STUDENT LIFE AND LEADERSHIP PROGRAMS







"Campus Life Starts Here!"

2016-17 STUDENT CLUB & ORGANIZATION RECOGNITION & RENEWAL



OUR MISSION & CORE FUNCTIONS

Division of Student Affairs: Connect ~ Engage ~ Transform

Student Life and Leadership Programs provides opportunities for student learning beyond the classroom and enhances the mission of the university through the coordination and support of a variety of special programs that promote campus life, leadership and community engagement.

Special programs include **orientation** for new students and families; the recognition and development of **student clubs and organizations**; **leadership** conferences, seminars and workshops; and campus wide **programs and events**.

MEET THE TEAM!













Marguerite Hinrichs, Director
My-Lan Huynh, Assistant Director/Orientation Coordinator
Patrick Prusinovski, Student Engagement Coordinator

(Advisor - Religious, Special Interest & Recreation Clubs)

César Delgadillo, Greek Life/Cultural Programs Coordinator (Advisor - Fraternities & Sororities, Cultural Clubs)

Dwyla Jourdan, Student Life Advisor/Program Coordinator (Academic Clubs & Honor Societies)

Renee Tucker, Administrative Support Coordinator/Office Manager (Office Administration, Facilities Reservations, Financial Transactions, Human Resources, Procurement & Travel)

CSUEB RECOGNIZED STUDENT CLUBS AND ORGANIZATIONS CAN...

- Host a portal on BaySync
- Recruit members on campus
- Reserve and use University facilities and equipment
- Hold meetings, events and programs on campus
- Participate in campus events, promotions and contests
- Have a mailbox in SLLP
- Use banking services provided by the University to manage club funds
- Apply to ASI for funding of programs and events
- Be included in the University list of recognized clubs and organizations





PRIVILEGES AND EXPECTATIONS...

As a recognized student organization you must:

- Comply with all applicable federal and State laws and policies of the California State University and CSUEB.
- **Ensure** that the rights to vote and hold office are restricted to matriculated, currently registered students of the University.
- Adhere to the CSUEB policy on hazing: no member shall engage in any way in hazing, i.e. commit
 any act that causes or is likely to cause bodily danger, physical or mental harm, or personal
 degradation to any member of the University community (California Education Code, Article 8,
 Sections 10851-10853). In cases of hazing, individuals as well as organizations, are subject to
 University disciplinary action.
- **Ensure** that membership in the organization will not be denied on the basis of race, national origin, religion, sex (except as permitted by law), age, physical disability or sexual orientation (California Administrative Code, Title 5, Section 41500; Education Amendments of 1972, Title IX).
- Not interfere with or disrupt the orderly conduct of University business.
- **Disclose** any affiliations with other organizations and provide Student Life and Leadership Programs with copies of the constitution and bylaws of each affiliate.
- **Submit** all changes in constitutions, bylaws and officers to Student Life and Leadership Programs within **10 days** of the change.
- **Exercise** fiscal responsibility with the University, Associated Students, Inc., University Union, Aramark Dining Services, and other auxiliary organizations and off-campus vendors.
- Have an on-campus Faculty/Staff Advisor approved by Student Life and Leadership Programs. Student organizations may have an off-campus co-advisor in addition to a faculty/staff advisor.

ALL RECOGNIZED STUDENT CLUBS AND ORGANIZATIONS ARE EXPECTED TO...

- Adhere to the <u>Student Code of Conduct</u>
- Adhere to university, Student Life and Leadership Programs, and Associated Students, Inc. (ASI) policies and procedures
- Contribute positively to campus life at the university
- Participate in leadership activities
- Participate in service learning activities
- Exhibit "Pioneer Pride"
- Represent CSUEB accordingly, at all times



SUSPENSION OF RECOGNITION...

A student organization may have its recognition suspended if:

- It is found to have submitted falsified required information
- It is found to have violated any law, ordinance, written policy or regulation of California State University, East Bay, Associated Students, Inc. (Asi), and/or the State of California
- It is found to have failed in discharging its financial obligations to the University, to the Associated Students, Inc. (ASI), or to the State of California
- It has violated any of the policies related to the recognition process

SUPPORT SERVICES... WHERE TO GO...

