Student Organizations Handbook
Fall 2015 – Spring 2016
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Welcome!

Associated Students welcomes you and your organization members to a brand new school year. We invite you and your organization to participate, and take advantage of resources available in the Student Leadership, Involvement and Changemaking (SLIC) area in the Student Life Pavilion (SLP 3rd floor) as we go forward in accomplishing the educational mission of USD.

For more information about USD Student Organizations or this document please contact:

**Assistant Director of Student Organizations & Involvement**
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**Director of Student Leadership & Engagement**
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Educational Mission of USD
The University of San Diego is a Roman Catholic institution committed to advancing academic excellence, expanding liberal and professional knowledge, creating a diverse and inclusive community, and preparing leaders dedicated to ethical and compassionate service.

USD Core Values
- Academic Excellence
- Knowledge
- Community
- Ethical Conduct
- Compassionate Service

What is the Associated Students (A.S.)?
- Undergraduate student government of the University of San Diego
- Official student voice to University administration
- Student service provider
- Umbrella organization for ALL student organizations

The Associated Students' Leadership Team serves University of San Diego undergraduates as official student representatives who promote opportunities for growth and expression, address student issues, and enrich a diverse, inclusive, and engaged community.

All registered student organizations that are not Sports or Recreation Clubs are members of Inter Club Council (ICC). Student organizations that have the main purpose of participating in a team or recreational sport are part of the Sports Club Council (SCC).

ToreroOrgs
ToreroOrgs (TO) is an online service provided by the University that grants each registered student organization an individual website. Organizations will register through TO, request funding, manage rosters, communicate with members, advertise events, post bylaws, forms, pictures complete social event paperwork and other important information. The organization’s roster on TO will be used to determine membership size for funding requests for General Body Meetings and other events. [www.sandiego.edu/ToreroOrgs](http://www.sandiego.edu/ToreroOrgs)

Associated Students Senate
The A.S. Senate meets bi-weekly to discuss student issues. Included in the A.S. Senate is the Student Organizations Committee, which meets bi-weekly. The committee will review all organizations that are new or wish to re-register in the fall before being presented to A.S.
Senate for approval. New student clubs are required to have one member attend the Student Organization Committee meeting to answer questions about the proposed club. Once the organization has been reviewed, has met all the requirements and is approved by the committee, it will be presented with a recommendation for formal approval at the following A.S. Senate meeting. A complete text of the A.S. Constitution is available from the Student Leadership, Involvement and Changemaking website, http://www.sandiego.edu/associatedstudents/about/constitution.php.

Contact the A.S. Speaker of the Senate for additional details: ASspeaker@sandiego.edu.

**Student Organization Registration**

At the start of each academic year, every undergraduate student organization must register with Associated Students (A.S.). A.S. continues to accept registration applications from new student organizations throughout the academic year. Registration defines an organization’s relationship to the University through affiliation with A.S. Registered status gives an organization certain privileges and responsibilities. A.S. recognizes student organizations through the Inter-Club Council and the Sports Club Council.

**Registration Privileges and Expectations**

Student organizations that have registered with A.S. are entitled to the following tangible University benefits:

- Authorization to reserve University space, services or equipment.
- If requested, a mailbox in the Student Leadership, Involvement and Changemaking area (Student Life Pavilion, 3rd Floor)
- Eligibility to set up or provide information at designated locations on campus, either by display or by disseminating information according to the standards and policies endorsed by A.S. and the University.
- Access to services of A.S., such as the Creative Zone.
- Eligibility to seek funds through A.S. Budget Committee (ASBC)
- Representation on Interclub Council and/or Sports Club Council, as appropriate.
- Eligibility to open a student organization bank account through A.S.
- Eligibility to seek authorization to raise funds, develop a program, or sponsor an event to promote awareness about a particular cause after it has been determined that authorization will not imply approval by the University, or constitute a violation of any provision of the Student Code.
- Authorization to use student or University media for advertising or dissemination of information.
- Authorization to use the name or logo of the University of San Diego in a manner that is approved by the Vice President for Student Affairs or his/her designee.
- Eligibility to use University administrative processes such as computer hardware, software or mailing systems.
- Eligibility for other services provided by the University as determined by the Vice President for Student Affairs or his/her designee.
Requirements
The following are the requirements for student organizations to obtain registration status from A.S. These standards are to be upheld by all student organizations. The Vice President for Student Affairs or her/his designee may grant exceptions on a case-by-case basis.

• The purpose of the organization is legal.
• The organization has a minimum of ten undergraduate members.
• The organization has a full or part time faculty or staff member of USD to act as a University advisor.
• Activities to be engaged in conform to the University mission, rules, policies and procedures.
• Activities to be engaged in are compatible with the educational goals of the University.
• Activities to be engaged in are consistent with the moral and social teachings of the Roman Catholic Church and tradition of the University. (If there is a question about conformity with this criterion, the Vice President for Student Affairs following consultation with the Vice President of Mission and Ministry or their designee(s) will decide on the matter.)
• The organization has a written constitution submitted and approved by A.S. Student Organization Committee.
• The organization must re-register online annually and attend the Club Registration Meeting.

Graduate Student Participation
Graduate Students at the University of San Diego are permitted to participate in undergraduate student-led organizations that are recognized by Associated Students as allowed by the organization. Graduate students are not able to act as the President of an undergraduate organization. If a graduate student wants to begin a new undergraduate organization, an undergraduate student must lead it. Graduate student organizations are coordinated through the Graduate Student Council. For more information visit: http://www.sandiego.edu/gsc/.

Club Standing
Club standing is determined by the Assistant of Student Organizations and Involvement or the A.S. Senate. All organizations must be in good standing to request and access Associated Students funding.

Good Standing:

• Adhering to the Core Values and Mission of the University of San Diego and all University and Associated Students policies.
• Upholding their club or organization’s values, constitution, and regulations.
• Actively using and updating all information concerning the club/organization on the student organization registration website ToreroOrgs.
- Re-registering annually
- Maintaining a positive balance in any student organization accounts.
- Reporting any student issues or concerns to the Associated Students Student Organizations Senate Committee.

**Bad Standing:**

- Organizations not fulfilling requirements as outlined here or in the mission will be considered in bad standing.
- Any organization in bad standing risks the loss of privileges as determined by the Student Organizations Discipline Board or the Assistant Director of Student Organizations and Involvement.

**Procedures for Registration of New and Continuing Clubs**

All student organizations must re-register every fall semester to be considered a USD registered student organization for the academic year. All registration can be done online at [http://www.sandiego.edu/ToreroOrgs](http://www.sandiego.edu/ToreroOrgs).

**Step 1**

All student organizations registered for the previous academic year will receive a notification via email to attend the Student Org Conference or a Mandatory Club Registration Meetings available to attend in September. At least one representative of every continuing student organization must attend. Each existing club that has not completed its registration by the expedited deadline must file a “New Organization Registration” form and go through the New Club Registration Process. (See How to Start a New Club, following this section). Links to the registration website, ToreroOrgs, can be found at [http://www.sandiego.edu/ToreroOrgs](http://www.sandiego.edu/ToreroOrgs).

**Step 2**

Complete the online registration form and upload the organization constitution via ToreroOrgs. A sample constitution is available on the ToreroOrgs website. For clubs re-registering, the past constitution and past information should already be saved online. Please verify and update, if necessary. The Vice President for Student Affairs or his/her designee and the A.S. Activities and Budget Coordinator will review all registration forms and constitutions to ensure compliance with University mission and policy.

