



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

FALL 2018 ORGANIZATION DEVELOPMENT CONFERENCE

Student Organization Policies and Procedures



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

COMMITMENT TO YOUR ORGANIZATION

Please commit to giving all of the information from ODC to ALL of your members.



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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

STUDENT ORGANIZATION RECOGNITION POLICIES & PROCEDURES



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

GENERAL STUDENT ORGANIZATION RECOGNITION REQUIREMENTS

1. Submitting all Student Organization Forms:

1. Returning Organizations:

- 1. Officer Information Form**
- 2. Constitution and Bylaws (updates only)**

2. New Organizations:

- 1. Officer Information Form**
- 2. Roster**
- 3. Petition**
- 4. Constitution and Bylaws**

2. Attendance at Organizational Development Conference

3. Following all University Student Organization Policies and Procedures

**4. *Greek-lettered Fraternities and Sororities will have to meet these and additional requirements.
See CSI for more information**

2018-2019 OFFICER INFORMATION FORM (OIF)

- Must be submitted annually. Returning organizations must submit their OIF by **Friday, September 7, 5pm** at CSI, U-SU 204.
- Remember to update this form if your organization has any changes to its officers or advisor(s) or their contact information.
- Only new officers/advisor(s) need to complete their sections.
- The OIF can be found online at: [**http://bit.ly/CSIForms**](http://bit.ly/CSIForms)



2018-2019 OFFICER INFORMATION FORM

President and Treasurer Eligibility Requirements (Candidate and Incumbent)

- Minimum Academic Qualifications
 - **Matriculated and enrolled at Cal State LA in good standing**
 - Undergraduates: maintain a minimum overall **2.0 grade point average** each term
 - Graduates: maintain a minimum overall **3.0 grade point average** each term
- Incumbent Unit Load
 - Undergraduates: earn **six semester units** per term while holding office.
 - Graduates and credential students: **three semester units** per term while holding office.
- Incumbent Maximum Allowable Units
 - Undergraduates: maximum **150 semester units** or 125% of units required for baccalaureate degree objective, whichever is greater.
 - Graduates and credential students: maximum **50 semester units** or 167% of units required for graduate or credential objective, whichever is greater.
 - Students holding more than this number of units will no longer be eligible to hold these offices.

CAL STATE LA NON-DISCRIMINATION POLICY

- Regular voting membership in this student organization shall be open to all currently enrolled and continuing students of California State University, Los Angeles.
- An organization or its membership may not discriminate on the basis of: **race, religion, national origin, ethnicity, color, age, gender, gender identification, ancestry, marital status, citizenship, political affiliation, sexual orientation, physical or mental disability, medical condition, pregnancy, genetic information, covered veteran status, or any other classification that precludes a person from consideration as an individual**, except in cases of fraternity and sorority organizations which are exempt by federal law from Title IX Regulations concerning discrimination on the basis of sex.
- If discrimination is ever witnessed or experienced in any organization, please report it to the Center for Student Involvement at **(323) 343-5110**.

PROHIBITION ON HAZING

- Cal State L.A. has a **zero tolerance stance** on hazing.
- Any individual found sponsoring or in any way engaging in hazing activities on or off campus may be subject to university disciplinary action and/or criminal prosecution.
- Any university-registered organization, fraternity, or sorority found sponsoring or engaging in hazing activities may be subject to suspension or permanent revocation of university recognition and the accompany privileges.

