campus organizations resource guide@uci

core

Office of the Dean of Students
resources for campus organizations

The Office of the Dean of Students offers many resources for registered campus organizations ranging from advising, information, and training through workshops. The ODOS offers 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. Visit the Office of the Dean of Students website for more information.

mailbox

- each campus organization is given the option to have a mailbox, which is located in the Office of the Dean of Students, Student Center G308
- Any mail that is being sent to our office on behalf of your organization should be addressed accordingly:

> Name of Your Organization
> c/o Office of the Dean of Students
> G308 UCI Student Center
> Irvine, CA 92697-5125

poster room

- poster paper can be found in the Office of the Dean of Students
- poster paper is $.50 per 5 feet of paper
- poster room is across the hall of the CORE Office. It is open Monday - Friday, 8am - 5pm

- helium tanks are available and your organization can fill up to 24 balloons per year

antleader guides

- guides you can refer to to help your organization
- range from topics on organizational structure to programming to leadership
- can be downloaded at:
  http://campusorgs.uci.edu/core/antleader.php

web & e-mail services

- free internet services accounts
- websites
- e-mail accounts
- mailing lists
- accounts can be linked to other services, such as Google Calendar and Gmail
- apply for services at: *http://www.clubs.uci.edu/*

campus organizations resources and education (CORE)

- CORE office has workspace and computers available for campus organizations to use
- CORE Consultants are available for advising on events, marketing, holding meetings, and assisting with resources on and off campus
- workshops are also offered by the CORE consultants on topics such as:
  - goal setting
  - marketing and publicity
  - how to run a meeting
  - fundraising and applying for funding
  - and more!

staff

contact e-mail: *campusorgs@uci.edu*
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updated 10/2011

event liability insurance

As you plan your event, it is essential that you make the appropriate insurance arrangements. All events that your organization holds should have liability insurance. If your organization is an affiliate member or local chapter of a regional or national organization, you may be able to attain insurance from them. Please contact your organization's regional or national office to see if they will cover your campus organization. Please check the Marsh website to see if the event type that you are planning to hold on campus is covered under the university's insurance policy. Here is more information on the different event types and applying for insurance.

applying for insurance

- The University of California has created an insurance program to cover Registered Campus Organizations (RCOs) for most on-campus events, but RCOs are responsible for making sure their events are covered.
- In order to be covered under the blanket insurance policy for low-risk events each member of the organization must sign a general waiver. For on-campus events that are medium and high risk each event participant must sign an event-specific participation waiver. These waivers may be accessed online through the campus organizations website, www.campusorgs.uci.edu.
- Events on-campus are categorized into low, medium, or high risk. Descriptions and more information can be seen below, but always refer to the official website when determining the risk level of your event. The official list of categories can also be seen at the Marsh website.
- Off-campus events are NOT covered by the University insurance policy. Organizations are encouraged to attain and pay for insurance for off-campus events through Marsh.
- Student Center and Event Services will require a certificate of insurance before reserving space for your organization on campus.
- Visit **http://uci.marshcampusconnexions.com/** for more information and to apply for event insurance and vendor insurance if you are planning on bringing vendors to campus.
- For more information on liability, visit **http://www.campusorgs.uci.edu/core/liability.php**

low risk events

- examples: meetings, speakers, luncheons
- you do not need to register your organization's events or apply for insurance; the University of California Office of the President (UCOP) will be paying for them automatically

medium risk events

- examples: cultural shows, dance practices and performances
- you MUST register your event for coverage at: **http://uci.marshcampusconnexions.com/**
- if you register your event online, you do not need to pay for coverage; UCOP will be paying for them automatically
- Student Center & Event Services will not reserve space unless you have registered your event. The certificate of insurance gets automatically sent to SC&ES once you register it.

