

STUDENT ORG. HANDBOOK

From the Office of Student Life

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Rules and Regulations

- **Inclusion Policy**
Membership of all CCA chartered Student Groups must be open to all California College of the Arts students. CCA strives to foster an inclusive and tolerant community throughout its two campuses. All students are expected to support this spirit of openness and acceptance by refraining from discrimination against any person on the basis of race, color, age, ethnic background, religion or sexual preference.
- **Student Conduct**
All Student Group members are expected to demonstrate CCA's Student Code of Conduct while conducting group activities by displaying mutual respect to all students, faculty and staff as well as the CCA campus and institution. Furthermore: student groups or any members thereof shall not conspire to engage in hazing or commit any act that injures, degrades, or disgraces, or intends to injure, degrade, or disgrace any fellow student or person attending the California College of the Arts. For more information about the Student Code of Conduct go to: www.cca.edu/students/handbook/conduct
- **Alcohol on Campus**
Alcohol is highly discouraged for all undergraduate events. Please make an appointment with a member of the Office of Student Life staff to discuss any event in which you may be thinking about serving alcohol.
A number of conditions apply to events where alcohol may be served including:
 - A Request to Serve Alcohol form (wine and/or beer only) must be submitted and approved by the Director of Student Life at least two weeks before the event (a signed copy of the form must also be available at the event).
 - CCA student groups will observe all State of California restrictions regarding the possession, sales, service, and consumption of alcoholic beverages. No alcoholic beverages may be served to any persons who cannot verify their age is 21 years old, including anyone whose judgment or physical performance has already been affected by alcohol consumption.
 - Other nonalcoholic refreshments and food must also be made available.
 - Alcoholic beverages may neither be sold on campus nor may admission be charged for events where alcohol is to be served unless appropriate license is obtained according to regulations published by the State Alcoholic Beverages Control Department.
 - Individuals may not bring alcoholic beverages onto campus for their private consumption.
- **Risk Management**
Try to anticipate risks which may arise out of any decision or situation, and then discuss with your members and advisor what you can do to these minimize risks. Regardless of what organization or activity is involved, there will always be an opportunity for something out of the ordinary to happen. However, if decisions are made consistently and in good faith, and reasonable precautions are taken, then the risk involved can be minimized. Please contact the Student Life staff if questions arise.
 - It is important to be aware of CCA policies and regulations as they effect student organizations.
 - The CCA website and the Student Organization Handbook are great sources for College rules and regulations.
 - The staff members in the Office of Student Life staff can also serve as resources for you if you have specific concerns or questions.
 - In the case of an emergency always alert Campus Public Safety immediately.
- **Film Screenings**
CCA is legally required to pay a licensing fee to screen films on campus outside of a classroom situation. The fee for most films is between \$250-\$500. If you plan to hold a campus film screening please make an appointment to speak with Office of Student Life staff as so we can trouble shoot any possible problems.

Requirements

- **Meetings**
Regular meetings must be held throughout the year. Meetings can be held weekly or monthly with no less than 4 meeting per semester. The group's Advisor must attend all meeting and events.
- **Advisors**
Student Groups are required to secure a staff or faculty advisor. Advisors must agree to attend all meeting and events and aid the group in managing activities.
Responsibilities:
 - Provide continued support and guidance to student group members.
 - Are aware of the group's events, budgets and plans.
 - All publications must be approved by the advisor.

How an Advisor can help you

- Clarify the mission of the organization
 - Go over programming ideas with your advisor for suggestions
 - Review event timelines for troubleshooting
 - Receive advice about delegating and getting students to follow through
 - Ask them to promote to their students and colleagues
 - Have an advocate to the college
- Community Events
Each Student Group is required to plan and execute a minimum of one Community Event per semester. A Community Event is defined as any activity which is open and advertised to the entire campus including fundraisers, open mic's, bbq's, etc. These events should be considered separate from regular meetings and demonstrably different in intention.
 - Chimeratopia
A minimum of 2 Student representatives from each student group must participate in the Chimeratopia Welcome Week each semester to promote your student group. Chimeratopia is held on the first Wednesday of each semester and on the Oakland campus each fall and the SF campus each spring.
 - Charter Renewal
In order to officially be recognized and supported by the college Student Groups must annually renew their Charter by the 4th week of the Fall semester. To receive increased funding from year to year, each student group must document and present their achievements including events held, community service projects, self-promotion efforts and membership growth.

