STUDENT LIFE AND LEADERSHIP PROGRAMS

“Campus Life Starts Here!”

2015-16 STUDENT CLUB & ORGANIZATION RECOGNITION & RENEWAL
Student Life and Leadership Programs provides opportunities for student learning beyond the classroom and enhances the mission of the university through the coordination and support of a variety of special programs that promote campus life, leadership and community engagement.

Special programs include orientation for new students and families; the recognition and development of student clubs and organizations; leadership conferences, seminars and workshops; and campus wide programs and events.
MEET THE STUDENT LIFE TEAM!

Marguerite Hinrichs, M.S., Director
My-Lan Huynh, M.Ed., Assistant Manager/Orientation Coordinator
   (Orientation and Smooth Transitions Programs)
Patrick Prusinovski, M.Ed., Student Engagement Coordinator
   (Academic, Religious, Special Interest, & Recreation Clubs)
Edwin Alarid, Orientation Programs Assistant
Ed Serafino, Student Activities Coordinator
   (Club Recognition, Club Travel/Liability, Club Sports)
Renee Tucker, Office Manager
   (Club Facilities Reservations, Club Financial Transactions)
CSUEB RECOGNIZED STUDENT CLUBS AND ORGANIZATIONS CAN...

- Recruit members on campus
- Reserve and use University facilities and equipment
- Hold meetings, events and programs on campus
- Participate in campus events, promotions and contests
- Have a mailbox in SLLP
- Use Banking Services provided by the University
- Apply to ASI for funding of programs and events
- Be included in the University list of recognized clubs and organizations
PRIVILEGES AND EXPECTATIONS

As a recognized student organization you must:

• **Comply** with all applicable federal and State laws and policies of California State University and CSUEB.

• **Ensure** that the rights to vote and hold office are restricted to matriculated, currently registered students of the University.

• **Adhere** to the CSUEB policy on hazing: no member shall engage in any way in hazing, i.e. commit any act that causes or is likely to cause bodily danger, physical or mental harm, or personal degradation to any member of the University community (California Education Code, Article 8, Sections 10851-10853). In cases of hazing, individuals as well as organizations, are subject to University disciplinary action.

• **Ensure** that membership in the organization will not be denied on the basis of race, national origin, religion, sex (except as permitted by law), age, physical disability or sexual orientation (California Administrative Code, Title 5, Section 41500; Education Amendments of 1972, Title IX).

• **Not** interfere with or disrupt the orderly conduct of University business.

• **Disclose** any affiliations with other organizations and provide Student Life and Leadership Programs with copies of the constitution and bylaws of each affiliate.

• **Submit** all changes in constitutions, bylaws and officers to Student Life and Leadership Programs within 10 days of the change.

• **Exercise** fiscal responsibility with the University, Associated Students, University Union, other auxiliary organizations and off-campus vendors.

• **Have** an on-campus Faculty/Staff Advisor approved by Student Life and Leadership Programs. Student organizations may have an off-campus co-advisor in addition to a faculty/staff advisor.
ALL RECOGNIZED STUDENT CLUBS AND ORGANIZATIONS ARE EXPECTED TO...

• Adhere to the Student Code of Conduct
• Adhere to university, Student Life and Leadership Programs, and Associated Students, Inc. (ASI) policies and procedures
• Contribute positively to the university’s vibrant campus life
• Participate in leadership activities
• Participate in service learning activities
• Exhibit “Pioneer Pride”
• Represent CSUEB accordingly
SUSPENSION OF RECOGNITION

A student organization may have its recognition suspended if:

• It is found to have submitted falsified required information.
• It is found to have violated any law, ordinance, written policy or regulation of California State University, East Bay, Associated Students, Inc. (ASI), and/or the State of California.
• It is found to have failed in discharging its financial obligations to the University, to the Associated Students, Inc. (ASI), or to the State of California.
• It has violated any of the policies related to the recognition process.
1. **Student Life and Leadership Programs**
   - Facilitates reservations for all indoor/outdoor campus facilities and the UU, including equipment requests.
   - Approves all student sponsored on-campus events.
   - Provide banking services for clubs and organizations.
   - Provides club mailboxes.
   - Provide graphic design software, marketing materials, and administrative support for clubs and organizations.