PROHIBITION ON HAZING

Definition of Hazing

- Any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause:
- Serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition,
- Any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution.
- Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense.
- Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

PROHIBITION ON HAZING

Hazing Resources

- If hazing is ever witnessed or experienced, please report it to CSI at **(323) 343-5110**.
- For more information on hazing and additional resources, please visit the sites below:
 - Stop Hazing www.stophazing.org
 - Hazing Prevention www.hazingprevention.org

2018-2019 SEXUAL VIOLENCE PREVENTION & RESOURCES TRAINING (SVPT) REQUIREMENT

- In accordance with CSU Executive Order 1095, all Fraternities and Sororities seeking or maintaining university recognition will be required to send **100% of their membership** to SVPT during the 2018-2019 academic year.
- For non-Greek clubs and organizations, the attendance of **at least two members** is required prior to registering and holding events with alcohol or at venues where alcohol is served. These two members must be present for the entire event.
- Members do not need to attend the same training.
- Attending members must arrive on time and should stay for the duration of the training.
- RSVP by calling CSI or online through Event Mail

2018-2019 SEXUAL VIOLENCE PREVENTION & RESOURCES TRAINING (SVPT) REQUIREMENT

CONTROL

WEDNESDAY SEPTEMBER 5 1:00 PM-2:30 PM

Join us for this interactive exploration of healthy, unhealthy and abusive relationships. We'll examine relationship characteristics, campus policies and the law, and how and where to obtain help.



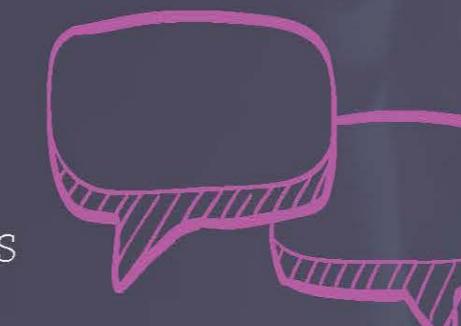
MONDAY SEPTEMBER 10 6:00 PM-7:30 PM

Come join the conversation on how to be an active bystander! Learn the various ways to step in and speak out in difficult situations. Knowing how to diffuse a situation while staying safe is a necessary tool everyone should know!

HOW TO HELP A FRIEND

TUESDAY SEPTEMBER 18 2:30 PM-4:00 PM

Sexual violence can have devastating effects on the person who is /was targeted. Learn how to support & empathize in a non-victim blaming way. While learning how to set boundaries and practice self-care.



DECONSTRUCTING RAPE CULTURE

THURSDAY SEPTEMBER 27 10:00 AM-11:30 AM

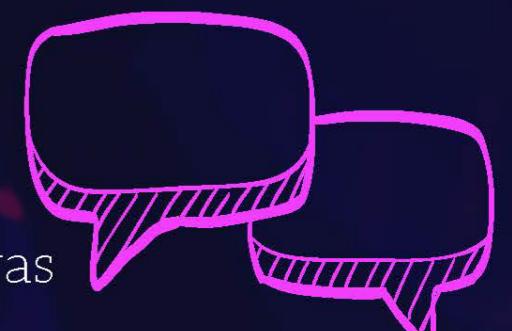
Join the discussion on what is rape culture, the impact on victims, perpetrators & a society as a whole. You will walk away with steps to combat rape culture and support victims.



HOW TO HELP A FRIEND

THURSDAY OCTOBER 4 3:00 PM-4:30 PM

Sexual violence can have devastating effects on the person who is /was targeted. Learn how to support & empathize in a non-victim blaming way. While learning how to set boundaries and practice self-care.



CONTROL

FRIDAY OCTOBER 12 4:00 PM -5:30 PM

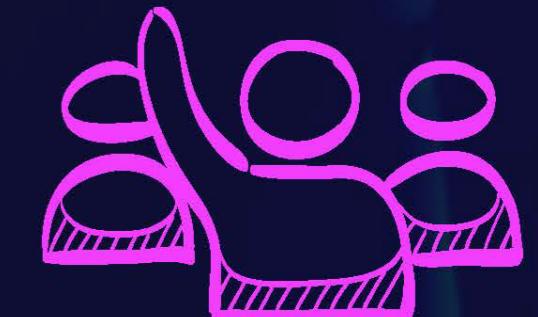
Join us for this interactive exploration of healthy, unhealthy and abusive relationships.. We'll examine relationship characteristics, campus policies and the law, and how and where to obtain help.