Resources

- Student Life Offices
Student Life staff members are always available for consultation and assistance. In addition, the Administrative Assistants on each campus may be able to assist you with answers to questions as well as help with photocopying, faxing and posting flyers.
- Space Reservations
Most campus spaces are viable options to hold a meeting or event, much of which depends on availability. Spaces on campus are often booked far in advance so choose a date at least a month before the event and discuss what's available with the Student Life staff as soon as you can.

Spaces Available on Campus:

SF

Classrooms
Front Nave (no walls)
Center Nave (no walls)
Sidewalk on 8th St.
Student Lounge
80 Carolina, Rm. 101
Graduate Center Classrooms
Grad Courtyard
Timken Hall (for film screenings and lectures only)
Axis Triangle Park
Boardroom

OAK

Classrooms
A2 Cafe
Café Patio
Macky Lawn
Macky Patio
Martinez Patio
Most outdoor spaces
Nahl Hall (for film screenings and lectures only)
Macky Boardroom

- Facilities
For supplies such as tables, chairs and stanchions please contact the Facilities office by filling out a Facilities Help ticket at facilities.cca.edu/. Requests should be made at least 2 days in advance.

While we encourage Student Groups to take full advantage of the facilities available to them on campus, please show respect to our campus by not defacing or misusing school property.

- A2 Café
Any food or beverages can be ordered from the Café for meetings or events through the Office of Student Life (so you don't have to pay out of pocket!). To place an order fill out the date, time, location and food order information in this [form](#) and email to Student Life Staff (glee@cca.edu) at least 1 day in advance.

Advertising

- **Web**
You have two options to post events online: the Online Event Calendar and the Student News. We try to keep these two categories distinct so rarely will we post the same event on both.
 - Online Event Calendar: Any CCA event run by current students, staff or faculty.
 - Student News: This is a better place for unofficial CCA events, events being held off campus and events that are not directly affiliated with the college (gallery openings, museum shows, bay area music or cultural events, etc.) This is also a good place for things that might not be an event at all, design competitions, calls for submissions, deadline announcements, etc.
- **Email Blasts**
Student Email blasts are sent out once a week, each Wednesday, by the Vice President of Student Affairs. Event blurbs must be emailed to us by Monday in order to be included in those emails. **That means if your event is on a Wednesday you'll need to email 10 days in advance** otherwise people won't get the information until that night, after the event is already over.
- **Flyers**
We are happy to create or print posters for your events but please be aware that we need some time to get the job done. If you need a poster designed please submit the text 3 weeks prior to the event. Please see the "How to Write an Email Blast" checklist for writing the text. Then complete this [form](#) to submit a design request.
- **Printing**
If you have already designed a poster and need it printed please email a high resolution **pdf** at least 10 days before your event. That gives us enough time to print and post on both campuses. Again, use the checklist to make sure you haven't forgotten anything.
- **Other Misc. Equipment**
In addition, the Office of Student Life has a trove of event equipment which students groups may borrow as long as the items are returned in good condition.
These items include:
 - Tablecloths
 - Serving Utensils
 - Plastic Tubs
 - Coolers
 - Large Bowls & Platters
 - Paper Plates
 - Eating Utensils
 - Popcorn Machine (requires special permission)

Financing

- **Budgeting**
One of the tasks you face as a student group is that of preparing a budget. A budget is a tool used for planning and controlling your financial resources. It is a guideline for your future plan of action, expressed in financial terms within a set period of time.
 - It helps refine goals.
 - It compels members of the organization to use funds efficiently.
 - It provides accurate information to analyze, adjust and evaluate programs and activities.
 - It aides in decision making.
 - It provides a historical reference to be used for future planning.
- **How to Access Your Funds**
The easiest way to fund a student event is to pay out of pocket, **KEEP ALL THE RECIEPTS** and then get reimbursed. Always keep receipts! It's the only way to get reimbursed. If a student is confused about what to do with the receipts once the event is over they should make an appointment and we can fill out the forms together.
- **What Can Your Funds Be Used For?**
We encourage you to take full advantage of your CCA funding while also spending the funds in a responsible manner. Your funds come from the Student Activities fee that all students pay and therefore should only be used towards activities which help create community on campus or serve the student body in some meaningful way. For larger expenditures which cannot be covered by your funding we encourage student groups to help themselves by holding fundraisers on campus (See **Fundraising** heading). Below are some

helpful parameters for how to use your Student Group funds. If you are ever in doubt please contact a member of the Student Life staff.