2. **Associated Students, Inc. (ASI)**
   - Funds student sponsored events and programs.
   - Equipment available for club use, including outdoor sports equipment and board games.
   - Provides access to the electronic marquee in front of the UU.
   - Provides programming space in the Recreation & Wellness Center.

3. **Campus Recreation/University Unions**
   - Offers meeting rooms and event space in the Union buildings and the Recreation and Wellness Center. Limited equipment is available for events and programs.

4. **Club Finance Counter & Cashier (SA, 1st Floor)**
   - Process club transactions.

5. **University Police Department**
   - Event planning and programming support, crime prevention and personal safety programs.

6. **Health & Wellness Services**
   - Offers a variety of support programs and services.
California State University, East Bay
Health & Wellness Services
Recognition & Renewal
Fall 2015
What’s The Deal With Drinking?

• Executive Order from CSU Chancellor’s Office
• California State Mandate for incoming students
• 2nd highest reason why students drop out
• Misperceptions about alcohol use in the media
• Blurred lines of consent for sexual activity
### National College Health Assessment
#### Spring 2012

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Alcohol Use</td>
<td>47.9%</td>
</tr>
<tr>
<td>Binge Drink = 5+</td>
<td>17.9%</td>
</tr>
<tr>
<td>Doing something you regret</td>
<td>12.0%</td>
</tr>
<tr>
<td>Blackout</td>
<td>10.7%</td>
</tr>
<tr>
<td>Unprotected Sex</td>
<td>8.2%</td>
</tr>
<tr>
<td>Physical Injury</td>
<td>4.9%</td>
</tr>
</tbody>
</table>

CSU East Bay  
(n=1,125)
CSUEB Policies & Sanctions

www.csueastbay.edu/alcoholpolicy
CSUEB Alcohol & Other Drug Policy

Alcohol and drugs are **not allowed** at any time

Student clubs/orgs are also **not allowed to sponsor events** that include alcohol.

- No sponsorship or brand logo marketing by companies
- No promotion of specials, happy hours, free/discounts, etc.
- No simulated drinking games (i.e. Kool-Aid pong)
Policy Violations

• Subject to University Police Department, Student Life & Leadership, Student Development & Judicial Affairs, etc.

• Individual and/or group sanctions
  o Online course $35.00 fee
  o In person 4 hour course
  o Reflection paper
  o Community service
  o Notification to national/regional chapter
  o Revocation of club/organization at CSUEB
CSUEB Tobacco Policy

• California State Law

• 20 feet from doorways, window, ventilation system

• No Smoking Areas:
  
  o Benches in front of the union
  o Eating areas between original & new union
  o Library Courtyard (Starbucks)
  o Meiklejohn courtyard
Party Without the Drama

www.csueastbay.edu/shcs
What is a Drink?


Each contains the same amount of alcohol (0.6 oz.)
Eat Before, During, & After Drinking

- Choose high-fat, high-protein options!
- Bread, crackers, & carbs are a myth
Absorption vs. Digestion

[Diagram showing the comparison between absorption and digestion with arrows and illustrations of food items passing through the digestive system.]
Pace Your Drinks

- **Time** is the only way to sober-up!
- Drink one drink per hour
- Alternate with non-alcoholic drinks
- Sip your drinks to make them last longer
- Eat food before and during drinking
## When You Need to Get Help

### Signs & Symptoms
- Unresponsive
- Blue, clammy skin
- Heavy, slow breathing
- Unconscious vomiting

### How to Help
- Call 911
- Roll them on their side
- Prop up their head
- Keep them warm

*Trust your instincts! It is better to get help than experience a fatality*
Protect Yourself!