1. Student Life and Leadership Programs

- Facilitates reservations for all indoor/outdoor campus facilities and the UU, including equipment requests
- Approves all student sponsored on-campus events.
- Provide banking services for clubs and organizations.
- Provides club mailboxes.
- Provide graphic design software, marketing materials, and administrative support for clubs and organizations

2. Associated Students, Inc. (ASI)

- Funds student sponsored events and programs
- Equipment available for club use, including outdoor sports equipment and board games.
- Provides access to the electronic marquee in front of the UU.
- Provides programming space in the Recreation & Wellness Center

3. Campus Recreation/University Unions

 Offers meeting rooms and event space in the Union buildings and the Recreation and Wellness Center. Limited equipment is available for events and programs

4. Club Finance Counter & Cashier (SA, 1st Floor)

Process club transactions

5. University Police Department

Event planning and programming support, crime prevention and personal safety programs

6. Health & Wellness Services

Offers a variety of support programs and services

Cal State East Bay Health & Wellness Services

Recognition & Renewal Fall 2016



What's The Deal With Drinking?

- Executive Order from CSU Chancellor's Office
- California State Mandate for incoming students
- 2nd highest reason why students drop out
- Misperceptions about alcohol use in the media
- Blurred lines of consent for sexual activity









CSUEB Policies & Sanctions



www.csueastbay.edu/alcoholpolicy

CSUEB Alcohol & Other Drug Policy

Alcohol and drugs are not allowed at any time

Student clubs/orgs are also not allowed to sponsor events that include alcohol.

- No sponsorship or brand logo marketing by companies
- No promotion of specials, happy hours, free/discounts, etc.
- No simulated drinking games (i.e. Kool-Aid pong)



Policy Violations

 Subject to University Police Department, Student Life & Leadership, Student Development & Judicial Affairs, etc.

Individual and/or group sanctions

- Online course \$35.00 fee
- In person 4 hour course
- Reflection paper
- Community service
- Notification to national/regional chapter
- Revocation of club/organization at CSUEB



CSUEB Tobacco Policy

- California State Law
- 20 feet from doorways, window, ventilation system
- No Smoking Areas:
 - Benches in front of the union
 - Eating areas between original & new union
 - Library Courtyard (Starbucks)
 - Meiklejohn courtyard



Party Without the Drama

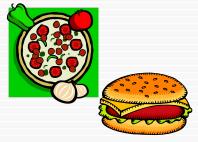


www.csueastbay.edu/shcs

Pace Your Drinks

- Time is the only way to sober-up!
- Drink one drink per hour
- Alternate with non-alcoholic drinks
- Sip your drinks to make them last longer
- Eat food before and during drinking
 - Choose high-fat, high-protein options
 - Bread, crackers, & carbs are a myth









When You Need to Get Help



Signs & Symptoms

- Unresponsive
- Blue, clammy skin
- Heavy, slow breathing
- Unconscious vomiting

How to Help

- Call 911
- Roll them on their side
- Prop up their head
- Keep them warm

Trust your instincts!
It is better to get help than experience a fatality

Protect Yourself!

- Best rule: decide not to drink
- Designate a driver



- Watch your drinks; never leave them unattended
- Watch each other's back; bring your own buddy
- You CANNOT give consent if you are under the influence of alcohol

Among college students, about 90% of sexual assaults involve alcohol (one or both people involved)

Student Health & Counseling Services

- Variety of services
- Insurance not necessary
- Fully accredited professional staff

For appointments & information:

- 510-885-3735
- www.csueastbay.edu/shcs





Counseling Services

- Free (covered by registration fees)
- Confidential
- Professional



- Includes Individual, Couples and Group
- Counselors are also available to present workshops for student groups on a variety of topics



Take a timeout to breathe...

- Stress in inevitable
- Motivation can be individual mission is collective
- Bite off what you can chew
- It's okay to say "NO"!
- Make time for things you enjoy!



Outreach & Events

Co-sponsor a workshop with SHCS & RAW!

- Alcohol & Marijuana, Nutrition & Fitness, Sexual Health, Stress Management, and more!
- Online Program Request Form: www.csueastbay.edu/shcs
- 2-weeks notice

Health Tips and Event Info

- •@PAWCSUEB
- Facebook, Instagram, Twitter

Questions?