Your funds CAN be used for

- Refreshments for meetings
- Event supplies like paper plates or cups.
- Printing costs for flyers or signage
- As starter money to purchase supplies for a fundraiser

Your funds SHOULD NOT be used

- For an entry fee to a competition
- To pay for a group trip
- To fund a project for a class
- To throw a party for your friends

- How to Increase Your Funding

In order to increase the amount of CCA subsidized funding your club/organization is eligible to receive, the Student Affairs department has provided a number of options in addition to any fundraising events you may organize on your own behalf.

- Community Service Grants

Your student group can earn an additional \$50 of School Service Grant funding each time 3 or more members of your organization donate their time to work as Student Helpers at one of the School events listed below (\$150 limit).

- Holiday Lunch SF: Wednesday, mid-November
2 hour shift: 11am-1pm, 12-2pm,
- Holiday Lunch OAK: Wednesday, mid-November
2 hour shift: 11am-1pm, 12-2pm
- Fall Blood Drive: Tuesday & Thursday mid -October
Sign up 5 people
- Holiday Clothing Drive SF/OAK: Month of November
Raise 10 winter coats
- Spring Blood Drive: Tuesday & Thursday mid- February
Sign up 5 people
- Holiday Fair OAK: Saturday early December
2 hour shift: 9am-11pm, 3-5pm
- Spring Lunch SF: Wednesday, mid- March
2 hour shift: 11am-1pm, 12-2pm
- Spring Lunch OAK: Wednesday, mid- March
2 hour shift: 11am-1pm, 12-2pm
- Spring Fair OAK: Saturday, late April

See Student Affairs event calendar online for full event www.cca.edu/calendar/student-life.

- Fundraising

Fundraising events or activities are designed increase the base funding of your student group as well as to increase visibility of your group. They can also be a fun opportunity for members to take the lead on a project. Consider holding a used book sale, rummage sale, or bake sale. Fundraisers are easy to plan and usually successful. In addition to the monetary support you receive, these events provide great publicity for your organization. Fundraisers can build awareness for your programs and forge strong community contacts. Funds which are generated by student organizations can be used towards larger expenditures like group trips, conference attendance fees, or celebratory parties. Monies generated must be in compliance with all federal, state and CCA laws, regulations and guidelines.

- Chimera Microgrants

Chimera Council offers microgrants for events and initiatives that align with its mission of bridging communities, advocating on behalf of the needs of the student community and the development of student leaders. Please email chimera@cca.edu for more information.

- Academic Programs

For large scale events that exceed your Student org funding, your Academic program may also be able to support your event. Program managers are able to sponsor student events if they are program related and they feel the project is of value to the Program. The project or event must be strongly related to your program's concentration.

- Reporting Your Success
A first year Pilot Charter Grant is set at a \$150 limit per year for all new organizations, with a potential yearly increase of \$50 for every subsequent year of [Charter renewal](#). (up to \$150 additional/\$300 total) based on a yearly evaluation. This is an opportunity to document your successes and achievements and benefit from them.

Increased Yearly funding is based on the following criteria:

- ✓ Community Involvement
- ✓ Outreach
- ✓ Membership Growth
- ✓ Setting and Attaining Club goals
- ✓ Attendance