• Best rule: decide not to drink
• Designate a driver
• Watch your drinks; never leave them unattended
• Watch each other’s back; bring your own buddy
• You CANNOT give consent if you are under the influence of alcohol

Among college students, about 90% of sexual assaults involve alcohol (one or both people involved)
IT’S ON US

• RECOGNIZE that non-consensual sex is sexual assault
• IDENTIFY situations in which sexual assault may occur
• INTERVENE in situations where consent has not or cannot be given
• CREATE an environment in which sexual assault is unacceptable and survivors are supported

Take Back the Night
Monday, October 12, 2015
7:00-9:00pm
Lassen Hall at Pioneer Heights

Campus resources available for victims of sexual violence
For more info: itsonus@csueastbay.edu
Student Health & Counseling Services

• Variety of services
• Insurance not necessary
• Fully accredited professional staff

For appointments & information:

• 510-885-3735
• www.csueastbay.edu/shcs
Counseling & Psychiatry Services

- Individual Sessions
- Couples Counseling
- Group Counseling
- 24-hour phone service

** Talk-therapy and medication available
Take a timeout to breathe...

Stress in inevitable

Motivation can be individual – mission is collective

Bite off what you can chew

It’s okay to say “NO”!

Make time for things you enjoy!
Outreach & Events

Co-sponsor a workshop with SHCS & PAW!

- Alcohol & Marijuana, Nutrition & Fitness, Sexual Health, Stress Management, and more!
- Online Program Request Form: www.csueastbay.edu/shcs
- 2-weeks notice

Health Tips and Event Info

- @PAWCSUEB
- Facebook, Instagram, Twitter
Questions?

Health & Wellness Services

PAW Room: HC # 1118
PAW Room: RAW # 122

paw.csueb@gmail.com
GET RECOGNIZED!

Submit COMPLETED Recognition/Renewal Forms:

a. Intent to Organize (new organizations)
b. Constitution (new organizations or if there are changes from previous constitution)
c. Club Renewal and Recognition Form (1 officer)
d. Officer Recognition Form (at least 5 officers)
e. Financial Agreement
f. Non-Discrimination Statement
g. Anti-Hazing Policy
h. Complaint and Review Procedures
i. Campus Advisor Form
j. Officer Change Form (current and new organizations)

SLLP will recognize your club/organization once all information has been verified, including student eligibility.

RSVP and attend the Fall Leadership Conference and Winter Quarter Leadership Workshops – all officers are required to attend leadership training as a condition of recognition. We strongly suggest that you invite ALL members of your organization to participate in our Fall and Winter leadership development training. This will equip you and your peers with valuable leadership skills and ensure the longevity of your organization.
THE FORMS ARE ONLINE...

www.csueastbay.edu/slife
OFFICER REQUIREMENTS

• Must be matriculated, enrolled full-time, and in good standing
• Must maintain a minimum GPA of 2.0 and not be on probation of any kind
• President & Treasurer must maintain minimum of 9 quarter units while in office and be enrolled in a minimum of two quarters during the academic year
• Officers cannot continue to hold office after earning 225 units (75 for graduate students)
ON-CAMPUS (FACULTY/STAFF) ADVISORS

Who Can Serve As a Faculty/Staff Advisor?

- Staff or faculty; full or part time
- Cannot be an ASI or auxiliary staff member

The Role of Faculty/Staff Advisor is to:

- Serve as a resource for the organization
- Assist and support clubs/orgs with events/programs, maintenance and growth
- Complete Campus Advisor form
- Work with club/org officers and members to adhere to University policies and procedures
  - Attend events and activities
  - Sign required paperwork
  - List off-campus advisors (alumni advisors) on Officer Form
CSU EXECUTIVE ORDER 1006: GOVERNS CLUBS & ORGS AND HOLDS THE UNIVERSITY ACCOUNTABLE FOR ENSURING COMPLIANCE WITH...

Membership minimum (5 )| Non-Discrimination Policy | Anti-Hazing Policy Student Code of Conduct

SLLP works with the Office of Student Rights and Responsibilities to sanction clubs/orgs that violate EO 1006 and/or the Student Code of Conduct. Possible sanctions include:

- Withdrawal of recognition
- Restriction of privileges
- Suspension of recognition
- Reprimand
- Probation
- Restitution for losses caused

http://www.calstate.edu/eo/EO-1006.pdf
ANTI-HAZING POLICY

No member of a recognized student organization shall engage in hazing, i.e. commit or participate in any act that causes or is likely to cause bodily damage, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or any other member of the California State University, East Bay community.

