved. For approved events, a copy of the permit must be displayed at the event. Any event taking place which does not have an approved permit displayed will be shut down. No food substitutions may be made without a revised permit being approved. Your temporary food event is subject to inspection by the UC Merced Office of Environmental Health & Safety. EH&S requires all California Retail Food Code (Cal/Code) requirements be met in order to prepare, sell or give away food on campus. In the event that during an inspection, improperly prepared or handled food is observed, you may be required to discontinue the sale and/or dispose of the item deemed to be unsafe. See appendix #3 for specific food handling guidelines.

2. Campus Affiliates:

Campus affiliates must submit a Temporary Food Permit application to OSL, at least three weeks prior to the event for approval. The application can be found at: <http://studentlife.campuscms.ucmerced.edu/form/food-permit-application> .

EH&S will review your permit and notify you whether the event is approved or not approved. EH&S requires all California Retail Food Code (Cal/Code) requirements be

met in order to prepare, sell or give away food on campus. The application process and requirements listed under #1 above, "Registered Clubs or Organizations," apply and must be followed.

3. Commercial Food Vendors:

All commercial food vendor sales must be approved by the Office of Student Life, EH&S and UCM Purchasing. The following requirements must be met by all commercial food vendors:

- a. Be on the UC Merced pre-approved caterers list. Contact Procurement Services at (209) 228-4669 for information on how to have a vendor added to the list.
- b. Meet all applicable UC Merced insurance and other requirements; contact Risk Services (209) 228-4705 for more information.
- c. Have a current health permit and acceptable health inspection score from Merced County.
- d. Obtain an approved Temporary Food Permit from OSL. An approved Merced County permit may be submitted in lieu of a campus issued permit. A new Temporary Food Permit must be obtained for each new event. The application is found at: <http://studentlife.campuscms.ucmerced.edu/form/food-permit-application>
- e. Follow all requirements of the California Retail Food Code (Cal Code) <http://www.publichealth.lacounty.gov/eh/docs/specialized/cacode.pdf> . Key requirements listed in Cal Code are summarized in appendices 1-3.
- f. Will be subject to inspection by UC Merced Office of Environmental Health & Safety and may be shut down or have to dispose of particular food items if unsafe practices are observed.

In addition to requirements listed in appendices 1-3, Merced County's web site includes additional guidelines, details on setting up and needed equipment to meet health requirements for offsite sales and food preparation. If you cannot meet the requirements in appendices 1-3 and County requirements, you will not be able to set up, prepare or sell food during a UC Merced event. For more information, see Merced County Community Event Food Vendors Checklist. <http://www.co.merced.ca.us/index.aspx?nid=1636>

Additional Information:

For additional information contact:

1. Office of Student Life at (209) 228-5433 or <http://studentlife.ucmerced.edu/>
2. Office of Environmental Health & Safety at (209) 228-2347 or (209)228-4234 or <http://ehs.ucmerced.edu/>

3. Risk Services at (209) 228-4705 or riskservices@ucmerced.edu

Current revision date: August 14, 2014

Posters and Flyers Registered campus Organizations

Use only blue tape except when posting on kiosk. Posters not using blue tape will be taken down and the responsible party maybe charged for clean up services. No flyers on inner/outer building walls, sidewalks, trees, light poles, windows or doors or pillars.

Size is limited to 3'x3' and must be approved, large posters may be limited based on campus activities and posting space, RCO's are limited to 10 posters (not including housing and dinning).

Poster not approved or with a UC Merced contact listed will be removed. All postings must be must be approved & stamped by OSL.

Housing/dining areas need separate approval and process though their offices.

Necessary Info: Date, location, contact info, club/org name, time & UC Merced email

Take down poster(s) 24hrs after stamp date.

No individual posters such as birthday posters space is provided for RCO and campus use.

Disregarding regulations will lead to loss of posting privileges and/or loss of poster room usage.

Receiving and Submitting Complaints UC Merced Office of Student Life

Filing A Complaint:

Complaints regarding any RCO should first be made through the Office of Student Life. The Office of Student Life will then assess the complaint and if necessary file a complaint with the Office of Student Life for review and action.