Health & Wellness Services

PAW Room: SHCS # 1118

PAW Room: RAW # 122

paw.csueb@gmail.com

"An awareness campaign to help put an end to sexual assault on college campuses"



Title IX

Definitions, Reporting Options, Resources



Why Are We Here?

Cal State East Bay is committed to a community free of sexual assault and sexual misconduct.

- Key Definitions
- How to Take Action
- Resources & Reporting Options





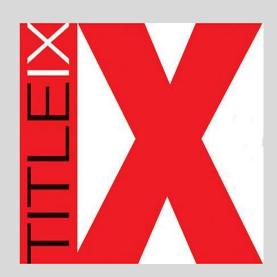
What is Title IX?

"Title IX prohibits SEX DISCRIMINATION in

educational institutions that receive federal funding. Under Title IX, schools are legally required to respond and remedy hostile educational environments and failure to do so is a violation that means school could risk losing its federal funding."

- Know Your IX

- Title IX = Federal Law
- Dear Colleague Letter 2011
- Violence Against Women Act (VAWA) 2013
 - Campus Sexual Violence Elimination (SaVE)
- CSU Executive Orders 1096 and 1097 revised



DEFINE: Affirmative Consent

- Informed
- Affirmative (YES MEANS YES)
- Conscious
- Voluntary
- Continuous
- And Mutual agreement to engage in sexual ac

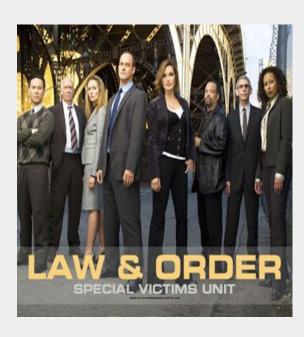




DEFINE: Sexual Misconduct

- Sexual Harassment
- Gender Discrimination
- Sexual Violence
- Dating/Intimate Partner Violence
- Domestic Violence
- Stalking





REPORT: Title IX Complaints

Terri La Beaux

Title IX Coordinator
510.885.4918
terri.labeaux@csueastbay.edu
title9@csueastbay.edu

Nyassa Love Johnson

AVP- Risk Management- Title IX Officer 510.885.2743 nvassa.love@csueastbay.edu

Shirley Mar
Deputy Title IX Coordinator
DHR Investigator
510.885.4326
shirley.mar@csueastbay.edu
Bethany Hobbs-Helmus
Deputy Title IX Coordinator (Athletics)
510.885.7624
bethany.helmus@csueastbay.edu

REPORT: Criminal Complaints

IN AN EMERGENCY CALL 9-1-1

University Police Hayward

Dispatch: (510) 885-3791 Anonymous Tip Line: (510) 885-2444

University Police Concord

Dispatch: (925) 602-6737

Oakland City Police

Dispatch: (510) 777-3333

EAST BAY

CONFIDENTIAL RESOURCES

Caitlin Kauffman (BAWAR Confidential Advocate)

510-885-3700 Caitlin.Kauffman@csueastbay.edu itsonus@csueastbay.edu

Bay Area Women Against Rape (BAWAR)

24/7 Crisis Hotline

510-845-7273

bawar@bawar.org

Student Health & Counseling Center 510-885-3735 shcs@csueastbay.edu

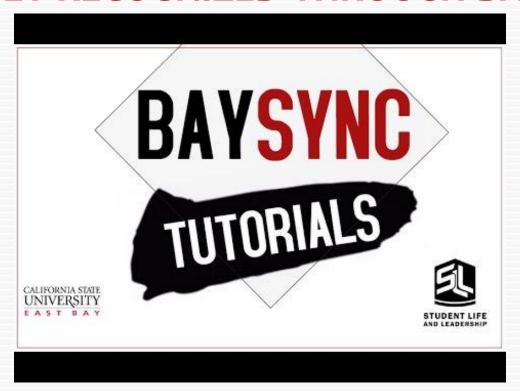


Don't forget to take your online Sexual Misconduct Prevention Training by October 28, 2016!





NEW! GET RECOGNIZED THROUGH BAYSYNC!



SLLP will recognize your club/organization once all information has been verified, including student eligibility.

