

Associated Students UCLA

Undergraduate Students Association

Organization Space Allocation Application

(for the 2013-2014 and 2014-2015 academic years)

Contact Information

|  |  |
| --- | --- |
| Student Organization: |  |

|  |  |
| --- | --- |
| Officer Name: |  |
| Position: |  |
| Phone number: |  |
| Email: |  |
|  |  |
| Alternate Contact #1: |  |
| Position: |  |
| Phone Number: |  |
| Email: |  |
|  |  |
| Alternate Contact #2: |  |
| Position: |  |
| Phone number: |  |
| Email: |  |

Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Group Signatory: | Name | Signature | Date |
|  |  |  |
| OSAC Chair: | Name | Signature | Date |
| Noel Ople |  |  |

|  |  |
| --- | --- |
| Checklist  *Before submitting your final application to Mailbox #58, make sure that all of the following have been completed:*  \_\_ Contact information and approval signatures  \_\_ Organization general information  \_\_ Space-specific information  \_\_ Description of need  \_\_ For mailboxes: attach all supporting documentation  \_\_ Email an electronic copy to [osac@asucla.ucla.edu](mailto:ucla.osac2013@gmail.com)  \_\_ Meet with CSP advisor (recommended but not required) | All proposals are due  NO LATER THAN **11:59PM** ON  **FRIDAY, APRIL 19, 2013**  Please submit a printed copy to  **Mailbox #58** (Kerckhoff Hall 3rd Floor)  AND an electronic copy to [osac@asucla.ucla.edu](mailto:ucla.osac2013@gmail.com)  No late proposals will be accepted! |

General Information and Eligibility GUIDELINES

The Office Space Allocation Committee (OSAC) is constituted to oversee and administer the periodic reallocation of organizational space within Kerckhoff Hall. It governs how organizations receive office, locker, and mailbox spaces and oversees the administration of the Communal Office Space.

Because office space is scarce on campus, the committee is tasked with periodically reviewing and reallocating office space assignments after the space allocation has expired.

To qualify, you must be a UCLA student organization registered with the Center for Student Programming (CSP). Additionally, a Statement of Non-Discrimination must be signed and on file at the CSP. Please contact your CSP advisor for more information.

In addition, multiple organizations may apply for space using the same application (ie: the organization(s) fall(s) under an umbrella organization). However, no organization can be listed on more than one (1) submitted application.

Finally, organizations may only apply and receive space type that they do not already currently receive in any other university-owned building (ie: your organization already has an office space under a UCLA department)

In order to qualify for specific space(s), organizations must meet the following criteria:

* *For mailbox space*: the organization must have been registered with the CSP for at least one (1) year
* *For locker space* (when available): the organization must have been registered with the CSP for at least two (2) consecutive years
* *For full office space*: the organization must have\*:
  1. Been registered with the CSP for at least five (5) consecutive years
  2. Applied for campus funding (from any source) for at least five (5) years in the past decade
  3. Utilized campus facilities at least once (1) each year for the past five (5) years

\* Exceptions will be made for student groups that have (at any point in time) been ineligible for registration, funding, and/or use of facilities due to legal restrictions.

**Failure to meet any of these requirements will result in ineligibility to receive office space!**

Any questions regarding the office space allocation application process should be directed to   
OSAC Chair, Noel Ople, at [osac@asucla.ucla.edu](mailto:ucla.osac2013@gmail.com).

APPLICATION GUIDELINES

1. Answer all relevant questions clearly and concisely. Remember to provide documentation if necessary.
2. The entire application will be graded as follows:
   1. 100 points – Organization general information
      1. 10 points – Statement of purpose
      2. 10 points – Structure of organization
      3. 40 points – Engagement with campus community
      4. 20 points – Stability and history on campus
      5. 20 points – Utilization
   2. 50 points – Description of need
   3. 50 points – Hearing score or office audit score (for groups that currently have office space)
3. For any questions, comments, or concerns regarding the application process, contact the OSAC Chair at [osac@asucla.ucla.edu](mailto:ucla.osac2013@gmail.com) to ask a question via email or to set up an alternate appointment.
4. We recommend that you meet with your CSP advisor before submitting an application. Though this is not required, your CSP advisor could assist you in refining your application.
5. Submit a signed copy of your application to Mailbox #58 (Kerckhoff 3rd Floor) AND email an electronic copy of your application to [osac@asucla.ucla.edu](mailto:ucla.osac2013@gmail.com) with your organization’s name as the subject. Both the electronic and paper applications are due no later than Friday, April 19, 2013 at 11:59 PM. *.pdf* format is preferred, but *.doc* and *.docx* formats will also be accepted for electronic submissions.
6. Shortly after the application deadline, the officer and alternate contacts listed on the cover page will be contacted for a brief (10-15 minutes) hearing if it is deemed necessary. Given the large number of student organizations applying for office space, every effort will be made to accommodate the time necessary for a hearing. Please reply promptly to confirm.
7. Note that OSAC reserves the right to audit any information provided during the application process. Any false or misleading information that is provided during the application process may result in the revocation of the right for an organization to obtain space in this year’s process.
8. Office space allocations will be released no later than Friday, May 10, 2013. Emails regarding your allocation will be sent to the contacts listed on the cover page. Allocations are valid only for the following two academic years.
9. Appeals regarding allocations can be made until Friday, May 17, 2013.
10. Organizations affected by new allocations must move their items into and/or out of their offices by the end of spring quarter.
11. Refer to “Organization Space Allocation Guidelines” as posted on the USAC website for more detailed information. <http://www.usac.ucla.edu/documents/guiding.php>

Organization General Information

This section provides a brief overview of your organization. Answer each question sufficiently and comprehensively. Although there is no word limit, please try to keep your responses as concise as possible.