STEP UP!

TUESDAY OCTOBER 16 7:00 PM-8:30 PM

Come join the conversation on how to be an active bystander! Learn the various ways to step in and speak out in difficult situations. Knowing how to diffuse a situation while staying safe is a necessary tool everyone should know!



DECONSTRUCTING RAPE CULTURE

MONDAY OCTOBER 22 12:30 PM -2:00 PM



Join the discussion on what is rape culture, the impact on victims, perpetrators & a society as a whole. You will walk away with steps to combat rape culture and support victims.

ICSUAM 3141.01 ADMINISTRATION OF STUDENT ORGANIZATION FUNDS

- Any and all bank accounts for recognized student organizations must bank through the University-Student Union (U-SU) process as required by CSU Administrative Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.
- Any organization accounts at other financial institutions must be closed and the funds deposited in a new account through U-SU immediately.
- Organizations can apply for an exemption from this requirement.
- Failure to comply with these policies can ultimately affect your student organization's recognition at Cal State LA.

2018-2019 OFFICER INFORMATION FORM (OIF)

Club Banking Requirement

- All student organizations need to identify how they will be meeting the Cal State LA Student Organization Funds Administration (Club Banking) policy:

STUDENT ORGANIZATION BANKING STATUS (SELECT ONE)	<input type="checkbox"/> APPROVED EXEMPTION	<input type="checkbox"/> U-SU STUDENT ORG. ACCT. #
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- Select from one of the two options to be verified by CSI:
 - Approved Exemption
 - University-Student Union Student Organization Account (U-SU SOA) + Account #
- Updates to U-SU SOA can be made simultaneously by turning in both the updated OIF and SOA application to CSI.
- Not sure where your organization stands? Visit CSI for more information.

2018-2019 ORGANIZATIONAL DEVELOPMENT CONFERENCE REQUIREMENT (ODC)

- The next ODC is scheduled for:

Wednesday, January 16 from 9am to 2pm | U-SU

- Mark your calendars now.
- Attendance is required to gain/maintain student organization recognition.

