

Frequently Asked Questions

General

Where is Student Life and Leadership?

Student Life & Leadership supports the intellectual, personal, social and professional development of all students. We offer educational and leadership opportunities that enhance academic success and will result in learning outcomes that will prepare students for their future roles in diverse, dynamic, and global society. Student Life & Leadership (formerly known as the Office of the Dean of Students) areas and Centers are: Greek Life, Leadership Programs, New Student Programs, Office of Student Conduct, Campus Organizations, Cross-Cultural Center, International Center, the Lesbian Gay Bisexual Transgender Resource Center, Service in Action and Veterans Services. Visit the Student Life & Leadership [website](#) for more information.

Where is Student Life & Leadership (formerly known as the Office of the Dean of Students) located?

We are located on the 3rd floor of the Student Center South (above Wells Fargo and UCItems), Suite G308.

How many Registered campus organizations are there?

The number of student organizations at UCI is always growing as new student groups register every quarter. There are currently over 550 organizations on campus. To see a full list of groups, search the campus organizations website at <http://www.campusorgs.uci.edu>.

What groups exist on campus?

Search the Campus Organizations website for a complete list of Registered Campus Organizations with the contact information for each campus organization that is provided by its members. Search for campus organizations at <http://www.campusorgs.uci.edu>.

How can I get involved with existing organizations?

Search for an organization by name or keyword on the Campus Organizations website. You may then contact the groups you are interested in to find out when meetings are or if they are having any upcoming events. If you have a problem contacting a specific group, email Student Life & Leadership and we may help you.

Registration

How do you start a new group?

Registering a new organization requires you to have at least three UCI officers/members in order to be recognized. Fill out the New Organization Registration information online through the Campus Organizations website. Once you have completed and submitted all the parts of your organization's registration, you will then be contacted about setting up an hour long new organization orientation meeting. Please make sure that all authorized signers for your group are available for this meeting. You will pay the \$50 registration fee at this meeting.

****IMPORTANT INFORMATION** for those starting NEW organizations: Registration for all NEW campus organizations will be limited to Fall Quarter, Weeks 1, 2, 9, and 10 of Winter Quarter, and Weeks 1 and 2 of Spring Quarter. If you are interested in starting a New Campus Organization you MUST complete the online registration process before these deadlines in order to be considered for registration.

If there is already a group that exists with a similar purpose, can I still start a new one?

While we encourage groups with similar purposes to consider consolidation, we allow groups with similar purposes to be recognized as long as there is a clear difference in organization purposes/missions.

How much does it cost to register?

\$50 for new organizations (anytime during the academic year); \$50 to re-register an existing organization; \$65 to re-register an existing organization after the 3rd week of Fall Quarter.

How can we pay for the registration fee?

There are three ways to pay the fee:

- 1) Cash
- 2) Checks made out to UC Regents
- 3) If your organization has an ASUCI account: You may pay by selecting your ASUCI account as a payment option through the registration process or by filling out the Club Account Withdrawal Request form from ASUCI. Payee Name: Dean of Students, Account #2060-0056. The slip must be taken to ASUCI Student Government Business Office for processing.

What happens if my existing organization is not re-registered by the 3rd week of Fall Quarter?

If your existing organization is not re-registered by the re-registration deadline, it will lose coverage under the University of California Office of the President's student organization liability insurance program, existing reservations made through Student Center and Event Services will be canceled, and if you wish to re-reserve those spaces without re-registering your organization, you will be charged the off-campus rate to reserve spaces on campus. Your organization will also be charged a \$15 late fee. So, re-register before the deadline for the benefit of your group!

What privileges do recognized organizations receive?

As a Registered Campus Organization at UCI, your organization has many privileges including access to advisors, funding boards, leadership programs and events, liability insurance coverage for your organization with the University of California Office of the President, and access to many campus facilities and services, some of which are listed on this website. Registered Campus Organizations also have access to the CORE Office (located on the 3rd Floor of the Student Center in the G Building), Poster Room, Mail Room and email and web server space. Organizations are encouraged to take advantage of these services and to contribute to their success and improvement. See our CORE page for more information (Please note that some of the resources have fees associated with them).

Do we only have to register our organization once?

No. Every organization is required to re-register every academic year. The registration period for campus organizations lasts from September 1st to August 31st.

How do I re-register as a recognized campus organization?