In the case of religious organizations, a panel composed of the Vice President for Student Affairs or her/his designee, a representative from Mission and Ministry, and a student appointed by the Associated Students President will review the request. The panel will review the request to ensure that the activities engaged in are consistent with the moral and social teaching of the Roman Catholic Church and tradition of the University. The panel will then determine if the organization is a church-affiliated group or a student club. If it is determined that the organization is a student-run club with an
on-campus advisor and no external affiliation, then the group will be presented to the A.S. Senate. If it is determined that the organization is a church affiliated group, then the organization must complete an application for recognition within the Division of Mission and Ministry. Final approval for religious organizations with outside affiliation rests with the Vice President for Mission and Ministry. Once approved, religious organizations with outside affiliation may also apply to be a registered student organization.

**Step 3**

The A.S. Senate Student Organization Committee will review the constitution of the petitioning new organization and if the organization meets the expectations indicated above, registration will be forwarded to A.S. Senate for approval. The Vice President for Student Affairs or his/her designee reserves the right to grant provisional registration status to organizations.

To maintain a “Good Standing” status, club representatives **MUST** follow the requirements outlined on pages 6-7.

**How to Start a New Student Organization**

**Step 1**

Follow the New Organization Registration links on the A.S. Student Organizations website, http://www.sandiego.edu/asssociatedstudents. Complete the online form with the proposed organization’s purpose and submit it via the ToreroOrgs website. The Student Organizations Handbook is available online at: http://www.sandiego.edu/ToreroOrgs.

The Vice President for Student Affairs or her/his designee and the A.S. Student Organizations Committee will review all New Organization Registration forms to ensure compliance with University mission and policy.

In the case of religious organizations, a panel composed of the Vice President for Student Affairs or her/his designee, a representative from Mission and Ministry, and a student appointed by the Associated Students President will review the request. The panel will review the request to ensure that the activities engaged in are consistent with the moral and social teaching of the Roman Catholic Church and tradition of the University. The panel will then determine if the organization is a church-affiliated group or a student club. If it is determined that the organization is a student-run club with an on-campus advisor and no external affiliation, then the group will be presented to the A.S. Senate. If it is determined that the organization is a church affiliated group, then the organization must complete an application for recognition within the Division of Mission and Ministry. Final approval for religious organizations with outside affiliation rests with the Vice President for Mission and Ministry. Once approved, religious organizations with outside affiliation may also apply to be a registered student organization.
Step 2

During the 30-day New Organization Registration period of provisional approval, organization members will be able to reserve rooms on campus, publicize formation of the club, and request a mailbox in the Student Leadership, Involvement and Changemaking (SLIC) office 301.

Step 3

Organizations are required to have a representative attend a meeting with the A.S. Student Organizations Committee to present the mission and values of the student organization and answer questions that the committee may have. The organization is then forwarded to A.S. Senate with a recommendation for approval. Once A.S. Senate has voted to approve registration, that club is a registered USD student organization, with all the privileges and responsibilities outlined in this handbook. The Vice President for Student Affairs or her/his designee reserves the right to grant provisional registration status to organizations.

Non-Registered Organizations

Groups which choose to exist informally and not become registered organizations are subject to basic standards of behavior. Those standards include, but are not limited to:

1. The group must be completely transparent about its purpose and goals for the organization in all of its marketing and publicity.

2. If the group represents a particular religious view, it must be in accord with the policy regarding religious organizations outlined in this Handbook. In addition, the following criteria must be met: a) There will be no proselytizing of any member of the university community. b) There will be no denigration, nor harassment, of any individual, group, or organization. Failure to comply may result in disciplinary action against the group or an individual. c) Activities to be engaged in are consistent with the moral and social teaching of the Roman Catholic Church and tradition of the University. (If there is a question about conformity with this criterion, the Vice President for Student Affairs or her/his designee will decide the matter.)

Student Organization Resources

Student Leadership, Involvement and Changemaking (SLIC)

The Student Leadership, Involvement and Changemaking area is located on the 3rd Floor of the Student Life Pavilion 316, is available to serve the needs of student organizations. The SLIC Involvement Consultants are available to answer questions, direct individuals to meetings and connect organization members with resources on campus. There are computers available for student use. Mailboxes for student organizations are located in 301. Be sure to make full use of this student leader area and to check mail weekly.
**Student Organization Funding**

All student organizations in good standing have the ability to apply for funding from Associated Students through the AS Budget Committee (ASBC). More information and By-Laws can be found at: [http://www.sandiego.edu/associatedstudents/finance/](http://www.sandiego.edu/associatedstudents/finance/). Requests are made via the ToreroOrgs Website at: [http://www.sandiego.edu/ToreroOrgs](http://www.sandiego.edu/ToreroOrgs)

**Student Organization Representatives (SOR)**

All student organizations will be assigned a SOR. This person is a University staff member who acts as an on-site resource for event planning, consulting, and general advising. SORs are not in place of a faculty, staff or administrator advisor, but rather serve to supplement the student organization advisor.

**Creative Zone**

The Creative Zone (CZ) is a resource for student organizations to advertise and enhance their programs/events for the University of San Diego community. Students can create banners/flyers, have a poster printed, and rent equipment (such as a popcorn machine or A-Frames) for their events! The Creative Zone also offers graphic design services. Student graphic designers can help organizations create professional print and electronic materials that best suit their marketing needs. Other services include scanning, faxing, printing, copying and balloon ordering. In addition, the Student Staff can offer advice on unique techniques to advertise on campus and give suggestions on how to create and make an event memorable. Please visit the CZ in 302.

**Mailboxes**

Each registered student organization may request and have a mailbox in the Student Leadership, Involvement and Changemaking (SLIC) area, 301. Mail is distributed daily. If a package arrives for an organization and does not fit in a mailbox, the package will be placed in the cupboards below the mailboxes, and a note will be placed in the organization’s box to check below for the package. Mailboxes are assigned in alphabetical order of the organization names and grouped together based on type of organization. As new clubs are added throughout the academic year their boxes are added at the end of each different section. Student organizations that are in the “New Organization Registration” period are assigned mailboxes in the last row of boxes. Here are some things to remember about mailboxes and mail:

Check mailboxes at least once each week! While email is the SLIC’s primary point of communication, assign someone reliable to pick up mail, sort it and bring the information back to the organization.

Twice each year, staff goes through the mailboxes and discards any items that are not specifically addressed to the organization (flyers, junk mail). The mailboxes are assigned with a number **below** the mailbox. Please be careful to take only your organization’s mail.
Lounge Area & Meeting Space
Within the SLIC (SLP 3rd Floor), work areas are provided for student organization leaders and for graduate assistants. Lounge space, computer stations and meeting areas are available for student use. To schedule meetings in the SLIC, contact one of the Directors at x4802. Full time University staff has offices in this area as well.

Storage
- The SLIC has a limited amount of storage spaces for organizations.
- Student Organizations may request a Mobile File Cabinet each year to store paperwork, supplies, etc. Please email your request to the AS Budget and Activities Coordinator.

Event Planning

Event Registration and Approval Form
All on and off campus events must be registered through the Event Registration (EvR) Process, located on Virtual EMS. ([https://reservations.sandiego.edu/virtualems/](https://reservations.sandiego.edu/virtualems/))

On and Off-Campus Event Registration
- Go to [https://reservations.sandiego.edu](https://reservations.sandiego.edu)
- Click to Log-In using your USD Username and Password
- Once logged in, click on Reservations
- Select either On or Off Campus EvR
- Complete the requested information and submit your request
- You will be contacted through the Virtual EMS system regarding the status of your event
- Please note that your reservation will be confirmed once the content is approved and any additionally requested information is received through Virtual EMS

Reserving Facilities and Classrooms
All scheduling is done directly through the Event Registration Process. Student organizations should not contact individual areas for scheduling/space requests.

All University facilities are generally available to all segments of the University community for University-related uses. The University likewise leases its facilities at times to outside organizations and groups. *Depending on the facility in question, a fee may be charged for use.*

Academic uses take precedence over all other uses of campus spaces that are traditionally used for academic classes. These spaces are defined as lecture rooms, laboratories, sports fields, theatre stages, etc. Spaces for academic use are scheduled yearly during two major periods. The first of these is mid-Fall semester for spring classes. The second is during late spring and early summer for fall classes.