Helpful Tips

- Recruiting Members
Members are the lifeblood of any organization and a successful student group will approach membership as an ongoing process rather than something that is done in the fall. Create posters, send out emails, **PROMOTE, PROMOTE, PROMOTE!** Also make time to orient new members to the group and go out of your way to make membership an enjoyable and beneficial experience.
- Facilitating a Meeting
Meetings can have a couple of purposes with the most obvious one being the discussion of business that needs to be attended to and the making of appropriate decisions. A second purpose for many organizations is taking time to socialize, bond members to the organization, and enjoy each other's company. Some organizations separate business from social time while others run informal meetings that incorporate both. The degree of formality used for meetings is dependent upon the type of organization.
 - Always have a couple of discussion topics ready beforehand. These can be event programming suggestions, business items like how to use funding, or brainstorming about recruiting.
 - Have everyone introduce themselves to the group.
 - Using a fun icebreaker will make people feel comfortable quickly and help the discussion if everyone is relaxed and joking.
 - Refocus the discussion when things get too far off topic saving the new topic for later.
 - Move towards concrete decisions.
 - Ask for volunteers to follow up on small projects, delegate when there are no volunteers.
 - Keep records of who attends meetings and events with sign in sheets and send membership #'s to Student Life Staff each semester.
- Icebreakers
 - The Gummi Bear Game
Everyone gets in a circle within their orientation group. Each student takes a gummi bear one by one and says something about himself/herself depending on the color of their candy. For example, green means they have to talk about something they love, red means something they hate, yellow a lie they once told, orange something they're the best at, and white the best moment of their life.
 - Two Truths and a Lie
Give the group some time to write down two things about themselves that are true, and one thing that is a "lie." Each group member will then share these facts about themselves and the rest of the group has to figure out which "fact" is actually a "lie."
 - The Shoe Game
Have the group stand in a large circle shoulder to shoulder. Then have everyone remove their shoes, tie them together, and place in center. Have one volunteer choose a pair of shoes other than their own and make one statement about the owner of the shoes (i.e. "The owner of these shoes must be very thrifty and economical to wear shoes in this condition!"). The owner of the shoes then comes forward, introduces him/herself, and picks out another pair of shoes to introduce. Game continues until all participants have introduced themselves.
 - The Cereal Game
Each person must say their name, major, and what kind of cereal they would be (not their favorite cereal, but which cereal best represents them as a person). Answers can be as weird and inedible as they want. Everyone must say the answers of the people who went before them. The last person to go has a lot of remembering to do! You can also change cereal to almost anything else.
 - Never Have I Ever
Everyone gets in a circle with something designating a spot for everyone (shoes or a chair) except one person who stands in the center. This person has to tell the group something they've never done using the phrase "Never Have I Ever". The people who have done whatever's said must leave their spot creating a "musical chairs" type scramble for spaces while the person in the middle tries to also get back into the circle. Whoever's left standing now has to be the new center and reveal something they've never done. Play until everyone's been in the center.

- Would You Rather
You can do the standards, like Flight vs. Invisibility, or you can go kooky, like On a Roller Coaster for the Rest of Your Life vs. Dancing for the Rest of Your Life.
- Finish This Sentence
Have participants complete the rest of the sentence. The leader can read the sentence to all of the participants or all participants can have sheets of paper with these listed and take their own time in covering them. Here are some examples:
The way I would describe my family is...
My fondest memories of another person are...
My most unusual friend is...
The things I value most are...
My favorite pastimes are...
Where I hope to be five years from now...
The thing I would most like to accomplish this year...
- Delegating & Motivating
Involve as many members as possible in making decisions. As the saying goes, "people support what they help create." Wide-spread involvement usually results in better decisions and reinforces that members are valued for their thoughts and ideas.

When to Delegate?

- **Matters that keep repeating**
- **Frequent minor decisions**
- **If someone has specific skills that suit a task**
- **If someone expresses interest in the task**

When NOT to Delegate?

- **Something you wouldn't be willing to do yourself.**
- **If it requires changing someone's behavior.**

How do I delegate?

- **Ask for volunteers.**
- **Suggest someone you feel would be good for the task.**
- **Assign the task to someone, but allow them to decline.**

How do I become an "effective delegate-er"?

- **Choose appropriate people for each task.**
- **Explain why each person was selected for each task.**
- **Divide work into segments that make sense, avoid bits and pieces.**
- **Discuss task with the person responsible for accomplishing it to involve the person in decisionmaking regarding the task.**
- **Clearly define responsibilities being delegated, specifically where there are certain expectations and where the person can function freely.**
- **Give feedback.**
- **Don't be afraid to let someone else do the task, let them do it without your constant supervision!**

- Programming
The most important thing is to not try to start more than you can finish.
- Timelines
Make sure to set the date for a large event far out enough to give you time to do all the things you need to do. This basically means a month! Create a timeline so you can remember when things need to get done.

