

# Organization Advising and Student Involvement Services (OASIS)

**Website:** [lead.berkeley.edu](http://lead.berkeley.edu)

**Email:** [oasis.center@berkeley.edu](mailto:oasis.center@berkeley.edu)

**Phone:** 510-703-4115

**Hours:** Monday-Friday from 9:00am-5:00pm

**RSO Advising Hours:** By appointment

**Location:** Eshleman Hall 312, 3rd Floor

**Instagram:** [@ucberkeleyoasis](https://www.instagram.com/ucberkeleyoasis)

[Links to an external site.](#)

## What We Do



OASIS provides the following services:

- **#Calapalooza:** UC Berkeley's twice-a-year student involvement fair. RSOs can recruit and share more information about their organization.

- **Advising:** The OASIS staff advises student leaders from a variety of topics such as registration, space reservations, campus funding, major event planning, conflict resolution, and university resources.
- **Campus Concierge:** We serve as a liaison between students and other campus departments. For example, if your RSO needs to pay the ASUC Student Union for a space reservation, we at the OASIS can bridge that connection and solve the issue together.
- **Student Employment:** OASIS hires a staff of Peer Leadership Consultants (PLCs) which is a diverse group of student leaders who provide assistance to all communities at OASIS. Their purpose is to provide advising and administrative support to student leaders.

## Website Information

You can find more information about all of our student communities on our website! Find additional resources on our [Forms, Documents, & Resources](#) page such as:

- Signatory Training bCourse
- Forms & Documents
- Campus Links
- Event Planning
- Risk Management
- Policies

Visit our FAQs page [Manage Your Student Org](#) in order to:

- Register your organization
- Find Funding Resources
- Plan events
- Find links to Reserve Space
- Manage high-risk events
- Transition your organizations

# Student Organization Benefits

The following section reviews the services available to Student Organizations at Berkeley. Once you are a registered student organization, you have access to resources not readily available to

the larger campus community. You'll be able to reserve space for recruitment and meetings, apply for campus funding, and participate in university events.



## Core Benefits 🐻

By becoming a Student Organization, you can:

- Host events on campus

- Reserve classroom, event, and outdoor spaces for free or at a reduced cost.
- Reserve tabling space on Upper Sproul
- Check out tabling and event equipment through the [Cub-E Table Program](#).
- Get free insurance coverage for large campus events.
- Find out where your event might land on the scale [Hazard Class Chart](#).
- [Links to an external site.](#)
- 
- Get an RSO Email Address (ex: user@groupname.studentorg.berkeley.edu) through the [Open Computing Facility](#).  
Apply for a [groupname.studentorg.berkeley.edu](#) web address through the [Open Computing Facility](#).
- Post fliers and announcements on specified campus locations and calendars.

## Events and Programs 📅

RSOs can all participate in the following events/programs:

- [Calapalooza | Fall & Spring](#): Student Organization Fair
- [Cal Day](#): RSO Tabling & Performances
- [Student Union Creative Lab](#): Print and design services
- [Berkeley Student Media](#): Film studio, equipment rental

## Financial Benefits 💰

- Student Union and classrooms reservations.
- Eligibility to apply to a variety of campus funding sources, including the ASUC annual budgeting process ([ABSA](#)
- [Links to an external site.](#)
- ), ASUC grants, Graduate Assembly grants, the Student Opportunity Fund, and other annual and recurring funding sources.
- Access to financial management and banking tools in CalLink.
- Opportunity for ASUC Sponsorship, which includes the use of the ASUC non-profit status.

## Space Reservations

- Below are some common spaces that RSO's reserve for their programs, events, and meetings. For further information on how to reserve these spaces, please refer to the [Space Reservation](#) page in Module 4 of this course.

# Signatory 101

This section covers all the important components of being a signatory. It is important that you understand the administrative and ethical responsibilities that you hold as a student leader. How you navigate your role as a signatory can impact your organization's members.

## What is a Signatory?

Signatories are leaders of your respective organization. We know you will transform our campus through your care, inspiration, dedication, mentorship, and innovation. Berkeley would not be what it is if it weren't for student leaders like you. We thank you!

Additionally, as a signatory for your organization, you become the **University and OASIS-authorized representatives of your organization**. Signatories voluntarily assume responsibility for the activities and conduct of your organization.

## Signatory Requirements

- All (4) signatories must complete this course to learn what it means to be a signatory.
- You must list all orgs for which you intend to serve as a signatory in Module 9 of this course.
- Signatory status must be renewed every academic year. We clear all signatory statuses on June 30th.
- \*\*\*ASUC/GA have unique signatory requirements - your Student Government Advisor will provide additional information

## Accepting Your Signatory Position on CalLink

Once you've completed this Signatory Training bCourse, agreed to the terms and conditions, listed your org(s) and CalLink ID number(s) in Module 9 of this course, the Signatory position will be assigned to you on your organization's CalLink roster(s). Each signatory will need to accept the position on CalLink which can be accessed via email from CalLink or through your CalLink memberships. We process signatories weekly so please be patient with the email inviting you to accept your Signatory position.

## Signatory Expectations

Signatories play a crucial role in student communities. As a signatory, you are granted the privilege to reserve space on campus for meetings and events, apply for funding on behalf of your organization, and manage your organization's CalLink presence.

Additionally, when you accept the Signatory Terms & Conditions, you are letting the university know that you've taken this training, understand the significance of serving as your group's authorized representative, and will take responsibility for the organization.

OASIS expects signatories to identify themselves as such to the members of their organizations and to share what they learned in this training in a timely manner, particularly the information on harm & violence prevention in student communities.

## Signatories' Dual Roles

Signatories have (2) major areas of their role: **administrative and ethical**.

- Administrative responsibilities are all the important logistical and financial components that keep your student organization active, thriving, and registered.
- Ethical responsibilities refers to the leadership styles and practices that create a safe and inclusive environment for your members.

# Student

# Organization 101

This section will cover the fundamental principles that constitute a Registered Student Organization (RSO) at Berkeley. We will review the university's RSO definition, expectations and the difference between RSO's and university departments.

## What is an RSO?

A Registered Student Organization (RSO) is a group that is organized and managed primarily by UC Berkeley students.

The [Berkeley Campus Regulations](#) authorizes OASIS to establish the procedures and requirements necessary to obtain university recognition for your RSO.

OASIS registers student organizations for the purpose of authorizing the use of campus facilities, funding, and services. Once a Registered Student Organization successfully completes the registration process it is granted university recognition.

There are responsibilities that come with university recognition as an RSO.

### Please note that:

- RSOs are student-driven and **separate** legal entities from the university.
- RSO recognition is **not** granted for **off-campus** activities.
- RSOs are responsible for the safety and administration of any on or off-campus activity.
- Anyone who participates in your RSOs activities does so **voluntarily** and **at their own risk**.

## University Expectations of RSOs

## Non-Commercial Activity



In order to maintain the educational integrity of the student organization experience, organizations must be non-commercial in nature. Additionally, the use of campus facilities may not result in personal financial benefit to any individual or private enterprise (see [Berkeley Campus Regulations 122](#)).

**Non-commercial activities include:** collecting dues, initiation fees, admissions charges at your table in public expression areas, soliciting funds in announcements, posters, and handbills.

## Non-Discrimination Statement



UC Berkeley is committed to creating and maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of discrimination, harassment, exploitation, or intimidation.

Discrimination and harassment are prohibited by the [UC Anti-Discrimination Policy](#)

[Links to an external site.](#)

and the [UC Policy on Sexual Violence and Sexual Harassment](#)



[Links to an external site.](#)

The [Office for the Prevention of Harassment and Discrimination \(OPHD\)](#) is responsible for ensuring the University provides an environment for faculty, staff, and students that is free from discrimination, harassment, and sexual violence. OPHD takes reports alleging discrimination and harassment on the basis of categories including race, color, national origin, gender, age, sexual orientation/identity, including allegations of sexual harassment and sexual violence.

As part of our campus' commitment to inclusive practices, RSOs are expected to abide by, and include in their constitutions, this non-discrimination statement:

- We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

If you would like to report an instance of harassment or discrimination, please submit a report to the [Office for the Prevention of Harassment and Discrimination](#).

## Anti-Hazing Statement

Hazing is prohibited per the University of California, Berkeley, the State of California, and Federal law. Learn more on the [UC Berkeley Dean of Students Hazing Laws & Policies page](#).

UC Berkeley is dedicated to creating an inclusive campus culture that helps all students reach their educational and personal goals. We take pride in being part of a community in which all members strive to treat one another with dignity, respect, and understanding. We believe that in order for students to succeed holistically at UC Berkeley, we need to hold one another accountable for our actions and end the culture of silence around hazing.

These efforts extend to each one of our student organizations, athletic teams, greek organizations, and performing arts groups. These are groups that provide opportunities for students to build community and foster a sense of belonging within the greater campus environment. Unfortunately, sometimes the intent to foster belonging and community veers off course and turns into something much more harmful. Traditions and rituals that involve the abuse of alcohol and other drugs, sleep deprivation, verbal and physical abuse, or other degrading behaviors violate the University's hazing policy.

The [UC Berkeley Campus Code of Student Conduct](#) defines hazing as any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, **regardless of the willingness of such other person or persons to participate**, that is committed in the course of a pre-initiation, an initiation into, an affiliation with, or the

maintenance of membership in, an official or unofficial student organization or other student group that

- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or
- the person knew or should have known was likely to cause serious bodily injury.

UC Berkeley is committed to creating an environment that empowers its members to speak up when they notice that students, including themselves, are being harmed. If you have experienced hazing, or know of any group on campus that has required its members to engage in harmful behaviors, please let us know by [submitting a report to the Center for Student Conduct](#). If you're not sure that you want to submit a report through this mechanism, we encourage you to share your experience with a trusted staff or faculty member on campus so that you can be supported.

In order to foster a community of safety and care, RSOs are expected to abide by, and include in their constitutions, this **anti-hazing statement**:

- We will not haze according to California State Law.

## **RSO events are not sponsored by the University**

In supporting the autonomy of the student organization experience, RSOs' events and activities must not be advertised or promoted to suggest that the function is sponsored or endorsed by the University. If an individual or organization wants university endorsement, sponsorship, or sanction, they must acquire consent from an authorized University official.

## **RSOs & Off-Campus Entities/Third Parties**

To ensure the autonomy and protect the benefits of student organizations on campus, there are important considerations whenever an RSO invites a separate third-party to the university. Whereas RSOs can partner with third parties, you should keep in mind that campus facilities and services are privileges RSOs have access to and should not be used for unauthorized commercial activities or private party interests.



**For example:** a Disney fan club at Berkeley might exist to appreciate all things Disney related. This RSO could use its Sproul tabling privileges to partner with Disney and table together to spread awareness about Disney fandom. However, Disney would not be permitted to utilize the RSO's name to come onto campus to table by itself so that it could sell tickets to Disneyland because that activity doesn't benefit the RSO or its organizational mission anymore, instead it would only benefit Disney.

The [Berkeley Campus Regulations 222](#) states designated University facilities and services may be reserved or requested for meetings and other non-commercial activities in accordance with established procedures.

Non-University organizations upon invitation of student organizations, are subject to the following provisions:

- must confer a benefit to the University;
- written agreement setting forth the terms/conditions;
- must be occasional rather than frequent;
- must not interfere with University activities or events;
- priority to organizations and/or individuals with campus affiliation over non-affiliated organizations and individuals;
- consideration must be given to the availability of comparable non-University facilities and services which could accommodate the proposed use.

## Student Organizations & Departmental Sponsorships

One of the privileges of being a registered student organization is the ability to seek sponsorship, affiliation, funding, and space allocation through campus departments and affiliates. In fact, many of our registered student organizations have strong partnerships with other campus entities such as Berkeley Law, Haas Business School, academic departments, and Recreational Sports.

OASIS encourages these partnerships with campus departments and the student government. We work closely with these departments to ensure alignment of policies and procedures.

It is important to note that a student organization must first seek annual university recognition through OASIS before seeking sponsorship partnership with other campus departments.

## RSOs & ASUC/Graduate Assembly



Many of our registered student organizations choose to seek sponsorship, funding, and space allocation from the ASUC/Graduate Assembly.

The ASUC is a separate legal entity from the University and the ASUC manages their own bylaws, policies, and procedures. The Graduate Assembly is a subsidiary of the ASUC representing graduate and professional students and also have their own bylaws, policies, and procedures. As a separate 501(c)3, the ASUC operates as a non-profit that makes sponsorship, funding, and space allocation available to University recognized student organizations. Again it is important to note that a student organization must first seek annual university recognition through the OASIS Center, and become registered, before applying for ASUC sponsorship, or space, or GA funding.

RSOs who are sponsored by the ASUC can access funding and banking services as long as they follow the [ASUC by-laws and policies](#)

[Links to an external site.](#)

. Additionally, if an RSO is granted ASUC Sponsorship, it means that RSO falls under the 501(c)3 legal non-profit status, which can make your RSO eligible for donations from off-campus philanthropists.

Undergraduate and Graduate RSOs can apply for ASUC Sponsorship while the ASUC Senate is in session, from August to April each year. OASIS recommends that organizations apply during the [Annual Budgeting Space Allocation \(ABSA\)](#)

[Links to an external site.](#)

which occurs in the Spring Semester. If your RSO did not complete a Sponsorship application during the Spring ABSA process, you will need to complete a Sponsorship Application in Fall when those Sponsorship applications reopen.

**⚠ : Your RSO does not automatically acquire ASUC sponsorship. It is the ASUC, not OASIS, that manages the ASUC sponsorship process. You can apply for ASUC Sponsorship by submitting your application (available on [CalLink](#)) to the ASUC Senate and Finance Committee. ASUC Sponsorship must be renewed each year.**

## CalLink

[CalLink](#) is UC Berkeley's official database for Registered Student Organizations. Although you may use google drive, email, social media, or others apps to manage your organization, we encourage you to also use CalLink for the following reasons:

1. **Registration** | The university recognition process for all student organizations is administered through CalLink. Your "active status" in CalLink gives your student org the rights and privileges associated with recognition.
2. **Recruiting** | All new students are directed to CalLink to find community in student organizations. Prospective members can [browse by organization category](#) to find groups to join.
3. **Event Publicity** | Post your RSO events and info sessions on the [CalLink events page](#).
4. **Manage Your Org** | You can manage membership, communication, documents, elections, and finances via the CalLink tools.
5. **Access Your Finances** | Orgs with funding can use the CalLink finance tools to create and approve CalLink purchase requests. Your org must be [ASUC-sponsored](#) and have agents to use this service.
6. **Official Communication** | OASIS sends all RSO information to signatories roster positions in CalLink. This includes registration info, Calapalooza & Cal Day sign ups, funding opportunities, workshops and more.

Visit our [CalLink FAQ Guide](#).

[Links to an external site.](#)


## CalLink | Access & Manage Your RSO Funds

**ASUC Sponsorship** | In order to utilize the CalLink finance tools, your org will need to be **ASUC sponsored**. The ASUC student government has fiduciary responsibility for RSO funds in CalLink. Like university recognition, ASUC sponsorship must be renewed annually. **This course does not automatically give you ASUC sponsorship.** To apply for ASUC sponsorship, please visit CalLink or email your advisor.

**CalLink Finance Agent Training bCourse** | After confirming your ASUC sponsorship, you will also need to identify who will manage and approve your organization's financial purchase requests in CalLink.

