



**ASSOCIATED
STUDENTS**
UNIVERSITY OF SAN DIEGO

**Student Organizations Handbook
Fall 2018 – Spring 2019**

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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.

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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 at 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.

ToreroOrgs

ToreroOrgs (TO) is an online service provided by the University that grants each registered student organization an individual website. Organizations can utilize TO to register their organization, request funding, manage rosters, communicate with members, advertise events, complete social event paperwork, and post bylaws, forms, pictures, and other important information. The organization's roster on TO is the official member count that the Associated Students Budget committee will refer to when rewarding funding for events. www.sandiego.edu/ToreroOrgs

Associated Students Senate

The A.S. Senate meets weekly to discuss student issues. Included in the A.S. Senate is the Student Organizations Committee, which meets weekly. The committee will review all organizations that are new or wish to re-register but have missed the registration deadline,

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 present and answer questions about the proposed club. Once the organization has been reviewed, has met all requirements, and is approved by the committee, it will be presented with a recommendation for formal approval at the next A.S. Senate meeting. A complete text of the A.S. Constitution is available on the Associated Students 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.

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 SLP 301 mailroom (Student Life Pavilion, 3rd Floor).
- Eligibility to table 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 (Student Life Pavilion, 302).
- Eligibility to seek funds through A.S. Budget Committee (ASBC).
- 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 maintains 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 the A.S. Student Organization Committee.
- The organization must re-register online annually and attend a club registration meeting or the Student Org Conference.

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 Director of Student Organizations and Involvement or the A.S. Senate. All organizations must be in good standing to request space on campus and 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>.

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 meeting. 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). The link to the registration website, ToreroOrgs, can be found at <http://www.sandiego.edu/ToreroOrgs>. Information regarding dates and times of the club registration meetings can be found online at <https://www.sandiego.edu/student-leadership/student-orgs/club-registration/>.

*If you choose to attend a club registration meeting you will need to review a series of PowerPoints and pass a related quiz prior to moving on to step 2.

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 Assistant Director of Student Organizations and Involvement 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

This first step in beginning a new student organization is attending the Student Org Conference or meeting with an [Involvement Consultant](#). At least one representative from the prospective new student organization must attend. Information regarding the Involvement Consultants office hours can be found online at : <http://www.sandiego.edu/student-leadership/student-orgs/club-registration/>.

Step 2

Follow the New Organization Registration link on <https://sandiego.campuslabs.com/engage/register>. 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 Assistant Director of Student Organizations and Involvement 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 Assistant Vice President for Student Life 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

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 4

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 any 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 Assistant Vice President of Student Affairs or her/his designee reserves the right to grant provisional registration status to organizations.

Non-Registered Organizations

Groups that choose to exist informally rather than becoming 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. The SLIC houses Student Activities and Involvement, the Changemaker Hub, the Mulvaney Center, and Community Leadership Development. This area is designed to serve the needs of student organizations. Involvement Consultants are available to answer questions, connect organization members with resources on campus, and help individuals get involved on campus. There are computers available for student use. Mailboxes for student organizations are located in SLP 301. Be sure to make full use of this student area and to check mail weekly.

Student Organization Funding

All registered 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/>. ASBC requests can be submitted under the 'finance' tab of your student organization's Torero Orgs page. <http://www.sandiego.edu/ToreroOrgs>.

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-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 SLP 302.

Mailboxes

Each registered student organization may request and have a mailbox in the Student Leadership, Involvement and Changemaking (SLIC) area. Mailboxes are located in SLP 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. 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 it's still important to check for mail regularly. 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. Full-time University staff have 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 Activities and Budget Coordinator.

Event Planning

Guiding Principles for Approving Co-Curricular Programs

8/2016 Adapted in part from Loyola Marymount University's Guiding Principles for Student Programming.

As members of a Catholic university community, it is essential that all of our activities and programs align with our mission and core values. Understanding these critical components of our identity, and how best to align co-curricular programming with them, is an ever-present reality – especially with regard to selecting films, lecturers, musical artists, and other entertainment experiences. Whenever non-academic departments, student organizations and Torero Program Board propose a program or activity, these proposals should be advanced as noted on the attached document. Such proposals will be considered in the context of an open and on-going conversation, characterized by civility and the presumption of goodwill on the part of all concerned.