RSVP and attend the Fall Leadership Conference and Winter Quarter Leadership Workshops

– all officers are required to attend leadership training as a condition of recognition. We strongly suggest that you invite ALL members of your organization to participate in our Fall and Winter leadership development training. This will equip you and your peers with valuable leadership skills and ensure the longevity of your organization.

EVERYTHING YOU NEED IS IN ...

BaySync

Sign In with your Campus ID

Links to PDFs in the "Files" section of your BaySync portal are there to help guide you through the process and help you build your club/organization's portal!

OFFICER REQUIREMENTS

- Must be matriculated, enrolled full-time, and in good standing
- Must maintain a minimum GPA of 2.0 and not be on probation of any kind
- President & Treasurer must maintain minimum of 9 quarter units while in office and be enrolled in a minimum of two quarters during the academic year
- Officers cannot continue to hold office after earning 225 units (75 for graduate students)

ON-CAMPUS (FACULTY/STAFF) ADVISORS

Who Can Serve As a Faculty/Staff Advisor?

- Staff or faculty; full or part time
- Cannot be an ASI or auxiliary staff member

The Role of Faculty/Staff Advisor is to:

- Serve as a resource for the organization
- Assist and support clubs/orgs with events/programs, maintenance and growth
- Complete Campus Advisor form
- Work with club/org officers and members to adhere to University policies and procedures
 - Attend events and activities
 - Sign required paperwork
 - List off-campus advisors (alumni advisors) on Officer Form



CSU EXECUTIVE ORDER 1006:

GOVERNS CLUBS & ORGS AND HOLDS THE UNIVERSITY ACCOUNTABLE FOR ENSURING COMPLIANCE WITH...

Membership minimum (5), Non-Discrimination Policy, Anti-Hazing Policy, Student Code of Conduct, Off Campus Events, and Off Campus Banking policies.

SLLP works with the Office of Student Conduct, Rights, and Responsibilities to sanction clubs/orgs that violate EO 1006 and/or the Student Code of Conduct. Possible sanctions include:

- Withdrawal of recognition
- Restriction of privileges
- Suspension of recognition
- Reprimand
- Probation
- Restitution for losses caused

http://www.calstate.edu/eo/EO-1006.pdf

ANTI-HAZING POLICY

No member of a recognized student organization shall engage in hazing, i.e. commit or participate in any act that causes or is likely to cause bodily damage, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or any other member of the California State University, East Bay community.

IS IT HAZING?

- Is forced or coerced alcohol consumption involved?
- Will active members refuse to participate and do exactly what they're being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to your parents, to a professor, or University official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is "yes," the activity is probably hazing

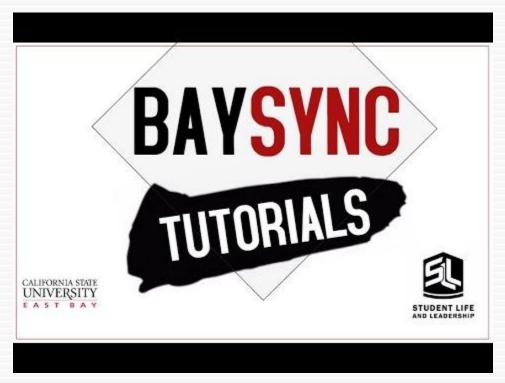
NON-DISCRIMINATION POLICY

Club and/or organization membership may not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender (except as permitted by fraternities/sororities), marital status, citizenship, sexual orientation or disability.



All club/organization Presidents signed a statement acknowledging their group will abide by the Non-Discrimination Policy as a condition of recognition.

"CREATE AN EVENT" AND RESERVE A CAMPUS FACILITY IN BAY SYNC



To help make the program planning process flow as smoothly as possible, we suggest you discuss these issues with your group before meeting with a Student Life Advisor:

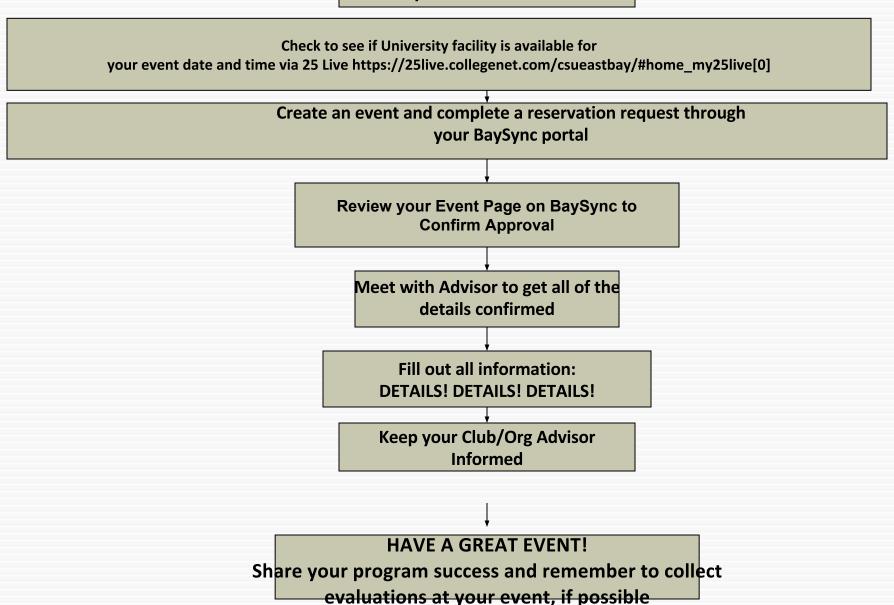
- What is the purpose of the event?
- Who is the event for and how many people are expected?
- What equipment/materials will be needed?
- Will there be any exchange of money? (admission, etc.)
- What policies and procedures need to be followed to do this program?
- When is the title, time, date and location of your event?

FINDING SPACE AVAILABILITY AND ROOM CAPACITY



HOW TO CREATE AN EVENT & RESERVE SPACE

Know your event date and time



PROGRAM AND EVENT PLANNING TIMELINE



Follow these guidelines for success!

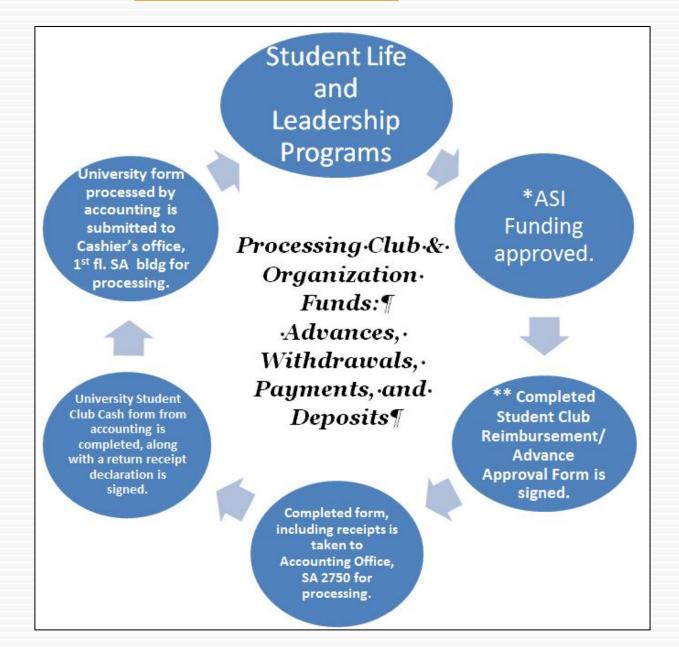
http://www20.csueastbay.edu/students/campus-life/student-life/slife/resources/guidebook/book-4.html#time

INFO TABLES/DISTRIBUTION OF LITERATURE



- Literature must be non-commercial
- Request for Info tables must be sent into the SLLP office 10 days in advance through the Facilities Reservation Form
- Literature must clearly indicate the organization's name
- Distribution may not involve intimidation or coercion
- No false, misleading or illegal advertising
- Approval for an info table allows solicitation only by members of the student organization and only at the times, dates and locations specified in the reservation

ACCESSING CLUB FUNDS + FORMS...