Receiving a Complaint:

If you or your RCO receives a complaint you should bring that complaint to the OSL for review. The OSL should reply quickly to address the issue and move toward correcting the situation.

Submitting a Complaint:

If you or your RCO believes they have a complaint to be filed they should submit the complaint in writing and submit it to the OSL. Remember to include dates, times, activity and principle participants.



***Standards of Conduct
For Registered Campus Organizations, Leaders and Members***

Academic Development:

A portion of an organization's activities must reflect the educational mission of the University. A conscious effort should be made to enrich each member's academic development.

Character Development:

The moral conduct and personal behavior of each member impacts the organization's image. This makes it imperative for the individual to act at all times with self-respect and integrity. University policy and Student Handbook prohibits amongst other things students from cheating, providing fraudulent information, or in any way misrepresenting themselves in interactions with the campus community.

Community Relations:

Supportive, communicative and positive relations with the community will result in mutual benefit. The impression made by an organization on the community reflects upon the University as a whole. All members will conduct themselves so as to support a positive relationship with the community.

Financial Management:

Members shall handle both institution and private funds judiciously, recognizing the annual transfer of debt responsibility. Members shall not incur debts (either individually or in the name of the club/organization) which cannot be, or are not, paid when due.

Health and Safety:

Members shall take basic precautionary measures to ensure individual and group safety. An appropriate program would encompass a concern for mental, emotional and physical health.

Leadership Development:

The continued existence of the organization requires a regular succession of effective leaders. An appropriate program would provide for the development of the members leadership skills for positions of service and authority.

Legal Responsibility:

Each organization's members have a responsibility to know, and uphold, all relevant federal, state, and local laws and University / Campus such as the Code of Conduct and Student Handbook policies. Refer to Appendix, Section 41301 (h) of the California Administrative Code statement on drugs.

Multi-Cultural Sensitivity:

Both the University community and society alike are diverse with persons of varying cultures. Organizations must recognize the need for an awareness of, sensitivity to, and respect for the cultural heritage of others.

Self-Governance:

Each organization shall have an operating procedure that will allow officers to effectively uphold its own behavioral standards for this code. These should be outlined in your constitution and by-laws.

Tabling and Events on Campus Registered Campus Organizations

Registered Campus Organizations (RCO), Student groups, and campus affiliates wishing to table on The UC Merced campus are required to follow the tabling procedures.

No more than three people may staff a table on or under the overhang of any structure. All members must be behind or next to their designated tables. When handing out flyers or asking for sign ups this must be done from behind or within 2 feet of the table side but not in front. Due to traffic flow and safety concerns people tabling may not walk up or walk around passing out flyers. Music or amplified sound is not permitted without prior Office of Student Life (OSL) permission.

Larger groups may host tabling on Scholars Lane. These groups are restricted to the tabling space. The areas between the planters and the fire lane are on average 10 x 10 feet and provide space for canopies and table(s). Tabling participants are required to stay behind or to the side of their tables.

Groups or Individuals are not permitted to walk up to people and hand out flyers or use clipboards for sign ups while walking around. Exceptions may be made for elections or prior approved programs. The Fire lane area is designated traffic flow and restricted by fire code to those wishing to go to and from classes or while conducting business.

Tabling outside of the designated areas in front of OSL or Scholars Lane are not permitted without permission from OSL and will be reviewed on an event by event basis. Housing, Recreation, Departments or other campus resources may table in other locations with permission. Various locations require approval and this may be based on academic and classes concerned with noise or interference.

The practice of handing out flyers, barking, soliciting or actively passing out materials by walking up to people is prohibited by Registered campus Organizations. This prevents approaching those seeking access to and from classes at UC Merced.

Music and amplified sound may not be used for tabling or campus events unless previously approved by OSL. This includes small table top speakers or laptop speakers.

Special exemptions such as ASUCM election and events requesting a special daily event or programming requests must be approved by OSL.