IS IT HAZING?

• Is forced or coerced alcohol consumption involved?

• Will active members refuse to participate and do exactly what they’re being asked to do?

• Does the activity risk emotional or physical abuse?

• Is there risk of injury or a question of safety?

• Do you have any reservation describing the activity to your parents, to a professor, or University official?

• Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is “yes,” the activity is probably hazing.
NON-DISCRIMINATION POLICY

Club and/or organization membership may not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender (except as permitted by fraternities/sororities), marital status, citizenship, sexual orientation or disability.

All club/organization Presidents signed a statement acknowledging their group will abide by the Non-Discrimination Policy as a condition of recognition.
Bring completed form back to SLLP
Obtain signatures where necessary
Fill out all information: DETAILS! DETAILS! DETAILS!
Obtain signatures where necessary
Bring completed form back to SLLP
HAVE A GREAT EVENT!
Provide evaluations at your event, if possible
PROGRAM AND EVENT PLANNING TIMELINE

Follow these guidelines for success!

RESERVING CAMPUS FACILITIES

Reservations for ALL campus facilities start at the Student Life Reception desk or online at (Online Facilities Reservation Form). This includes reservations for campus facilities (classrooms, outdoor spaces, lawns, etc.), UU facilities (meeting rooms, the Multipurpose Room, etc.), and the Recreation and Wellness Center (dance studios and gymnasium).

While your reservation is tentatively confirmed, complete an Online Program Form to finalize your meeting, event, or program with your Student Life Advisor.
COMPLETING A PROGRAM FORM ONLINE

Once you have reserved space you will need to meet with a Student Life Advisor to complete a Program Form. The Advisor will let you know what additional approvals/information is needed to finalize your program.

*https://docs.google.com/a/csueastbay.edu/forms/d/1AbUBbyVbLTqX_xQaTarcq1f6OWDDfOtElha8VfXJpZo/formrestricted

To help make the program planning process flow as smoothly as possible, we suggest you discuss these issues with your group before meeting with a Student Life Advisor to complete the program form:

- What is the purpose of the event?
- Who is the event for and how many people are expected?
- What equipment/materials will be needed?
- Will there be any exchange of money? (admission, etc.)
- What policies and procedures need to be followed to do this program?
- When is the title, time, date and location of your event?

You must be logged in into your Horizon email account to access
INFO TABLES/DISTRIBUTION OF LITERATURE

- Literature must be non-commercial
- Request for Info tables must be sent into the SLLP office 10 days in advance through the Facilities Reservation Form
- Literature must clearly indicate the organization’s name
- Distribution may not involve intimidation or coercion
- No false, misleading or illegal advertising
- Approval for an info table allows solicitation only by members of the student organization and only at the times, dates and locations specified in the reservation
ACCESSING **CLUB FUNDS** + FORMS...

**Processing Club & Organization Funds:**
- Advances,
- Withdrawals,
- Payments, and
- Deposits

1. University form processed by accounting is submitted to Cashier's office, 1st fl. SA bldg for processing.
2. Completed form, including receipts is taken to Accounting Office, SA 2750 for processing.
3. **Completed Student Club Reimbursement/Advance Approval Form is signed.**
4. *ASI Funding approved.*
GUIDELINES FOR CASH ADVANCES & REIMBURSEMENTS

*You must complete a program form before requesting any types of funds*

1. Go to Student Life and Leadership Programs (New UU, Rm. 2011) to obtain approval from your Student Life advisor
   - Complete the Student Club & Organization Funding and Reimbursement Request Form
   - Please ensure that the Club Fund # and Event Date are included on the form

2. Bring the approved Funding and Reimbursement Request Form to the University Club Finance Coordinator at The Bay Card/Club & Organization Finance Counter, located on the First Floor of the SA Bldg., between 10:00 a.m. – 4:00 p.m.
   - University Club Finance Coordinator will collect the approved form from the student and prepare a Reimbursement/Advance Request
   - If the request is for an advance, the student will sign that they are aware that the original receipts are to be returned within two business days of event
   - Student will proceed to Cashier to receive funds