Priority in the event of a scheduling conflict is as follows: 1) Academic use 2) Administration, faculty and student sponsored events 3) University-sponsored events
involving outside persons 4) Rental of facilities to outside organizations

These scheduling priorities and procedures do not apply in all details to the Manchester Conference Center or the Institute for Peace & Justice, whose programs serve primarily to extend professional development opportunities to external groups and to support the University's community outreach efforts. A complete statement of policies and procedures governing the use of Manchester Conference Center or the Institute for Peace & Justice is available from the respective building manager.

All USD-catered services will be provided by the University’s Banquets and Catering office. The Director of Dining Services must approve exceptions for outside caterers (see Dining Services section).

If any audio/visual equipment is needed (projector, television, flip chart, etc.), it should be requested on the Event Registration Form. Rooms in the UC and SLP fill up quickly, so requests should be made well in advance of the date needed and flexibility is encouraged. Meeting rooms for the entire academic year can be reserved for regular meetings at one time. Organizations who wish to have the same meeting location throughout the academic year can make reservations in the Spring for the following academic year. These facilities may be reserved for the following purposes:

- Student Dining and University Community Dining.
- All-University functions. These functions are defined as University-sponsored programs which have to directly do with the educational mission of the University and which involve several departments of the University in their execution.
- Student activities sponsored by A.S. officers and directors and by officially registered student organizations.
- Activities sponsored by other University departments.
- Off-campus groups approved by the Director of the University Center. Please see below for rooms available in the University Center and Student Life Pavilion.
- The following rooms are available in the University Center and Student Life Pavilion:
Classrooms in all of the buildings on campus are reserved through the Event Registration and Approval Form found on the Student Leadership and Involvement Center’s website (www.sandiego.edu/slic). Classrooms are always made available for academic use first, but if they are not being used for classes, organizations can reserve them. Classrooms are set up “as is,” meaning that the typical set up for that classroom and the furniture, which is always there is what is available. No special set-ups are possible. If A/V equipment is needed, a faculty/staff advisor will need to reserve it and check it out through the Media Center in the basement of Maher Hall. The Media Center does not check out equipment to students.
Movie Viewings on Campus

Please follow the following procedures when your student organization would like to show a movie here on campus. Check with the CatholicNews.com website to see if the movie they would like to show is acceptable in the Catholic Community:
[http://www.catholicnews.com/movies.htm](http://www.catholicnews.com/movies.htm)

Minors on Campus

University-operated activities and programs in which Minors will be physically present and participating (both on USD property or at off-campus locations) are considered “Covered Programs” and are required to:

- Register the program with HR
- Complete criminal background checks, and
- Complete Child Safety training requirements

Covered Programs do not include (1) University undergraduate or graduate academic programs in which the only Minors participating in the programs are students enrolled at the University or another institution of higher education; (2) University events (e.g. fairs, festivals, athletic events, artistic events) that are open to the general public and people of all age groups, but at which children may be present or participate; (3) University events, programs and activities at which children are expected to be accompanied and supervised at all times by their parent(s) or legal guardian(s); or (4) activities or programs in which the only Minors who participate are University employees.

The following requirements govern participation in Covered Programs:

Program Registration: The University employee responsible for the Covered Program (or designee) shall register the Covered Program with HR through the Program Registration System. The registration process includes listing all coordinators, employees, and volunteers who will be involved in the program(s). This system provides a centralized tracking system for background checks and training for the employees and volunteers who work with a covered program. For more information, visit Program Registration System.

Criminal Background Checks: A comprehensive background investigation is an important step in providing a safe, secure and productive work and educational environment for employees, students, visitors, and other members of the university community. All University employees (without regard to date of hire by the University) who work in a Covered Program, and all volunteers who are expected to work more than eight (8) hours for the Covered Program or who will have unsupervised contact with Minors, are required to submit to a criminal background check and to receive clearance to participate before they may care for, supervise, work with, or otherwise come into contact with Minors who participate in the Covered Program. Previous employees who are returning to work after a break of one (1) year or more will be subject to another background investigation. The criminal background check will be administered under the direction of the HR. For more information, please visit Pre-Employment Background Checks.
**Child Safety Training Requirements:** A Covered Program will require all of its employees and volunteers to be trained on appropriate conduct with or around children, protecting children from abuse and neglect, and reporting of known or suspected child abuse or neglect. The Child Sexual Abuse Prevention Training must be completed before the employee or volunteer may care for, supervise, work with, or otherwise come into contact with Minors who participate in the Covered Program. The Child Abuse Prevention Training and Guide are intended to provide information about your conduct in order to prevent abuse or unfounded allegations of abuse; define abuse and describe signs to look for; and explain how to respond to abuse or suspicions of abuse. Training must be completed annually. For more information, please visit Training.

**Reporting Child Abuse and Neglect:** All University employees and volunteers are required to immediately report any known or suspected child abuse or neglect that occurs on campus, in any off-campus University building or property, or in connection with any Covered Program or any other University-related program or activity. In addition, all University employees who are mandated reporters under the California Child Abuse and Neglect Reporting Act are required to make reports as required by law. Failure to comply with this policy may result in corrective action, as appropriate under the circumstances. For more information, please see the University’s Policy on Reporting Child Abuse and Neglect.

**Sports Fields Reservations**
Reservations for fields and sports facilities are done through the Event Registration and Approval Process found on the Student Leadership and Involvement Center’s website ([www.sandiego.edu/slic](http://www.sandiego.edu/slic)) for more information. Athletics and intramurals have first priority for the use of these facilities.

**Information Distribution and Sale of Items**
Student Organizations wishing to distribute information or sell items must indicate so on their EvR form. The Student Leadership and Involvement Center will seek the proper approvals from the Vice President for Business Services and Administration and University Relations on behalf of Student Organizations.

**Event Planning and Programming Tips**
Event planning tips and tools can be found on the website, [http://www.sandiego.edu/scheduling/event-planning/](http://www.sandiego.edu/scheduling/event-planning/). For assistance, the Student Leadership and Involvement Center staff is available to give advice and information on other resources available.

**Food at Student Organization Events**
Please note that some reserveable locations on campus require the use of USD Catering, regardless of the total cost.

Cost under $500: Per University Center/Student Life Pavilion policy, Student Organizations may bring in outside food with a cost of under $500 without additional permission.
Cost over $500: Please note that USD Dining Services has the first right of refusal for all food and catering with a cost of over $500. Outside food with a cost over $500 must be approved, in advance, by the Director of Dining Services. Organizations should email Carol Norman, Director of Dining Services, at norman@sandiego.edu, with their request. Please allow 5 business days for approval.

*Note: Some buildings require exclusive use of USD Catering.

**Risk Management**
Risk management includes the process of identifying and assessing risks, and developing strategies to avoid personal injury, property damage, reputational damage, and resulting financial loss. All student organizations’ activities – receptions, athletic contests, and other events – carry the potential of some risk. For this reason, student organizations must learn to take reasonable steps to identify and reduce opportunities for loss and/or injury. Organizations should contact their SOR or SLIC Staff for assistance.

**Ticket Handling Procedures**
The USD Ticket Office is the preferred method of ticket sales for events. Organizations may sell tickets outside of the USD Ticket Office with permission from the Assistant Director of Student Organizations and Involvement.

**Events Involving Gambling**
Organizations sponsoring an event involving gambling must contact the Student Leadership and Involvement Changemaking area for approval to ensure compliance with California law.

**Expectations for Philanthropic and Fundraising Events**
All philanthropic and fundraising events are expected be alcohol free. Organizations are responsible for the conduct of people participating and attending their events. The Student Leadership and Involvement Center can approve an exception for alcohol to be present at events when the attendance is not exclusively undergraduates.