'ASUC/GA Agent User, Stage 2' status and is separate from signatory status. To get ASUC/GA Agent User, Stage 2' status, a student must complete the CalLink Finance Agent Training bCourse, linked at the homepage of [callink.berkeley.edu](https://callink.berkeley.edu). Once the course is completed, the "ASUC/GA Agent User, Stage 2" position status will be added to the student's CalLink membership roster. We recommend having a minimum of two financial agents in your organization. The SU Finance team manages financial agent status and provide a powerpoint of the material at [FY25/26 CalLink Finance Training](#).

[Links to an external site.](#)

: This orientation will give you **signatory status** which is different from being an authorized **ASUC/GA financial agent**. If you need to access your RSO funds in CalLink, please be sure to complete the 2025-26 CalLink Finance Agent Training.

## Policies Signatories Need to Know

As a signatory, it is important to know the key university policies. We don't expect you to memorize all the policies below. OASIS advises you to familiarize yourself with each policy and

identify which policy might pertain to your organization. Please feel free to use this section as a reference list when you need it.

For further understanding on the following policies, please feel free to contact your advisor directly or find them [here](#).

## Key University Policies

[Berkeley Campus Regulations](#): An overarching set of regulations which govern aspects of campus organizations and non-affiliates, use of University facilities, and time, place, and manner of public expression. These regulations address the rights and responsibilities of guests/non-affiliates and members of the University community, including faculty, staff and students, and provide standards for sustaining this community.

[Major Event Policy](#): Policy governing “[Major Events](#)”, which is an event that has **one or more** of the following and is subject to review 6 weeks in advance of start date:

1. 300 or more people are expected to attend;
2. The event is a dance as defined by this policy or a concert featuring amplified sound, at which a majority of the audience is not seated;
3. Alcohol is intended to be served, unless the event is a memorial service reception attended by fewer than 300 people or is an event at the Lawrence Hall of Science, the Botanical Garden, Blake House, or Anthony Hall;
4. Outdoor amplified sound is requested;
5. Authorized campus officials determine the event is likely to significantly affect campus safety and security or significantly affect campus services other than those provided by the administrative unit making the event facility available;
6. Authorized campus officials determine the event has a substantial likelihood of interfering with campus functions or activities other than the functions and activities of the administrative unit making the event facility available.

[Major Event Policy FAQ](#). If you have questions about the major event policy, please reach out at [majorevents@berkeley.edu](mailto:majorevents@berkeley.edu) and cc your OASIS advisor.

## Important!

**You must submit the following documents (6) weeks prior to your event:**

1. [MEP event registration form](#)
2. [Links to an external site.](#)
- 3.
4. [UCPD Event Notification & Security Assessment Form](#)



5. A reservation request for your selected venue. Depending on the campus venue selected, proof of a reservation request can be a 25Live confirmation email, email to the venue's coordinator, or a google form submission. Include [majorevents@berkeley.edu](mailto:majorevents@berkeley.edu) when making your venue reservation request.

[Time, Place, and Manner on Campus](#): Like every university, Berkeley has its own carefully defined "[time, place and manner rules](#)" and other regulations governing individuals' conduct on campus. These rules and regulations are designed to prevent substantial disruption of the University's educational and other critical activities, protect lawful access to University programs and facilities, avoid unsafe behavior, and prevent the destruction of property. [Drake's directives for all UC campuses, as of Fall 2024](#)

[The Code of Student Conduct](#): A set of established rules of conduct intended to foster behaviors that are consistent with a civil and educational setting. The Code of Student Conduct applies to both individual students and to RSOs, where Signatories represent the RSO. Procedures are administered by the [Center for Student Conduct](#).

#### [Anti-discrimination Policy](#)

#### [Links to an external site.](#)

: The University of California, in accordance with applicable Federal and State Law, does not discriminate on the basis of race, religion, color, citizenship, national or ethnic origin, ancestry, sex (including pregnancy, childbirth, lactation or related medical conditions), gender, gender identity, gender expression, gender transition, sexual orientation, physical or mental disability (including having a history of a disability or being regarded as being disabled), medical condition (cancer-related or genetic characteristics), predisposing genetic information (including family medical history), marital status, age (at least 40 years of age in employment context), or veteran or military status. This nondiscrimination policy covers [student admission, access, and treatment in University programs and activities](#)

#### [Links to an external site.](#)

[Sexual Harassment and Sexual Violence \(SVSH\) Policy](#): The University of California is committed to maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all people who participate in University programs, activities and services can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Sexual assault, sexual harassment, relationship violence, stalking, retaliation, and other behavior prohibited by University policy



interfere with those goals. The UC SVSH Policy addresses the university's responsibility and procedures in addressing sexual harassment and sexual violence.

[Statement on Hazing \(Matt's Law\)](#): Matt's Law is a California law that allows for felony prosecutions when serious injuries or deaths result from hazing rites and also applies to our student organizations on campus. This bill increases the severity of charges for some hazing rituals, from misdemeanors to felonies, and for the first time gives prosecutors the ability to seek hazing charges against non-students.

[Student Hazing Prevention and Campus Response Policy](#) defines hazing, highlights expectations of student and student organization behavior, describes UC Berkeley's responsibility to provide prevention training and transparency reports to the campus, and outlines the response for violation of the policy.

[The Federal STOP Campus Hazing Act](#), makes Hazing a Clery reportable crime. Additionally, this act defines hazing and requires institutions such as UC Berkeley to provide Annual Security Reports including information on reporting & investigation processes and comprehensive hazing prevention programming as well as Campus Hazing Transparency Reports to the campus.

[Policy on Alcohol and Tobacco on Campus](#): Particular brands or manufacturers of alcoholic beverages and tobacco products may not be advertised or promoted either (a) on the Berkeley campus or (b) in conjunction with activities or events away from the campus that are sponsored by campus units or campus-recognized groups and attended by students.

Use of Classrooms: When using classroom space, you must abide by the [General GA Classroom Policies](#)

[Links to an external site.](#)

or you may be denied from making future reservations.

[Campus Online Activities Policy](#): The Berkeley Campus Online Activities Policy establishes policy and offers guidelines where existing policies do not specifically address issues particular to the use of electronic resources. It also clarifies the applicability of law and of other University or Campus policies to online activities.

[Environment, Health and Safety Policies](#): EH&S provides guidance and services to the entire campus community that promote health, safety and environmental stewardship. EH&S issues food and special event assembly permits free of charge to keep RSOs and their guests safe.

## University Trademark Policy

We encourage you to familiarize yourself with [UC Berkeley's Business Contracts and Brand Protection](#) website. Here you will find the policies that list the do's and don'ts of using the UC Berkeley brand.

## Swag and Custom Products

Your student organization may want to create custom items like pens and t-shirts with the name of your student organization. If the name of your student organization includes Berkeley, California, or any trademarks of the University, your student organization **must use a licensee**. If not, the University strongly recommends that your organization use a licensee. A licensee has met the [University's standards](#)

[Links to an external site.](#)

to produce custom products. The University's standards include fair labor practices, ethical sourcing, and meeting employment standards.

You can find a list of available licensed companies under the heading [Use of UC Berkeley Trademarks & Licensees for Student Group Use](#). Please go to the Licensees for Student Group Use.

## Your RSO's Name

Under the [Berkeley Campus Regulations](#), registered student organizations are not allowed to use the intellectual property of the University in the name of the student organization and in the nicknames of the student organization. UC Berkeley, Berkeley, Cal, California, UC, UCB, Berkeley Chapter, Golden Bear, Bear, Bears, Oski, the names of Campus Buildings or Spaces, and other [University trademarks, logos, etc.](#) cannot be incorporated into a student organization's name as they are the intellectual property of the University.



The University has granted permission to registered student organizations to use the word "Berkeley" or the word "California" as part of a student organization in the following format: **"Student Organization at/of Berkeley" or "Student Organization at/of California"**.

RSOs who were grandfathered-in prior to the 2009 policy change can continue to use the University trademark in their name (for example: Cal Debate and Cal Dragon Boat).

Brand Protection and Licensing and the OASIS team manage the University's name and intellectual property in order to protect the University's brand of education, quality, and excellence.

**RSOs who have been grandfathered-in to use a trademark of the University in the name of the RSO and do not register forfeit the use of the University trademark in the RSO name.**

Any use of University name and intellectual property (including trademarks, logos, images, etc.) requires the explicit permission and authorization of the University through both OASIS and the Licensing Program at UC Berkeley (for products like t-shirts) or OASIS and [Berkeley's Business Contracts and Brand Protection Office](#) for all other uses. Trademark requests are not guaranteed to be approved.

## **Branding Your RSO**

When branding your organization, we encourage you to use original artwork, design a unique logo, select distinct colors (can use blue and gold), and create a unique slogan.

If your organization has designed a logo or an image that uses the intellectual property of the University and is used as a profile picture in CalLink, we could reach out to talk with your organization about altering the logo or image to remove the intellectual property. The profile picture, if it includes UC intellectual property, could be removed by OASIS.

If you have any further questions, please contact your advisor.

# **Risk Management**

Risk exists at different levels for anything your student organization may do. Risk can appear in a variety of programs from a cooking demonstration to an outreach event working with youth. We encourage student organizations to proactively prepare for risk in order to protect your participants, members, and your organization.

This section will review different risk considerations, policies, and insurance for your organization's event(s).

Learning Objectives:

- How to get insurance for your events
- How to obtain a certificate of insurance
- What to do when you have an event with minors
- What to do when dealing with hazardous materials & equipment

## Insurance for Your Events

The OASIS advises student organizations to get insurance so that you can protect yourself and your organization from financial and legal consequences. We recommend that you ensure that your organization's events are covered by insurance and you do your due diligence to mitigate potential risks and accidents such as bodily injury, harm to others, and damage to your property and campus property.

At UC Berkeley, UC Office of the President (UCOP) pays for insuring (*most*) student organization events on campus already. This is a benefit to you! To qualify for the RSO Insurance program, you must be fully registered and in good standing with the university via OASIS.

- Organizations holding **low-risk events** are automatically **covered**.
- Organizations **holding high-risk events need to obtain additional coverage**.
- Use the [UC Hazard Chart](#)
- [Links to an external site.](#)
- 

<b>Low-Risk Events</b>	<b>High-Risk Events</b>
----------------------------	-----------------------------

<ul style="list-style-type: none"> <li>• Meetings*</li> <li>• Lectures</li> <li>• Receptions</li> <li>• Seminars</li> <li>• Teleconferences</li> </ul>	<ul style="list-style-type: none"> <li>• Minors under the age of 18</li> <li>• Animals</li> <li>• Sports or other athletic activities</li> <li>• Performances of any kind</li> <li>• Moving vehicles</li> <li>• Tools, weapons, or heavy equipment</li> <li>• Fire (including cooking)</li> <li>• High attendance in an outdoor venue</li> </ul>
--	--

\*Subject to change depending on insurer review

To recap, low-risk events on campus are free to you as a student organization. Insurance for a high-risk event on campus may come out-of-pocket from the student organization. UCOP does not cover off-campus events, but an off-campus venue may still ask for coverage.

Apply for insurance coverage for your event at [CampusConnexions / MERCER](#)

[Links to an external site.](#)

## How to Obtain a Certificate of Insurance (COI)

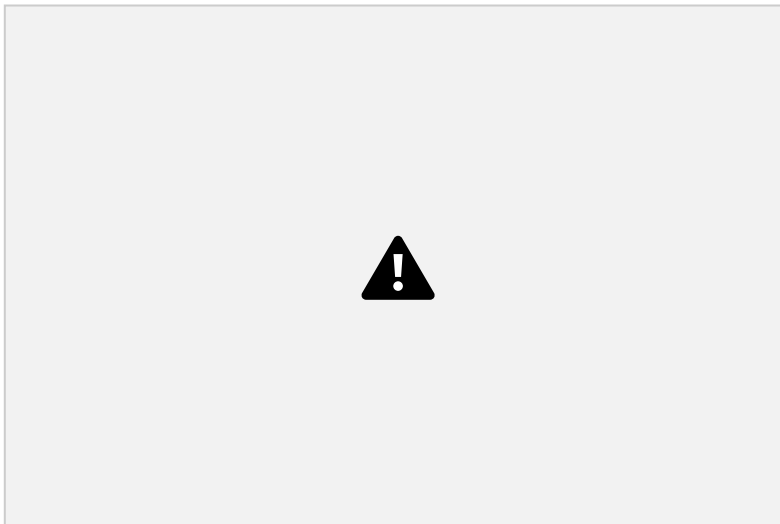
1. Be a Registered Student Organization with OASIS and the University.
2. Visit [Campus Connexions](#)

3. [Links to an external site.](#)
4. to apply for insurance.
5. Expect a **MINIMUM** of 7-10 business days lead time for each application/event/program.
6. Certificates will be generated and sent to you electronically, if approved.

If you have any other questions about risks related to your event or need an event review or security assessment, please feel free to contact your [OASIS](#) advisor.

## Events with Minors

**⚠️**: Any event(s) with minors (children and students under the age of 18) requires you to meet with your OASIS advisor.



*PC: UC Berkeley photo by Brittany Hosea-Small*

If your organization is hosting an event with minors, an OASIS advisor will work with you to ensure that your organization is taking the necessary steps to protect your organization and participants under the age of 18.

We love hosting youth on campus just as much as you do. Yet, we must do all that we can to mitigate unintended impacts. We emphasize this because working with minors comes with a unique set of liabilities that are considered high risk.

**Note:** Space reservations for events with minors will not be accepted without OASIS advisor approval.

We will work with you to make sure you're protected and informed about all possible liabilities so that you and your participants can have a safe, meaningful, and successful event!

Resource: [Best Practices for Activities with Minors](#)



## Event Waivers

Event waivers are written agreements that state that the sponsor of an activity will not be liable for harm suffered by participants. Waivers serve both as a legal and educational tool by calling on people to think about the potential risks of an activity.

Waivers should be used whenever you are sponsoring an event which involve the following:

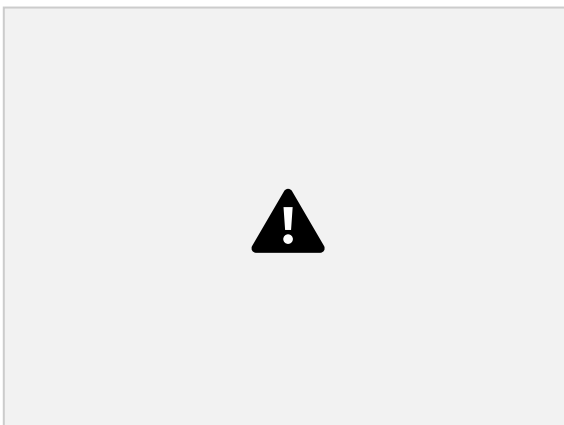
- Participants engage in performances, competitions, or other physical activities that could lead to injury (i.e. races, basketball tournaments, bounce houses, etc.)
- Participants use equipment like sound systems, movie projectors or other tools that may have trip hazards
- Guests are take away from their home location
- Participants are minors (anyone under the age of 18)

Click here for a copy of the [RSO Waiver Form of Liability, Assumption of Risk and Indemnity Agreement](#).

For further information, please feel free to visit [Risk Services at UC Berkeley](#). Be sure to check out their [FAQ](#) and [Risk Worksheet](#) if you're planning a high risk event.

If you have any other questions about insurance or waivers, please feel free to contact your OASIS advisor.