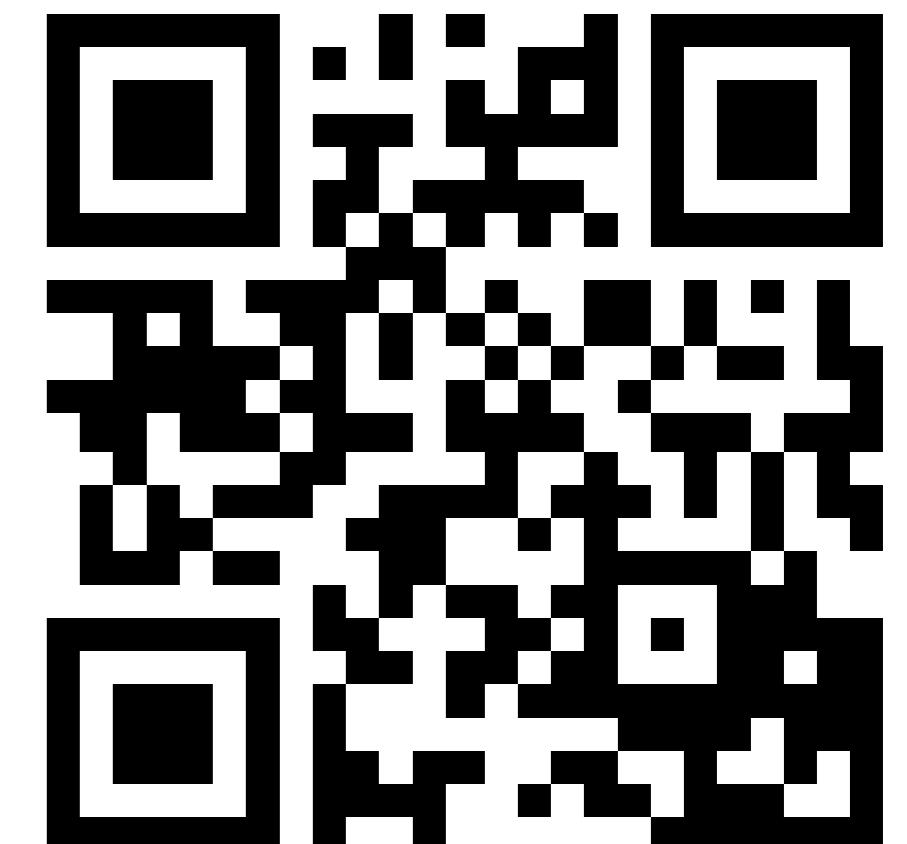
CALIFORNIA CODE OF REGULATIONS/ STANDARDS FOR STUDENT CONDUCT

Cal. Admin. Code tit. 5, s 41301

- The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff.
- Each member of the campus community must choose behaviors that contribute toward this end.
- Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.
- Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life.

ADMINISTRATIVE POLICY P 007: TIME PLACE AND MANNER OF EXPRESSION POLICY

- **Exposure to the widest possible range** of ideas, viewpoints, opinions and creative expression is an integral and indispensable part of a University education for life in a diverse global society.
- Cal State LA supports the right of individual students, faculty, staff and student organizations to exercise free speech, including but not limited to artistic, political, and/or symbolic speech, provided only that such **expression does not significantly or materially disrupt normal activities or infringe upon the rights of others.**



ADMINISTRATIVE POLICY P 007: TIME PLACE AND MANNER OF EXPRESSION POLICY

- This policy establishes reasonable, non-discriminatory, content-neutral guidelines and procedures designed to:
 - protect the rights of speakers and non-speakers,
 - respect the rights of faculty and staff in the classrooms,
 - ensure fair access and due process for those who wish to use the University's public forums, and
 - maintain a safe environment on the University campus.