Sample Timeline:

<u>Date</u>	<u>Task</u>
Monday, Oct. 1	Choose the date for your event Club members assign various responsibilities
Friday, Oct. 5	Reserve a Space Book film if screening a movie
Monday, Oct. 8	Request Poster to be designed Send email blast info. to Student Life staff
Monday, Oct. 18	Posters Printed & Posted Send out Facebook invite, etc. to group members Make food reservations with A2 or outside vendor Request event supplies from Student Life Office
Monday, Oct. 22	Confirm Space Reservation Purchase supplies
Tuesday, Oct. 23	Confirm Speakers, volunteers, equipment reservations, etc. Purchase any food or other supplies needed.
Wednesday, Oct. 24	Day of Event Take photos to document the event Have a sign up sheet to increase your membership
Monday, Oct. 31	Send thank you emails to people who helped out. Write up feedback of the event (number of attendees, testimonies, observations). Post photos of the event onto your Facebook group (doing this right away will make your re-chartering process easier).

- **Event Planning**
 - Make an appointment
It's always a good idea to sit down with either me (Grace) or Noki before a student decides to take on an event. That way we can demystify the process and clear up anything that might be confusing before it becomes a problem
 - Choose a date sooner than later
The sooner you know when the event is happening, the more time there is to find a venue and advertise to the community.
 - Find a location
As soon as you've chosen a date for your event contact Office of Student Life staff so we can see what spaces are available.
 - Be flexible
Things aren't always going to work out exactly the way you imagined them but the more flexible you are about the event the smoother it will run and the more fun you'll have.
 - Event Costs
The easiest way to fund a student event is to pay out of pocket, **KEEP ALL THE RECEIPTS** and then get reimbursed. Always keep receipts! It's the only way to get reimbursed. If a student is confused about what to do with the receipts once the event is over they should make an appointment and we can fill out the forms together.

- Promotion
 - How to Write an Email Blast
Student Email blasts only go out once a week! (each Wednesday) Events must be emailed to us by Monday in order to give us enough time to edit and forward them before the cutoff. **That means if your event is on a Wednesday you'll need to email 10 days in advance** otherwise people won't get the information until that night, after the event is already over.
 - a. Subtitles: These are optional but they're a good way of explaining an event whose title is a little obscure. (Example: Chimeratopia: a CCA Community Fair)
 - b. Text: Straightforward descriptions work best. Try to describe exactly what is happening during the event. The blurb doesn't have to be long or wacky to get people's attention, clear and to the point is a good way to not confuse or lose impatient readers.
 - c. Always include "Sponsored by [Insert Org. Name here]" or "Brought to you by [Insert Org. Name here]"
 - d. Always include full date, time and location information. I.e. "Monday, September 20, 2-4pm. Macky Lawn". No "tomorrow" or "this weekend", please.
 - e. Always include an email to contact if people have questions.
(Example: For more information email farm@cca.edu.)
 - f. Before submitting an event always double check that your event has all of these items:
 - ✓ Title
 - ✓ Subtitle (optional)
 - ✓ Description
 - ✓ Date
 - ✓ Time
 - ✓ Location
 - ✓ Contact info

 - Posters
While we're happy to create or print posters for your events please be aware that we need some time to get the job done.
 - a. Design: If you need a poster designed please submit the text 3 weeks prior to the event. Please use the above guide for writing the text. There is a google form to help you submit a design request: <https://spreadsheets.google.com/viewform?hl=en&formkey=cDZRUF9NMXITC0zM3BEWU90Qm5OWGc6MA..#gid>
 - b. Printing: If you have already designed a poster and need it printed please email a high resolution pdf at least 10 days before your event. That gives us enough time to print and post on both campuses. Again, use the checklist to make sure you haven't forgotten anything.

 - Weekly Happenings
The WH is printed every Friday. All submissions should be received by the Wednesday prior. So that means if your event is on a Thursday or Friday you need to send it more than a week in advance. If you need something added to the printed calendar, email the Title, Date, Time, and Location. (All events listed on the Online Calendar will automatically be added to the WH.)

- Passing the Torch
Develop future leaders! Student led organizations can only continue to exist when they are continuously preparing up-and-coming leaders to take over before current leaders graduate. Thriving organizations continually orient

members, often informally, with the leadership opportunities and "how to's" within their group. This can be done by "shadowing," mentoring, and informal conversations. Also, throughout the year there are Student Leadership development events that offer great opportunities for individual students to learn and grow and help organizations to move forward.