Registration for campus organizations ends on August 31, so organizations must re-register beginning September 1 of each year. Re-registration will be available online at the Campus Organizations website, <http://campusorgs.uci.edu/registration>. Already existing organizations will submit their re-registration online and pay the \$50 re-registration fee in person at Student Life & Leadership (formerly known as the Office of the Dean of Students).

Why do faculty and staff signers have to register their organizations in the faculty/staff category?

Although we will continue to register faculty/staff groups, we are dedicated to meet our mission of providing services, programs, and facilities to enhance the quality of education by extending the learning environment beyond the classroom and into the co-curricular lives of UCI students. By allowing only students to be signers for student groups, we can ensure that student organizations

receive the benefits of advising, reserving space in the Student Center, and the opportunity to apply for funding from student organization funding boards. We also hope that faculty/staff organizations can be clearly distinguished from student organizations in our "search" system so that interested faculty and staff can find such organizations.

Why can't we have both students and faculty/staff as authorized signers for the same organization?

Student Life & Leadership (formerly known as the Office of the Dean of Students) would like to clearly define which organizations are students and faculty/staff. If your organization has mixed faculty/staff and students as officers and members, we would like to encourage student development by having students take responsibility of the group and register as authorized signers if they wish to register as a student group. Faculty and staff who play a large role in the organization might be well suited to serve as an advisor instead of an authorized signer for a registered student organization. This delineation between the roles that students and faculty/staff play in registered campus organizations will help Student Life & Leadership understand the demographics of our groups and provide resources and advisement accordingly. Faculty and staff members who wish to have authorized signer responsibilities can register their organization in the faculty/staff category to be recognized as such.

What resources are available for faculty and staff organizations?

Registered faculty and staff organizations enjoy most of the same benefits of registration as all undergraduate and graduate students. Exceptions include inability to apply for funding from funding boards that are student-fee based. Although registration for faculty/staff organizations occurs with Student Life & Leadership (formerly known as the Office of the Dean of Students), UCI's Human Resources and the Office of Equal Opportunity and Diversity (OEOD) serve as advisors and resource departments for these groups. Organizations whose purpose serves protected categories (i.e., race, gender, class, sexual orientation, etc.) have an opportunity to affiliate with the Office of Equal Opportunity and Diversity for advisement and program support. Please contact OEOD (oeod@uci.edu) for more information.

Fundraising

Can we sell things on campus?

Yes, as long as it is in compliance with the fundraising policy (see section 42.30). Selling commercial products on campus (i.e. Jamba Juice, bottled soda, energy drinks, etc.) is prohibited.

In addition, all funds raised must go directly back to the organization. Contact Student Center & Event Services at (949) 824-5252 for more information.

I have seen groups sell food on campus -- how can I do that?

Temporary food permits are required when serving perishable foods at an event. To apply for a temporary food permit, please complete the Environmental Health & Safety's Food Safety e-learning course, <http://www.ehs.uci.edu/programs/sanitation/foodpermit.html>. Do not take the UCI Safety Training Self-Assessment since it pertains to staff only. Should you have any questions or concerns, contact Jim Pack at jgpack@uci.edu or (949) 824-4170. Food sales are limited to five events per student organization per quarter.

How can my group(s) get money for its programs?

The Student Program Funding Application can be used for all of the sources listed below. Please refer to the ASUCI website, for the Student Program Funding Application. The sources of funding include Associated Students University Of California (ASUCI), Multicultural Programs Committee (MPC), and the Dean's Fund. Additional funding sources include The Green Initiative Fund (TGIF) for sustainable and green campus projects, Student Initiated Academic Preparation (SIAP) funds for outreach programs/events, and the Collaborative Programming Funding Grant for collaborative events that promote the UCI Values and are collaborative in nature.

How can my group(s) get money for office supplies and operating expenses?

Many funding boards fund campus activities, however office supplies and operating expenses should come from the organization's budget. Fundraising is always an option (see section 42.30 of the campus policies regarding noncommercial fund raising by campus organizations).

How can we receive tax-deductible donations?

Many campus organizations are asked for their "tax I.D. number" when establishing bank accounts, receiving funds from businesses, or accepting donations. Sometimes it is assumed that the University of California tax I.D. can be used, but this is not true. Remember, you can be an organization "at" UCI, but you are not a UCI organization. Some groups may be able to use the tax I.D. of their national organizations and should make inquiries from their national headquarters. In some cases, presidents or treasurers have used their personal tax I.D. numbers (Social Security Numbers), but this is not recommended. Obtaining a federal tax I.D. number for your organization is online now! Visit, <http://www.irs.gov> and search for the EIN (Employer Identification Number) process. An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and can be used by your organization. Please note that you may still have to provide a Social Security Number to obtain an EIN. This is not recommended, and you may be

able to apply for an ITIN (Individual Taxpayer Identification Number) to use in place of an SSN. Check with the IRS website on how to complete the ITIN process.