high risk events

- examples: sports (see website for more info)
- high risk events are NOT covered by UCOP
- you MUST apply for insurance at: **http://uci.marshcampusconnexions.com/** and pay the premium
- Student Center & Event Services will not reserve space unless you have registered your event. The certificate of insurance gets automatically sent to SC&ES once you register it.

off-campus events

- off-campus events are NOT covered by UCOP
- although it is not required, obtaining insurance for off-campus events is HIGHLY recommended
- you MUST apply for insurance and pay the premium
- contact the Office of the Dean of Students if you have any questions, or visit for more info: **http://uci.marshcampusconnexions.com/**

waivers

- If your event involves sports and/or will be held off-campus, ensure that each participant reads and signs a UC Voluntary Wiaver, which can be found at: **http://www.campusorgs.uci.edu/core/liability.php**
  The PDF is editable, so make sure you add your organization and event information.
    Fields you should edit:
        1. Campus Name (add "Irvine")
        2. Name of Class or Activity
        3. Description of Class or Activity incuding date(s)

core
campus organizations resources & education

general guidelines for event planning@uci

Here are some basic steps to event planning at UCI. Before proceeding with your event, don't forget to run it by your advisor and work with an event planner in Student Center & Event Services (SC&ES) if you're holding the event on campus.

step one: organize

A. Idea/title for event: _____

B. Choose an event date: _____

C. Reserve a venue: _____

D. Create a timeline and deadlines:

contact speakers/presenters:_____

confirm speakers/presenters:_____

print invitations/publicity: _____

distribute publicity: _____

RSVP deadline: _____

food/catering order: _____

supplies & decorations purchased:_____

E. Create a budget of costs:

publicity material: _____

facilities: _____

food: _____

parking: _____

speaker fees: _____

decorations: _____

F. Determine INSURANCE needs
(http://uci.marshcampusconnexions.com/)

G. Submit performance agreements/contracts for speakers and performers with ASUCI

H. Services to arrange (SC&ES):

room setup: _____

equipment needs and A/V: _____

parking needs: _____

smart classrooms: _____

food permit: _____

amplified sound request: _____

step two: resources and getting the word out

A. Who is your staff?_____

_____

B. Secure funding

-How much money does our organization have in our account for this event? _____

-Which funding boards can fund this event? _____

-What free or cheap things are available to me as a registered org?_____

C. Organize sub-committees to complete specific tasks _____

_____

_____

D. Make publicity materials and begin to distribute

-Which specific groups can you publicize to and how will you publicize?

_____

_____

_____

step three: day of

A. Arrive early to set up and meet with all of your committee members
B. Make a detailed (minute-by-minute) schedule
C. What is each person in your organization responsible for?
D. Make sure you have a take-down plan (who will help clean up, put equipment away, etc. and how much time will it take?)

step four: post-event

A. Write thank you cards
B. Complete budget and reimbursements/check requests with ASUCI
C. Evaluate program (on-line survey, survey hand outs or e-mail for feedback)
D. Hold a post-event for improvement with your committee to analyze data from survey and make suggestions for improvements for next year or the next event.
E. Praise committee for hard work that they've completed!

HAPPY PLANNING!

other event planning resources:

The following areas have different space available which you can rent out as a student organization. Contact the department listed below for more details. Please note that only authorized signers of an organization should be reserving facilities.

Alumni House
Contact the UCI Alumni Association at (949) 824-ALUM or visit, http://www.alumni.uci.edu/membership_and_benefits/alumni_house_rental.html

ARC
To reserve ARC facilities you must complete a facilities reservation application you can retrieve from the ARC. This form must be reviewed by the Office of the Dean of Students before being approved. Contact the ARC directly for more information. (949) 824-5346

Bren Events Center
For information on renting the Bren Events Center, visit http://www.bren.uci.edu/rental/arena.html or contact the Bren Events Center (949) 824-5000

Crawford Hall/Athletic Fields
To reserve Crawford Hall contact the ARC. You must complete a facilities reservation application you can retreive from the ARC. This form must be reviewed by the Office of the Dean of Students before being approved. Contact the ARC directly for more information. (949) 824-5346