The following standards and reflective questions will be used to assess and determine the appropriateness of potential films, lecturers, musical artists, and other entertainment experiences:

University of San Diego Mission Statement

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 conduct and compassionate service.

Catholic Identity

As a Catholic university, USD is institutionally committed to the Catholic Church and takes its most fundamental inspiration from Catholic Social Thought (CST). Several of the principles of CST are particularly relevant for assessing the appropriateness of entertainment events hosted on our campus.

- How does the program align with USD's mission statement, core values, and Catholic identity?

These principles include:

Every individual has worth and dignity

Human life is sacred and every person is made in the image of God. The inherent dignity of the human person stems from the fact that they exist as beings having a divine origin. Whatever insults the human dignity of any member of our community is harmful to our entire community.

- How will the event planners ensure that the content of the program affirms and uplifts the worth and dignity of individuals?

We are called to family, community and participation

Humanity is both sacred and social. We are one human family, crossing national, racial, social, and ideological differences. Human beings grow and achieve fulfillment in community; human dignity can only be realized and protected in the context of our relationships with each other. USD is a welcoming community and we believe that to shun

or isolate others with ridicule, violence, or neglect is wrong. We are called to address the concerns of those on the margins of society and to respond with compassionate service.

- How does the program encourage the attendance and inclusion of all individuals?
- If there are elements of this program that may not respect, or could be perceived to not respect all cultures, how will the organizers ensure this is not the case?

Freedom to doubt and question is guaranteed

While the institution is firmly grounded in our mission and core values, students and administrators have key roles to play as collaborators in the creation of a healthy, vibrant learning community. All members of the university community are encouraged and welcomed to be a part of this creative endeavor.

- How will the event organizers promote a healthy environment for dialogue and/or social activity?

We are responsible for our behavior

Everyone has a responsibility to contribute to the common good. All of our actions and policies have a direct affect on human dignity and the capacity of others to grow in community. As individuals, we are obliged to "love our neighbor" and strengthen our commitment to others.

- In what ways will the event planners work to reduce unhealthy behaviors?

Educational Context

Co-curricular programming is an important part of the educational context of the university. As such, co-curricular programs should reflect our educational context and contribute to an open exchange of ideas. Co-curricular programs focusing on issues of a controversial nature or those in direct conflict with the Guiding Principles for student programming may potentially be approved if implemented in an educational manner in which differing viewpoints are presented.

- In what ways will the program be structured to encourage learning to support the co-curricular learning outcomes?
- In what ways does the program offer well-balanced educational content?
- How will multiple or differing points of view be represented and presented during the program?
- How will the event planners ensure that the program does not create a negative community impact?

Event Registration and Approval Form

All on and off-campus events must be registered through the Event Registration (EvR) Process, via [EMS](https://reservations.sandiego.edu/EmsWebApp/). (<https://reservations.sandiego.edu/EmsWebApp/>)

To gain access to EMS, join your organization on Torero Orgs and complete the [USD Event Planner Training](#). Only trained students will gain access to EMS. Once access is granted to EMS, you will use your USD Username and password to log in. Please allow up to one week to gain access to EMS after you complete the Event Planner Training.

Requests through EMS must be submitted at least **3 weeks** before the event and **1 week** in advance for general body meetings that do not require additional approvals. If your event requires any additional paperwork, you will be invited to attend the weekly Student Org Events Panel to meet with campus partners to complete your paperwork. The Student Organization Events Panel will bring various campus partners together on Wednesdays from 2:00-3:00pm to meet with students to complete the paperwork necessary for their event. All required additional paperwork must be completed **1-week** prior to your event. Failure to receive the necessary approvals will result in a denial of your EvR.

Student Organization Leaders may submit events addressing unpredictable current events within a 3-week timeframe (i.e. political, natural disaster relief). Student wishing to plan these types of events will look up an available space and then contact the appropriate scheduler to create the reservation. The Assistant Director of Student Organizations and Involvement will review whether an event qualifies for this type event.

The review and approval of EvR may take up to five business days. The student that submitted the EvR will be contacted through EMS 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 EMS. This process is to be followed by undergraduate student organizations, Associated Students, and Torero Program Board.