Programming

How can we reserve space for meetings?

As a Registered Campus Organization you can use UCI facilities for meetings and events, including the Student Center building plazas, grass fields, and table space reservations for food sales, displays, and information distributions. Reservations for most venues can be made through Student Center & Event Services, and must be done by an authorized signer of the organization. Student Center & Event Services can be contacted at (949) 824-5252 or via email reserver@uci.edu. Additional information can be found on their website <http://www.studentcenter.uci.edu>.

How can we get a table on Ring Road?

Contact Student Center & Event Services at (949) 824-5252 if you have questions about making outdoor reservations. Reservations will need to be made in-person by an authorized signer for your organization. Their office is located on the 3rd floor of the Student Center (above the West food courts).

How can I learn what other groups exist so that I can identify some possible co-sponsors for our upcoming events?

Please visit the Campus Organizations website to do a search of all registered organizations with descriptions and contact persons for each group. Also, feel free to visit Student Life & Leadership (formerly known as the Office of the Dean of Students) for additional help.

Can we have alcohol at our events?

Yes, pending approval from Student Life & Leadership (formerly known as the Office of the Dean of Students) and Alcohol Beverage Commission (ABC). Campus Organizations must obtain a temporary alcohol permit and have it approved by Student Life & Leadership. Alcohol may only be served at catered events in accordance with UCI Policies and Procedures, Sec. 900-13: Policy on Consumption of Alcoholic Beverages. It is the responsibility of the department or organization coordinating or organizing the catered event to review these Policies and Procedures with their caterer of choice. Please note that in order to obtain a permit, the majority of the attendees must be 21 years of age or older. California State Law and the California Alcohol Beverage Commission restrict caterers who do not possess an alcohol license from selling or providing

alcohol to a client. In most cases, the Approved Caterers at UCI do not possess this type of license. For more information, contact Student Center & Event Services (formerly known as Scheduling & Conference Services), (949) 824-5252, <http://www.studentcenter.uci.edu>.

Can we use university money for alcohol?

No.

Can we hold events off campus?

Yes. However, when holding an event off-campus, your organization is not covered by University insurance. We highly encourage your organization to purchase insurance for off-campus events depending on the risk of the activities. For more in-depth information on how liability and insurance play a role in your organization's event visit, <http://campusorgs.uci.edu/core>.

If we hold events off campus, who is liable if something goes wrong?

Potentially the group's officers, individual members, advisors and any other organization the group may be affiliated with, such as a local or national organizations, may be liable. Just because an event is not on campus, does not excuse the group from adhering to campus policies. In fact, a student group may face judicial procedures on campus as well as off campus depending on the severity of the violation. For more information on liability and how you can purchase insurance for off-campus events visit <http://campusorgs.uci.edu/liability>.

What if an activity we want to do is risky (travel, physical activity)?

If there are any questions about the event, contact Student Life & Leadership (formerly known as the Office of the Dean of Students) at (949) 824-5181 to make an appointment with the Director of Campus Organizations or to speak with a CORE (Campus Organizations Resources & Education) Consultant. Also, it is advised to purchase event insurance if it is applicable to the event. You may also want to consider administering waivers, which are available at the UCI Materiel & Risk Management website (<http://www.mrm.uci.edu/waivers.html>). For more information on event risk management and how it affects your organization's activities, contact UCI Materiel & Risk Management (949.824.6516)

How do we arrange for parking on campus?

Please contact Parking & Transportation at (949) 824-7486.

Can we have amplification or amplified sound at an event?

Yes, but there are limitations to venues, level, time, and duration of the amplified sound. Please

see the Guidelines for Use of Amplified Sound. Here are the basic steps:

- 1) Reserve outdoor space at Student Center & Event Services;
- 2) Review the Guidelines on Use of Amplified Sound;
- 3) Download the Amplified Sound Request Form;
- 4) Turn in the request form to Student Center & Event Services. For more information on amplified sound requests, please contact Scheduling and Conference Services. Submission of the Amplified Sound Request Form does not guarantee you will be approved for use of amplified sound.