Cross-Cultural Center
To reserve the Dr.Joseph White Room, Ring Room, Conference Rooms in the Cross-Cultural Center Download the application from the CCC website, www.ccc.uci.edu. Fill out the form, sign it, and turn it in to the Cross-Cultural Center 3rd floor offices. To check for the availability of a room, call (949) 824-7215

Paul Merage School of Business
Contact Facilities Management for the School of Business for information on reserving space. Berlester Mitchell, bmitchell@merage.uci.edu, (949) 824-3242

School of the Arts
For information on how to reserve space in the School of the Arts, contact Toby Weiner, tfweiner@uci.edu or Don Hill, donhill@uci.edu.

School of Education
Contact Facilities Management for the School of Business for information on reserving space. Darryl Brown, darrylb@uci.edu, (949) 824-8063

School of Law
Contact the School of Law directly about any space reservation opportunities they may have.

School of Medicine
To reserve the board room or conference rooms in Hewitt Hall, contact: Kathy D. Talafous,kdtalafo@uci.edu, (949) 824-6773. First come first serve. E-mail sent as confirmation. No cost.

To reserve rooms in Spraug Hall, contact: Patricia Depetris, pdepetri@uci.edu (949) 824-2054. Form must be completed and faxed before a room can be reserved.Account number is requested in case of incident. No cost.

To reserve rooms in Tamkin Hall, Multi-labs in Med-Surge 2, Classes in the E-Building. Contact: Carroll Rudy, Crudy@hs.uci.edu, (949) 824-6138.Form that must be completed in triplicate by hand. E-Building is only for Medical student related activities. No cost.

University Club
To find information on reserving space & catering with the University Club visit, http://www.uclub.uci.edu/Catering.php or contact them directly at (949) 824-7960

University Extension
Contact University Extension directly about reserving any space that is available to students. (949) 824-5414

Vista del Campo/Vista Del Campo Norte
To find out what facilities are available to reserve contact VDC and VDC Norte directly, (949) 854-0900 or (949) 856-4600

core
campus organizations resources & education

where's the money?
applying for funding

All registered campus organizations are eligible to apply for special funding for their programs or events. We have over 500 groups competing for the same money and funds are limited. Money is not available for general operating expenses, only for programs/events.

major campus funding sources

Please note the same application, guidelines, submission deadlines and meeting times apply to the first three funding sources listed (A-C).

Please refer to **www.funding.clubs.uci.edu** for the Student Program Funding Application.

guidelines

1. Present the entire budget and any supplemental material from previous years.
2. Operating and/or any on-going general expenses will not be funded by any of these campus funding sources.
3. Receipts for each funded program must be submitted within 30 days of the event. **NO EXCEPTIONS!**
4. Upon conclusion of the program/event, a completed Program Evaluation Form must be returned to each source from which you received funding. Download the Program Evaluation form here: **http://campusorgs.uci.edu/core/forms.php**
5. No funding will be given for events held summer quarter
6. **IMPORTANT:** Specific submittal guidelines and criteria may apply to each funding source and are available from the appropriate office.
7. **RECOMMENDATIONS:** For reimbursements, organizations applying for funding are strongly encouraged to establish an ASUCI financial services club account. Also, meet with one of the campus program advisors below before submitting your proposal online.

submission deadlines   meeting

*Submission deadlines apply to Dean's Fund and MPC

October 7, 2011...October 14, 2011
November 4, 2011......................................November 11, 2011
January 6, 2012..January 13, 2012
February 3, 2012..February 10, 2012
March 2, 2012..March 9, 2012
April 6, 2012...April 13, 2012
May 4, 2012 ....May 11, 2012