Reserving Facilities and Classrooms

All scheduling is done directly through the Event Registration Process (<https://reservations.sandiego.edu>). 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 University Centers. 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:

UC ROOMS – CAPACITY ACCORDING TO SEATING:

	Auditorium Style	Classroom Style	Round Tables	Open Square
Forum A or B	150	80	96	40
Forum AB	320	200	200	40
Forum C	320	200	200	40
Forums ABC* *Sight lines may be blocked	500*	n/a	400*	n/a
UC 107	70	60	42	40
UC 103AB	50	40	32	24

UC 104	24	16	8	18
UC 128	80	60	64	40
UC 220	n/a	n/a	n/a	Boardroom 14
MH-Solomon	144	45	112	40

SLP ROOMS – CAPACITY ACCORDING TO SEATING:

	Max Capacity	Setup
SLP 319	10	Conference Table
SLP 524	Requires additional approval	Requires additional approval
Courtyard	50	As-is
Roof Reception	Requires additional approval	Requires additional approval

Classrooms in all the buildings on campus are reserved through the Event Registration and Approval Form found on the SLIC’s website (<http://www.sandiego.edu/student-leadership/event-registration.php>). 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.cfm>.

Information Distribution and Sale of Items

Student Organizations wishing to distribute information or sell items must indicate so on their EvR form. The appropriate scheduler will be in touch with you to help connect you to various campus partners.

Event Planning and Programming Tips

Event planning tips and tools can be found on the website, <http://www.sandiego.edu/scheduling/event-planning/>. The Student Activities and Involvement staff is available to give advice and information on other resources available.

Food at Student Organization Events

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, as long as the vendor is on the registered vendor list.

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. Proof of insurance and a current health permit of the restaurant must be provided. 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 a staff member from Student Activities and Involvement for approval to ensure compliance with California law.

Expectations for Philanthropic and Fundraising Events

All philanthropic and fundraising events are expected to be alcohol free. Organizations are responsible for the conduct of people participating in and attending their events. Student Activities and Involvement 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.
- Paid speakers must fill out a [Performance Agreement Form](#) prior to the event.
- The reservation of 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 VirtualEMS.
- 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 visit <http://www.sandiego.edu/legal/policies/community/public/speakers.pdf>.

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 organizations 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 complete 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 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 mandated 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](#).

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 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 Student Activities and Involvement 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 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 Activities and Involvement Advisors' Suite SLP 308 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 Activities and Involvement 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 of 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 receipt. 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. Contact the AS Communications Chair for more details at ascommunications@sandiego.edu

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. Contact the TPB Chair, Pitrina Gilger for more details at pgilger@sandiego.edu.

Emergency Contact

All programs advised out of Student Activities and Involvement and Fraternity and Sorority Life 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 staff member via the emergency phone. (619) 481-0743.

Off Campus Events

Off campus events that are overnight must be educational in nature. Social events more than 20 miles from campus require the organization to provide transportation.

Marketing

Posters and Publicity

Members and non-members of the University community may post on 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/>
- 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.
- Bulletin boards located in the UCs/SLP are cleared every Sunday. If flyers are posted more than a week before your event, be sure to repost flyers on these bulletins after they are cleared on Sunday.
- 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/student-leadership/student-event->

[planning/marketing.php](#).

Travel Tips (To be updated in October 2018)

Generic waivers are available on the University Risk Management website. 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/finance/risk-management/>

All student organizations interested in traveling as a group to participate in a conference or other event should consult the Student Activities and Involvement advising staff located in SLP 308.

International Travel

For Day Trips to Mexico Not Involving Overnight Stay

- Student organizations are required to complete Off Campus Event Registration paperwork at <http://reservations.sandiego.edu/VirtualEms/Login.aspx>.
- Once approved, participants must complete the Assumption of Risk and Release of Liability form for Travel To and In Mexico at <https://drive.google.com/file/d/0B568myHeqclUV0d5ZFZ3REpzX1U/view>. For Trips involving an overnight stay, student organizations are required to complete all steps of the registration process in order to travel on behalf of their organization.
- Student organizations must submit the Student Organization International Travel Trip Proposal to Student Activities and Involvement (SAI) in SLP 307 to begin the approval process. Contact the Assistant Director of Student Organizations and Involvement for the proposal form.
- Student organizations should be in continual communication with their advisor and SAI 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 the 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. Student Activities and Involvement 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> or
- <https://eservices.europassistance-usa.com/sites/USD> (Group ID: N2USD, Activation Code: 130830)
- *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 Student Activities and Involvement (SAI) will review the justification and mitigation plan. As needed, SAI 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 the student organization.