## Hazardous Materials & Equipment



**Does your organization engage in any experimentation or work with hazardous materials or equipment, including but not limited to *acids, aerosol, batteries, biological agents,***

*compressed gasses, chemicals, darkroom chemicals, lasers, fertilizers, mercury, radioactive materials, toxins, weed killer, etc.?*

**Does your organization use any Physical Hazards/Equipment:** *shop power tools (drills, saws, presses, cutters, laser cutters etc.), power supplies, fabricated electronics (items not commercially purchased but made), 3D printers, soldering, welding, brazing, etc.?*

If your student organization works with any hazardous materials or equipment, we ask you to do the following:

1. Notify OASIS (oasis.center@berkeley.edu) before starting any experiments, builds or practice sessions.
2. Acquire insurance coverage for all RSO events, including "practice or experimental" sessions.
3. Do not assume that working in a campus lab or maker space grants you permission for this RSO activity.
4. Get permission from campus spaces and faculty by disclosing your RSO activities and insurance requirements. RSOs have different requirements than an individual student working in a lab setting.
5. Consult with [The Office of Risk Services](#) and [The Office of Environment, Health & Safety](#) before working with Hazardous Materials & Equipment.

# Event & Space

# Reservation

We understand that space is a necessity for the livelihood of student organizations. We all need space to host our meetings, events, and celebrations.



One of the privileges of RSO university recognition is the ability to host events and reserve venue spaces on campus. There are many venues on campus that are managed by individual departments. This page will review the most common ways RSOs reserve space on campus.

Learning Objectives:

- What Berkeley Event Services is
- Understand what general assignment classrooms are
- What Cub-E is
- How to get food permits

## Berkeley Event Services

**Website:** [eventservices.berkeley.edu](https://eventservices.berkeley.edu)

**Email:** [eventservices@berkeley.edu](mailto:eventservices@berkeley.edu)

**Phone:** 510-642-1141

**Hours:** Monday-Friday from 9:00am-5:00pm *[hours may vary, please see our website or front desk for most up-to-date hours]*

**Location:** Info Desk, Eshleman Hall, 1st Floor Lobby

**Event Spaces Managed:**

**Outdoor Venues:** Savio Steps, Sproul Plaza, Memorial Glade, Campanile Esplanade, etc.

**Indoor Venues:** Pauley Ballroom, Anchor House, Anna Head Alumnae Hall, Eshleman Hall Meeting rooms, Practice & performance spaces, etc.

## How to Reserve Event Space:

Before you begin, please note that only the **signatories** of your organization can submit a request or reserve a quick book space through Berkeley Event Services. One of your signatories must be the primary contact for your reservation request to Event Services.

- You will submit your request online at [eventservices.berkeley.edu](https://eventservices.berkeley.edu)
- Click Event Request, Student Event Request, OR Quick Book Rooms.

Before your space reservation is confirmed, you will need to create a purchase order on your CalLink page (as discussed in the previous page). The Event Services team will send you and your advisor an invoice. Please make sure to work with your advisor to ensure timely payments.

\* Booking Event Services venues are available up to 1 year in advance. Booking Quick Book rooms begin up to 150 days prior to the semester.



## **Reservation Guidelines**

Student organizations must abide by the Student Union Event Services Policies.

Limits on free Conference/Meeting Room Spaces in Eshleman and MLK and Practice & performance spaces:

### **Eshleman Practice and Performance Spaces**

(1) reservation per day

(3) hours maximum per reservation

(16) reservations per semester, per RSO

May book same day reservations, may cancel reservations on your own, up to the reserved start time

### **Eshleman Conference Rooms and bNorth Conference Rooms**

(2) reservation per day

(90) minutes maximum per reservation

(16) reservations per semester, per RSO

May book same day reservations, may cancel reservations on your own, up to the reserved start time

\*Note that there are rental charges for most spaces (indoor and outdoor) managed by Student Union Event Services. Please see our [current venue pricing plan](#)

[Links to an external site.](#)

## Event Planning Resources

The Student Union's Event Services team provides a number of event planning guides. Event Services provide additional services such as helping arrange other campus venues, catering, decorations, additional rental equipment and A/V equipment. Many of these services are covered within the room rental fee.

## General Assignment (GA) Classrooms

**Hours:** Monday-Friday from 9:00 AM-5:00 PM

**Location:** All questions can be directed to the Classroom Reservations [classroomevents@berkeley.edu](mailto:classroomevents@berkeley.edu) .

**Website for** [Berkeley Event Services Classroom Reservations](#)

**General Assignment Classroom scheduling is managed by Berkeley Event Services utilizing the 25Live Reservation software.**

### Access to 25Live

In order to reserve classrooms, you'll need to adhere to the following protocols:

- You must be an active signatory to reserve general assignment classrooms on campus.
- Once you are an active signatory, you must sign into 25Live to gain access.

Should you have any difficulties email [classroomevents@berkeley.edu](mailto:classroomevents@berkeley.edu) and provide a reservation number if applicable.

### 25Live Instructions

- Once you've acquired access to 25Live, you can begin your request by clicking "Event Form" or "Create an Event" as noted in the screenshot below:



- Once you've completed your request, see "Your Upcoming Events" in 25Live to reference a successfully created request(s) which can be found by clicking the "Create an Event" box.

## **25Live Reminders**

- Please note that classroom space is limited and available on a first-come, first-served basis determined by the submission date and time of the request.
- As a reminder, when using classrooms, you must abide by the [Classroom Use Policies](#)
- [Links to an external site.](#)
- or you may be denied from making future reservations. Please make sure you leave the room as you found it- clean and orderly.
- OASIS recommends that the signatory in charge of classroom reservations remains the primary point of contact for General Assignments (GA) Classrooms for the academic year.
- If your request is denied, you must submit a new request and start over. OASIS recommends that you supply alternate dates, times, and locations when making a request to avoid denials.
- Visit the [25 Live Instructions](#)
- [Links to an external site.](#)
- document on how to make a successful request.

## **Classroom Allocation Policy**

GA Classrooms are available on a first-come, first-served basis, when the building is open. Requests are prioritized according to submission date.

Reservations team reserves the right to assign an alternate classroom that better suits the expected guest count or activity, according to the reservation request.

### **Semester Allocation Limits**

- Weekdays (Mon–Fri):
  - Max 20 hours per semester per organization
- Weekends (Sat–Sun) in Social Science Building:
  - Max 20 hours per semester
  - Max 1 room per day with waived fees
- Holidays:
  - GA classrooms are closed on academic holidays
- Performance/Movement Activities:
  - Only two classrooms are suitable for performance/movement events:

- A1 Hearst Field Annex (Capacity: 222)
- 100 Genetics & Plant Biology (GPB) (Capacity: 206)

### **Reservation Status Definitions:**

**DRAFT** Status - Reservation is still under review.

**TENTATIVE** Status - The reservation is being held but may have additional documentation or information required before the reservation is confirmed.

**DENIED** Status - Reservations may be denied for the following, but not limited to, reasons:

- No availability
- Request is outside of Building Hours
- Hourly maximum exceeded
- Organization blocked from 25Live
- Request submitted after submission deadline
- Event did not meet major event requirements
- Required documentation not submitted by deadline

**CONFIRMED** Status - submission and receipt of any requested additional documentation or information, a confirmation will be sent to the requestors email.

## **Booking Guidelines:**

### **Weekday Reservations (Fall/Spring Semesters):**

- Opening Submission Dates:
  - Fall: July 1
  - Spring: December 1
  - Or after RSO signatory training is completed.
- Timing Restrictions:
  - Weeks 1–4: Reservations before 8 PM are not allowed.
  - Weeks 5–15: Early reservations (before 8 PM) held until Week 5
- Submission Deadlines:
  - Single classroom: minimum 7 days in advance
  - Multiple classrooms: minimum 6 weeks in advance.

### **Weekend Reservations (Fall/Spring Semesters):**

- Opening Submission Dates:
  - Reservations accepted up to 365 days in advance.
- Timing Restrictions:

- GA classrooms are not available on home football game days unless the event includes paid UCPD SPO/CSO or alternate approved staffing. Subject to approval.
- Submission Deadlines:
  - Single classroom: minimum 14 days in advance
  - Multiple classrooms: minimum 6 weeks in advance

### **Summer Semester:**

- For Summer 2025:
  - RSOs: Cannot reserve GA classrooms.
  - Faculty/Staff only.
  - No reservations between the end of finals and the start of Summer Session A.

For questions about Summer 2026 GA Classroom reservations, please email [eventservices@berkeley.edu](mailto:eventservices@berkeley.edu)

## **Major Events Policy (MEP) Reminder:**

Major Event Policy (MEP) - As the event host, you are responsible for understanding if your event qualifies as a major event and thus subject to the [Major Event Policy](#) for details and procedures for non-Departmental Users to Request Access to Campus Facilities. If you have questions about whether your booking is a major event, please email [majorevents@berkeley.edu](mailto:majorevents@berkeley.edu)

Per the Campus Major Events Policy procedures, if you feel that your request is likely to significantly affect campus safety/security or campus services, or interfere with other campus functions/activities, you are responsible to conduct UCPD and insurance consultations to determine if the policy applies and best next steps. Failure to comply will result in cancellation of the reservation.

## **Important!**

You must submit the following documents (6) weeks prior to host, plan, and execute a major event:

1. [MEP event registration form](#)
2. [Links to an external site.](#)
- 3.
4. [UCPD Event Notification & Security Assessment Form](#)
5. A reservation request for your selected venue. Depending on the campus venue selected, proof of a reservation request can be a 25Live confirmation email, email to the venue's coordinator, or a google form submission. Include [majorevents@berkeley.edu](mailto:majorevents@berkeley.edu) when making your venue reservation request.

# Classroom Service Fees

No room rental fee for GA Classrooms; however, some services incur charges.

- Weekday (Mon–Fri):
  - No fee for classrooms with <399 capacity
  - \$192 / classroom for rooms with ≥400 capacity
- Weekend (Sat–Sun):
  - \$192 / classroom (≤399 capacity), 1–14 hours
  - \$292 / classroom (≥400 capacity), 1–14 hours
  - \$0.00 / Social Science Building: 1 room/day is free; multiple room bookings must use alternate locations
- Additional Fees:
  - Event Staff: \$30 / hour per staff (min. 4 hours, 2 staff required)
  - UCPD: Client responsible for CSO/SPO if required
  - Damage Fees: Charged if damage occurs
  - Cleaning Fees: Charged for extra cleaning needs

[\[25/26 RATE SHEET GRID\]](#)

[Links to an external site.](#)

## Cancellations:

Cancellations must be made in writing by email to [classroomevents@berkeley.edu](mailto:classroomevents@berkeley.edu) to avoid fees or infractions. Written notification must be received within the following timeframes.

- Weekday reservations a minimum of **3 business** days in advance
- Weekend reservations a minimum of **14 business** days in advance notice

Cancellation notification under the prescribed days will result in payment of reservation fees

## Misuse and Misconduct

All users are required to comply with the policies outlined herein. Failure to follow these policies may result in written warnings, referral to the UC Berkeley Center for Student Conduct, suspension of reservation privileges, and/or the imposition of incurred fees.

## Three-Warning System

### First Warning

- A written warning will be issued to the client.
- Applicable fees may be assessed.

### Second Warning

- A second written warning will be issued.
- For Registered Student Organizations (RSOs): The matter will be referred to the UC Berkeley Center for Student Conduct for review.
- For Campus Departments: The relevant Department Manager will be notified.
- Applicable fees may be assessed.

### Third Warning (Final)

- A third written warning will be issued.
- For RSOs: A second referral will be made to the UC Berkeley Center for Student Conduct for investigation. Reservation privileges (for GA Classroom and Event Services venues) maybe suspended as a result of a violation..
- For Campus Departments: A second notification will be sent to the Department Manager. Reservation privileges will be temporarily suspended until all assessed fees are paid.

### Incident Severity Protocol:

Event Services reserves the right to immediately escalate any incident to the UC Berkeley Center for Student Conduct based on the severity of the violation. This decision may be made in consultation with relevant Student Affairs offices, including but not limited to the Major Events and Activities Team, Office of the Registrar and the Dean of Students.

## Things to Remember!

Here's a quick summary of each venue's respective policies for common student organization actions:



RSO Action	Classroom Spaces	Student Union Spaces
Provide food and drinks	Not allowed	<ul style="list-style-type: none"> <li>• All event spaces require use of an approved caterer through Event Services ; work with your coordinator to place orders.</li> <li>• Permit or Vendor Insurance may be required</li> <li>• Additional custodial fees may apply</li> </ul>
Play amplified sound	Not allowed	Allowed based on Location & Time; Permit may be required

Reconfigure the room	Must be returned to original configuration with the correct number of seats according to the room diagram in each classroom by the door	You must specify the set-up required when you book the room; group should not configure the room themselves
Leave the space messy / damaged	Group will be charged and signatories held responsible	Group will be charged and signatories held responsible



## Frequently Asked Questions

Space on campus is managed by a variety of different departments in addition to the ones we reviewed above. For our most up-to-date list of venue information, visit our [FAQ page](#). This page includes information on:

- Outdoor and classroom space reservations
- Cal Performances, Zellerbach, Hearst Greek Theater, Multicultural Community Center, International House and the Alumni House.
- ASUC managed spaces such as the Hearst cages

As a reminder, only certified signatories may reserve campus space on behalf of a student organization.

## • Environment, Health & Safety (EH&S)

The Office of [Environment, Health & Safety \(EH&S\)](#) is responsible for permitting and inspecting campus events at which food is served to the public. EH&S will be enforcing *The California Retail Food Code*, which is a California law that regulates food service. In the interest of protecting public health at UC Berkeley, and alignment with the California Retail Food Code, registered student groups (RSOs) that wish to offer food to the public or at “community events” will need to follow the new procedures outlined here. A Community Event is a public gathering event. Examples of Community Events at Berkeley have included: Caltopia, Calapalooza, Golden Bear Orientation, East Asian Union Night Market, Taste of Berkeley, Superb concerts, and other cultural events.

**New Procedures for RSOs offering food at public events now includes the following:**

- Beginning Summer 2024 RSOs may only host up to 4 Community Events per academic year where they will be able to offer food to the public.
- The Event Coordinator (RSO signatory) must obtain approval from EH&S to hold the event:
  - The Event Coordinator applies for an [event permit from EH&S here](#). The application is due at least 30 days prior to the event date(s).
- Event Organizers, and students from participating RSOs that will handle and serve food, must complete [EH&S training](#):
  - EHS 509 - Food Handler Basics (available in the [UC Learning Center](#))
  - EHS 510 - Special Events Food Safety Training (available in the [UC Learning Center](#). Covers operating a Temporary Food Booth).
  - For those using the UC Learning Center for the first time, please email [ehstrain@berkeley.edu](mailto:ehstrain@berkeley.edu) to request access to the site.
- Tabling on Upper Sproul is NOT considered a Community Event. RSOs may provide limited food distribution at tabling under the following circumstances:
  - Only commercially-prepared, pre-packaged, non-potentially hazardous foods that do not require any refrigeration (e.g. candy, chips) are allowed. An EH&S event permit application is NOT required for this.
  - Bake Sales are allowed at Sproul Plaza tabling and other locations on campus. The [EH&S Bake Sale Guidelines](#) must be reviewed and followed. An EH&S event permit application IS REQUIRED to hold a Bake Sale. Applications for Bake Sales can be submitted 7 business days prior to the event.
- Mobile Food Facilities (Food Trucks) are NOT allowed to participate in events hosted by registered student organizations.

# Funding Your Student Organization

Your organization's funds are important for covering your organization's annual costs. Although these costs range depending on your activities, most commonly sees funding go towards event venues/spaces, supplies, performance artists, keynote speakers, transportation, and program materials.

It is important to understand how to obtain grants and funding from a variety of campus resources as each funding source has its own set of policies and procedures. We encourage you to familiarize yourself with each financial process to ensure a smooth flow of funding into your org's CalLink account, if you are ASUC Sponsored or GA Funded.