A. Dean's Fund
- Sponsored by the Office of the Dean of Students
- The maximum amount allocated to any program is **$400**
- Applications must be submitted by 4:00pm on the application deadline (see deadlines)
- Representatives from the organization are *not* required to meet with the Dean's Fund Board, so please make sure you submit a thorough and detailed application. The board will meet and contact you if we require more information and will send you an e-mail with the allocation amount. Allocations will be transferred to your ASUCI account.
- Contact person: **Sherywnn Umali, sumali@uci.edu**

B. Multicultural Programs Committee (MPC)
- Sponsored by the Cross-Cultural Center
- The maximum amount allocated to any program is **$200**
- Applications must be submitted by 4:00pm on the application deadline (see deadlines).
- A representative from the organization will be contacted by the Center for an appointment time and must be present at the next MPC meeting following the submittal deadline (see meeting times) Meetings are held in the Cross-Cultural Center Board Room on the MPC meeting dates.

- Programs must demonstrate a multicultural component to be considered.
- Funding will **NOT** be granted for events that have occurred prior to the organization's scheduled MPC meeting **EXCEPT** for the first meeting in October.
- Contact person: **Kevin Huie, khuie@uci.edu, Denice Veléz, dveléz@uci.edu, Darlene Esparza, adesparz@uci.edu**

C. ASUCI Student Program Funding Board (SPFB)
- Application and funding guidelines for Student Programming Funding Board are available online at: **http://www.funding.clubs.uci.edu**
- Organizations must submit an application and meet with the funding board before allocations are made
- Applications are accepted on a rolling basis throughout the year, but apply for funding early before funds run out!
- Contact: **ASUCI President, president@asuci.uci.edu**

D. ASUCI The Green Initiative Fund (TGIF)
- TGIF is a grant-making fund for undergraduate students to do sustainable projects on campus to reduce the environmental footprint of UCI.
- Will not support projects already mandated by law or UCI policy directive.
- Applications must be handed in by 5:00pm to the ASUCI receptionist's desk on the application deadline AND emailed in PDF format to **tgif@asuci.uci.edu**
- Application deadlines vary each quarter and are available online, along with the funding guidelines and application at: **http://www.asuci.uci.edu/tgif**
- Contact person: **Dahnish Shams**, **tgif@asuci.uci.edu**

E. Student Initiated Academic Preparation Program (SIAP)
provides funding to student organizations that are seeking to implement projects which focus on increasing the academic achievement and development of educationally disadvantaged high school students in order to assist them in preparing for a post-secondary education.

For more information on how to apply, including specific funding guidelines, budget proposal template, and deadlines, please visit, **http://www.cfep.uci.edu/siap** or contact **Yolanda Leon at yleon@uci.edu.**

*Only applications for ASUCI's SPFB, Dean's Fund, and MPC can be found at **http://www.funding.clubs.uci.edu.** SIAP and TGIF applications can be found at the websites listed in their descriptions.*

application tips....

- Make sure to complete a thorough and detailed application.
- When applying it helps to indicate that your organization has made some type of attempt to fundraise for your event. Funding committees will not typically grant money to an organization that is not contributing to their own event.
- Remember to check deadlines and which committees can actually fund what you need.
- Committees will rarely provide retro-active funding (funding for an event that has already passed). Be sure to inquire before making this request.
- If you are applying for funding from these sources, your event should be open to the entire campus community.

funding categories

L - Limited amount or Loan basis only
S - Seldom, depending on special circumstances
N - Not funded
Y - Yes, as funds are available