3. Club rep proceeds to the University Cashier
   - Reimbursement/Advance Request is submitted to cashier
   - Student signs for receipt of funds

4. Club representative returns original receipts to University Club Finance Coordinator within two business days of event (for advances). You must also provide copies to your Student Life Advisor.
   - SL&L approval form and receipts should be neatly taped to an 8 ½ x 11 sheet of paper showing items and total amount
   - Officers have been authorized by the organization to have access to the organization’s on-campus bank account as long as they have completed their Officer Recognition and Renewal form. Monies collected in the name of the Student Organization must be maintained in a bank account of the University. Any exceptions to this requirement [e.g., national affiliated organizations or local organizations with a separate 501(c)(3) status] must be approved by the campus CFO or designee. At no time shall a Student Organization deposit funds into an unauthorized bank account.
CASH ADVANCES: EVENT/PROGRAM/PURCHASE (UP TO $500.00) – Club/organization must have funds available in their account to cover the cash advance. Receipts will be turned into University Club Finance Coordinator. Copies must be provided to your SLLP Advisor.

CASH REIMBURSEMENT FOR CLUB EVENT/PROGRAM/PURCHASE (UP TO $500.00) - Funds must be currently available in the club’s account to receive a reimbursement. Itemized receipts, complete with the vendor’s name and address, must accompany each request.

ASI FUNDING – Once an event has approved funding by the ASI Finance Committee, funds will be applied to your accounts within 48 hours.

CHECK REQUEST FORM – Check requests can be used for funds currently in the account, or to draw upon ASI funds that have been transferred to your club’s account. A Check Request Form is required for purchases/items/services from $500 up to $1,000.00.

CLUB CREDIT CARD PURCHASES – Club credit card is primarily used for conference registrations and national membership dues for student clubs and organizations. Online purchases can also be made depending on the items and vendor.

MAJOR PURCHASES OVER $1,000 - A Purchase Order (P.O.) is required for major purchase over $1,000.

TRAVEL CLAIMS – Travel Claim Forms are required if you are traveling and would like to be reimbursed by the university from your club/organization’s account.

DEPOSITS - Deposits can be made to your club account by utilizing the University Club Deposit Form.

*Detailed information and sample forms available in your Recognition Renewal Packet.*
CLUB FUNDING OPPORTUNITIES

ASI Club Funding Opportunities

• Updated Funding Policy is available on the ASI website
• Funds must be requested in advance

Homecoming Week Prizes/Contests
Commencement Volunteers

• “TNT” – Thursday Night Takeover
  – Collaborative Housing Program

• Fundraising
  – Restaurant programs
  – Other fundraising activities
  – Membership Dues

If your club/organization has any outstanding bills due to the Associated Students, Inc. or California State University, East Bay (CSUEB), your club/organization will not be allowed to book any reservations, apply for ASI funding, or coordinate any student events until the outstanding bill has been paid/resolved.
PUBLICITY RESOURCES

• Student Life and Leadership offers:
• Access to graphic designer and design software (Adobe Photoshop, Adobe Illustrator, MS Publisher, etc.)
• Butcher paper for posters/banners
• Art supplies for creating posters, etc.
• Banner space around campus
• Access to the ASI electronic marquee
• Access to publicize in Pioneer Heights
• Duplicating Services through Student Life
• Life at The Bay Weekly Newsletter
PUBLICITY & PUBLIC POSTINGS

The University’s posting policy can be found at: http://www20.csueastbay.edu/students/campus-life/student-life/sdja/posting-policy.html

• Advertising must be placed on general bulletin boards only (Departmental boards you must ask for permission from that department)
• A-frames –both wooden and plastic are acceptable
• May reserve a maximum of 3 spaces per week; maximum of 2 weeks per quarter for displaying banners
• Large banners with appropriate supporting structure are acceptable
• Placement of written/printed materials on vehicle windshields, buildings, or light poles, etc. is prohibited
FOOD POLICY

• If the club plans to use an off campus catering service, they must provide a *business license*, a *health permit* and *proof of insurance* to the SLLP office.