There are many ways to get funding. This section will review the different funds available:

Learning objective:

- What is the difference between ASUC Funds and Graduate Assembly Funds
- What is an ASUC/GA Financial Agent Certification
- How do we fundraise
- What Campus Grants are available to my student organization

## Funds Overview

Funds can be generated in numerous ways:

- Applying for funds through the ASUC or the Graduate Assembly
- Asking for membership dues
- Applying for university grants
- Finding sponsors, partners, or donors
- Fundraising and [crowdfunding](#)

Your organization must be recognized by OASIS in order to be eligible for university, ASUC, or GA funding. Additionally, an organization must be sponsored by the ASUC or GA funded in order to utilize the CalLink finance tools. If you seek to claim the ASUC's non-profit tax ID number for fundraising, your organization must follow university and ASUC policies and procedures, including being ASUC sponsored.

For further information, please feel free to contact your advisor. Please visit our [FAQs page](#) on our website to see the most up-to-date info on common questions!

## ASUC Sponsorship:

ASUC Sponsorship is a great way for your Organization to receive additional resources and funding through the ASUC. In addition to the opportunities you are given as a Registered Student Organization (RSO), if you are ASUC Sponsored you will have the added benefits of requesting rooms in Eshleman Hall that are operated by the ASUC (4th and 5th Floor Conference Rooms), as well as the opportunity to request additional funding through the ASUC Contingency Fund.

### Sponsorship Process:

1. Fill out the ASUC [Sponsorship Form on CalLink](#).
  1. The link will ask for an updated RSO Constitution that has the appropriate ASUC Clause needed to be sponsored.
2. Once your RSO is placed on the Finance Committee Agenda, make sure a representative of your organization attends the meetings
3. After the initial review of the Finance Committee, the ASUC Senate will have the final decision on approving or declining sponsorship.
4. Once approved, your RSO will have a ASUC Sponsorship tag on their CalLink account and you will then have access to all the resources that were mentioned above.
5. You should anticipate about 1.5 weeks to hear whether or not you were approved for sponsorship

## ASUC Funds

The Associated Students of the University of California (ASUC) is responsible for allocating the fund collected as part of ASUC student fee. That fee is \$33.50/semester for undergraduate students and \$27.50 for Graduate and Professional students. All funds from undergraduate students go to the ASUC to allocate, and all funds from graduate and professional students go to the Graduate Assembly, a subsidiary of the ASUC. Both groups allocate funds to registered and ASUC sponsored student organizations or Graduate Registered Student Organizations.

Student groups must be **registered with the OASIS** and **have current ASUC sponsorship** in order to be eligible to apply for ASUC funds. To review how to get your organization sponsored by the ASUC, please visit the [“Fund Your Org”](#) website.

## ASUC Annual Budget and Space Allocation Timeline

The ASUC Annual Budget and Space Allocation is an annual process for RSO's to request ASUC funds for the next academic year. Below is a rough timeline of when ABSA opens through the approval process of the ASUC Senate. For more information, please feel free to check out the ABSA Website: <https://asuc.org/absa/>

[Links to an external site.](#)

Month	Action
FEBRUARY	Sponsorship, funding and Space applications are available on Callink and notification will be sent out by the ASUC
EARLY MARCH	Applications are due
MID-APRIL	Initial awards are determined and sent to groups
LATE-APRIL	If your organization is not happy with your allocation, you have the ability to appeal the initial allocation
MAY	Funding amounts are finalized and then the Senate passes the official budget for funds for the next academic year
AUGUST	Allocated funds become available to use pending current Registration with OASIS

### **Senate Contingency Fund Process**

Some ASUC funding is still available throughout the academic year if your organization was unable to request funding during ABSA or was not allocated a budget. The ASUC Senate

Contingency Fund is allocated by application for Registered and Sponsored RSOs. This fund is for RSOs who feel they need more funding than originally anticipated, who missed the ABSA deadlines, or for newly formed RSOs who missed the ABSA process the previous Spring. RSO's can apply for funding via the Senate Contingency Fund application process on Callink starting when classes begin in August and ending in the final week of classes in Spring. Your RSO must be ASUC sponsored to apply for Senate Contingency Funds.

### **General Process/Timeline:**

- If your student organization is not yet ASUC Sponsored, fill out the appropriate ASUC Sponsorship Application on [Callink](#) under “forms”
  - ⚠️ : submissions are only accepted during the Fall and Spring semesters.
- Your RSOs request for Sponsorship or Funding will be reviewed by the ASUC Finance Committee (FiComm) who will determine if sponsorship or funding will be recommended to be approved. Those recommendations are ultimately approved by the ASUC Senate every week.
- In order to receive the funding and/or sponsorship, a member of the organization who submitted the request must be in attendance at FiComm. The FiComm Student Assistant will email you when your Organization is placed on the agenda for the week.
- You should anticipate about 1.5 weeks to hear whether or not you were approved ASUC Contingency funds.

## **Graduate Assembly Funds**



Graduate Assembly funding comes from the graduate student fee.

The Graduate Assembly Funding Committee and Funding Officer allocate funds to Registered Student Organizations that are made up primarily of graduate students. Groups are eligible to apply for funding in the following categories:

- **GRSO Funding:** GRSO Funding provides financial support for meetings, events, and the general operations of a GRSO. These funds can be spent on items such as food, non-alcoholic beverages, compostable serving supplies, and/or other event supplies. GRSOs may apply for Large Project Funding in either September or January, or for Continual Funding monthly for ongoing events. GA funds cannot be used for internal-facing events such as board meetings, office snacks, or events only open to a single class year.

- If you are looking for individual funding, you can learn more about the Professional Development and Graduate Student Parent Travel Awards at the Graduate Assembly website.

For applications, deadlines, and complete details, please see the Funding Guide on the [Graduate Assembly website](#)

## Access to CalLink Finances | ASUC Financial Agent Certification

In order to access your org's finances in CalLink you must become a financial agent. Financial agents have the authority to approve CalLink purchase requests on behalf of their organization. We recommend you have at least two financial agents to approve your org's CalLink purchase requests.

The UC Berkeley Student Union Finance team created the [FY25/26 CalLink Finance Training](#) to provide you with all the information you need to complete the CalLink Finance Agent Training bCourse [25-26 Agent bCourse linked on homepage of [callink.berkeley.edu](http://callink.berkeley.edu)] This training is designed for students who intend to become CalLink Finance Agents for their student organization(s). This training must be completed each academic year. Agent status granted in previous academic years is removed every summer from CalLink profiles. While this training is designed for students intending to gain Financial agent status, all organization members may access and review the powerpoint of the material at [FY25/26 CalLink Finance Training](#).

## Fundraising

If you are conducting a fundraiser on campus please review the general guidelines on the [Planning Events website](#) and be aware of the following requirements:

- If you are selling food items, prepare to follow the [Environmental, Health and Safety Food Guidelines](#) and have applied for the [EHS Food Permit](#) at least 30 business days prior to ensure timely processing of necessary permissions
- Campus policy restricts commercial activity (see Article 122 of [Berkeley Campus Regulations](#)), specifically, "Recognized campus organizations must be non-commercial in nature, and the use of campus facilities by such organizations may not result in personal financial benefit to any individual or private enterprise". How this policy applies to RSO fundraisers:
  - No student or student group is allowed to become a sales representative on behalf of a non-campus commercial enterprise. An arrangement to be a sales representative for a commercial entity may compromise the group's



ASUC sponsored status within campus policy and jeopardizes their ability to maintain campus recognition.

- Please note that it is acceptable to buy a product (shirts, supplies, edible goodies following EH&S guidelines) at one price and offer it as a fundraiser for the benefit of the group.
- OASIS requires that a fundraiser involve only transactions that are one-time efforts offered to clearly benefit the constitutionally defined purpose of the group, and **marketed in such a way to maximize the group's benefit and minimize the commercial activity involved.**

If a donor is requesting proof of nonprofit status or a Tax ID number in exchange for their donation, please fill out the [Request for Use of the ASUC Non-Profit Tax ID Number](#) form in CalLink.

- Please note that only ASUC Sponsored RSOs may request use of the ASUC Non-Profit Tax ID Number.

[Crowdfunding](#) at Berkeley is another great option to raise money for your organization. Students are able to set up month-long campaigns to raise money through the online portal.

RSOs who wish to do larger fundraising campaigns and want to be able to accept online payments can sign up for an account with [Give to Berkeley](#) and/or also participate in the [BIG GIVE](#), Berkeley's one-day online fundraising campaign. This is your student group's chance to solicit donations from members, friends, family, and more. To do this, you must make an appointment and discuss it with your Advisor.

## Campus Grants

Below is a summary of many of the campus grants available to you:

[ASUC Grant and Scholarship Foundation](#) (GSF): GSF is an ASUC Chartered Program that allocates grant and scholarship funds to student groups and individuals who wish to put on programs and events or follow academic pursuits that will benefit the larger Cal community. Funding categories may change annually; in the past, categories have included the following:

- Academic Opportunity Fund
- Decal Grant
- Arts & Service initiatives for the University & Community (A.S.U.C.) Grant
- Student Organization Travel Grant
- Student Technology Grant

[Berkeley Wellness Fund](#): The Wellness Fund supports wellness services and programming for students, as well as renovations, furnishings, and alterations to existing spaces required to support these new wellness programs.

[The Big C Fund](#) (Campus Climate, Community Engagement, and Transformation): Provides funding for student-initiated diversity, multicultural and equity projects and programs for graduate and undergraduate students and communities.

[Big Ideas Grant](#): Big Ideas is an annual contest aimed at providing funding, support, and encouragement to interdisciplinary teams of students who have “big ideas”. By encouraging novel proposals and then supporting concrete next steps, Big Ideas is helping contest winners make an impact all over the world.

[Chancellor’s Advisory Committee on Student Services and Fees \(CACSSF\) Discretionary Fund](#): Offers funds for campus units that provide co-curricular student services and student groups (via ASUC and Graduate Assembly Executive Officers) that impact the student experience.

[Chancellor’s Community Partnership Fund](#): Provides funding for innovative community-campus partnerships designed to improve the quality of life for Berkeley residents. Berkeley-based collaborative projects that focus on arts and culture, community safety, economic development, environmental stewardship and education are encouraged to apply. Proposed projects must include at least one university and one Berkeley community partner.

[Ethnic Studies’ 5th Account](#): Funds are available for student-initiated group projects, activities or events that meet the criteria of Ethnic Studies departmental sponsorship, significant impact on students, and cultural education.

[The Green Initiative Fund \(TGIF\)](#): TGIF offers grants for sustainability projects on UC Berkeley’s campus.

[Student Opportunity Fund \(SOF\)](#): Student Opportunity Funds provides support to student organizations for on-campus events and activities (co-curricular requests) and to individual students for educational opportunities like attending a conference or a workshop (educational requests).

[UC Berkeley Public Service Center Student Initiated Community Projects](#): This sponsorship provides groups with leadership training, advising, and a grant to finance their service activities.

## Module 6

# Membership Health and Wellness



Your ethical responsibilities as a signatory are some of the most important obligations as a student leader.

The following module will guide you through content and resources that will help you create a supportive and caring environment for your organization's members.

Learning objectives:

- Know the resources available for Wellness and Mental Health
- Understand UC Berkeley's policies on Diversity, Equity, and Inclusion
- Understand what constitutes Discrimination and Harassment
- Learn ways RSOs can be more intentional about the environment and sustainability
- Learn about Bystander Intervention and the CARE Model
- Understand what hazing is, how it can be prevented, and how to respond when it happens

## Wellness

We, as a campus community, are committed to the wellness of our students. UC Berkeley's holistic approach to wellness addresses the physical, emotional, social, intellectual, occupational, spiritual, and financial health of our community.

The experience of leading an organization involves contributing to the wellness of the student experience by providing a co-curricular space where students can gain support and resources for their well-being.

The following will cover strategies and resources available to you at Cal:

- University Health Services—Tang Center
- Supporting a Member's Wellness Related to Substance Use
- Mental Health
- Signs of Distressed Members



## University Health Services—Tang Center

**Website:** [uhs.berkeley.edu](https://uhs.berkeley.edu)

**Phone:** 510-642-2000

**Hours:** Monday-Friday from 10:00am-4:00pm; Closed on weekends

**Location:** 2222 Bancroft Way, Berkeley, CA, 94720-4300

**Instagram:** [@bewellcal](https://www.instagram.com/bewellcal)

[Links to an external site.](#)

[Links to an external site.](#)

[Links to an external site.](#)

**Twitter:** [@TangCenterCal](https://twitter.com/TangCenterCal)

[Links to an external site.](#)

[University Health Services](#) is the central hub for [student](#) health at UC Berkeley. They provide a variety of services ranging from acute care, radiology, a pharmacy, an optometry clinic, and counseling services.

### UHS-Tang Center offers:



- - [Mental Health self-help information and resources](#)
  - [Short-term counseling appointments](#) (individual, couples, career, academic stress, psychiatry or specialized needs)
  - Longer-term [off-campus referral](#) coordination with community providers
  - Drop-in [urgent](#) or [casual “Let’s Talk”](#) counseling options
  - [Workshops and groups](#)
  - [Health coaching](#)
  - [TAO: Therapy Assistance Online](#), online library of engaging, interactive programs that help you learn life skills and bounce back from disappointments and stumbling blocks
  - [Look for the Signs](#) of depression for yourself and your community
  - Text **HOME** to 741741 for free 24/7 crisis support
  - Tang 24/7 Counseling Line
    - (855) 817-5667
  - Mobile Crisis Team
    - (510) 981-5900 or (510) 981-5254 from 11:30am-10:00pm
  - Urgent Drop-In Counseling at the Tang Center
    - 10 am- 5pm Weekdays (No appointment necessary)
  - In a case of an emergency where these resources are insufficient call 911.
- We encourage you to save these numbers in your phone so you have them when needed.



## Supporting a Member’s Wellness Related to Substance Use

Most of us make smart choices about whether to use substances and avoid negative academic, physical, or social consequences. We also recognize that not everyone drinks or chooses to experiment with substances. With that said, we all play a role in creating a [Party Safe](#) culture at

Cal. Here, we provide some resources to help you get informed and know what to do to support a member's wellness related to substance abuse.

PartySafe@Cal is a peer education prevention program through University Health Services—Tang Center. Please take a moment to watch, Party Safe and Here's How I Do It.

While leading your student organization, if you face choices and situations related to alcohol and other drug use (your own, your members, your events) use the [information and resources here](#) to help you navigate and be well. University Health Services [Social Services](#) offers confidential and non-judgmental counseling and consultation about your own substance use or that of a friend or family member.

You can explore relevant harm reduction resources and actions for change on the [Party Safe at Cal](#) and Collegiate Recovery Program websites and by following them on instagram and facebook. Student leaders and members can email [partysafe@berkeley.edu](mailto:partysafe@berkeley.edu) with non-emergency questions and concerns about substance use and culture.

**Click the following resources for more information on intervention strategies:**

- [Alcohol and Other Drugs - Info](#)
- [PartySafe Toolkit](#)
- [Emergency: Signs of Overdose and Steps to Take](#)
- [Collegiate Recovery Program](#)
- [PartySafe Graphics & Video Library](#)
- [Links to an external site.](#)
- 
- [Campus Alcohol and Drug Policies](#)
- Where to get [FREE Naloxone And Fentanyl Testing Strips on campus](#)

The most important thing to remember is don't let small problems become big problems! Ask for help if you need it!