	MPC	Dean's Fund	ASUCI	TGIF
A/V Equipment	Y	Y	Y	Y
Awards/Trophies	Y	Y	N	S
Banquets	N	S	Y	S
Conference Fees	N	N	N	S
Dances	N	S	Y	Y
Decorations	Y	Y	Y	Y
Entertainment	Y	Y	Y	Y
Equipment / Props	Y	Y	Y	Y
Facilities	Y	Y	Y	Y
Films	S	Y	Y	Y
Food	N	S	S	Y
Fundraisers (on-campus organizations)	N	N	N	L
Fundraisers (off-campus organizations)	N	S	N	S
Mailing Expenses	Y	S	S	Y
New Student Orientation/Recruitment	N	N	N	Y
Off-campus events	S	N	S	S
Operational Expenses	N	N	N	N
Outreach	N	N	N	S
Photos	S	L	S	N
Retreats	N	S	N	N
Reunion Events	N	N	N	N
Security (CSO's, Police, etc.)	Y	Y	S	S
Speakers, Honoraria, etc.	Y	Y	Y	Y
Summer Events	N	N	N	S
Travel	N	N	N	S
Welcome Week Activities	N	S	Y	Y

funding source information

ASUCI & TGIF.......................(949) 824-5547
DEAN'S FUND .... (949) 824-5181
MPC................................. (949) 824-7215

updated 10/2011

CAMPUS ORGANIZATIONS
UNIVERSITY OF CALIFORNIA, IRVINE
OFFICE OF THE DEAN OF STUDENTS
IRVINE, CA 92697-5125
(949) 824-5181

campusorgs@uci.edu
http://www.campusorgs.uci.edu

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event marketing@uci

Event marketing is one of the most important aspects of creating and implementing a successful program. Below is a partial list of the potential venues for marketing your event that have proven to be effective for programmers in the past. While these represent some of the very useful resources for marketing your programs, they are just a starting point and we encourage you as a student programmer to both use these and reach beyond to other creative venues.

Posters

- Always include: organization name, event title, event date, event location, event time, co-sponsoring organizations. If posting on campus, include post 'til date.
- Poster making facilities in the Office of the Dean of Students (3rd floor, Student Ctr.)
- $0.50 per 5' paper and marker use is free
- Poster paper (butcher paper) can be purchased by the roll from Pickwick Paper (pickwickpaper.com)
- Please refer to UCI posting policies

Online Publicity

- Anteater Weeklies (http://antweek.vcsa.uci.edu/)
- today@uci (http://today.uci.edu/contact/campus_publicity.asp)
- facebook (http://www.facebook.com)
- twitter (http://twitter.com)
- CCC Weeklies (email info to uciccc@uci.edu)
- Student Organization Websites (the Office of the Dean of Students provides FREE web server space for registered organizations to utilize. For more info, go to: http://clubs.uci.edu)

Media

- New U advertising (http://www.newuniversity.org/main/advertising)
- KUCI (http://www.kuci.uci.edu/)
- Daily Pilot (http://www.dailypilot.com/)
- Orange County Register (http://www.ocregister.com/)
- UCI Alternative Media (http://www.vcsa.uci.edu/comm_altmedia.php)

Personal Inivitations

- Invite the Chancellor (http://www.dos.uci.edu/publications/pdf/chancellorinvitedlmifi.pdf)
- Invite academic departments and campus resource centers
- Invite UCI faculty & Staff
- Invite each other! (student orgs with similar interests)

Printing

ON CAMPUS (FLYERS, POSTERS & T-SHIRTS)

Engineering Copy Center: posters, black & white prints, etc. (949) 824-5792   Hours: M – F 8:00am – noon, 1:00pm – 4:30pm (http://www.eng.uci.edu/copycenter

UCItems: for printing t-shirts, plaques, etc. (949) 824-7555; UCI Student Center Hours: M – F 9:00am – 5:00pm

ASUCI: for printing vinyl banners (http://asuci.uci.edu)

OFF CAMPUS (FLYERS, POSTERS, & OTHER THINGS)

Greek Mile: screen printing t-shirts, fashion blanks, free art (707) 225-4057; (http://www.greekmile.com)

District Printing: t-shirts (877) 835-6510; (http://www.districtprinting.com)

americasprinter.com: posters, post-cards, brochures, etc. (800) 552-1303; (http://www.americasprinter.com)

Fedex Office: flyers, posters, etc. (949) 854-7557; University Town Center (across the street)

SGX Media: flyers, posters, screen printing (714) 636-0703; (http://www.sgxmedia.com)

nextdayflyers.com: flyers, posters, etc. (800) 251-9948; (http://www.nextdayflyers.com)

Marquees

ASUCI Student Center Marquee
Marquee request info and form can be downloaded from: (https://www.asuci.uci.edu/marquee/)

On-Campus Housing

Each complex has its own policies. Clear your posters and flyering with the respective housing offices before hand.