GUIDELINES FOR CASH ADVANCES & REIMBURSEMENTS

You must complete a program form before requesting any types of funds

- **1.** Go to Student Life and Leadership Programs (New UU, Rm. 2011) to obtain approval from your Student Life advisor
 - Complete the <u>Student Club & Organization Funding and Reimbursement Request</u> Form
 - Please ensure that the Club Fund # and Event Date are included on the form
- **2.** Bring the approved Funding and Reimbursement Request Form to the University Club Finance Coordinator at The Bay Card/Club & Organization Finance Counter, located on the First Floor of the SA Bldg., between 10:00 a.m. 4:00 p.m.
 - University Club Finance Coordinator will collect the approved form from the student and prepare a Reimbursement/Advance Request
 - If the request is for an advance, the student will sign that they are aware that the original receipts are to be returned within two business days of event
 - Student will proceed to Cashier to receive funds
- 3. Club rep proceeds to the University Cashier
 - Reimbursement/Advance Request is submitted to cashier
 - Student signs for receipt of funds
- **4.** Club representative returns original receipts to University Club Finance Coordinator within two business days of event (for advances). You must also provide copies to your Student Life Advisor.
 - SL&L approval form and receipts should be neatly taped to an 8 $\frac{1}{2}$ x 11 sheet of paper showing items and total amount
 - Officers have been authorized by the organization to have access to the organization's on-campus bank account as long as they have completed their Officer Recognition and Renewal form. Monies collected in the name of the Student Organization must be maintained in a bank account of the University. Any exceptions to this requirement [e.g., national affiliated organizations or local organizations with a separate 501(c)(3) status] must be approved by the campus CFO or designee. At no time shall a Student Organization deposit funds into an unauthorized bank account.

CLUB FINANCES/FINANCIAL TRANSACTIONS

<u>CASH ADVANCES: EVENT/PROGRAM/PURCHASE (UP TO \$500.00)</u> – Club/organization must have funds available in their account to cover the cash advance. Receipts will be turned into University Club Finance Coordinator. Copies must be provided to your SLLP Advisor.

<u>CASH REIMBURSEMENT FOR CLUB EVENT/PROGRAM/PURCHASE (UP TO \$500.00)</u> - Funds must be currently available in the club's account to receive a reimbursement. Itemized receipts, <u>complete with the vendor's name and address</u>, must accompany each request.

<u>ASI FUNDING</u> – Once an event has approved funding by the ASI Finance Committee, funds will be applied to your accounts within 48 hours.

<u>CHECK REQUEST FORM</u> – Check requests can be used for funds currently in the account, or to draw upon ASI funds that have been transferred to your club's account. A Check Request Form is required for purchases/items/services from \$500 up to \$1,000.00.

<u>CLUB CREDIT CARD PURCHASES</u> – Club credit card is primarily used for conference registrations and national membership dues for student clubs and organizations. Online purchases can also be made depending on the items and vendor.

MAJOR PURCHASES OVER \$1,000 - A Purchase Order (P.O.) is required for major purchase over \$1,000.

TRAVEL CLAIMS – Travel Claim Forms are required if you are traveling and would like to be reimbursed by the university from your club/organization's account.

<u>DEPOSITS</u> - Deposits can be made to your club account by utilizing the University Club Deposit Form.

*Detailed information and sample forms available in your Recognition Renewal Packet.

CLUB FUNDING OPPORTUNITIES

ASI Club Funding Opportunities

- Updated Funding Policy is available on the ASI website
- Funds must be requested in advance

Homecoming Week Prizes/Contests

Commencement Volunteers

- "TNT" Thursday Night Takeover
 - Collaborative Housing Program
- Fundraising
 - Restaurant programs
 - Other fundraising activities
 - Membership Dues

If your club/organization has any outstanding bills due to the Associated Students, Inc. or California State University, East Bay (CSUEB), your club/organization will not be allowed to book any reservations, apply for ASI funding, or coordinate any student events until the outstanding bill has been paid/resolved.



HOW TO REQUEST ASI FUNDING...