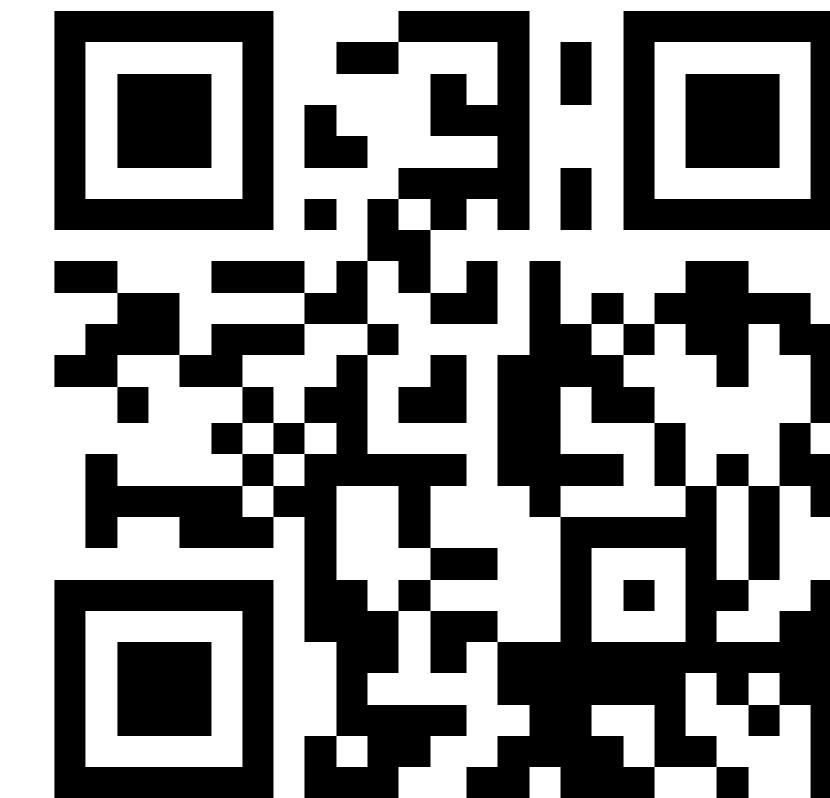
ADMINISTRATIVE POLICY P 007: TIME PLACE AND MANNER OF EXPRESSION POLICY

- Learning to respond to the widest possible range of free expression in a civil and responsible manner is an **integral and indispensable** part of a University education for life in a diverse global society.
- **The University will not condone behavior that violates, by intimidation or force, the freedom of speech, choice, assembly, or movement of other individuals or organizations, or that restrains others' voluntary exposure to free expression and free speech.** Freedom of expression in the University does not extend to actions that are illegal under the constitutions, or under valid applicable laws, of the United States and of the State of California.
- This policy does not endorse or relieve any person from legal liability for actions that amount to libel, slander, or infringement of intellectual property. All persons or groups engaging in activities on University property are subject to, and are expected to comply with any applicable University policies and procedures.

STUDENT ORGANIZATION HANDBOOK

- All policies and procedures covered today can be found in the online Student Organization Handbook:

<http://bit.ly/CSI-SOH>



- All student organization officers acknowledge and agree to comply with the policies and procedures found within the handbook through their signatures on the Officer Information Form.

CAL STATE LA ORGANIZATION RECOGNITION POLICIES & PROCEDURES OVERVIEW

- In order to maintain officer recognition, what is the minimum overall grade point average each term for undergraduates presidents and treasurers?
- How many semester units are required for undergraduate presidents and treasurers to earn per term while holding office?
- What are the options for meeting the **Club Banking** requirement?
- True or False: 100% of all Greek organizations must attend **SVPT**

STUDENT ORGANIZATION EVENT POLICIES & PROCEDURES



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FOLLOW ONLINE

- All student organization event-related forms can be found online at: [**http://bit.ly/CSIForms**](http://bit.ly/CSIForms)



EVENT REGISTRATION FORM

- Used for any **on or off campus event** held by an organization.
- Events are defined as any activity that is other than a meeting and any meetings or activities that include:
 - **food**
 - **alcohol**
 - **external fundraising**
 - **proceeds to benefit transactions**
- Must be signed by an officer and the organization advisor.
- CSI will only take the most recent version of the form.
- Event Registration Forms must be submitted to the Center for Student Involvement at least **10 business days prior to the event**.

TEMPORARY FOOD FACILITY PERMITS

- Used for any **on campus event** held by an organization that will be serving food or beverages **not provided** by UAS Catering.
- Signed by the following offices in this order:
 - Center for Student Involvement, U-SU 204
 - U.A.S. Dining Services, 3rd Floor Golden Eagle Building
 - Risk Management and Environmental, Health and Safety Office, Corporate Yard Bldg. 244
- We can get the signatures from these offices for you if you come in more than 10 business days prior to your event date.
- Must accompany a completed Event Registration Form submitted at least 10 business days prior to the event.

STUDENT CLUB AND ORGANIZATION PRIVATE EXTERNAL FUND RAISING ACTIVITIES

- University Advancement is responsible for overseeing the solicitation, acceptance and receipting of all **private external tax deductible donations** on campus.
- The event will be provisionally registered with an Event Registration Form, pending approval from the Office of Annual Giving.
- The club or organization representative will be directed to meet with The Director of Annual Giving in the Office of Annual Giving in U-SU 102.

CAL STATE LA STUDENT CLUB AND ORGANIZATION SCHOLARSHIPS

- [Administrative Procedure 800](#), requires student organizations to establish appropriate accounts with the Cal State LA Foundation and will be required to follow the university's established scholarship application, review, selection, and funding processes and procedures.
- Please contact the Center for Student Involvement as soon as possible in order to start this process for 2019-2020 funding year.
- We encourage you to start this process as soon as possible in order to meet established deadlines. All planned scholarship programs must also comply with university policies and procedures as it relates to [proceeds to benefit transactions](#), [cash handling](#), and [private external fundraising](#) and must follow all established [processes](#).
- Please note that awarding requirements and deadlines have passed for scholarships the 2018-2019 academic year. Only scholarships for the 2019-2020 academic year will be considered.
- For more information please contact the Center for Student Involvement at 323-343-5110.