## Mental Health

Wellness includes taking care of your mental health and being mindful of the mental health of your members. Remember, delegation and modeling self-care is also a part of being a leader and can help reduce stress. Additionally, delegation can provide opportunities to share the leadership experience so that more students can have an opportunity to try new things.

### Mental Health Resources:

- [Counseling & Psychological Services](#) offers emergency, in-person, and group counseling

- [Be Well Game Plan](#) is a Tang Center effort to encourage students to take care of themselves in all aspects of their lives. Its offerings include individual counseling, workshops, massage chairs, pet hug events, and more
- [Online Mental Health Screening](#)
- [Links to an external site.](#)
- is an anonymous self-assessment if you are concerned about yourself or someone you care for.
- [Feeling Stressed or Depressed](#) this link takes you to an information page that discusses how to access self-help resources.
- [Helping a Distressed Friend](#) this link takes you to a resource page on how to support a distressed peer.
- [Look for the Signs](#) this link takes you to a web page that lists out resources for further support in addressing a distressed member of your organization.

## Signs of Distressed Members:



Stress is normal and, some stress, can even be useful. Periodically have members check their stress to notice if it's turning to distress. Share and normalize using resources and help. Delegate and model self-care as a leader to manage your own stress.

Additionally, be aware of any of the following behaviors as it may be an indication that you need to take action. Know your members and their patterns.

- Nervousness
- Agitation
- Increased irritability, undue aggressive or abrasive behavior
- Excessive procrastination and poorly prepared work
- Infrequent class attendance, little or no work completed
- Depression, lack of energy
- Marked change in personal hygiene
- Withdrawal, fearfulness

If you need support in addressing distressed members in your organization, please feel free to reach out to your OASIS advisor. We will work with the Center for Support and Intervention to provide the support and resources to your organization and members.



## Tang Tip:

Take charge of your wellness! Be an organization that values ***taking care of yourselves and each other*** so we do well at Berkeley while still enjoying balanced and fulfilled lives.

There are many [Be Well](#) resources here to support you! Check out the video below to learn more about the (10) core wellness areas of exercise, gratitude, health, eating, resilience, self-compassion, sleep, social connection, stress, and time management.

For further information on any topic covered in this module, please feel free to contact your [OASIS](#) advisor or [University Health Services](#).

# Inclusion

Inclusion is the act of caring for all the members of the student community and creating a space where everyone can feel like they belong. There are some aspects of inclusion which we might already know and probably many other aspects that have never occurred to us. This section will help you dig deeper into inclusion and what it means for you and your organization.

- Land Acknowledgement and Reflections on Inclusion
- University Resources
- Anti-Racism Resources

## Land Acknowledgement



OASIS acknowledges that UC Berkeley sits on the territory of xučyun (Huichin), the ancestral and unceded land of the Chochenyo speaking Ohlone people, the successors of the sovereign Verona Band of Alameda County.

We recognize that every member of the Berkeley community has, and continues to benefit from, the use and occupation of this land, since the institution's founding in 1868. Consistent with our values of community, inclusion, and diversity, we have a responsibility to acknowledge and make visible the university's relationship to Native peoples. As members of the Berkeley community, it is vitally important that we not only recognize the history of the land on which we stand but also, we recognize that the Muwekma Ohlone people are alive and flourishing members of the Berkeley and broader Bay Area communities today.

This acknowledgment was co-created with the Muwekma Ohlone Tribe and [Native American Student Development](#) and is a living document. [Learn more about the Muwekma Ohlone Tribe.](#)

## Reflections on Inclusion

Our students have a wide array of intersectional identities and communities at UC Berkeley. When was the last time you and/or your organization actively had a conversation about inclusion in your organization? What practices does your student organization have in place to make sure that everyone is included?

We encourage you to think of inclusion not as a destination nor a goal that your organization "arrives" at. Instead, it is a chance to view inclusion as a constant practice that changes with each new year and each new group of students. There is always room to grow and more to learn when it comes to topics of inclusion.

The following video created by the [Gender Equity Resource Center](#) provides tips for making classroom environments inclusive for everyone. Although you may not teach a class, the video provides strategies for creating an environment in your organization that's inclusive for all students at UC Berkeley.

### **Creating LGBTQ+ Inclusive Classroom Climates**

Inclusive practices require that we pause, reflect, and understand our social positionality within systems of oppression. As leaders, we trust that you will set the examples by interrogating the ways in which systems of oppressions such as, although not limited to, race, class, and gender shape your social world. By taking an inward look, we gain a better sense of how to take action against prejudices within our communities.

We hope you take the time to sit and reflect with these following questions. We trust that you will bring these questions back to your organization and facilitate dialogue among your group members.

### **Questions to Consider:**

- How does my organization reflect on the complexity of our members' identities and experiences? How can we reflect more?
- How is my organization inclusive of all our members' identities and prospective members' identities?
- How accessible is my organization to the campus community, both physically and financially?
- How does being more inclusive benefit my organization and its mission?
- What is my organization already successfully doing to create a welcoming space for all? What have we not tried that we can try this year?
- What is my organization doing to have challenging conversations on inclusion?
- Who can we ask for support to increase inclusion in our organization?
- In addition to basic demographics and protected classes of identity, what are the life experiences of current and prospective members who make up our student org?

# University

# Resources,

# Discrimination and

# Free Speech



# University Resources

- [Division of Equity and Inclusion](#): The Division of Equity and Inclusion provides leadership, accountability, and inspiration to the UC Berkeley campus in integrating equity, inclusion, and diversity into all aspects of university life.
- [Principles of Community](#): The principles of community for the University of California, Berkeley, are rooted in our mission of teaching, research and public service. They reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.
- [Bears that CARE \(BTC\)](#): BTC, within the Center for Support and Intervention, is an active bystander initiative to make our campus safer. A team of peer educators lead interactive workshops teaching on various topics such as hazing, mental health, consent, social identities and microaggressions, effective communication, and more to students and staff utilizing the CARE model as an intervention tool. Utilizing bystander intervention, you can become part of the solution in making the Berkeley community safer and more inclusive for everyone. Request a Bears that CARE workshop led by a peer educator today!
- [Gender Equity Resource Center](#): Offers educational workshops to the Cal campus community on topics related to gender, sexuality, sexual violence, relationship violence and healthy relationships.
- [Multicultural Community Center](#): Offers dialogues, workshops, and events that are open to all off-campus community members, students, staff, and faculty. Workshops focus on cross-cultural dialogue and work that centers on anti-oppression, sustainability and wellness, as well as social justice values.
- [The Office for the Prevention of Harassment and Discrimination \(OPHD\)](#): OPHD is the campus Title IX Office. OPHD contributes to creating a culture of respect by overseeing campus compliance with policies that prohibit discrimination and harassment for students, faculty, and staff, including those based on sex, gender, sexual orientation, race, disability, religion, and other protected categories. OPHD does this by receiving reports of harassment and discrimination, providing support to those harmed, and resolving matters either formally or informally. OPHD also partners with campus departments to conduct educational workshops and consultations for UC Berkeley communities.
- [PATH to Care Center](#): The PATH to Care Center is a resource for the entire UC Berkeley community that is dedicated to the primary prevention of sexual violence and sexual harassment and supporting survivors. They help RSOs understand the intersecting needs of a community and develop long-term prevention strategies. They also provide engaging and interactive workshops on topics like responding with care and concern, consent and boundaries, SVSH prevention strategies, healthy relationships, and more. The PATH to Care center believes that violence is 100% preventable and that everyone can play a role in the prevention of SVSH on campus.

Reach out to PATH to Care via their website, email, or social media to request a peer educator workshop or collaboration!



## Discrimination, Harassment, and Factors

### Discrimination is:

- adverse or unequal treatment
- taken because of an individual's protected identity
- that unreasonably impacts someone's ability to fully participate in their education or other university activities.

### Harassment is any conduct that:

- Is unwelcome,
- Is based on someone's protected identity or perceived identity,
- Is severe, persistent, or pervasive,
- Interferes with, limits, or denies someone an opportunity to fully participate in their education or other university activities,
- And creates an intimidating or offensive environment.

### Factors OPHD considers in evaluating whether behavior is Prohibited Conduct:

- The frequency, nature, and severity of the conduct;
- Whether the conduct was physically threatening;
- Whether the conduct arose in the context of other discriminatory conduct or other misconduct;
- The effect of the conduct;
- Whether the conduct would be objectively viewed as intimidating or offensive by a reasonable person; and
- Whether the conduct may be protected by academic freedom or freedom of speech. When the investigation implicates academic freedom, the Local Implementation Officer will, based on locally developed procedures, consult with the appropriate academic officer for relevant academic expertise.



## Free Speech at Berkeley

## **Free Speech - what is protected?**

Freedom of speech is the right of a person to articulate opinions and ideas without interference or retaliation from the government. The term “speech” constitutes expression that includes far more than just words, but also what a person wears, reads, performs, protests and more.

The Constitution prohibits UC Berkeley, as a public institution, from banning or punishing speech based on its content or viewpoint.

## **Hate Speech - is it protected?**

There is no “hate speech” exception to the First Amendment and, on many occasions, the Supreme Court has explicitly held that prohibitions or punishments for hateful speech violate the First Amendment.

Just because there is a First Amendment right to say something, however, doesn’t mean that it should be said. The First Amendment protects a right to say hateful things, but as a campus we strive to be a community where no one will choose to express hate.

## **What if “hate speech” causes a hostile environment?**

Protected speech, like hate speech, can be harmful and impact individuals and the community, even if the speech is not targeted toward any one person.

Protected speech can cause a hostile environment.

However, if speech is protected, we can’t shut it down. We have to use other avenues to address the harm caused.

## **Responding to harmful speech**

The university responds to all conduct that is harassing, discriminatory, or otherwise causes a hostile environment for students, faculty, or staff.

Even if speech is protected by the First Amendment, the harmed person can still receive support for the impact to their education or employment. Everyone is encouraged to make a report of harassment or discrimination to OPHD.

The university can also broadly communicate its opposition to stereotypical, derogatory opinions and remind the campus of our Principles of Community. And we can engage in counter-speech and plan positive events for the impacted community.

# Anti-Racism Resources



Greater Good magazine is published by the [Greater Good Science Center](#) (GGSC) at the University of California, Berkeley. [Since 2001](#), the GGSC has been at the [forefront of a new scientific movement](#) to explore the roots of happy and compassionate individuals, strong social bonds, and altruistic behavior—the science of a meaningful life.

Greater Good Science Center's mission is to elevate the human potential for compassion. But that does not mean we deny or dismiss the human potential for violence, particularly toward marginalized or dehumanized groups.

For centuries, African Americans and other communities of color have been subject to this physical and structural violence, denied their humanity and often their basic right to exist. That's why we are gathering *Greater Good* pieces that explore our potential to reduce bias and contribute to racial justice. The science we cover reveals the considerable psychological and structural challenges we are up against. But it also gives hope that another world is possible.

- [Anti-racism Resources](#)
- [Links to an external site.](#)
- 
- [How to Stop the Racist in You](#): The new science of bias suggests that we all carry prejudices within ourselves—and we all have the tools to keep them in check.
- [How to Beat Stereotypes by Seeing People as Individuals](#): We often judge people by their group membership—but research suggests other ways to see each other.
- [Why Telling Our Own Story Is So Powerful for Black Americans](#): Andrea Collier reflects on the role of storytelling in black American history—and in her own life.

- [Eight Ways to Stand Up to Hate](#): Hate crimes and hateful language are on the rise. What are you going to do about it?
- [Five Ways to Have Better Conversations Across Difference](#): It's not easy, but we can find common ground in difficult conversations.

## Learn More About Hate Crimes

- [Hate or bias incident \(Supportal\)](#)
- [Hate or bias incident reporting \(OPHD\)](#)

# Environment and Sustainability

Sustainability is a core Berkeley value. While our campus is one of the greenest universities, there is much work to be done to achieve our zero waste, clean energy, and environmental justice-related campus [goals and initiatives](#). As UC Berkeley students and RSO leaders, it's also important to recognize our impact on our larger community, and situate ourselves as members not only of UC Berkeley, but as community members of the city of Berkeley and the broader Bay Area.

The following gives an introduction to environmental justice in the Bay Area, resources for instituting sustainability and/or eco-friendly practices into your organization, and potential resources to learn more and access sustainability-related funding.



## Role of RSOs

Registered Student Organizations (RSOs) have an important role in addressing environmental issues, since they can raise awareness, educate their members and the wider community, and advocate for policies that promote more environmental awareness, reduce greenhouse gas

emissions, and mitigate the impacts of climate change. AS RSO leaders, there are many reasons for you to be active changemakers in addressing sustainability within your organization.

### Reasons for RSO Involvement

- Students are the leaders of the future, and you have the potential to enact lasting and widespread change.
- RSOs organize many of the events and activities on campus. RSO leadership has a responsibility to educate their membership, support campus environmental goals, and explore sustainable practices that could improve our campus.
- RSOs have the ability to organize people around a common goal, and make change. Your organizations are well-suited for amplifying individual voices within your organizations that are passionate about the environment, sustainability, and environmental justice. RSOs are the most direct method of reaching the greatest diversity of students, which has the potential to increase environmental awareness throughout the campus
- RSOs that are interested in social justice should also be concerned about climate change, as climate change has been proven to disproportionately impact marginalized communities. This includes low-income communities, communities of color, and indigenous communities.



## Environmental Issues & Climate Change

The Berkeley community faces a number of environmental issues. **Climate change is a global crisis driven by human activities, particularly the burning of fossil fuels, which releases greenhouse gases into the atmosphere.** As students who utilize campus facilities, energy, and resources for events and activities, RSOs can make conscious energy and resource conserving decisions to help reduce the impact of climate change on our community.





### Campus Organizations to Support & Follow:

- [Clean Energy | Sustainability & Carbon Solutions](#)
- [UC Green New Deal Coalition](#)
- [Links to an external site.](#)
- (@ucgreennewdeal and @ucberkeleygnd on Instagram)
- [Fires & Smoke | Office of Emergency Management](#) has tips for preparing for various fire-related hazards.
- [Wildfire Smoke | Office of Environment, Health & Safety](#) on resources and guidance on how to reduce exposure to wildfire smoke

Image source: [Dark, orangey skies over campus: Let there be light, please? | Berkeley News](#)



## Environmental Justice in Berkeley

Environmental justice (EJ) recognizes the inherent links between people's environments and their socioeconomic status, race, gender, and other intersecting identities. It recognizes that low-income communities, communities of color, and other marginalized communities more broadly and disproportionately bear the effects of environmental pollution, degradation, and harm.

Environmental justice advocacy is strong within UC Berkeley and the broader Bay Area Community. Below, you will learn about a few local connections between



# Sustainable RSO Operations

As RSO leaders, there are many resources on campus that can support you in making sustainable decisions in your club organization, event planning, and more.

Specifically, plastics, especially single-use plastic, harm our wildlife, ecosystem, and our communities, and our own health. [UC Berkeley](#) has a goal of eliminating all single-use plastic (SUP) with viable alternatives by 2030 and the [City of Berkeley](#)

[Links to an external site.](#)

has long been dedicated to reducing single use plastics in our community, due to the large environmental impact of their production, use, and their continued persistence after disposal in our water, bodies, and environment. Waste is a global problem, and it is up to all of us to make decisions to reduce our waste and support long-term decisions to improve the [global waste trade](#)

[Links to an external site.](#)

For more RSOs, waste is most often found in purchasing and event decision-making. RSOs have an enormous amount of purchasing power, and taking time to look into your organization's waste stream, and invest in more long-lasting and environmentally-friendly purchasing choices can not only support you in producing less waste, but can save you money over time, and make you eligible for funding opportunities for campus events or projects (see more below).