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

Step 3: The Assistant Director of Student Organizations and Involvement 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 SAI of the decision.
- If trip is granted initial approval by Risk Management the 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 Student Activities and Involvement 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.

- ***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 Activities and Involvement

Step 8: Student organization trip leader waits for final approval of trip.

- Once steps 1-7 have been satisfied by the student organization, the Assistant Director of Student Organizations and Involvement will inform their Faculty/Staff Advisor and the Trip Coordinator that steps have been completed.
- Assistant Director of Student Organizations and Involvement 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 (MCCASA)

MCCASA 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.

For more information visit the website at <https://www.sandiego.edu/mccasa/>, call (619) 260-4798, or stop by the MCCASA Office in Maher Hall 218.

Center for Student Success

The Center for Student Success (CSS) provides support services for students. 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 UC 114.

Outdoor Adventures

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 619-260-4709.

United Front Multicultural Commons

The United Front Multicultural Commons is located in SLP 418. The center offers office space for student organizations that work collaboratively as a coalition under the “United Front.” The UPMC offers a variety of programs, services and support. The commons have 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 Commons

In support of the Division of Student Affairs’ Mission, the Women’s Commons invites women to find voice, develop skills for transformation and understand who they are called to be. The Women’s Commons offers programming, retreats, and educational sessions 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 Commons 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 as long as the vendor is on the USD approved vendor list. 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”
- If an organization is planning to use a dining facility such as La Gran Terraza or 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 POETS account number when they order the food. The account will be charged directly.

The Vista

The *Vista*, the official campus newspaper 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/>, or contact the *Vista* at (619) 260-4584.

University Communications

If an organization would like the USD News Bureau to assist in publicizing an upcoming event for the organization, please pick up a form from University Communications, located in 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. University Communications 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 University Communications might help, please visit the website, <https://www.sandiego.edu/communications/>, 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/.

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/>.

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 <https://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:

- Anonymous Reporting <http://www.sandiego.edu/safety/reporting/anonymous.php>
- Campus Conduct <http://www.sandiego.edu/conduct/the-code/>
- Disability Services <http://www.sandiego.edu/disability/>
- Non-Compliance <http://www.sandiego.edu/compliance/faqs.php>
- Posting Materials in On-Campus Dining Areas <http://www.sandiego.edu/dining/>

Risk Management

Liability Release Waiver <http://www.sandiego.edu/student-leadership/documents/usdwaiverform.pdf>

Travel Policies and Guidelines <http://www.sandiego.edu/finance/risk-management/vehicles-and-domestic-travel.php> *Other travel-related information further outlined in the student code.

- Automobile Travel

- Accidents Involving Rental Vehicles
- Bus Travel
- Air Travel
- Travel Agents
- Emergency Procedures Off-Campus

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 Assistant Director of Student Organizations and Involvement, in consultation with the Director of Student Activities and Involvement. 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

The responsibilities of the Assistant Director of Student Organizations and Involvement, 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, (6) To see that appropriate records are maintained in the Student Activities and Involvement area, including a complaint log and Student Organization Discipline Board minutes, (7) To prepare reports as needed by the Assistant Vice President for Student Affairs or his/her designee, (8) 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, (9) To refer individual members to the Assistant Dean of Students or his/her designee and (10) To perform other duties as assigned by the Assistant Vice President for Student Affairs.

Role of the Assistant Vice President for Student Affairs

The Assistant Vice President for Student Affairs 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 Affairs 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 Affairs 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 Student Activities and Involvement.

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. 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 Assistant Director of Student Organizations and Involvement 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 Affairs or his/her designee.

A copy of the decision shall be given to the Assistant Vice President for Student Affairs, the Assistant Director of Student Organizations and Involvement, Director of Student Activities and Involvement 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 Affairs 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 Affairs 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 Activities and Involvement.
- 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 Activities and Involvement 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 Student Activities and Involvement.. 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.

Title IX

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.

Responsible Employee – Student Organization Advisors

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). 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.