PROCEEDS TO BENEFIT TRANSACTIONS

- Any organization activities or events in which funds are raised for your organization are known as Proceeds to Benefit Transactions. These types of transactions should be registered as events.
- This includes funds raised through item sales (**bake sales, t-shirt sales**), dance-a thons and tickets/audience participation fees or similar means. These are not tax deductible.
- If your organization would like to hold a Proceeds to Benefit Transaction, submit the form to the Center for Student Involvement at least 10 business days prior to the event.
- The Event Registration Form must have both the organization **president and treasurer signatures** acknowledging acceptance of the Proceeds to Benefit Transaction statement.

PROCEEDS TO BENEFIT TRANSACTIONS

- Student organizations must now include their U-SU SOA # or indicate their approved Exempt Status to be verified by CSI:

STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organization will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy. **Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.**

PRESIDENT:

SIGNATURE:

DATE:

TREASURER:

SIGNATURE:

DATE:

U-SU STUDENT ORGANIZATION ACCOUNT #:

or APPROVED EXEMPT STATUS: CSI VERIFICATION

ADMINISTRATIVE POLICY 019: REQUEST TO SERVE ALCOHOLIC BEVERAGES FORM

- Used for any **on and off campus event** held by an organization **where alcohol will be served or is available.**
- Submitted to CSI along with a **completed Event Registration Form** at **least 10 business days** prior to the event.
- The Dean of Students office will review the request.
- The Associate Vice President for Administration and Finance/Financial Services will decide upon the request.
- The form is available online and the CSI office.

REQUEST TO SERVE ALCOHOLIC BEVERAGES FORM

- Safety and risk management are primary concerns for events with alcohol. If approved your organization will also be required to meet the following requirements:
 - SVPT Training
 - TIPS Certification
 - The use of professional bartenders only at the event venue
 - Non-alcoholic options and/or food options
 - Presence of your faculty/staff advisor during the entire duration of the event
 - A devised plan for safety developed by your board and advisor

OFF CAMPUS VENUES WHERE ALCOHOL IS AVAILABLE

- Organizations can hold events at off-campus venues where alcohol is available but **is not a component of their event.**
- The event contact/planner should initial indicating that **NO guest/member attending the event will consume alcohol** regardless of their age/ability to do so since they are participating in an organizational event.
- Examples include:
 - Fundraisers at restaurants/venues that serve alcohol where organizations receive a percentage off of food sales
 - Banquets or ceremonies at restaurants where alcohol is available but will not be served

TIPS CERTIFICATION REQUIREMENT

- Student organization events at venues **where alcohol** is available or events that have been approved to **serve alcohol** will require two student organization members to attend a University-led Training for Intervention ProcedureS training and receive certification prior to the scheduled event date.
- Both certified members should be in attendance for the full duration of the event and must pass the certification test.
- TIPS trainings will be scheduled throughout the semester.
- Previous TIPS certification will be recognized while valid.
- Events that meet these criteria are subject to cancellation pending the successful completion of the training requirement.

SVPT TRAINING REQUIREMENT

- Student organization events at venues **where alcohol** is available or events that have been approved to **serve alcohol** will require two student organization members to attend a University-led Sexual Violence Prevention & Resources Training (SVPT) prior to the scheduled event date.
- SVPT training must be attended during the same academic year of the event.
- SVPT trainings will be scheduled throughout the semester.
- Both trained members should be in attendance for the full duration of the event.
- Events that meet these criteria are subject to cancellation pending the successful completion of the training requirement.