- Middle Earth: (949) 824-5976
- Mesa Court: (949) 824-6177
- Campus Village: (949) 824-7491
- Arroyo Vista: (949) 824-3900
- Vista del Campo: (949) 854-0900
- Vista del Campo Norte: (949) 856-4600
- Camino del Sol: (949) 737-7000
- Puerta del Sol: (949) 737-7000

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campus organizations resources & education

Policy on Posting and Distribution of Literature

(Adapted and revised 8/06 from Section 900-12 of the UCI Campus Implementation of the UC Policies)

A. Definitions:

Noncommercial/Commercial Literature
For the purpose of this policy, noncommericial literature is defined as any printed material referring to an event, activity, or service that is not conducted for private business or personal gain. The posting or distribution of commercial literature and materials, other than the occasional/incidental sale of personal property of interest to University students, faculty and staff, is prohibited

B. Posting and Distribution Regulations

1. University students, faculty, staff, registered campus organizations, and University units may post and exhibit noncommercial literature and printed materials only in approved locations areas open to the public generally
2. Non-University persons and organizations may post noncommercial literature and materials only for events/programs being held on the campus and only in areas designated for posting. Non-University persons may distribute such literature and materials only in areas open to the public generally
3. Material relating to employee representation is governed by rules established in accordance with the Higher Education Employee/Employer Relations Act and Section 900-14
4. All posting must adhere to University policy regarding alcohol (see Section 900-13)
5. All literature and printed materials, both those written in English and those written in another language, must clearly show the name of the sponsoring person or organization in English
6. All literature and printed materials that refer to a specific event or date must be removed by the sponsoring individual or organization within 48 hours after the event or program
7. All literature and printed materials that do not refer to a specific event or date must bear a removal date not to extend beyond the last day of the academic quarter.
8. Posting with glue is expressly prohibited
9. Only one poster, flyer, or banner per event per posting area is allowed. A banner, or cluster of flyers or posters, may not exceed five feet in length and three feet in width. At any given time, no more than six banners may be posted on campus for a particular event
10. Posting on top of or removing annoucements that are current and legally posted will be considered violations of these regulations

C. Approved Locations (see Section 42.20, Campus Implementation)

1. Posters, Flyers, and Annoucements
   • University general purpose bulletin boards
   • Interior and exterior concrete surface of the Crawford Hall/West Pelatson Drive overpass
   • Interior concrete surface of Ring Mall pedestrian bridges: UCI Student Center/Humanities and Middle Earth/Engineering Lecture Hall
   • Interior of the concrete railings in each of the lower plazas (i.e., that surface not exposed to Aldrich Park)
   • Sites selected and controlled by School of the Arts
   • Sites selected and controlled by Housing Administrative Services

2. Banners
   • Interior of the concrete railings in each of the lower plazas (i.e. that surface not exposed to Aldrich Park)
   • General exterior posting areas within Housing
   • Interior concrete surface of Ring Mall pedestrian bridges: Humanities Bridge and Engineering Bridge
   • Exterior of overpass bridges must be reserved with UCI Student Center & Services (formerly known as Scheduling & Conference Services, in accordance with other campus policies

D. Prohibited Posting Surfaces and Distribution Areas

1. Posting Surfaces
   • Ground, paths, and walkways
   • Glass, wood, painted, or finished surfaces
   • Trash cans, benches, trees, shrubbery, and landscaping
   • Inside classrooms, lecture halls, laboratories, and walls inside buildings
   • Interior stairwells and stair railings
   • Fixed poles, traffic control devices, guideposts, signposts, campus directional signs, historical markers, or tops of kiosks
   • Automobile windshields
   • Entrances to buildings
   • The bridge connecting the campus with the University Center (requires City of Irvine approval)
   • Exterior building surfaces not approved by Housing Administrative Services