**Food at Events with Alcohol**
At all events where alcoholic beverages are consumed, provisions shall be provided for the free and conspicuous distribution of non-alcoholic beverages in adequate supply. An “adequate supply” is defined as a quantity sufficient to provide at least one beverage serving per hour for all members and guests. All events serving alcohol must also provide substantial, high in protein, non-salty food, especially during the first and last hours of the event. Additional paperwork is required to receive approval to host events with Alcohol.

**Bringing Speakers to Campus**
As part of its effort to help members of the University community make informed, responsible decisions in the political, social, professional and personal areas of their lives, the University of San Diego encourages the hosting of speakers and programs from outside the campus. The following policy pertains to the invitation of off-campus persons who will make presentations at the University of San Diego to which the public has been invited. The
intent of this policy is to provide a broad exposure to a diversity of issues and perspectives, and to ensure that all members of the University community engage those issues and perspectives in a manner consistent with the mission and goals of the University.

- As members of the academic community, students, faculty and staff should be free to discuss questions of interest to them and to invite non-University speakers of their choosing.
- Sponsorship of off-campus speakers is restricted to academic departments, the administration and officially registered student and staff organizations.
- The reservation of the University facilities for guest speakers is required to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to the academic community. The University’s control of campus facilities will not be used as a device of censorship. Reservation of facilities must be made on the Event Registration and Approval form available on the Student Leadership and Involvement Center’s website.
- The sponsorship of guest speakers does not imply that the sponsoring organization or the University approves or endorses the views expressed. The sponsoring organization must make this position clear to the USD community.
- This policy and procedure does not apply to speakers invited by faculty to address students enrolled in a course they are teaching, to internal faculty, students and/or staff seminars, workshops or colloquia. For more information see: http://www.sandiego.edu/legal/policies/community/public/speakers.pdf.

Fundraising and Soliciting Sponsorship Policy

No general registration of fundraisers is required at the University of San Diego. If the fundraiser is an event it must register through the Event Registration process. However, there are solicitation restrictions and food safety and liability issues to be aware of. Raffles, donations, and grants also have unique reporting or consultation requirements.

Definitions

For purposes of these guidelines, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement. Note: Monetary compensation secured by providing group labor requested by an employer, such as working with stadium clean-up or staffing University events, is not considered a fundraising activity. Off-campus solicitations for donations, cash or items, may be conducted face to face or by letter from the recognized organization requesting the donation.

Sponsorship is defined as any contribution of gifts in kind (food, beverages, equipment, etc.) to a student organization for the purposes of enhancing a specific program, event, or supplies owned by the student organization.
Fundraising/Sponsorship Guidelines:

1. Fundraising/Sponsorship by Registered Student Organizations (“RSO”) to support the RSO’s organizational budget or to support the RSO’s programmatic efforts.

- The fundraising/sponsorship activity is required to offer a benefit to the University community that is consistent with the University’s educational mission.
- The purpose for which the funds will be raised, or the product donation made must be consistent with the purpose of the RSO and the Code of Rights and Responsibilities and other applicable policies of the University of San Diego. Further, the fundraising activity must not violate legal, tax, or corporate restraints upon the University.
- A currently enrolled student member(s) of the sponsoring registered student organization must be present during the entire time of fundraising events.
- RSO’s are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, rules and regulations.
- University of San Diego reserves the right to require third parties participating in or conducting fundraising/sponsorship activities to meet additional requirements, including without limitation requirements that such parties furnish evidence of insurance coverage acceptable to the University and/or agree to indemnify the University and University personnel against liabilities arising from their acts or omissions.
- University of San Diego reserves the right to approve any proposed donor or sponsor and the content of materials associated with a fundraising/sponsorship activity.
- The donated funds/products must be used for the purpose outlined to the donor.
- When requesting donations/grants from individuals or businesses, RSOs must adhere to the following guidelines:
  i. Fundraising or Sponsorship Activity of $1,000+
If the RSO’s goal is to raise a net of $1,000 or more in donations in either cash or product from USD affiliated alumni, parents, trustees, businesses or friends, the RSO should notify the Office of Development of the proposed fundraising activity before any funds are actually solicited. The purpose for this notification is to make the Office of Development aware of the activity and to give them the opportunity, on a case by case basis, to provide assistance which may include alumni outreach, student organization alumni contact lists, calling nights, letter writing and gift processing. The Office of Development can be reached at 619-260-4639. Solicitations should not conflict with any entity with which the University has a current contract. Special consideration should be given to beverage distributors, athletic equipment, apparel, banks and other financial services. If RSOs have questions about this, they should contact the Office of Marketing and Strategic Partnerships at 619-260-4690.

Note: Sponsorships using products or retailers that would be deemed in conflict with the USD mission will not be approved.

- Depository Accounts
  Funds raised to support the RSO’s organizational budget should be deposited
into the USD Club Account ("Agency Account"). Agency Accounts are non Restricted Fund Accounts and therefore there is no minimum $ funding requirement. No off-campus accounts are permitted. For information on how to set up an Agency Account, contact the Student Leadership & Involvement Center at (619) 260-4802.

- Receipting Donors
  In accordance with IRS Publication 1771, an individual donor who makes a single donation of $250 or more must be provided with a tax receipt. In addition, a receipt must be provided to any donor who requests a receipt at the time of the gift. RSOs must submit all donations, for which the above criterion applies, along with the University Relations Gift Processing Form to the University Relations Office of Information Management within five business days after the event. The Office of Information Management will process these funds and deposit them into the appropriate Agency Account.

- Solicitation Clearance
  RSOs are not permitted to solicit any USD affiliated alumni, parents, trustees, businesses or friends without first contacting the Office of Development and the Office of Marketing and Strategic Partnerships if the solicitation shall be for $250 or greater.

- Accounting of Funds
  RSOs must provide an accounting of any funds raised to the Student Leadership & Involvement Center Advisors’ Suite SLP (301) within five business days after the fundraising has occurred. It is the responsibility of the RSO to keep records of the funds raised and the fundraising event that generated these funds. Also, the RSO is responsible for recording the name and address of any donor who has given $250 or more.

2. Fundraising by Registered Student Organizations ("RSO") to support a non-USD charitable organization ("outside charitable organization") (e.g., The Red Cross, Salvation Army, etc.)

- The outside charitable organization should submit a statement of support on its letterhead to the Student Leadership & Involvement Center Advisors’ Suite SLP (301) acknowledging that the fundraising will occur on its behalf and indicating the expected date of the receipt of the donation.

- The outside charitable organization should provide the student organization with a copy of its Internal Revenue Service exemption letter as proof of its federal tax-exempt status and that its proposed use of University owned, operated, or controlled property is in furtherance of its tax-exempt, charitable purpose(s). In the absence of an IRS exemption letter, please contact the Associate Vice President, Development in University Relations at (619) 260-2720.

- Donations that support the outside charitable organization should go directly to the outside charitable organization when possible. Donations in the form of checks should be payable directly to the outside charitable organization. If cash donations or checks made payable to USD (that are intended for the charitable organization) are received by the RSO, it is permissible to deposit these monies into the USD Club Account ("Agency Account"). Such deposits must be made within 5 business days of
Within 30 days of the deposit, the RSO is responsible for making the appropriate request(s) in order to allow for the transfer of these funds to the outside charitable organization. The RSO is responsible for the accounting of all funds deposited into its Agency Account (see 1.d.v. above) including accounting for funds to be used for the RSO's organization support and funds that are to be distributed to an outside charitable organization.

- The RSO planning the event is responsible for all costs incurred in connection with the event, other than those borne by the outside charitable organization.
- Educational information about the outside charitable organization and the services it provides is made available at the event.
- The outside charitable organization is responsible for ensuring that its activities comply with all applicable federal, state, and local laws, rules, and regulations.
- RSOs are not permitted to solicit any USD alumni, parent, business or friend without first contacting the Office of Development at (619) 260-4639 if the solicitation shall be for $250 or greater.