BaySync Tutorial presented by the ASI Finance Committee

PUBLICITY RESOURCES

- Bay Sync! Promote function, social media links, and more!
- Access to graphic designer and design software (Adobe Photoshop, Adobe Illustrator, MS Publisher, etc.)
- Butcher paper for posters/banners
- Art supplies for creating posters, etc.
- Banner space around campus
- Access to the ASI electronic marquee
- Access to publicize in Pioneer Heights
- Duplicating Services Pioneer Prints
- Bay Sync Weekly Update

PUBLICITY & PUBLIC POSTINGS

The University's posting policy can be found at:

http://www20.csueastbay.edu/students/campus-life/student-life/sdja/posting-policy.html

- Advertising must be placed on general bulletin boards only (Departmental boards you must ask for permission from that department)
- A-frames –both wooden and plastic are acceptable
- May reserve a maximum of 3 spaces per week; maximum of 2 weeks per quarter for displaying banners
- Large banners with appropriate supporting structure are acceptable
- Placement of written/printed materials on vehicle windshields, buildings, or light poles, etc. is prohibited

FOOD POLICY

- If the club plans to use an off campus catering service, they <u>must</u> provide a *business license*, a *health* permit and proof of insurance to the SLLP office
- You must complete a Program Form within the timelines established by SLLP to have an event with food
- No home preparation of food for public consumption is allowed!
- Events with food must adhere to Alameda County Food Handling Requirements – this information is available on our website. FOOD SAFETY is your primary concern if you are having an event with food!!



LIABILITY WAIVERS ARE REQUIRED FOR THE FOLLOWING:

- Field Trips/Events with Transportation
- Athletic Events (3-on-3 tournaments, etc.)
- Large Events
- High Risk Events

Club may be required to obtain insurance coverage, with assistance from the Risk Management Office. Student Life will assist you, if insurance is required.



IMPORTANT!

- You must submit changes in constitution, bylaws and officers to Student Life and Leadership Programs within 10 days of the change
- Only Officers listed on your organization's Request for Recognition are authorized to reserve University facilities
- Allow for a 72-hour turnaround when additional signatures are required
- Your Campus Advisor's presence is required for special programs held on campus beyond regular operating hours and for those programs which involve a significant level of risk to the participants
- Any event involving amplified sound outdoors must be approved through SLLP. Amplified sound is generally RESTRICTED TO THE HOURS BETWEEN 11:45 am 1:15 pm! Refer to the University's Policy on Time, Place, and Manner for more details.

FRIENDLY REMINDERS

- Meet and plan ALL of your events with your SLLP and faculty/staff advisor – utilize the new online Program Form
- Meet all deadlines (see timeline for planning events)
- If applying for ASI funds, all paperwork must be completed 21 days in advance
- Food events require advanced planning and knowledge of/adherence to Alameda County food safety standards
- Obtain all appropriate CSUEB faculty, staff and SLLP signatures
- Collaborate with other clubs/organizations!
- Plan for officer transitions!
- Read the Student Organization Guidebook!
- Be responsible, proactive and positive!
- We are here for YOU!

MAKE A DIFFERENCE DAY

- National Day of Community Service
- CSUEB will take part in volunteer efforts at various sites
- Alameda County Food Bank, Hayward Area Recreation Department (HARD), MedShare, Bay Area Science Discovery Day, and more!



Saturday, October 22



SOLAR AWARDS

Sunday, May 28, 2017 5:30-7PM University Union Multipurpose Room



- Academic Program
- Community Service Program
- Cultural Program
- Social Program
- Outstanding Collaborative Program of the Year Award
- Outstanding New Student Organization
- Outstanding Service to the Community
- Outstanding Contributions from a Department
- Outstanding Student Leadership Award
- Outstanding Staff/Faculty Advisor
- Department Student Assistant Award
- Pioneer Pride Award
- Adversity Award

CSUEB RELAY FOR LIFE

RELAY FOR LIFE AT THE PIONEER STADIUM ON APRIL 29-30!!

We need your help! Sign-up a team!

http://www.relayforlife.or g/calstateeastbayca



WHAT IS RELAY?

- Organized, overnight community fundraising walk
- Teams of people camp out around the track
- Members of each team take turns walking laps around the track
- Food, games and activities provide entertainment and build camaraderie
- Family-friendly environment for the entire community
- Because it's a team event, individual participants are not required to be there the entire time. But it's so much fun, you'll find it hard to leave!

Reminder: Complete your Officer Form!

(Sent to your Horizon email)



www.csueastbay.edu/slife

Stay connected! "Like" our FB pages and find us on BaySync:

CSUEB Student Life & Leadership Programs

CSUEB Orientation

CSUEB Greek Life

CSUEB Cultural Groups