GENERAL RELEASE FORMS

- A General Release Waiver will be required for all participants prior to complete **prior to participation** if your organization's events will include any of the following:
 - **Sports Activity/Competition**
 - **Beach/Forest/Park Cleanup**
 - **Bonfires**
 - **Animals**
 - **Indoor/Outdoor Cooking**
 - **Domestic/International Travel**
- These forms will be provided to you upon the registration of your event and are due the next business day following your event
- **Failure to return general release wavers by the required due date will result in a cancellation of all registered events and travel for one semester or 16 weeks (first occurrence) or a hold in recognition for one academic year (second occurrence).**

STUDENT ORGANIZATION TRAVEL

- **General Release Forms and Emergency Contact Forms** will required for all participants traveling and will be provided
- These need to be submitted **at least 10 business days** prior to the first travel date with an Event Registration Form; your form won't be signed by CSI until all participants have signed, completed, and submitted the General Release and Emergency Contact forms
- **Failure to return general releases and travel documents by the required due date will result in a cancellation of all registered events and travel for one semester or 16 weeks (first occurrence) or a hold in recognition for one academic year (second occurrence).**
- Refer to the Student Organization Handbook for more information on requirements related to Domestic and International Travel

MOVIES AND FILMS

- Will require proof of viewing rights to be attached to the Event Registration Form.
- Viewing rights can be obtained through:
 - www.Swank.com
 - From the owner(s) of the actual film/movie
- Streaming subscriptions, rented or personally-owned movies aren't designated for public viewing.

SPECIAL EVENT INSURANCE

- Organizations must purchase Special Event Insurance through CSI for the following types of events/activities:
 - BBQ/Food Preparation On Campus
 - Certain “high risk” activities may also require Special Event Insurance
- Contact the Center for Student Involvement at 323-343-5110 for more information on whether your event will require insurance.

STUDENT ORGANIZATION EVENT RISK ASSESSMENT, PLANNING AND SUPPORT

- Specific events may require additional risk management assessment and support:
 - **Attendance size 100+**
 - **Off-campus and/or community guests are invited**
 - **Serving alcohol**
 - **Occurring at venues where alcohol is available**
 - **Off-campus media are invited**
 - **Special Event Insurance is required**
- These events must be planned in advance (beyond the minimum 10 business days).
- Planning meetings with CSI will be required to further discuss steps you'll need to take prior to your event taking place.
- CSI ultimately wants to work with you as you plan your events so that they are put on successfully and safely.

CO-SPONSORSHIPS WITH NON-CLUBS/ORGANIZATIONS

- When groups falling into two different fee categories elect to co-sponsor an event, the higher facility rate shall be used to determine fees.
- The person reserving space for organization must be the primary organizer and contact person for the event.
- Event sponsors and organization members must be present during the entire event and attend any planning meetings.
- Student Clubs and Organizations recognized by the Center for Student Involvement are not permitted to reserve space for the purpose of a campus department or off-campus function.
- The sponsoring organization/individual is responsible for the conduct of all participants as well as others attending the event.
- Payment must come directly from sponsor making the reservation

ADMINISTRATIVE POLICY P 003: CAMPUS POSTING

Prior to marketing...

- Recognized student organizations can publicize on campus according to the regulations set forth in AP P003.
- All student organization events to be publicized must be registered.
- All publicized event spaces should be reserved and confirmed with actual dates, times, and location of the event.

ADMINISTRATIVE POLICY P 003: CAMPUS POSTING REGULATIONS

- Items posted on designated bulletin boards must:
 1. be at least 4 x 6 inches
 2. not exceed 11 x 17 inches
- Only one item for the same event is allowed per posting location, regardless of the style of the flyer.
- When posting printed publicity, all posting parties are responsible for not damaging campus facilities and posting only on approved locations.
- Printed materials are not to be posted in areas other than designated posting areas.
- Posting is not allowed on windows, glass doors, elevators, fences, bathroom stalls, sculptures, posts, trees, traffic control/utility poles, signs, vehicles, or planted garden areas.
- Nothing shall be posted as to obscure previously posted, properly placed materials.