**Additional Restrictions and Requirements**

University of San Diego acknowledges that a guideline of this nature may not anticipate every possible issue that may arise with respect to fundraising and sponsorship activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the guidelines. These guidelines are in addition to any policies set by the University of San Diego.

**Program Co-Sponsorship with Associated Students/Torero Program Board**

Any time an organization sponsors a campus event that is partially or completely funded by A.S., it is co-sponsoring a program with A.S. One of the conditions of receiving funding is that the organization indicates the co-sponsorship of A.S. on any promotional materials.

Student organizations may also want to co-sponsor programming with directors of the Torero Program Board, in which the event would be jointly planned and coordinated with the A.S. committee and the organization. Please feel free to approach the Chair of the Torero Program Board for guidance on how to make such events a reality. Remember that joint planning requires lots of lead-time — start planning well in advance.

**SLIC Emergency Contact**

All programs advised out of the SLIC have student leaders that are responsible for reporting issues to the staff. Examples of issues include, but are not limited to: police interaction; student injury; and student hospitalization. In the event of emergency situations, student leaders should call a professional member of the SLIC staff via the Emergency Phone.
Marketing

Posters and Publicity

Members and non-members of the University community may post notices on the campus. Please see http://www.sandiego.edu/udesign/protocols/signs_and_protocols.php for more details.

Per the USD Posting Policy, all notices are subject to the following regulations:

• Postings are not allowed on sidewalks, buildings, walls, doors, windows, display cases, furnishings, fountains, fences, trees and shrubs, planters, poles, cars, permanent signage, or any other architectural features, with exceptions noted below.
• Posted materials must include the name(s) of the sponsoring organization or department, date, time, location, and contact information for the event. (Flyers saying “tonight” or “every Wednesday” will be removed.)
• Materials may be posted up to one week prior to an event and must be removed within 24 hours after the completion of the event. Removal and recycling are the responsibility of the group posting the materials.
• Blue tape must be used to hang posters and banners.
• Event banners may be sized up to 3x6 feet, and may be hung in the following areas:
  Mission Crossroads, Missions Parking Structure railing, Camino/Founders courtyard gates, Serra Hall third-floor railing, Maher Hall third-floor railing, and Olin Hall bridge railing.
• Flyers or banners that get wet, or do not adhere to the rules, will be removed.
• Postings in the Residence Halls must be approved through Missions Crossroads.
• No door hangers are allowed without permission from Residential Life.

Kiosks and Bulletin Boards

• Kiosks are for the purpose of posting information for campus events. These are located at the Student Life Pavilion, Camino/Founders patio and in front of the Kroc Institute for Peace & Justice. Guidelines for posting on these kiosks are outlined on the Student Life Facilities website: http://www.sandiego.edu/ucslp/
• All student event and organization postings must be approved and stamped by Student Life Pavilion, Flyers for events sponsored by academic departments require approval and stamp by the appropriate Deans office.
• Flyers must be for events open to the Campus Community and sponsored by a registered student organization or University department.
• Campus bulletin boards are for the purpose of posting information for campus events and sponsored programs. *These bulletin boards are located in the Hahn University Center and Student Life Pavilion as well as Serra, Camino and Founders Halls.*

• The size of flyers on campus bulletin boards should not exceed 11x17 and are limited to one per bulletin board. Flyers are *not* allowed on interior floors, walls, windows, doors or furnishings.

• Publicity should not be distributed until the event is approved. Organizations are not allowed to reserve promotional tables unless events have been approved through the EvR process. Be sure to include all necessary information (i.e. cost, dates, sponsor, deadlines and phone numbers) on all publicity. All written publicity must be within the parameters of the USD Posting Policy, [http://www.sandiego.edu/scheduling/event-planning/students/marketing.php](http://www.sandiego.edu/scheduling/event-planning/students/marketing.php).

### Travel Tips

Generic waivers are available on the University Risk Management website: [http://www.sandiego.edu/eventplanning/securityriskmanagement.php](http://www.sandiego.edu/eventplanning/securityriskmanagement.php). If necessary, a more detailed or specific waiver can be developed, depending upon the nature of the trip. For more detailed information on both domestic and international travel please visit the USD Risk Management’s website:

[http://www.sandiego.edu/administration/businessadmin/humanresources/risk/](http://www.sandiego.edu/administration/businessadmin/humanresources/risk/)

All student organizations interested in traveling as a group to participate in a conference or otherwise event should consult the Student Leadership, Involvement Changemaking’s advising staff located in SLP 301.

### International Travel

For Day Trips to Mexico Not Involving Overnight Stay

• Student organizations are required to complete an Off Campus Event Registration at [http://www.sandiego.edu/slic/events/off_campus_event_registration.php](http://www.sandiego.edu/slic/events/off_campus_event_registration.php)

• Once approved, participants must complete the Assumption of Risk and Release of Liability form for Travel To and In Mexico at [http://www.sandiego.edu/administration/businessadmin/humanresources/risk/documents/AssumptionofRiskandReleaseofLiability(Mexico).pdf](http://www.sandiego.edu/administration/businessadmin/humanresources/risk/documents/AssumptionofRiskandReleaseofLiability(Mexico).pdf). For Trips Involving Overnight Stay Student organizations are required to complete all steps in the registration process in order to travel on behalf of their organization.

• Student organizations must submit the Student Organization International Travel Trip Proposal to the Student Leadership and Involvement Center (SLIC) to begin the approval process. The SOITTP is available at: [www.sandiego.edu/slic](http://www.sandiego.edu/slic)

• Student organizations should be in continual communication with their advisor and the SLIC throughout the process with any questions and to keep them updated.

• No expenditures can be made for the trip (purchase of airline tickets, transportation on-
site, event tickets, etc.) until steps 1-4 have been completed and organization has received approval for trip. The University will not reimburse or authorize funds for students and organizations not following this policy.

- All student organizations are required to have a USD faculty or staff member travel with them for international travel. The SLIC in consultation with USD Risk Management may grant exceptions to this policy. The sponsoring student organization is responsible for covering the cost of the faculty/staff participation unless other arrangements have been agreed upon.

- Failure to meet the timelines outlined in this Student Organizations Policy will result in the cancellation of the event/trip.

- It is strongly recommended that all participants purchase Travel Insurance.

Steps 1-4 of this process must be completed AT LEAST ELEVEN (11) WEEKS PRIOR to the departure date of the trip. Steps 5-7 of this process must be completed AT LEAST EIGHT (8) WEEKS PRIOR to the departure date of the trip.

**Steps in the International Trip Registration Process:**

Step 1: Student organization trip leader completes the Student Organization International Travel Trip Proposal. The trip leader will meet with the Assistant Director of Student Organizations and Involvement in the SLIC to discuss proposed travel.

- During the meeting, the following items in the Trip Proposal will be discussed:
  - Dates of travel
  - Purpose of trip
  - Modes of transportation for all legs of trip
  - Location(s) of travel
  - Lodging arrangements
  - Contact information for all vendors involved in trip
  - Personal and emergency contact information for all trip participants
  - Itinerary
  - Country security risk level
  - Country medical risk level
  - Whether visa(s) are required
  - Whether vaccination(s) are required
  - Discussion of USD faculty or staff participating
  - Approval from the USD faculty/staff advisor

The Trip Proposal requires that organizations assess the security and medical risk rating of the destination country. For instructions on how to complete this requirement, refer to

- [http://travel.state.gov](http://travel.state.gov)
- [www.ACETravelAssistance.com](http://www.ACETravelAssistance.com) (User Name: aceah Password: security)

The Trip Proposal Packet requires that organizations have every member attending the trip sign an Assumption of Risk and Release of Liability form.

- If the destination has a risk level of “low” or “moderate,” students are required to sign the Assumption of Risk and Release of Liability form.