2. Any exceptions to these approved locations should be reviewed by the office the Office of the Dean of Students.

E. Campus Marquees

Posting of events on campus marquees is coordinated by the following offices:

1. For the Bren Events Center Marquee, located at West Peltason and Mesa, contact the Bren Events Center at (949) 824-5050
2. For the Student Center marquee, all posting requests shall be submitted through the ASUCI website at: http://www.asuci.uci.edu/marquee.

F. Temporary Directional Signs

Temporary directional signs are for directional purposes only, not advertising. They may be posted no more than 6 hours prior to an event and must be removed within 12 hours after the conclusion of the event for which they were intended

G. Sanctions

1. Building managers may grant exceptions to this policy to campus organizations whose written request has been approved by the Dean of Students
2. All illegally posted materials will be removed. Violators may be subject to fines and/or student disciplinary action, including loss of privileges (see Section 105 of the Policies Applying to Campus Activities, Organizations, and Students, and their implementing guidelines)

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campus organizations resources & education

asuci resources
club accounts and events

Associated Students of UCI (ASUCI) has many events and resources available for campus organizations. Not only does ASUCI hold events where campus organizations can participate in, but they also have club accounts to help organizations more easily manage their money accounts. For more information on ASUCI, visit their website: http://www.asuci.uci.edu/

club accounts

- It's free! Just an initial deposit of $75.00 is required
- No personal Social Security Numbers needed
- Easy money transfers on-campus
- View your account online at any time
- Helps with transitioning your board members..keep money on campus!
- Pay registration fee online during re-registration period
- Recommend 2 financial signers on the bank account, preferably the President and the Treasurer (completely separate from the authorized signers of the organization)
- For more information or to open a Club Account, go to the ASUCI Business Office: Student Center G244.

events

Welcome Week Events

- **Anteater Involvement Fair** - showcases over 300 clubs and organizations, student talent and entertainment in Aldrich Park. An opportunity for your organization to recruit new students

ASUCI Annual Events

- **Reggaefest -** free Reggae festival for the student body as a celebration of the coming summer. It is open to all UCI students, staff and faculty and includes free food, drinks and activities
- **Shocktoberfest -** the annual nationwide kick-off to the basketball season and is combined with UCI Athletics Midnight Magic. An artist and bands headlines the concert event, and there is an outdoor street festival on Mesa Road with clubs' and sponsors' booths

- **Homecoming Week** - week-long annual event during Spring Quarter which includes the homecoming basketball game and smaller events during the week
- **Wayzgoose** - takes place during Celebrate UCI, UCI's annual open house . It features games and rides for children, academic information, a Classic Car Show, campus tram tours, Wayzgoose Medieval Faire with food booths, demonstrations, entertainment and more.Campus Orgs have an opportunity to showcase to the community and fundraise

Club Outreach Events

- **Anteater Bite** – held during Homecoming week. It is a one-day festival on Ring Road where Campus Orgs sell food and drinks and compete in a food competition. Winning organizations have the opportunity to win a monetary prize that will go toward organization funds. Sign ups for spots will be at the beginning of Winter Quarter. There are also opportunities to win club funds in the booth contest It is hosted by ASUCI's Club Outreach Commission

- **President's Round Table** – quarterly meetings held every Week 8 as an opportunity for campus organization leaders to meet with the ASUCI President to promote effective communication and host productive events that support the development of campus organizations. It is hosted by the ASUCI Club Outreach Commission
- **Other Quarterly Events** – events vary with each quarter but past events include Club BBQ's, Battle of the Clubs, and Org Fest

core
campus organizations resources & education

notes:

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to do list:

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