Additionally, RSOs also utilize a lot of their resources to create memorable events and meetings for their members and the broader UC Berkeley community. For many of these events, food is critical - and you can easily integrate sustainability into your event planning, whether you're getting food for your weekly meeting or preparing for your annual gala! Please use the chart below for ideas on how to make RSO food and event decision-making more sustainable. For more guidance, please contact the SERC Green Team at [serc@berkeley.edu](mailto:serc@berkeley.edu).

## Purchases:

Clubs engage in all retail spaces on campus, online, and externally. This page outlines a few alternatives and practices so RSOs can be zero waste practitioners in their spaces.

Furthermore, if waste is produced from your club activity or event, please include proper signage that communicates how to properly dispose of waste during events and after.

## RSO Waste Reduction Ideas:

<b>Signage [name tags, posters, decor]</b>	<ul style="list-style-type: none"> <li>● Invest in a reusable fabric banner, tablecloth, or easy-up with your club's name instead of using one-time paper signs</li> <li>● Use Chalkboard or another reusable board for specific signages like an event name or food sale sign</li> <li>● Use a sturdy paper like cardstock or cardboard and create name tags with yarn or safety pins. Current name tags are plastic lined stickers or plastic encased paper → these end up in the trash after attendees leave the event</li> </ul>
<b>Promotional Flyers</b>	<ul style="list-style-type: none"> <li>● Utilize digital platforms and barcodes as much as possible. Post on-campus activities at <a href="http://Callink.berkeley.edu/events">Callink.berkeley.edu/events</a></li> <li>● Limit printing flyers for essential purposes only</li> </ul>
<b>Club Gear &amp; Merchandise</b>	<ul style="list-style-type: none"> <li>● Sell and giveaway items that are practical, functional, and reusable <ul style="list-style-type: none"> <li>○ Mugs, Metal Utensil Kit, Fabric bags</li> </ul> </li> <li>● Furthermore, prioritize club experiences over products, as most promotional items end up in secondhand stores or in the landfill.</li> </ul>
<b>Amazon Purchasing</b>	<ul style="list-style-type: none"> <li>● <b>Limit</b> buying from Amazon, and instead try to find items locally</li> <li>● Buy from places with greater supply chain transparency</li> <li>● If you have to purchase from amazon, utilize the Amazon lockers to reduce local trips and reduce packaging.</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>● When selling food, avoid plastic wherever possible <ul style="list-style-type: none"> <li>○ Consider alternatives to reselling individually packaged restaurant food</li> <li>○ Use glass or reusable platters, containers, drink dispensers and more <ul style="list-style-type: none"> <li>■ Thrift stores sell good quality items for as low as \$3 a piece</li> </ul> </li> </ul> </li> <li>● Instead of using saran wrap or other plastic wrap to create individual servings, try using aluminum foil, beeswax food wrappers, or paper pastry bags, all of which are either recyclable or compostable.</li> </ul>

<b>Sustainable Food Options</b>	<ul style="list-style-type: none"> <li>• For weekly meetings, purchase snacks in bulk instead of individually wrapped (e.g. at Berkeley Bowl)</li> <li>• Encourage your members to bring reusable containers to avoid purchasing single-use plates and utensils</li> <li>• Purchase more fruits &amp; produce that don't come wrapped in plastic</li> <li>• Explore Berkeley restaurants like Cafe Think who utilize reusables, or talk to Berkeley Catering to learn more about sustainable catering options.</li> <li>• If serving food to the public, follow <a href="#">EH&amp;S Food Safety Guidelines</a> and obtain an EH&amp;S Food Permit 10 days prior to food fundraisers</li> </ul>
<b>Sustainable Drink Options</b>	<ul style="list-style-type: none"> <li>• Encourage your members to bring reusable water bottles and find <a href="#">nearby water refill stations</a></li> <li>• Let members know ahead of time plastic water bottles will not be provided</li> <li>• Purchase beverages with recyclable packaging, such as aluminum cans or glass bottles</li> <li>• Use paper cups and plates when reusable/metal/glass dishware is not possible</li> <li>• Purchase larger containers or invest in pitchers or drink dispensers to serve large audiences.</li> </ul>

*\*UC Berkeley's **composting facility is currently not able to process #7 PLA (compostable plastic) products, so they are typically sent to the landfill.** We encourage the use of compostable plastics over regular single-use plastics, but **reducing and reusing are much better for the planet!***

## RSO Sustainability Officer:

RSOs at UC Berkeley can be a huge source of learning, waste reduction, and modeling of environmentally conscious behaviors on campus. By installing a Sustainability Officer as part of your organization, you ensure that you have a dedicated member to support waste reduction, environmental justice, and complying with UC Berkeley sustainable practices around purchasing, green events and more. The [Student Environmental Resource Center's Green Team](#) can engage with your Sustainability Officer and will provide trainings and support for this position. Learn more by emailing [serc@berkeley.edu](mailto:serc@berkeley.edu) or look out for our semesterly Callink message.

## Green Events & Sustainability Funding

[The ASUC Sustainability Commission \(Steam\)](#) and the [SERC Green Team](#) have partnered with [The Green Initiative Fund](#) to provide financial assistance to RSOs who take steps to make their small to large events more sustainable. UC Berkeley's [Green Event Certification](#) program will reimburse your organization for event costs if your organization makes sustainable choices around internal sustainability, waste reduction, transportation, food and catering, and innovative decisions.

**Additionally, if you or your organization has an innovative idea to support sustainability with your RSO or more broadly, you can [apply](#) for a TGIF Fall mini-grant or Spring [grant](#). TGIF is UC Berkeley's green grant program that provides funding, via grants, for projects that improve and support UC Berkeley's campus sustainability and environmental justice efforts. TGIF allocates funds to projects that promote sustainable modes of transportation, increase energy and water efficiency, restore habitat, promote environmental and food justice, and reduce the amount of waste created by UC Berkeley.**

## Questions?

The [Student Environmental Resource Center](#) (SERC) is a majority student-led campus department supporting students, student organizations, and community members and organizations, on a wide variety of climate and environmental programs and initiatives. Contact us at [serc@berkeley.edu](mailto:serc@berkeley.edu) to find more resources to make your RSO more sustainable.

# Ways to Take Action

Have you ever been in a situation when you saw something that was wrong, but did not know how to respond? Taking action is one of the most important parts of your ethical responsibilities as a signatory. The situations you encounter will each require a different course of action. In this section, we will provide you with a toolkit for how to take action.

- Intent vs. Impact Model
- Bystander Intervention & the CARE Model
- Submit a Report

## Intent vs. Impact Model

One place to start is by understanding Intent vs. Impact. While an individual may have good intentions, the impact of their actions may not always align with their intention. Especially in instances where potential harm may have occurred, it's important to focus on the affected individual(s) experience of the harm (in other words, focusing on the impact).

A common example of this model is that of a broken glass. Someone moves by a table and accidentally knocks over their friend's glass and breaks it. Even though that person's intention was not to break the glass, the impact is still that the glass is broken. It's important for the person

who broke the glass to take ownership of their impact and listen to their friend about the harm they experienced.

In an inclusion context, this model can be applied very broadly. For example, how might Intent vs. Impact be used to repair a relationship where an event requirement impacted someone negatively? Or, how might Intent vs. Impact be used to help a member understand how to take responsibility for a joke that had a harmful impact on another member?

This is a process. We all make mistakes and can be wrong, but the most important thing is to listen, reflect, apologize, and work to do better in the future.

### Scenario #1: Intent vs Impact

*Your organization is having a Fall retreat at an off-site location in the woods. One of your members, who uses a wheelchair, tells you that they didn't notice any accessibility information in the flyer. They ask you if the retreat site will be accessible. They don't want to make a big deal out of it and seem to emphasize that they don't want to be a hassle. You don't actually know the answer to this member's question. What might you say and do?*

**Response:** You might consider expressing your intent and also taking ownership of the impact. For example, you might say: "I'm sorry, I actually don't know the answer to that right now. My intention is for everyone to be able to participate, and I recognize that not having essential accessibility information impacts you. I will work on this right away to get you the answer." Then, figure out how you can take action to rectify the situation.

**Learning Outcome:** To create an inclusive environment, you and your organization must make sure that the retreat is accessible to everyone that wants to attend. If you're unsure, you can always ask an advisor for help. Ultimately, you are encouraged to follow the Disability Access and Compliance Office's [guidance on accessible events](#); the best standard is to proactively think of inclusion before any plans have already been set so that everyone can already fully participate from the beginning.

# Bystander

# Intervention

# What is Bystander Intervention?

Bystander Intervention is recognizing a potentially harmful situation or interaction and choosing to respond in a way that could positively influence the outcome.

## Everyone Has the Power to Help

Together we can prevent violence and harm by being active bystanders who care for one another. Being an active bystander means that you **TAKE ACTION** when you see a situation that could be potentially harmful. Every step counts no matter how small you think it is.



Here are the steps to safely intervening to help others:

- **Recognize the Situation:** Recognition is key. This requires prior awareness of social identities and microaggressions, what consent does and doesn't look like, when someone has had too much to drink, signs that someone is experiencing a decline in their mental health, and other important information we go over in each of our workshops.
- **Decide to Take Action:** Most likely, other witnesses may not have the tools to intervene or are worried to do so. Taking action takes a lot of courage and can empower others to help! Ask yourself: if not me, then who?
- **Intervene Effectively and Follow up Appropriately:** Choose one of the CARE intervention tools that work best for the situation and keep in mind that your safety is your top priority. If possible, check-in with the affected people after and share resources and options with them.

You have the power to create a safer community that promotes belonging and well-being for all.

## CARE Model

*How can you support member's safety?*



[Bears that CARE](#) is an active bystander initiative to make our campus safer. Bears that CARE helps us recognize and intervene in situations that have the potential to be violent or harmful.

Before we can discuss how to take action, let's look at why people may feel like they cannot intervene, and how to overcome these barriers. Common reasons that prevent bystanders from taking action include:

- **Bystander effect:** “Someone else will handle it”
  - We tend to assume that if there are many people present, someone else will step in. However, when everyone makes this assumption often no one takes action. As a leader, it is important that you take responsibility, act, and be a model for other members.
- **Evaluation apprehension:** “Maybe I’m misreading the situation”
  - Sometimes we worry that there is something about a situation that we do not understand and that we may be making a big deal out of nothing. However, it is better to do something about a harmless situation, than to do nothing about a harmful one.
- **Victim blaming:** “They might have done something to deserve what’s happening”
  - No matter how someone is dressed, how much they are drinking, or who they are, no one deserves to be harmed. Everyone deserves to feel safe on campus.
- **Misperception of norms:** “Other people seem to be okay with it, so I guess I shouldn’t say anything”
  - We tend to underestimate how many people are uncomfortable with a situation, because everyone has the same misperception. Chances are that if you think it is not okay then others don’t think so either and would feel relieved if you take action. Oftentimes when one person steps in others will feel inspired to do the same!

Now let’s use the CARE Model in action! The CARE Model is not meant to be a step by step set of instructions but rather a menu list of options you have to safely intervene as an active



bystander to help make the community a safer and welcoming space for all. There are many different ways to intervene to help take care of our fellow bears!



Here are some examples of ways to use the CARE Model to help others:

- **Confront the Situation:** Calling out a friend for a microaggression, “Hey, what you said was harmful because X”
- **Alert Others:** Talking to the party host about a student who passed out, “I’m worried about this person who passed out, can you check on them to see if they are alright?”
- **Redirect Attention:** Seeing an argument between a couple get heated and coming up with an excuse to separate them. “Hey! So and so is looking for you! Want to come with me and help find them together?”
- **Engage After:** Checking in on a peer who was harassed. “Hey, what they said was not cool. I wanted to reach out and see how you are feeling, how can I support you?”

Let’s practice using the CARE model with the following scenario:

### Scenario #2: CARE in Action

*Your group check-in question asks everyone to share one of their weekend plans. Students go around the room sharing plans with friends or with romantic partners. One student, a man, hesitates at his turn and then says that he and his boyfriend are planning to go to Napa. You hear a groan from the front of the room and hear someone whisper, “I mean, I have gay*

*friends, but I really wish he wouldn't talk about his sex life. We're not THAT kind of club." What would you do?*

**Confront the situation:** "What do you mean, that kind of club? We welcome everyone here, and there was nothing inappropriate about what he shared."

**Alert others:** "Taylor, as president, do you want to remind us about the norms of our group?"

**Redirect attention:** "I LOVE Napa... Did you try the Pinot Noir? It's incredible."

**Engage after:** "I'm sorry about what that person said. I want you to know that you are welcome here, and that person does not represent the way that the group feels. We will be addressing it with them individually, if that's okay with you."

What should you do if you see a potentially harmful situation? The CARE Model provides four easy options for how to intervene. Think of this as a toolkit, not a checklist - which option is best will depend on your personality, and the situation.

We encourage each member to be active bystanders. Take action to reduce the chance

[Request a workshop](#) for your organization to learn more about the CARE model.



## Submit a Report

### Submitting a Report to the Center for Student Conduct

The [Incident Report form](#) is to report incidents that may be a violation of the Berkeley Campus [Code of Student Conduct](#) (except incidents of SVSH or Discrimination, which should be reported to OPHD). If you choose to submit an Incident Report, please be as detailed as possible. You have the option of providing your name or leaving that field blank. By providing your name, the Center for Student Conduct staff will be able to check in to see how you're doing, offer support, and seek any clarification to what you shared. Please know if you report anonymously that may limit the options available to respond to the incident. It might not feel easy to decide what to do, so we encourage you to reach out for help if you need it.

If you witness a suspected policy violation, or feel unsure or uncomfortable about something that happened or is going to happen, you can always:

1. Tell a fellow signatory
2. Come talk to an advisor
3. Submit an Incident Report to the Center for Student Conduct
4. Speak with a confidential service on campus, such as the [Ombuds for Students and Postdoctoral Appointees](#), the [PATH to Care Center](#), or [Counseling and Psychological Services](#) offered through the [Tang Center](#).

## Submitting a CARE Report to the Center for Support and Intervention

If you are concerned about a fellow student's well-being, you may [refer a concern](#)

[Links to an external site.](#)

to the [Center for Support and Intervention](#). A professional staff member will review the information and, if appropriate, work to support involved students and UC Berkeley community members. For a list of common signs of distress, please see the [When To Refer Guide](#).

Please note that although information submitted in a Care Report is protected by educational privacy, it is not confidential in the same way that other campus offices can provide. If you want to speak to someone confidentially, consider contacting [Counseling and Psychological Services](#) at the [Tang Center](#), the [Ombuds Office for Students and Postdoctoral Appointees](#), and the [PATH to Care Center](#) depending on the concern.

# Hazing Prevention and Response

## What is Hazing?

The UC Berkeley Code of Student Conduct Defines hazing as:

any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, **regardless of the willingness of such other person or persons to participate**, that is committed in the course of a pre-initiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that

(I) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or

(II) the person knew or should have known was likely to cause serious bodily injury.

With this definition in mind, when is an activity considered hazing? The following three components are key to understanding hazing:

- **Group context:** Expected of someone during the process for joining and maintaining membership in a group.
- **Humiliating, degrading, or abusive behaviors:** Activities that are potentially humiliating and degrading, or actions that endanger others that could cause physical, psychological and/or emotional harm.
- **Regardless of an individual's willingness to participate:** The "choice" to participate may be offset by the peer pressure and coercive/power dynamics that often exist in the context of gaining membership in a group.