- If the destination has a risk level of “high” or “extreme,” the trip coordinator will
need to supply written justification for the group to go to this destination. The justification must include arrangements that are in place to protect the participants. If the trip is approved, all who participate will be required to sign an Assumption of Risk and Release of Liability form approved for the trip by Risk Management.

- USD Risk Management and the SLIC will review the justification and mitigation plan. As needed, the SLIC will contact the student coordinators for additional information about the proposal.
- Trip participants are required to provide their domestic emergency contact information, including the emergency contact’s name and phone number (home, work, and/or cell and email address).

Step 2: The Assistant Director of Student Organizations and Involvement reviews the Trip Proposal prepared by student organization.

- The Director reviews packet to ensure all necessary information was submitted.
- If all required information is included in packet, the Director forwards the Trip Proposal to USD Risk Management for approval.
- If all necessary information is not in packet, the Director will work with the student organization to secure necessary information.

Step 3: The Director of Student Organizations and Greek Life submits Trip Proposal Packet to USD Risk Management for review and approval.

- Trip will either be granted conditional initial approval, conditional approval with reservations or will not be granted approval by USD Risk Management.
- USD Risk Management will notify the student organization and the SLIC of the decision. If trip is granted initial approval by Risk Management:
  - USD Risk Management or designee sets meeting with student organization and contacts club/organization’s Advisor

NOTE: Meeting with USD Risk Management is required for all student organizations wishing to travel internationally

- Risk Management will notify the SLIC and International Center of initial trip approval.
- No expenditures can be made for the trip (airline tickets, travel arrangements, event passes, etc.) until steps 1-3 have been completed.

Step 4: Student organization trip leaders must register their travel with the U.S. Consulate. Students are required to register their travel with the U.S. consulate in country through the U.S. Department of State. This can be done using the following web site: https://step.state.gov/step/

NOTE: This cannot be done until steps 1-3 are complete.

Step 5: All student organization trip members must register through the International
Study Abroad Office.

o **This must be done at least eight (8) weeks prior to trip departure. NOTE: This cannot be done until steps 1-4 are complete.**

Step 6: Student organization trip leader checks to be sure that all trip participants have necessary vaccines
- Leader must email the SLIC indicating that all have necessary vaccines required for travel in proposed location. (This is also requested online but some countries will require specific immunizations.)

Step 7: Student organization trip leader verifies that all participants have a copy of the international emergency medical insurance information and emergency contacts.
- Undergraduate and graduate students are required to carry the following USD emergency contact information throughout the trip:
  - USD Public Safety
  - USD Risk Management
  - International Study Abroad Office
  - Student Leadership and Involvement Center

Step 8: Student Organization Trip leader waits for final approval of trip.
- Once steps 1-7 have been satisfied by the student organization, the Director of Student Organizations and Greek Life will inform their Faculty/Staff Advisor and the Trip Coordinator that steps have been completed.
- Director of Student Organizations and Greek Life or his/her designee holds pre-trip orientation (required vaccinations, visas, risks, etc.) and a final pre-trip orientation with Participants.

USD Risk Management may cancel any trip due to a change in the country's security or medical risk. It is strongly recommended that all participants purchase travel insurance.

**Emergency Procedures**
All accidents should be reported to local authorities, the University Office of Public Safety and the Director of Risk Management in Human Resources. Please remember to bring important phone numbers in case of an emergency during the trip.

**Campus Resources**

**The Mulvaney Center for Community, Awareness and Social Action (CASA)**
CASA provides support services to community projects initiated by students, faculty and staff. Through a team approach, many opportunities are available to learn about and be involved in community service. CASA welcomes students to visit the CASA Office in SLP 320, extension x4798.

**Center for Student Success**
The Center for Student Success (CSS) provides support services for students. The CSS
coordinates programs and services, primarily for first-year undergraduate students, to
enhance student learning and promote student success in and out of the classroom. The
Student Development Mentoring and Transcript Program is administered from this office.

For more information visit the website at http://www.sandiego.edu/usdcss/, call (619)
260-5995 or stop by UC114.

Outdoor Adventures
The Outdoor Adventures is located on the lower level of the University Center. It offers
students and student organizations the opportunity to experience a wide variety of trips
and outings led by trained and experienced Outing guides. Outdoor Adventures can help
clubs set up an outing, provide members with resources, rent camping equipment, or help
members get involved in some of the regularly scheduled outings.

For more information, visit the website at http://www.sandiego.edu/oa/ or contact them
at 260-4709.

United Front Multicultural Center
The United Front Multicultural Center is located in SLP 418. The center offers office space
for student organizations that work collaboratively as a coalition under the “United Front.”
The Center offers a variety of programs, services and support. The Center has an extensive
library of multicultural focused books, videos, articles and resources.

For more information visit the website at http://www.sandiego.edu/unitedfront/ or stop
by SLP 418.

Women’s Center
In support of the Division of Student Affairs’ Mission, the Women’s Center invites women to
find voice, develop skills for transformation and understand who they are called to be. The
Women’s Center offers programming, retreats, and educational session for all members of
the campus community. It empowers women to engage as leaders in a diverse and
changing world and advocates for a safe, supportive campus environment that creates
equity among all voices. The Women’s Center is a student-centered learning community
that provides resources and engages women and men in educational dialogue around
gender-related issues. For more information visit the website at
http://www.sandiego.edu/womenscenter/about/ or stop by SLP 420.

Dining Services
The USD Dining Services staff is dedicated to providing students with wholesome, creative
meals and refreshments for club events. Their services are convenient, diverse, and of high
quality.

There are some specific considerations to remember when planning to have food at an event:

• If an organization wishes to have USD catering at an event on campus, the event
planner must submit an online request at: http://www.sandiego.edu/catering/request-form.php at least two weeks prior to the event date. The organization must first have an EvR submitted with details of the food request through campus scheduling.

- The Director of Dining Services must approve off-campus food services costing in excess of $500 for the event for on-campus events. Groups may use off-campus food costing less than $500 for the event without approval. Organizations who provide their own food are responsible for all set-up, clean-up and supplies associated with the event. Dining Services will not supply napkins, plates, utensils, tablecloths etc.
- Before permission to use an outside vendor may be obtained, organizations must provide the following information. This information must be submitted with the request to the Director of Dining Services at least two weeks prior to the event.
- Proof of insurance
- San Diego Health Department permit with an “A Rating”

O'Toole’s for an event, the requests begin by filling out an Event Registration Form (EvR). Following that, they may need to contact a Dining Services Representative at extension x8811 to check for availability.

- Providing food at an event/program should be indicated on the On-Campus Event Registration Form (EvR). Approval of off-campus food service must be received before an EvR moves forward for confirmation. Please indicate on the EvR what additional services you will need from UC/SLP Operations (e.g. tables, trash cans, recycling bins, etc.) when providing food at an event/program in the UC or SLP.
- Confirm any Catering requests with USD Catering two days prior to the event. To post or display any materials in the dining areas on campus, you must first receive approval from Auxiliary Services Marketing (Director of Marketing for Auxiliary Services, Loryn Johnson). You may email your request to: lorynj@sandiego.edu. You will need to provide a draft copy of the posting, contact name, phone number and the dates you would like your materials to be posted.

USD Catering is a full-service catering operation, including servers if needed, linens, etc. For Catering menus, visit www.sandiego.edu/catering or e-mail Catering at usdcatering@sandiego.edu. Organization representatives will need to give an on-campus account number when they order the food. The account will be charged directly.

- Student organizations with on-campus accounts can obtain an organization “Advantage Card” if they frequently serve food at their events. Such a card allows them to charge food at Aromas, Pavilion Dining, Bert’s Bistro, Missions Café, La Paloma and La Gran Terraza directly to an on-campus account.