**Statement of Purpose (10 points)**

State the purpose and/or mission of your organization. Include general goals and objectives. Bullet points or paragraph format are both acceptable.

**Structure of Organization (10 points)**

What is the size of your executive board? How frequently does the executive board meet?

What is the size of your general body meetings? How frequently do general members meet?

How many student members does your organization currently have? How many are active? What, if any, are the eligibility requirements for membership in your organization?

**Engagement with Campus Community (40 points)**

Briefly describe your organization’s educational, cultural, or philanthropic value.

Are there any groups or projects that your organization sponsors or co-sponsors? If so, briefly describe.

How does your organization address and ensure the retention and academic success of your members?

How does your organization stimulate discussion and interaction among students on a variety of issues?

How does your organization provide opportunities or avenues for undergraduate students to serve and assist in addressing societal problems?

What is the value of this organization to UCLA? How do your organization’s programs, projects, etc., benefit students and members of the greater community? Include critical university related problems or unmet needs that the organization address.

List your organization’s major activities or programs that have been conducted over the past year that were open to the university community and/or general public. Also list future events with projected outcomes/results.

It is not necessary to fill out more than one (1) section if your organization only hosts one (1) major event each year. If you would like to provide information about more than four (4) events, please attach a separate sheet of paper with all required information.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of event #1 | | Date | Number of students served |
|  | |  |  |
| Location | Co-sponsors (if any) | | |
|  |  | | |
| Briefly describe the educational, cultural, or philanthropic value of this program | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of event #2 | | Date | Number of students served |
|  | |  |  |
| Location | Co-sponsors (if any) | | |
|  |  | | |
| Briefly describe the educational, cultural, or philanthropic value of this program | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of event #3 | | Date | Number of students served |
|  | |  |  |
| Location | Co-sponsors (if any) | | |
|  |  | | |
| Briefly describe the educational, cultural, or philanthropic value of this program | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of event #4 | | Date | Number of students served |
|  | |  |  |
| Location | Co-sponsors (if any) | | |
|  |  | | |
| Briefly describe the educational, cultural, or philanthropic value of this program | | | |
|  | | | |

**Stability and History on Campus (20 points)**

What is your organization’s history on campus?

How has your organization become an established and consistent aspect of student life?

What has your organization achieved in the last five (5) years?

Where do you see your organization going in the next five (5) years?

**Utilization (20 points)**

How will your organization directly utilize the space (to assist in programs, activities, events, etc.)? Please be as specific as possible.

**Miscellaneous (optional; not graded)**

Are there any special safety/security concerns for your organization? If so, please elaborate.

Are there any concerns regarding shared space with any particular organization on campus? If so, which organizations and why? (ie: contentious history, opposing values, etc.)

Is there anything else that you feel the committee should know when considering your application?

SPACE-SPECIFIC INFORMATION

Please rate which type of space you would like to receive, with 1 being the highest.

If there is a space that you DO NOT want, mark it with an ‘X.’

|  |  |  |  |
| --- | --- | --- | --- |
|  | Office + Mailbox |  | Locker only |
|  | Locker + Mailbox |  | Mailbox only |

DESCRIPTION OF NEED

The efficiency of space use is something that must be considered given the scarcity of available allocations. Describe how you will ensure that your space is used most efficiently and is employed for the purposes that you propose. What steps will you take to ensure that your space is used efficiently and effectively?

**For groups requesting a mailbox ONLY:**

In order to receive a mailbox, your group must demonstrate that they receive at least three pieces of the following mail categories:

* Subscriptions to magazines, newsletters, etc., that are directly related to the organization’s mission
* National organization materials
* Corporate sponsorship materials
* Off-campus bank account statements
* Other postal mail items that promote the need for a consistent mailing address

Please attach supporting documentation that proves receipt of the above items to this application. (ie: proof of subscription, copy of materials, written explanation of mailbox need, etc.)

**For groups requesting office or locker space:**

Why do you need an office or locker space? What will be the primary use(s) of the space? Please be sure to indicate which space you prefer.

Are there any special needs for the office or locker space? Are you planning on putting something particularly valuable in your office or locker space? If so, what?

**Thank you for completing your application!**

As a reminder, please be sure to submit a signed copy of your application to Mailbox #58 (Kerckhoff 3rd Floor) AND email an electronic copy of your application to [osac@asucla.ucla.edu](mailto:ucla.osac2013@gmail.com) with your organization’s name as the subject. Both the electronic and paper applications are due no later than Friday, April 19, 2013 at 11:59 PM. *.pdf* format is preferred, but *.doc* and *.docx* formats will also be accepted for electronic submissions.

The committee will contact you after your application has been submitted in order to arrange a hearing time. Every applicant will be eligible for a hearing with OSAC to elaborate and answer any questions that the committee may have regarding your application. Hearings will typically last 10-15 minutes. Please make sure that the contact information on the cover page is accurate and to reply as promptly as possible to confirm.

Student groups that have currently have an office space will have their offices audited between Monday, April 22 and Friday, May 3. An email will be sent to your organization to notify you when the audit will take place.

Feel free to contact [osac@asucla.ucla.edu](mailto:ucla.osac2013@gmail.com) for any further questions or concerns.