# Is This Hazing?

Hazing can be hard to spot sometimes. In a recent UC Berkeley survey of Undergraduate students, 67.4% of respondents have heard of teams or organizations hazing at Cal and 19.5% have experienced some form of hazing themselves. However, when respondents were directly asked if they had been hazed, only 1.2% indicated that they had. (UC Berkeley & STOP Hazing, 2022-23)

Hazing is a form of violence that can be conceptualized on a spectrum from actions that are less recognized but more common to actions that are more recognized but occur less frequently. Below are further explanations of types of hazing activities as well as non-exhaustive examples of each; regardless of their assigned categories, all actions are considered hazing, and fall under the umbrella of power-based violence.

- Actions that highlight the power imbalance between newer members, older members, and leadership.
- Actions that may be more commonly recognized as hazing because they cause emotional and physical distress.
- Actions that can cause physical, emotional, and psychological harm.



**Scenario #3: Is this Hazing?**

*A campus organization requires new members to participate in challenges like staying up for 24 hours to complete a project and running errands for senior members. The president suggests these activities are optional but implies that completing them influences acceptance into the group.*

*Is this hazing?*

**Answer:** Yes, this is a form of hazing. Just as the spectrum above highlights, hazing can be more than physical violence or forced drinking. Forcing members to stay awake to complete a project and run errands for senior members are examples of hazing involving power dynamics and potentially causing physical, psychological, or emotional harm. Additionally, even though the president may suggest that the activities above are optional, it is implied that these actions are required to gain or maintain membership to the group. Coercion impedes true consent demonstrating the third component of hazing “...regardless of a person’s willingness to participate.”

If you’re not sure whether or not something happening to you or to someone else is hazing, ask yourself these questions:

- Am I comfortable participating in this activity?
- Would we get in trouble if a school/college administrator walked by and saw us?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation in this activity violate my values or those of this organization?
- Is this causing emotional distress or physical harm to myself or to others?

Visit the [Dean of Students’s website on Hazing](#) to learn more about identifying, preventing, and reporting hazing.

Hazing is also not just happening in Athletic teams or Greek Organizations, it can occur in many different group settings. In the same UC Berkeley survey, students who experienced hazing behaviors shared which organizations they experienced the hazing behaviors in order to gain or maintain membership. Hazing is a campus-wide issue, and we can be a part of the culture shift to creating healthy groups free from hazing.



# Using the CARE Model in Hazing Scenarios

As a reminder, the CARE Model equips you with strategies for taking action, and can be used as a prevention strategy when hazing is observed. Depending on the situation at hand and your personal style for intervening, there is always an option for taking action while keeping yourself safe.



- Confront the situation
  - Challenge a person who is perpetrating violence or hazing
  - Pull a victim away from a situation that they feel uncomfortable in
- Alert Others
  - Engage other leaders/signatories in the organization for help
  - Seek help from a responsible campus employee
- Redirect Attention
  - Redirect focus on core values and intended outcomes of certain activities
- Engage After
  - Check-in with the parties harmed and ask what they need.
  - Evaluate the entire recruitment process objectively, and use that as a means to improve

## Alternatives to Hazing

Sometimes organizations that haze new members are confused about how to change these practices. Other times, those who believe in the supposed “benefits” of hazing might resist the change. There are many creative ways to change from a hazing to a non-hazing organization and those who believe in the “benefits” of hazing may be more likely to change their opinion if they can envision and participate in some alternatives to hazing. The following are some specific examples of ways to eliminate hazing while continuing to build group unity, as presented in the infographic below. These are suggestions but you know your organization and community best! Use these examples as inspiration to create events and practices that make the most sense for your organization, team, and community.





# Reporting, Confidential Support, and Prevention Resources

If you have been hazed, have witnessed hazing, or suspect that someone you know has been hazed, you have options about how you can report to university officials:

- If you would like to report your experience to the Center for Student Conduct, you can [submit an online report](#)
- [Links to an external site.](#)
- .
- Report the incident through the [UC Whistleblower Hotline website](#)
- [Links to an external site.](#)
- .

While individuals may withhold their name or other identifying information when reporting hazing, the university's ability to respond to reports without a named reporting party will be significantly limited. In all cases, the identity of all reporters will be kept private to the greatest extent possible.

Please note that all reporting options on this page do not trigger an immediate response. If you are in immediate danger, please call UCPD at (510) 642-3333 or 9-1-1

You can learn more about policies and procedures related to hazing at the [policies and procedures](#) page. Navigate to the [how to help someone experiencing hazing](#) page and our [resources](#) page to learn more about how to help a friend or loved one experiencing hazing.

If you are still processing your experience and aren't sure what you would like to do next, we encourage you to reach out to the [Ombuds Office for Students & Postdoctoral Appointees](#). The Ombuds is a confidential office that can assist you with sorting through this situation and share more about what options are available for you. You can reach the Ombuds at 510-642-5754 to schedule an appointment or simply ask more about how they might be of assistance. Our [resources](#) page has a more comprehensive list of confidential and non-confidential resources.

If you would like to learn more about how to become an active bystander to help promote belonging and prevent hazing, you can schedule a [Bears that CARE peer-led workshop](#) for your organization. For a deeper dive into how to become an ethical leader, please reach out to [takeaction@berkeley.edu](mailto:takeaction@berkeley.edu) to learn more about the Ethical Leadership Certification Training.

## Module 7: Preventing Sexual Violence and Sexual Harassment in Your Student Organization

### Content Warning

This training mentions the experiences of sexual violence, sexual harassment, intimate partner violence, and stalking, for folks who have been directly impacted or supporting those impacted. If you feel impacted during the training and wish to speak to a confidential resource, please call the 24/7 Care Line at (510) 643-2005.

In this module, we will cover what you can do if sexual assault, sexual harassment, relationship violence, stalking, and/or invasion of sexual privacy comes up in your organization and how you can prevent it. We recognize that this is a heavy topic and we want to provide the following content warning:

- Take care of yourself as you move through this module - take a break if you need or want to. We recognize that reading about sexual violence and sexual harassment (SVSH) can be difficult, uncomfortable, and overwhelming.
- Ultimately, we want to focus on PREVENTING SVSH from happening by proactively addressing this issue and how you can create a healthy culture in your student organization.
- Statistics show that 1 in 3 women, 1 in 6 men, and 1 in 2 transgender folks experience SVSH. With that, we know there are survivors taking this course and survivors who

participate in your student organization. We ask you to be mindful and thoughtful of your reactions to this content.

Confidential Advocates at [PATH to Care Center](#) are available for 24/7, confidential support if you need. Call the CARE Line at 510-643-2005.

## Module Learning Outcomes

- ***Integrate violence **prevention** strategies:***
  - We understand that each student organization has its own unique communities and environment. We would like you to think about tailored and "natural fit" opportunities to weave prevention into your student organization.
- ***Promote healthy & respectful interactions among peers:***
  - We all have the ability to change our campus culture to one that promotes prevention and respect. Throughout this module, we would like you to think about how you can be a part of this culture of respect as you learn more about consent and boundaries, positive social norms, and survivor support.
- ***Respond if a member discloses experiences of violence:***
  - Check in with the survivor to make sure they are safe at the moment. If there are immediate safety concerns, discuss options of calling law enforcement or PATH to Care urgently.
  - Honor, respect, and believe the survivor. They are sharing with you for a reason, including that you are a trusted member of your community.
  - You might not occupy a leadership position – that is okay. Everything we review in this module are things you can personally do that will positively impact those around you, including the other folks in your student organization. If a disclosure occurs, we encourage you to warmly connect the survivor with the [PATH to Care Center](#) to explore confidential options and next steps. As a support person, you also have access to services from the PATH to Care Center and the Office for the Prevention of Harassment and Discrimination about reporting options, supportive and mitigating measures, and how your organization can respond to the impact of this disclosure and prevent future harm.
- ***Identify next steps, personally and for your student organization:***
  - We know you are seen as peer leaders, so people may come to you. It is important to have some basic information and skills so that you are prepared to respond effectively and compassionately.

## Creating a Culture of Consent

Sexual violence and sexual harassment (SVSH), includes sexual harassment, sexual assault, intimate partner violence, and stalking. SVSH are fundamentally at odds with the university's mission and [principles of community](#). Preventing and responding to SVSH is a community responsibility. UC Berkeley takes a collaborative approach to addressing SVSH.

Two principal partners in this effort are the Office for the Prevention of Harassment and Discrimination (OPHD) and the PATH to Care Center.

The [Office for the Prevention of Harassment and Discrimination \(OPHD\)](#) is the campus Title IX Office. OPHD contributes to creating a culture of respect and consent by overseeing campus compliance with policies that prohibit discrimination and harassment for students, faculty, and staff, including sexual violence and sexual harassment (SVSH). OPHD does this by receiving reports of harassment and discrimination, providing support to those harmed, and resolving matters either formally or informally. OPHD also conducts educational workshops for the campus community, often in partnership with the PATH to Care Center and other offices.

The PATH to Care Center is a confidential resource that works to transform our campus into a community that is free of sexual violence, sexual harassment, intimate partner violence, and stalking through prevention, advocacy, training, and healing. The PATH to Care Center envisions a campus community free of violence and grounded in social justice. This vision will be realized when every member of our community is a beacon of support and respect for those around them.

If appropriate, both the PATH to Care Center and OPHD can offer survivors support with academic, workplace, and housing adjustments, as well as safety measures.

## Your Role in the Organization

In this section, we will make sure you understand your role as a signatory in your organization. First and foremost, your organization plays an important role in creating a culture of care and concern. As a community member, you have the obligation to support your peers. However, remember it is not just you—others in your organization can also respond and/or support. Since you are in this training and taking on the responsibility of being a signatory, you do have a role of making sure others in your organization also have this information.

There are many long and short-term physical, psychological, academic, and economic impacts on survivors of SVSH. As such, student organizations can be important support places for survivors and be another touch point on campus where a survivor may turn when they need help. Your role as a signatory is to:

- 1. Build a sense of community:**

- We encourage you to provide access to information and resources. It may be difficult to know how and where to get help. You have the influence to create a space [where survivors can get connected to supportive resources](#), as well as incorporate those resources into the culture of your organization.

## 2. Offer peer-to-peer support:

- Many survivors talk to peers before or instead of a staff member, confidential advocate, the police, etc. You may be the first person they share their experience with.
- Keep in mind, you are **not** a “responsible employee.” Meaning, if a member discloses an incident of SVSH to you, you are not obligated to report to the campus Title IX Office or law enforcement. You should support the survivor’s decision about whether they want to make a report to OPHD or law enforcement or both. Please do not make that decision for them, or try to investigate the incident yourself. You *can* help by offering to connect the survivor with resources. We encourage you to reach you to the [PATH to Care Center](#) for support, resources, and options for both you and the survivor.

## 3. Provide access to information/resources:

- It can be hard to know where to get help. You have the influence to create a space [where survivors can readily get connected to resources](#), as well as incorporate those resources as part of the culture of your organization.
- For urgent support 24 hours a day, 7 days a week, please call the Care Line at 510-643-2005. If you receive a disclosure, you can offer to call the Care Line with the survivor.
- Later in this module, we will provide you information on additional confidential resources such as the [PATH to Care Center](#) and the [University Health Services](#).
- [Links to an external site.](#)
- 

## 4. [Links to an external site.](#)

## 5. Promote Prevention:

- Strengthen your leadership skills by learning more about preventing SVSH and all forms of harm. The next module offers detailed information about workshops and other prevention resources available to you.

# Prevention Strategies

There are many opportunities to prevent violence before it happens, and many safe options to choose from to interrupt violence before it escalates. This section covers different prevention strategies you can start integrating today. You can also visit PATH to Care’s [Prevention First webpage](#) for additional resources and ideas, [including workshops and consultations](#).



# Promoting a Culture of Consent and Respect for Boundaries

- Consent and boundaries matter in all contexts, not only sexual situations, from everyday moments such as asking before borrowing an item from a friend, to respecting the autonomy of your intimate partner to choose what to wear, who to talk to, and what to purchase.
- Create a group culture that respects boundaries by talking about them frequently and demonstrating respect for each others' needs.
- Consider the ways that your student organization interacts when alcohol and other substances are present. Do members get out of control, rude, or demonstrate disregard for boundaries when under the influence of substances? It is never okay to use alcohol or other substances to lower someone's inhibitions or initiate sex with someone who is incapacitated, AND being intoxicated is never an excuse for violating boundaries.
- Think about how your group's environment influences the culture of your organization, including how you talk to one another, how boundaries are observed and respected, how power dynamics within the community influence interactions or someone's ability to give consent/establish boundaries, etc. You can incorporate violence prevention into your organization's procedures, processes, and policies such as the bylaws of your constitution.



## Changing Social Norms

- Even if your student organization is not specifically an advocacy, wellness, empowerment or support organization, you and your organization still have the power to set standards for how people behave. This in turn will not only positively impact your group but also encourage a culture of respect and violence prevention in the wider Cal community.
- Social norms are the unspoken rules about how we interact with each other. We learn these through observation and acculturation. For example, you probably learned to stand a few feet away when someone is getting money from an ATM through these methods. Social norms have a big effect on our sexual and relationship interactions, as well as cultural factors like gender roles, sexist bias, and victim-blaming.
- How we perceive the norms of our community can influence our behaviors, even when we don't agree with those messages. What kinds of messages do your members communicate informally about sexuality, relationships, gender, and power?

- There are many ways to communicate positive norms that can help counter unhealthy messages such as:



## Scenario

Now we will shift gears to put some of what you've learned today into practice with a scenario. Please reflect for a moment on how you would intervene in the following situation.

*One of your members keeps posting sexist memes and jokes in your group chat. Some people laugh and brush it off as "that guy." Others are uncomfortable saying anything.*

1. How can you prevent harm from escalating or continuing?
2. What types of changes might you consider making to the organization's culture, practices, policies, and environment in order to discourage this and other unhealthy behavior?

In the above scenario, the member is engaging in harmful behavior that prevents a climate of respect and consent. Remember that the [CARE Model](#) suggests actions you could take including: confronting the situation directly, seeking help, redirecting, or intervening in other ways to create an accountable, safe organization.

The important message we would like you to take away is that each member has the ability to change the culture so that this behavior is discouraged. The PATH to Care Center can provide workshops for your student organization on SVSH prevention strategies or consent and boundaries. You can also learn about your rights, options, and resources for responding to sexual harassment by contacting [OPHD](#), including formal and informal resolutions. For example, OPHD can have an educational conversation with the member to help them understand the impact of their behavior.



## Recapping Your Role as a Signatory

**Your role as a signatory is to do the following:**

- Commit to being a trusted support, resource, and friend
- Know your resources so you can provide information on healthy and safe relationships
- Create a culture of consent and respect

- Safely intervene whenever you see something that's potentially making someone feel unsafe or uncomfortable
- Model active bystander behavior to encourage other members of your student organization to do the same

#### **OASIS can:**

- Provide prevention education, programming, and training.
- Reinforce University's commitment to prevention.
- Make a report about UC SVSH policy violations as "responsible employees".

The campus, as well as the UC System, are committed to addressing sexual assault, sexual harassment, dating/domestic violence, and stalking and keeping our campus safe for everyone. We want to have honest conversations and hear your questions. Talk to an advisor anytime if you want further support. Please be advised, though, that most professional staff are "responsible employees," which means that one of our roles is to report SVSH we observe or are told about to OPHD. Once OPHD receives a report, they will contact the impacted person to offer information about their rights and options and to connect them with supportive resources. If you're looking for confidential support please contact the PATH to Care Center at 510-643-2005.