For more information, please visit the website at http://www.sandiego.edu/dining/, or call (619) 260-8880.
The Vista
The *Vista* has a calendar section where it lists upcoming student organization events. They will also accept guest editorials, Letters to the Editor or press releases on a club’s activities. Student organizations can also purchase advertising in the *Vista*. Submit information at least two weeks prior to the date the story or advertisement is to run.

For more information on coverage for an organization’s events, visit the website, [http://www.sandiego.edu/vista/](http://www.sandiego.edu/vista/), or contact the *Vista* at (619) 260-4584.

USD Office of Public Relations
If an organization would like the USD News Bureau to assist in publicizing an upcoming event for the organization, please pick up a form at the Office of Public Relations, Degheri Alumni Center 103, complete and return it at least three weeks before the event. Include all pertinent information on the activity — the name of the performer or speaker, the focus or goal of the symposium, the beneficiary of the community service activity, whatever might be important. The Office of Public Relations will draft a press release and return it within two days of the receipt of the form. Free advance publicity for events is becoming scarcer, and competition for it is intense; USD cannot guarantee that news coverage will be generated from their press release.

For questions about any of the ways that the Office of Public Relations might help, please visit the website, [http://www.sandiego.edu/administration/relations/pr/](http://www.sandiego.edu/administration/relations/pr/), or call (619) 260-4681.

USDtv
USDtv is an exciting organization providing entertainment, information and educational programming to the University of San Diego community. If a student is interested in writing, acting, producing, advertising, marketing, editing or has ever dreamt about being an on-air correspondent, he or she can come by and fill out an interest form.

The USDtv office is located on the 4th Floor of the Student Life Pavilion. USDtv can be reached via email at usdtvstaff@gmail.com or visit the website: [www.sandiego.edu/usdtv/](http://www.sandiego.edu/usdtv/).

USD Radio
USD Radio offers students the opportunity to become regular or guest DJs and inform the University of San Diego’s community of upcoming concerts, music news, and album reviews. Keep in touch with all things music by visiting the USD Radio office, located on the 4th Floor of the Student Life Pavilion. You can also visit their website to receive up-to-date information at [http://www.usdradio.org/](http://www.usdradio.org/)

USD Policies Governing Student Organizations

The Student Code
The Student Code guides the behavior of all members of the campus community. The full text of the Code may be obtained from the Office of Student Affairs, University Center,
Room 232, or by visiting the website at http://www.sandiego.edu/conduct/the_code/

**Academic Standards for Participating in Co-Curricular Activities**

In order to serve in a position on the Associated Student Executive Board, Senate, an appointed Directorship, Torero Programming Board or as President for an Undergraduate Student Organization, a student must be a full-time undergraduate student who has achieved and is maintaining a full-time academic load 12 units and minimum 2.5 cumulative GPA.

**University Approval of Student Government Organizations**

University approval is granted to student government organizations whose leadership is elected by a vote of the appropriate student body (undergraduate, graduate, or law). These approved organizations become the official representative groups for undergraduates, graduates, or law students. Student government organizations are allowed to assess fees to sustain their activities within the guidelines established by the University. Student government organizations are the only student organizations officially approved by the University.

Please keep in mind that all students of the University of San Diego and their guests and visitors are subject to California State Law and the University of San Diego’s Alcohol Policy regarding the possession and consumption of alcoholic beverages.

Students and their guests and visitors are expected to comply with all applicable University policies. For a list of policies in the University’s Student Code of Rights and Responsibilities, please see the University’s website at www.sandiego.edu/conduct

**Other Important Policies:**

- Campus Conduct [http://www.sandiego.edu/conduct/the_code/university_policies/](http://www.sandiego.edu/conduct/the_code/university_policies/)
- Disability Services [http://www.sandiego.edu/disability/](http://www.sandiego.edu/disability/)
- Non-Compliance [http://www.sandiego.edu/conduct/the_code/student_conduct_procedures.php](http://www.sandiego.edu/conduct/the_code/student_conduct_procedures.php)
- Posting Materials in On-Campus Dining Areas [http://www.sandiego.edu/dining/](http://www.sandiego.edu/dining/)

**Risk Management**

- Other travel-related information further outlined in the student code.
- Automobile Travel
- Accidents Involving Rental Vehicles
Student Organization Discipline Board Procedures

Jurisdiction
The Associated Students Senate has jurisdiction over all student organizations to enforce Associated Students policy and University rules and regulations.

Instances of alleged misconduct may result in referral of the group or of individual members to the appropriate body for disciplinary action. Charges of misconduct by individuals will normally be referred to the Dean of Students or his/her designee. Charges of misconduct by student organizations are referred to the Student Organization Discipline Board. Action by the Dean of Students or his/her designee may run concurrently with action by the Student Organization Discipline Board; one type of disciplinary action does not necessarily affect the other. Student organization misconduct need not be officially sanctioned by the entire membership in order to be considered grounds for possible disciplinary action against organizations. There is no minimum number of members who must be involved in an incident before disciplinary action may be taken against the organization; the misconduct of a single member may provide sufficient grounds for action against the entire organization.

A complaint may be considered a matter for referral to the Discipline Board whenever the action of members could reasonably be expected to reflect negatively upon the University community or may cause conflict within the University community. The determination of whether a case should be referred to the Discipline Board for possible action against the organization is made on a case by case basis by the Associated Students Director of Student Organizations, in consultation with the Director of Student Organizations and Greek Life. All stages of the Student Organization Discipline Board proceedings are subject to review and approval by the Assistant Vice President for Student Affairs or his/her designee.

Actions taken or pending by an organization’s own internal discipline body, the national/international office of the organization, or by the State of California court system will not necessarily affect the determination of whether or not a case is referred to the Student Organization Discipline Board or to the Dean of Students or his/her designee.

Role of the Assistant Director of Student Organizations & Involvement and Greek Life
The responsibilities of the Assistant Director of Student Organizations and Involvement and Greek Life, as they pertain to complaints regarding student organizations are: (1) To ensure that all organizations are informed of relevant Associated Students policies, University regulations and expectations, and applicable local, state and federal laws, (2) To investigate all complaints regarding student organizations, (3) To facilitate the resolution of disciplinary problems, (4) To assist and advise the
Student Organizations Discipline Board members with their responsibilities, (5) To coordinate arrangements for Student Organization Discipline Board hearings and to serve as the advisor to the Board, (7) To see that appropriate records are maintained in the Student Leadership and Involvement Center, including a complaint log and Student Organization Discipline Board minutes, (8) To prepare reports as needed by the Assistant Vice President for Student Affairs or his/her designee, (9) To assist other University officers in dealing with a complaint, including the Department of Public Safety, Office of Residential Life and the Office of Student Affairs, (10) To refer individual members to the Assistant Dean of Students or his/her designee and (11) To perform other duties as assigned by the Assistant Vice President for Student Life.

Role of the Assistant Vice President for Student Life
The Assistant Vice President for Student Life or his/her designee has the authority to review all actions of the Student Organization Discipline Board and where necessary, direct that further action be taken.

The Assistant Vice President for Student Life or his/her designee also serves as the final avenue of appeal. On Appeal, the Assistant Vice President for Student Affairs or his/her designee may reverse, modify or sustain the Board's actions or refer a case back to the Board.

_The Assistant Vice President for Student Life or his/her designee's decision is final._

Role of the Assistant Dean of Students
All University disciplinary action against individual members will be referred to the Assistant Dean of Students. This officer will receive reports of alleged student misconduct. Examples of misconduct covered by these codes are theft, vandalism, assault, battery, lewd conduct, hazing, possession, use and/or distribution of dangerous or restricted drugs or narcotics, possession and/or use of deadly weapons, and assisting another individual in any of the above. The Assistant Dean of Students will investigate all complaints to determine whether University disciplinary action is to be pursued. In cases of misconduct involving student organizations, responsibility for investigation is delegated to the Director of the Student Organizations and Greek Life.