Can we have social events at any time?

When planning events on campus, you should consult with Student Center & Event Services and speak to program advisors from Student Life & Leadership (formerly known as the Office of the Dean of Students).

Where can we have a dance on campus?

Because of the variety of locations and venues, contact Student Center & Event Services. Dances sponsored by UCI registered campus organizations and held on the campus are primarily for the participation and social enjoyment of organization members.

Can we have a protest event on campus?

As a public institution, the university strives to uphold your organizations right to protest and ability to freely express viewpoints, thoughts, and ideas. We encourage you to work closely with our office in order to insure a safe and effective event. As a starting point, make sure you are aware of the campus policies related to protests, demonstrations, and free speech. Please see the General Guidelines and Policies Related to Use of University Property and Free Speech.

What are the rules regarding preparing and selling food ourselves?

Temporary food permits are required when serving perishable foods at an event. To apply for a temporary food permit, please complete the [Environmental Health & Safety's Food Safety e-learning course](#). Do not take the UCI Safety Training Self-Assessment. Should you have any questions or concerns, please contact Jim Pack at jgpack@uci.edu or (949) 824-4170.

If I spend money, can I get reimbursed?

It is not recommended to spend money without prior approval from your organization. However, your organization may reimburse you for certain purchase with prior approval and proper receipts.

Registration Forms

Upload

Upload your organization's constitution as a Microsoft Word or PDF document. Although submitting constitutions is not required, we will happily store and archive your constitution for your organization's records and to help with the transition process from year to year.

Constitution Text

Cut-and-paste your organization's constitution text here if you do not have it saved as a Microsoft Word or PDF document.

Although submitting constitutions is not required, we will happily store and archive your constitution for your organization's records and to help with the transition process from year to year.

Insurance Company

Provide your organization's insurance company name here (i.e., Farmer's Insurance, etc.).

Policy Description

Describe your insurance policy here. I.e., coverage amount, deductible, who is covered, event types covered, etc.

Can our organization name be anything we want?

A group's name must meet the following criteria:

1. The name must be significantly different from any other existing organization's name, e.g. Anteater Club and Anteaters Club would be considered too similar but Anteater Society would not conflict with either.
2. If the name includes "UCI", "UC Irvine", or "University of California, Irvine", it must be phrased carefully such as not to imply affiliation with the university or UC system, e.g. "Anteater Club at UCI".
3. Names containing characters other than alphanumeric English characters (A-Z, 0-9) must have an English alphanumeric version for displaying and for administrative purposes.

Affiliate Insurance

If your organization affiliates with an off-campus organization (i.e. a local church or a national headquarters), provide the name of your affiliate organization's insurance provider.

Formatted Name

An organization's formatted name may have special characters, accents, etc. that may not appear in your organization's official name.

Category

Select one category that best describes the type of organization you are and best fits with your organization's mission, values and purpose.

Description

Provide your organization's description, including, but not limited to: purpose, mission, values, and goals. This information will be made public on our website so that others may learn about you.

Org Website

Provide your organization's website URL so those looking to learn more about your group will have the link to your organization's website. Your org website will be public information. Please be sure to maintain the site and keep your website up-to-date!

Org Email

Your organization's email address will be made public so that people may contact your group for organization matters. If possible, share your organization email address, not a personal email address to help with transition from year to year.

If your group does not already have an organizational email address, consider starting one through CORE Accounts (<http://clubs.uci.edu/>).

Contact Person

The contact person's name will be made public so that people may contact your group for organization matters. If possible, share your organization email address, not a personal email address to help with transition from year to year, but be sure to list an officer's name as the contact person.

Contact Phone

The contact person's phone number will be made public so that people may contact your group for organization matters.

Constitution

We do not require campus organizations to submit organization constitutions to the Student Life & Leadership Office. We will, however, collect constitutions for archival and historical purposes as well as to help transition your organization year-to-year. You may cut-and-paste your constitution into the text box or upload a Microsoft Word or PDF document.

Liability Insurance

As a RCO, the University of California Office of the President (UCOP) will provide your group with blanket insurance coverage for your on-campus and low-risk events. There are no additional steps to be covered by this policy (for on-campus and low risk events). For medium and high-risk events (on-campus) and any events hosted off-campus, see http://www.campusorgs.uci.edu/resources_for_orgs/liability.php for more information.