Today's session is just the beginning of a conversation. We are here if/when you have additional questions. We also have access to related campus and community organizations/resources and are happy to connect you with them. Thank you for your engagement throughout this module.

## **Module 8**

### **Responding to Sexual Violence and Sexual Harassment in Your Student Organization**



## Content Warning

This training mentions the experiences of sexual violence, sexual harassment, intimate partner violence, and stalking, for folks who have been directly impacted or supporting those impacted. If you feel impacted during the training and wish to speak to a confidential resource, please call the 24/7 Care Line at (510) 643-2005.

# Supporting Survivors

This section will review options you have if a survivor discloses an instance of SVSH to you.



## What Do You Say?



If someone shares their experience of SVSH with you, start with the following:

1. Listen: Just listening to someone goes a long way
2. Believe them: So does saying “I believe you”
3. Make sure that you are in a quiet and private location if possible

4. Try not to ask questions that might place blame on the survivor, like why something happened or what they were wearing; there is no need to investigate or determine if an incident happened
5. Remember the decision to report, to tell someone, to seek counseling, etc. is that of the survivor's (unless the survivor discloses to a [Responsible Employee](#))
6. Maintain privacy and ask for the survivor's consent if you feel the need to get help yourself
7. **Offer resources if they want them, such as sharing the number to the 24/7 urgent support through the CARE Line (510-643-2005) or [OPHD](#) (can consult anonymously)**

## Try the Following...

Because it might take you by surprise or bring up a lot of emotions for you, it's common for people to respond with "What happened" or something else that is hurtful. If you say something like that, catch yourself, apologize, and come back to one of these other supportive statements. Here are some ways to respond that show support and can be meaningful for someone to hear after they disclose to you.

There is no perfect script! Try saying...

- Thank you for sharing this with me
- I'm sorry this happened to you
- It's not your fault
- You are not alone
- There is help available
- Would you like to call PATH to Care's CARE Line together?
- Would you like to call OPHD together so we can learn about your rights, options, and resources?

## If You Mess Up...

If you mess up, simply pause and reframe with one of these instead:

*"Why do you say it was sexual assault? Hold on, sorry, that sounds like I don't believe you. What I mean is that I do trust you and I'm here for you."*

## Takeaway Point

Remember to breathe and that listening and telling someone you believe them can go a long way. Do not pressure them to do anything they are not ready for. Connecting with a confidential resource like the [PATH to Care Center](#) is always a good first step, either for you or for them. You and the person who disclosed to you may also decide to talk to your OASIS advisor - just

remember that the OASIS advisors are responsible employees and are required to report anything that you disclose to them about sexual violence and sexual harassment to the Office for the Prevention of Discrimination and Harassment ([OPHD](#)), who will reach out with an email and an offer to meet and discuss your rights, options, and resources. That doesn't mean your OASIS advisors can't help you, we simply want you to be aware. If you're unsure about what help you need, going to a confidential resource first is usually a good idea.

# Options for Action

This section will review the options you have if a survivor discloses an instance of SVSH to you.



## Options for Action

We've seen orgs take action with good intent, but this can actually cause further harm by continuing to disempower the survivor and violate their consent. We know accountability is important to you in your organizations, and we want to make sure you center survivors and allow the people who are trained to respond to take action. RSOs are advised not take any independent action, including removal or suspension, against a group member without guidance from OPHD in order to follow UC SVSH policy and relevant laws.

In Prevention Strategies, we reviewed strategies you can take to prevent harm in the first place and how to address lower-level behavior before it reaches a policy violation as a strategy for accountability.

Here are some possible actions you can take in the moments after someone discloses an experience of sexual violence and/or sexual harassment to you:

## In the First 24 Hours:

- Affirm the survivor, connect them to the PATH to Care Center (24/7 urgent support is available at 510-643-2005)
- Seek support for yourself from the PATH to Care Center
- Reach out to your OASIS advisor
- Contact OPHD with questions about supportive measures or resolution options (can be anonymous)
- Protect the survivor's confidentiality and privacy
- Ask the survivor what they need

## In the Following Weeks:

- Check in and respect the survivor's requests are maintained by you and members of the student organization
- Maintain confidentiality
- Continue your own self-care
- Review your constitution and policies on SVSH. If updates need to be made, please consult your advisor and OPHD.
- Regardless of how much time has passed since the incident, the PATH to Care Center is a confidential resource available to support the survivor and any concerned supporters.

**In your attempt to keep your organization members safe, accountable, and support survivors, please remember that it is not your role as a signatory or student organization leadership to investigate incidents of SVSH. This is the responsibility of trained professionals. OPHD, PATH to Care Center staff and your advisors are here to support you and your membership through SVSH related concerns. For information and tips for responding to an SVSH incident in your organization, please consult the [Responding to an SVSH incident in your organization or department](#) from OPHD.**

# Resources

This section will cover resources that you can use related to SVSH prevention and response.



## A Confidential Place to Start

PATH to Care Center offers prevention, advocacy, training and healing to the UC Berkeley campus.

**Website:** [care.berkeley.edu](http://care.berkeley.edu)

**Email:** [pathtocare@berkeley.edu](mailto:pathtocare@berkeley.edu)

**Office Phone:** 510-642-1988

**Care Line (24/7):** 510-643-2005

**Facebook:** [facebook.com/PATHtoCARE](https://facebook.com/PATHtoCARE)

[Links to an external site.](#)

[Links to an external site.](#)

**Instagram:** [@pathtocareuchb](#)

[Links to an external site.](#)

## PATH to Care offers:

- **Free, affirming and confidential** support for those impacted by sexual violence, dating/domestic violence, stalking, and sexual harassment
- Help with **exploring** options and resources
- Resources for **ALL** members of Cal community, including Alumni and visitors to campus
- Prevention education workshops and trainings for your student organization, as well as consultations on how to best integrate prevention and response strategies into your org's practices and procedures

## Additional Confidential Campus Resources

The following resources are confidential resources - meaning they are not required to automatically report any information that is disclosed to them. These are great additional places to go if you or a member of your organization needs support.

# University Health Services (UHS)/Tang Center, Social Services

Free individual and group counseling and consultation for students.

**Website:** [uhs.berkeley.edu/social-services](https://uhs.berkeley.edu/social-services)

**Phone:** 510-642-6074

**Satellite Office at University Village Phone:** 510-520-7031

**For after-hours emergency consultation or crisis resource referrals,** call 855-817-5667

## OMBUDS Office for Students and Postdoctoral Appointees

A confidential, neutral resource for navigating informal and formal options, with the goal of empowering students to make choices that best fit their needs.

**Website:** [sa.berkeley.edu/ombuds](https://sa.berkeley.edu/ombuds)

**Phone:** 510-642-5754

# Off-campus Resources

The following are off-campus confidential resources.

## Family Violence Law Center (FVLC)

Support and legal assistance for survivors of domestic violence and sexual assault.

**Website:** [fvlc.org](https://fvlc.org)

[Links to an external site.](#)

**24/7 Crisis Line:** 800-947-8301



# Non-confidential Reporting and Support Options

The following are options for individuals to officially report an act of SVSH. Individuals can choose one, both, or neither reporting option. Only the individual knows which option is right for them.

## Office for the Prevention of Harassment & Discrimination (OPHD/Title IX Office)

The Office for the Prevention of Harassment and Discrimination (OPHD) is the campus Title IX Office and contributes to creating a culture of respect by overseeing campus compliance with policies that prohibit discrimination and harassment for students, faculty, and staff, including those based on sex, gender, sexual orientation, race, disability, religion, and other protected categories. OPHD does this by receiving reports, responding to, and resolving reports of harassment and discrimination.

At any time after receiving a report, OPHD has the ability to propose and implement supportive measures, including interim and mitigating measures such as no-contact directives, academic supportive measures, emergency housing, interim suspension, or other measures suited to the situation.

**Website:** <https://ophd.berkeley.edu>

**Phone:** 510-643-7985

**Email:** [ask\\_ophd@berkeley.edu](mailto:ask_ophd@berkeley.edu)

**Online reporting webform:** <https://uctitleix.i-sight.com/portal/Berkeley>

[Links to an external site.](#)

## UC Berkeley Police Department

**Emergency:** 911

**Emergency from campus:** (510) 642-3333

**Non-emergency:** (510) 642-6760

### Berkeley Police Department

**Emergency:** 911

## Student Advocate's Office (SAO)

Provides student-to-student casework services for undergraduate and graduate student survivors; helps survivors understand available resources and options.

**Website:** [advocate.berkeley.edu](http://advocate.berkeley.edu)

**Phone:** 510-642-6912

**Email:** [help@berkeleysao.org](mailto:help@berkeleysao.org)

# Module 9

## You're almost done...

We commend you for taking on this important role for your organization.

In this training, we covered campus resources, university expectations of student organizations, administrative and ethical responsibilities, and information on how to address and prevent SVSH in your organization. In this last module, we review how to make your signatory status official.

Once you have signatory status, please remember to identify yourself as a signatory to your organization members at an upcoming meeting. Our expectation is that you share the main content of the training and begin to create a culture of care and consent by disseminating the prevention resources from this training.

# Making Your Signatory Status

# Official!



### There are three components to attain signatory status:

- The first is to take this Signatory training to understand the Signatory role and university expectations as an authorized representative of your organization.
- The second is to let us know which org(s) you will be serving as a signatory for this year.
- The last is to accept the Signatory Terms & Conditions in CalLink. The T&Cs confirm your understanding of the Signatory role and serves as your official acceptance of the university policies, procedures, and processes that you and your org will abide by. You know you are a signatory when you see the "Signatory" position assigned to your name on your org's CalLink roster. **New Organization Applicants: See special instructions below.**

## Final Steps

1. Review and affirm compliance with the campus policies and procedures by affirming your understanding of the Signatory role and university expectations summarized in Question 1 of the Module 9 quiz.
2. Submit your organization name(s) and CalLink ID#(s) in Questions 2 thru 19 [instructions are in the quiz] to let us know which org(s) you will serve as a signatory for FY 25-26. (New Organization Applicants: See special instructions below)
3. Within 3-5 business days of your bCourse completion you will receive an email confirming your signatory status. You will be prompted to confirm your Signatory position's Terms & Conditions in CalLink.
  - Once your bCourse completion is processed, you will receive an email confirming your signatory status. You will be prompted to accept the Signatory Terms & Conditions in CalLink.
  - You can also find the Terms & Conditions through CalLink memberships:
    - Click your circular profile on the upper right hand corner
    - Click Memberships
    - Scroll down and Select "Review"
  - If you are adding an additional organization to your involvement record we ask you to resubmit the Quiz 9 in this Module.
- If you are adding an additional organization to your involvement record we ask you to resubmit the Quiz 9 in this Module.

If you do not have a minimum of 4 active signatories, complete/submit the Module 9 Quiz by the 11:45pm 9/12/25 deadline, your organization may be placed in FROZEN status until Spring 2026.

**If you have questions or need assistance**, please email us at [studentorgadvising@berkeley.edu](mailto:studentorgadvising@berkeley.edu).

# For Prospective Signatories of New Student

## Organizations:

If you're taking this course to become a signatory for a new student organization, **please wait to submit the new org name and org ID fields in Module 9.** You will receive the new organization's approved name and CallLink Org ID number during the new org application process. **Once you receive your new org ID number and *approved* organization name, please return to this module to complete the quiz.**

**For the 2025/2026 Academic Year:** OASIS will accept applications from September 2, 2025 until Friday, September 26 at 5:00 PM. For more information about the New Student Organization Program, [please visit our website](#).

## For ASUC/GA Student Government Officials Only (Not RSO members)

All units of the ASUC and GA are not RSOs. . The Signatory role is only eligible for ASUC and GA Officials, their Chiefs of Staff, Commissions, and Chartered Program leadership. You will complete the Module 9 quiz, but put "0" in the field requesting your org ID. If you have an additional role in an RSO you may still complete the Signatory process for that organization by filling out additional fields in the Module 9 quiz..

If you are an ASUC or GA Official and have questions, email [studentgovadvising@berkeley.edu](mailto:studentgovadvising@berkeley.edu).

All other questions about RSOs or Signatories should be directed to the Student Organization Advising Team at [studentorgadvising@berkeley.edu](mailto:studentorgadvising@berkeley.edu).



## **Frequently Asked Questions**

1. **What happens once I complete the final steps listed above?**
  - After completing this course in full, please give us 1-2 weeks to upload your training completion status into your CalLink Involvement record. You can also check that you've received signatory status by logging into CalLink and looking at your organization's roster if you're re-registering or by checking the [Registration Progress Tracking document](#)
  - [Links to an external site.](#)
  - .
  - If you are a new RSO, we will upload your Signatory Training bCourse completion status after your organization has been established in CalLink by OASIS.
2. **What if I am a member of multiple RSOs but I only want to be a signatory for a certain RSO?**
  - You will list which RSOs you want to be a signatory for in Quiz 9.
3. **What if a member of my RSO wants to be added as a signatory later in the semester?**
  - That student can complete this Signatory Training bCourse and list the RSO in Quiz 9 later in the semester.

**Note:** If you have any further questions, you can always contact OASIS at (510) 703-4115 or [studentorgadvising@berkeley.edu](mailto:studentorgadvising@berkeley.edu).

## **Instructions**

You must complete this section in order in order to have your Signatory position assigned to your organization's CalLink roster. Please be sure to review and accept the Signatory Terms and Conditions summarized in Question 1 and then fill out the full Organization name and Organization ID in the following quiz questions to receive signatory status for the appropriate organization(s).

Reminder For Prospective Signatories of New Student Organizations:

If you're taking this course to become a signatory for a new student organization, please wait to submit the new org name and org ID fields in Module 9. You will receive the new organization's approved name and CalLink Org ID number during the new org application process.

For ASUC and GA Units:

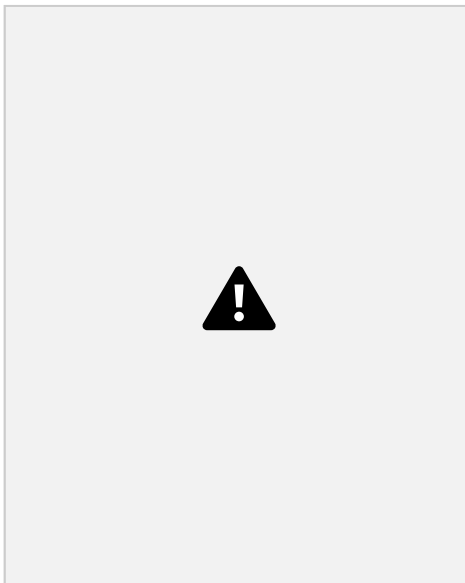
The Signatory role is only eligible for ASUC and GA Officials, their Chiefs of Staff, Commissions, and Chartered Program leaderships. You will complete the Module 9 quiz, but put numeral zero "0" in the field requesting your org ID.

If you have an additional role in an RSO Signatory you may still complete the Signatory process for that organization by filling out additional fields in the Module 9 quiz.

Within 1-2 weeks of completing this training, you will be assigned the role of "Signatory" in your office/program's Callink page

If you are an ASUC or GA Official and have questions, email [studentgovadvising@berkeley.edu](mailto:studentgovadvising@berkeley.edu).

# Stay Updated



Every month, we send out a newsletter with the most current information on:

- upcoming events
- deadlines
- other leadership highlights!

You are automatically subscribed as signatories. Check your email and stay tuned for updates from OASIS!

Additionally, you can sign up for more frequent updates from OASIS by following our social media. Be sure to follow us on:

**Instagram:** [@UCBerkeleyOASIS](#)

[Links to an external site.](#)