Role/Purpose of the Student Organization Discipline Board
This Discipline Board is designated to handle organizational or group types of cases or situations and not individual situations. Individual students will always be accountable to the Assistant Dean of Students or his/her designee. This Board will be concerned only with matters considered sorority or fraternity related. While students' due process rights will be respected, it is not the intent of the Student Organization Discipline Board to incorporate all of the processes as in a normal court of law.

Specifically, the Student Organization Discipline Board will:

- Review all evidence available to them.
• Mediate disagreement inside the University community as well as between the community and other organizations.

• Determine responsibility based on evidence of a violation of Associated Students and University policies or regulations, and/or provision of the University of San Diego Code of Conduct.

• Impose appropriate sanctions or penalties when necessary.

The Student Organization Discipline Board shall conduct hearings on cases referred to the Board. At such hearings the Board shall review all evidence and may question witnesses in order to determine the facts and, if necessary, impose sanctions.

An accused organization is presumed to be innocent, and this presumption follows the organization until responsibility is proved by a “preponderance of evidence”. Discipline Board members, as fact finders, must consider all evidence properly before them. In so doing, it is their responsibility to weigh the evidence calmly and dispassionately. Members will not allow bias, sympathy or prejudice any place in their deliberations, for all organizations are equal before the Board.

**Structure of the Student Organization Discipline Board**

The Board shall be composed of voting members, all of whom are trained hearing officers for the University. The Director of Student Organizations and Greek Life will serve as the advisor to the Discipline Board, and he/she will be required to be in attendance at all informal conferences and hearings.

No Discipline Board member may serve on the panel hearing a case in which his or her own organization is either the complainant or the accused. Quorum for a hearing is three voting members. All Discipline Board actions require a majority vote of the present members.

**Witnesses**

The Student Organization Discipline Board has the authority to require members of organizations to appear as witnesses. A member should be served with a notice to appear at least 48 hours before the scheduled hearing. If a member fails to appear without an adequate reason and prior notice, the Student Organization Discipline Board may refer them to the Assistant Dean of Students or his/her designee.

Faculty/staff members, students who are not members of the organization and others may be requested to appear as witnesses at hearings.

Although witnesses are not placed under oath during hearing, every witness is expected to speak the truth. If it can be proven that a member of an organization or an organization clearly and deliberately lied to the Board, the Discipline Board shall take disciplinary action against the organization, and the individual may be referred to the Dean of Students or his/her designee.
**Decisions**
Responsibility must be proved by a “preponderance of evidence”. The standard of proof, “preponderance of evidence” does not mean that the Student Organization Discipline Board members may not have doubts about responsibility; the standard requires only that the Discipline Board members be convinced that it was more likely than not to have occurred.

A decision of the Student Organization Discipline Board must be by majority vote of those on the hearing panel and must be based upon evidence brought out during the hearing.

A written copy of the decision shall be given to the accused student organization. The decision should briefly state the basis of the finding of responsibility or innocence, the sanctions imposed (if any), and notice of the right to appeal any decision, including sanctions, to the Assistant Vice President for Student Life or his/her designee.

A copy of the decision shall be given to the Assistant Vice President for Student Life, the Director of Student Organizations and Greek Life and the organization’s University advisor. In serious cases, at the discretion of the Assistant Vice President for Student Affairs, a copy of the decision shall be mailed to the national/international headquarters of the organization, if applicable. A copy will be retained in the Student Organization Discipline file.

**Organization Rights**
An organization has the right to:

- A timely hearing before the Student Organization Discipline Board.
- Reasonable and complete notice regarding all charges and the time for a scheduled hearing.
- Examine all evidence at the time of the hearing and hear all testimony presented.
- Have a University advisor present at the hearing, as an observer.
- Have their executive board present at the hearing, as an observer.
- Respond to the complaint.
- A decision based on the facts presented and supported by a “preponderance of the evidence”.
- Receive timely, written notification of the results of any hearing.
- An appellate review.
**Appeal Process**

Any Student Organization Discipline Board decision is subject to appeal to the Assistant Vice President for Student Life or his/her designee.

The organization must state one or more of the following grounds for its appeal, and all discussion during the appeal must relate to these grounds:

- There is significant new evidence
- Violation of process

The appeal will be considered provided that the appeal is delivered in writing to the Assistant Vice President for Student Life within five business days of notification of the Board’s decision.

**Sanctions**

The Student Organization Discipline Board shall have the authority to impose, but are not limited to, any one or a combination of the following penalties:

- A warning.
- Probation, defined as a period of time, not to exceed one year, during which an organization is ordered to conform to all established policies and regulation, with the consequences of misconduct during the probationary period specified in advance.
- Monetary fines.
- Social service sanction, with the Student Organization Discipline Board determining the total hour requirement and the compliance period. The specific social service project is determined by the organization and must be approved in advance by the Director of Student Organizations and Greek Life.
- Suspension of specific student organization registration privileges for a definite period of time.
- Suspension from the InterClub Council involving exclusion for all privileges of registration for a definite period.
- Dismissal, involving exclusion from all privileges of registration for an indefinite period,
- Expulsion from InterClub Council, involving final exclusion from the privileges of registration
- Financial or other restitution for property damage or physical injury
• Letter to the national or international office of the organization, if applicable

The Student Organization Discipline Board may also recommend to the Director of Student Organizations and Greek Life that individual members be referred to the Assistant Dean of Students or his/her designee.

It is the policy of the University of San Diego, Associated Students to revoke the registration status of any organization dismissed or expelled from the InterClub Council. If an organization is expelled from the InterClub Council, the University will request that the national/international officers revoke the organization’s charter, if applicable.

**Discipline Records and Notice**

A member of the Student Organization Discipline Board shall be designated to take minutes at all hearings. The minutes of the hearing shall include a copy of the original complaint, a copy of all written documentation pertaining to the case, the date and location of the hearing, a list of all witnesses who appeared at the hearing with a brief summary of the testimony of each, a copy of all notices to appear that were sent out and a copy of the decision.

Minutes of all Discipline Board hearings shall be kept on file in the Student Leadership, Involvement and Changemaking. Notice for all hearings shall be sent to the organization president and the University advisor in accordance with The Code. When deemed necessary, the inter/national organization may also be notified, if applicable.

**Campus Security Authority – Student Organization Advisors**

USD strongly encourages all members of the university community to report information about any incident of Sexual Misconduct or Relationship Violence as soon as possible, whether the incident occurred on or off campus. Resources and reporting options can be found on the Campus Assault Resources & Education (CARE) website [www.sandiego.edu/care](http://www.sandiego.edu/care).

USD *requires* all faculty members, administrators, supervisors, and any employees who have responsibility for student welfare to promptly report information about any incident of Sexual Misconduct or Relationship Violence to USD as provided below, unless the employee is required by law to keep that information confidential by virtue of their professional role (e.g. the employee received the information in their role as a psychological counselor or a pastoral counselor). In addition, those employees who have been informed by the Department of Public Safety that they are "campus security authorities" under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") are legally required to report such incidents to the Department of Public Safety. All such employees to whom an incident is reported should strongly encourage the reporting party, whether it is the individual who allegedly experienced the act or acts of Sexual Misconduct or Relationship Violence or a third party, to speak directly with the Title IX Coordinator, a CARE Advocate, or the Department of Public Safety.
Sexual Misconduct and Relationship Violence
Title IX is a federal law that prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Sexual harassment, including sexual violence is a form of prohibited sex discrimination. The Campus Sexual Violence Elimination Act (Campus SaVE) requires universities to have procedures in place to respond to incidents of sexual assault, domestic violence, dating violence, and stalking.

USD strongly encourages all members of the university community to report information about any incident of sexual misconduct or relationship violence as soon as possible, whether the incident occurred on or off campus. Resources and reporting options can be found on the Campus Assault Resources & Education (CARE) website www.sandiego.edu/care.