Organizations may use any insurance carrier they want. If your organization already has liability insurance with a carrier, let us know by selecting "we have our own liability insurance." Or, if you have insurance through your parent organization (i.e., national, international headquarters, etc.), let us know about that too.

Affiliations (Off-Campus)

Off-campus affiliations or parent organizations are organizations such as churches, national or regional headquarters, etc. that work directly with your organization through development, fundraising, chapter management, funding support, etc. Let us know if you are affiliated with a off-campus entity so that we may advise you on how to best work with them and the University.

Affiliations (On-Campus)

On-campus affiliations are campus departments such as academic departments (Paul Merage School of Business, School of Social Science, School of Law, etc.) or non-academic departments (Campus Recreation, Cross-Cultural Center, etc.) that work directly with or advise your organization on accomplishing its goals and serving its members. Each department has its own requirements for affiliation, so be sure to contact the department directly for more information.

Affiliate Name(s)

Provide your off-campus affiliate name here (Autism Speaks is the national affiliate of Autism Speaks U at UCI).

Affiliate Size

Please indicate the size of the affiliate organization through one of the descriptors below:

Local (Orange County or Southern California)

State (all of California)

Regional (Southwest, Pacific, etc.)

National (USA)

International (global)

Affiliate Relationship

Affiliate organizations may help to sponsor, govern or advise student organizations. Please indicate whether your group is a chapter of a larger organization, or if your group has a parent organization (such as a church, community group, etc.) that helps to sponsor, govern or advise your organization.

Campus Recreation

Only approved Club Sports organizations may affiliate with Campus Recreation. Please contact Campus Recreation for more information on becoming an approved club sport.

Cross-Cultural Center

The Cross-Cultural Center is open to organizations affiliating with the Center but hopes that organizations that apply to do so are multicultural in nature and align with the values and mission of the Center. Please contact the Cross-Cultural Center for more information about the benefits of affiliation.

Greek Life

Only officially recognized Greek Life organizations (recognized by Interfraternity Council, Panhellenic Council or the Multicultural Greek Council) may affiliate as a Greek Life Organization. Please contact the Greek Life office for more information.

lesbian gay bisexual transgender resource center

The LGBT Resource Center is open to organizations affiliating with the Center. Please contact the LGBTRC for more information about the benefits of affiliation.

school of business

Only approved Paul Merage School of Business organizations through the Merage Student Association may affiliate with the School of Business. Please contact the School of Business for more information on becoming an approved organization.

school of law

Only approved School of Law organizations through may affiliate with the School of Law. Please contact the School of Law for more information on becoming an approved organization.

other(s)

department, school, program, etc.

Add any other on-campus department that your organization is affiliated with (i.e., School of Social Science, Interfaith Center, School of Biological Sciences, Career Center, Athletics, etc.). Be sure you and the on-campus department that you are listing here have an understanding of your relationship with them an affiliate department.

UCINetID

Your personal UCINetID (up to 8 characters).

Title

Your title or position within the organization (i.e. President, fundraising chair, Co-Chair, Historian, etc.).

Role

Role within the organization:

- Signer (XO) is an Authorized Signer who is usually the president/chair and/or vice president. An executive officer assumes greater responsibility for the organization and takes on a high-level leadership position). Signers must agree to all university agreements and complete the COOL Orientation and will be responsible for upholding the Authorized Signer responsibilities.

- Signer is an Authorized Signer who usually holds a leadership position within the organization, but is not necessarily the president/chair or vice president. Signers must agree to all university agreements and complete the COOL Orientation and will be responsible for upholding the Authorized Signer responsibilities.

- Advisors can be on-campus or off-campus persons who help to advise your organization (but do not make decisions for your group).

- Officers hold an officer seat (most likely an elected seat), but are not Authorized signers for the organization.

First Name

Advisor's first name

Last Name

Advisor's last name

Email

Advisor's email address (off-campus or on-campus email address).

Phone

Advisor's phone number

Company Or Organization

Company or organization that your organization advisors works from (i.e., a local church, corporation, university campus, K-12 campus, etc.).

Signer XO

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Advisor

Advisors can be on-campus or off-campus persons who help to advise your organization (but do not make decisions for your group).

Officer

Officers hold an officer seat (most likely an elected seat), but are not Authorized signers for the organization.

Mailbox

Please check this box if you wish to have a mailbox in the Student Life & Leadership Office (3rd floor, UCI Student Center G Building). If your organization would like to have a mailbox, please be sure to check your mail at least every two weeks.