ADMINISTRATIVE POLICY P 003: CAMPUS POSTING REGULATIONS

- All publicity must state:
 - the sponsoring organization,
 - name of program, and
 - date, time, location and contact information for the event.
- Any materials not so identified may be removed.
- Materials to be distributed or posted must not be in violation of Section 311-312.7 of the California Penal Code and the University's Time, Place and Manner policy.
 - Materials posted must be removed by the sponsoring group or organization at the conclusion of the event.
 - Items not removed promptly after the event may result in suspension of posting privileges.
 - Exceptions must be approved by the Center for Student Involvement (CSI) for student organizations.
 - Chalking on University-owned surfaces is prohibited and subject to removal.

ADMINISTRATIVE POLICY P 003: CAMPUS POSTING REGULATIONS

- For student organizations, all printed material may be posted for up to a period of **fourteen (14) calendar days**.
- For student organizations, the "POSTING VALID THRU____" stamp available through the CSI must be clearly visible on the face of the posting.
- This stamp can be obtained from CSI after your event has been registered or your meeting has been reserved (must have confirmation). It can be done simultaneously.
- This stamp should be made on the original poster before printing copies.



EVENT REGISTRATION FORM + MARKETING

- The new form will now require organizations to indicate how the event will be marketed:

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA:

INCLUDE WHICH SITE

OTHER

WHO WILL BE INVITED? (CHECK ALL THAT APPLY):

- If you are going to use social media to market your event, please include the site(s) you'll be using either in the section provided on or the notes section of the form.

ADMINISTRATIVE POLICY P 003: CAMPUS POSTING REGULATIONS

- Approved Locations for Posting:
 - Associated Students, Inc. Posting Kiosks
 - Housing Complex
 - Department Bulletin Boards
- Each location will require permission prior to posting.
- For more information on how to get your marketing posted on campus refer to AP P 003 or the Student Organization Handbook.
- Flyers posted on walls and areas that are not approved will be removed. All flyers should be posted with “painter’s or blue tape.” If you cause damage to state property, you may be held responsible.

ADMINISTRATIVE POLICY P 003: CAMPUS POSTING SANCTIONS/DAMAGE CHARGES

Any violation of these regulations may result in any, or all, of the following actions:

- Removal of literature/posting.
- Student organization, campus department, or individual responsible for posting may be billed for any damage.
- Current posting privileges denied and/or posting privileges denied for a future time period.
- Individual students who violate university policy may be referred to the Office of the Dean of Students for review of his or her conduct and student status.
- Policy violations committed by recognized student organizations will be referred to the Center for Student Involvement for conduct review.
- Disciplinary actions initiated by the appropriate university office or authority in accordance with Education Code, Section 89535.
- Members of the community who violate the university's publicity policy may be contacted by university officials, and future limits may be set on their access to campus posting venues.

CAL STATE LA ORGANIZATION EVENT POLICIES & PROCEDURES OVERVIEW

- Before my organization can register an event in which we request to serve alcohol, what two trainings do we have to send at least two members to?
 - **Training for Intervention ProcedureS (TiPS)**
 - **Sexual Violence Prevention & Resources Training (SVPT)**
- How many days can I post my event's marketing on campus?
 - **14 days with the required CSI stamp**
- What forms are required for registering my student organization's conference trip before we leave?
 - **Event Registration Form**
 - **General Release**
 - **Emergency Contact**
- True or False: If my event is off campus I don't have to register it.
 - **False: All student organization events, on or off campus, must be registered.**

QUESTIONS?



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Contact Us

Center for Student Involvement
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
5151 State University Drive, Los Angeles, CA 90032

Phone
323.343.5110

Visit
U-SU Room 204

Web
calstatela.edu/usu/csi