Clery Act – Student Organization Advisors

The purpose of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, also known as the *Clery Act*, is to provide the campus community with timely, accurate, and complete information about crime and safety of the campus environment, so that community members can make informed decisions to keep themselves safe. Under federal law, the University of San Diego is required to compile and publish annual statistics regarding the occurrence of certain criminal offenses that are reported either to the local police agency or to any official of the institution who is considered to be a Campus Security Authority as defined under the Clery Act. Additionally, the University of San Diego has a responsibility to maintain and update a daily crime and fire log, as well as notify the campus community about any crimes which pose an ongoing threat to the community.

Who is a Campus Security Authority

Under the Clery Act, a Campus Security Authority includes a campus police or security department; any individual or individuals who have responsibility for campus security but who do not constitute a campus security department; any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and/or an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student affairs professionals, faculty/staff advisors to student organizations, athletic coaches, and/or other administrators or employees.

Role and Responsibility of Campus Security Authorities

Campus Security Authorities play a critical role in protecting USD students and keeping the larger USD community safe. As a CSA you are required by law to immediately report allegations of Clery Act crimes, to the University of San Diego Department of Public Safety. Include all information reported about the alleged offense and include as much detailed information as possible regarding where the incident occurred.

University of San Diego

Department of Public Safety

Hughes Administration Building, Room 150

5998 Alcala Park

San Diego, CA 92110

619-260-7777 (non-emergency)

619-260-2222 (emergency)

A crime is considered “reported” when it is brought to the attention of a CSA, the department of public safety, or local law enforcement by a victim, witness, other third party, or even the offender. It does not matter whether or not the individual(s) involved in the crime, or reporting the crime, are associated with the institution. If a CSA receives crime information it should be documented as a crime by immediately notifying the University of San Diego Department of Public Safety. It is not necessary for a crime to be or have been investigated, nor must a finding of guilt or responsibility be made. Further, a CSA is not responsible for investigating the crime or determining authoritatively whether a crime took place; nor should a CSA try to apprehend an alleged perpetrator or convince a victim to contact law enforcement if the victim chooses not to do so.

Reportable Clery Act Crimes

- Criminal Homicide (Murder/Non-Negligent Manslaughter and Manslaughter by Negligence)
- Sexual Assault (including Rape, Fondling, Incest, and Statutory Rape)
- Domestic Violence
- Dating Violence
- Stalking
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- All Hate Crimes (or other bias related incidents involving the aforementioned classifications as well as larceny-theft, simple assault, intimidation, and/or damage/destruction/vandalism of property)
- All liquor, drug or weapons law violations resulting in an arrest or referral for disciplinary action

If you observe any of these crimes, or if any person reveals to you that he/she learned of or was the victim of, perpetrator of, or witness to, any of these crimes, you are required to immediately contact the University of San Diego Department of Public Safety to have a crime report taken by a Public Safety Officer. Please do not investigate the crime or attempt

to determine whether a crime, in fact, took place. Simply make the report. Appropriate personnel may later contact you or others to gather additional information. If you are unsure whether an incident is a Clery Act crime, or if there is any doubt as to whether a crime is reportable, you should err on the side of reporting the matter.

In addition to statistical reporting purposes, the University of San Diego has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community and, as such, Campus Security Authorities are obligated by law to immediately report crimes to the Department of Public Safety. Even if you are not sure whether an ongoing threat exists, immediately contact the Department of Public Safety.

Geography for which criminal offenses must be reported

Campus Security Authorities should immediately report crimes that occur at any location that is owned, leased or controlled by the University of San Diego. Examples of locations include, but are not limited to, crimes that are reported to have happened: on the core campus (www.sandiego.edu/maps); in a core campus student residential facility; on public property surrounding the core campus (www.sandiego.edu/maps); at the USD Madrid Center; on public property surrounding the USD Madrid Center; and/or at a non-campus property that is frequently or repeatedly used by students in relation to the institution's education purposes, and is owned, leased or controlled by USD. If you are unsure if a reported crime occurred at a location that is owned, leased or controlled by USD, err on the side of reporting the matter.

For any questions regarding the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* or your role as a Campus Security Authority, please visit www.sandiego.edu/safety/clery-act-compliance or contact the University of San Diego Clery Compliance Manager, Jessica Critchlow at jessicacritchlow@sandiego.edu