• You must complete a Program Form within the timelines established by SLLP to have an event with food.

• No home preparation of food for public consumption is allowed!

• Events with food must adhere to Alameda County Food Handling Requirements – this information is available on our website. FOOD SAFETY is your primary concern if you are having an event with food!!
LIABILITY WAIVERS ARE REQUIRED FOR THE FOLLOWING:

• Field Trips/Events with Transportation
• Athletic Events (3-on-3 tournaments, etc.)
• Large Events
• High Risk Events

Club may be required to obtain insurance coverage, with assistance from the Risk Management Office. Student Life will assist you, if insurance is required.
IMPORTANT!

• You must submit changes in constitution, bylaws and officers to Student Life and Leadership Programs within 10 days of the change.
• Only Officers listed on your organization’s Request for Recognition are authorized to reserve University facilities.
• Allow for a 72-hour turnaround when additional signatures are required.
• Your Campus Advisor’s presence is required for special programs held on campus beyond regular operating hours and for those programs which involve a significant level of risk to the participants.
• Any event involving amplified sound outdoors must be approved through SLLP. Amplified sound is generally RESTRICTED TO THE HOURS BETWEEN 11:45 am – 1:15 pm! Refer to the University’s Policy on Time, Place, and Manner for more details.
PREVIEW DAY 2015
Upcoming Sat., Oct. 17

If you would like to showcase your club/org to prospective students and their families, RSVP to host a table at Preview Day 2015! Volunteer and performance opportunities are also available.
MAKE A DIFFERENCE DAY

- National Day of Community Service
- CSUEB will take part in volunteer efforts at various sites
- Alameda County Food Bank, Hayward Area Recreation Department (HARD), MedShare, Bay Area Science Discovery Day, and more!

Saturday, October 24
FALL STUDENT LEADERSHIP CONFERENCE

All officers are required to attend leadership training as a condition of recognition. We strongly suggest that you invite ALL members of your organization to participate in our Fall leadership development training opportunity. This will equip you and your peers with valuable leadership skills and ensure the longevity of your organization!

November 6-7, 2015

- Amazing Keynote
- Spirit Contest
- Philanthropy
- Volunteer Opps
- Great Workshops
- Mandatory!
SOLAR AWARDS

Tuesday, June 2, 2016
5:30-7PM
University Union
Multipurpose Room

• Academic Program
• Community Service Program
• Cultural Program
• Social Program
• Outstanding Collaborative Program of the Year Award
• Outstanding New Student Organization
• Outstanding Service to the Community
• Outstanding Contributions from a Department
• Outstanding Student Leadership Award
• Outstanding Staff/Faculty Advisor
• Department Student Assistant Award
• Pioneer Pride Award
• Adversity Award
FRIENDLY REMINDERS

• Meet and plan ALL of your events with your SLLP and faculty/staff advisor – utilize the new online Program Form
• Meet all deadlines (see timeline for planning events)
• If applying for ASI funds, all paperwork must be completed 21 days in advance
• Food events require advanced planning and knowledge of/adherence to Alameda County food safety standards
• Obtain all appropriate CSUEB faculty, staff and SLLP signatures
• Collaborate with other clubs/organizations!
• Plan for officer transitions!
• Read the Student Organization Guidebook!
• Be responsible, proactive and positive!
• We are here for YOU!
GO PIONEERS!

www.csueastbay.edu/slife

Stay connected! “Like” our FB pages and profile page:

Csueb Studentlife

CSUEB Student Life & Leadership Programs

CSUEB Greek Life

CSUEB Cultural Groups
CSUEB
RELAY FOR LIFE

RELAY FOR LIFE AT THE PIONEER STADIUM ON APRIL 29-30!!
We need your help!
Sign-up a team!
http://www.relayforlife.org/calstateeastbayca

WHAT IS RELAY?
• Organized, overnight community fundraising walk
• Teams of people camp out around the track
• Members of each team take turns walking laps around the track
• Food, games and activities provide entertainment and build camaraderie
• Family-friendly environment for the entire community
• Because it's a team event, individual participants are not required to be there the entire time. But it's so much fun, you'll find it hard to leave!