

NOTES

2005 RUNNER
2006 SOURCE

POLICIES & PROCEDURES FOR STUDENT ORGANIZATIONS



661/654-3091 Fax 661/654-2174

Website: www.csub.edu/studactivities

Introduction

Hopefully, you have discovered that there is much more to college life than going to class and returning home. CSUB offers students the opportunity for growth — not only intellectually through the curriculum, but socially as well. It's important to make new friends, to enjoy yourself, to learn outside of the classroom, and to be a part of making things happen on campus. This, in part, is why individuals join the many clubs and organizations we have at CSUB.

Since clubs and organizations help meet the social, educational, recreational, and cultural needs of students on campus, we recognize the important part they play in the educational opportunities of students. CSUB currently has 90+ registered clubs and organizations focusing on diverse interests or common goals. All offer students an opportunity to become involved on campus with their peers, instructors, and the university itself.

We recognize that as a club member and student leader, you don't have time to read all of the information the university gives you at orientation. In that spirit, this book has been designed so that you can have very specific "how to" information readily available.

Take a moment to become familiar with the policies, procedures and suggestions available in this booklet. We believe it will make a difference in your involvement and leadership development.

CSUB Office of Student Activities

Becoming an Organization

I. Recognition, Rights and Responsibilities

The university requires that all campus organizations register annually with the Office of Student Activities. By doing so, the organization becomes a 'partner' to the university in enhancing the educational and co-curricular experience of CSUB students.

The registration process helps ensure that student organizations are aware of their privileges, responsibilities and regulations.

A. Recognition. The university requires that:

1. The purpose of the organization must be consistent with the purpose of the university. (Generally, that means the student organization is social, educational, cultural, or recreational.) If you have any questions, contact the Office of Student Activities.

Runner Source Quick List

Academic Advancement Center	661/654-3124
Academic Scheduling	661/654-2285
Accounting Office	661/654-2178
Activities Office	661/654-3091
Admissions	661/654-3036
Alumni	661/654-3211
Associated Students, Inc.	661/654-2418
Athletic Facilities Use	661/654-2397
Bookstore	661/654-2273
Business Development Center	661/654-2444
Cafeteria	661/654-2254
Campus Police/Public Safety	661/654-2111
Career Development Center	661/654-3033
Commons	661/654-3039
Community Service Programs	661/654-2100
Computer Labs	661/654-2440
Counseling/Personal	661/654-3366
Disability Services	661/654-3360
Facilities Management	661/654-2211
Financial Aid	661/654-3016
Food Services	661/654-2254
Foundation	661/654-3208
Health Services	661/654-2394
Housing	661/654-3014
Human Resources	661/654-3077
Intramural Field Use	661/654-3449
Kern County Health Department	661/868-0554
Library	661/654-3172
Media Services/IRTS	661/654-2391
Ombudsman	661/654-3366
President's Office	661/654-2241
Pub	661/654-4277
Reprographics:	
Graphic/Word Processing Center	661/654-3350
Print Shop	661/654-2272
Runner Card	661/654-2009
Runner Office	661/654-2165
Safety & Risk Management	661/654-6320
Sports Information Hotline	661/654-3071
Student Activities	661/654-3091
Student Union	661/654-2494
Testing Center	661/654-3373

responsibility to submit proof of liability coverage to the appropriate facilities coordinator.

F. Food & Beverages

Must obtain approval from the Director of Food Services located in the Cafeteria, Room 110 or contact by phone 661/654-2254.

G. Further Information

Contact the appropriate area facilities coordinator for specifics on the area in which you are interested.

H. Fund Raisers

1. Planning fund-raisers such as a food sale begins with the Office of Student Activities. Select a date. The Office of Student Activities will confirm the availability of the date. This avoids conflict.
2. Your club must complete a Use of Campus Facilities Form, which is available in the Academic Scheduling Office (EDU 239) to reserve the facility location.
3. Each academic quarter only one fundraiser of a specific type, "food sale", "book sale," etc., may be scheduled per day on a first come, first-serve basis. Each academic quarter, clubs can hold **two** major food events and **two** minor food events. A major food event is defined as a full meal plus a drink; a minor food event is cookies, candy or bake sales without a drink.

Associated Students, Inc. (ASi)

Associated Students, Inc., is CSUB's student government and is comprised of a twenty-one member Board of Directors. Important decisions are made by Board members that involve students. In addition to administering funds, ASi serves as the primary voice regarding student interests and issues. In addition to providing student governance, ASi oversees the budget that is derived from student fees each quarter. When students register each quarter the Activity Fee is distributed to ASi. The Activity Fee is allocated by ASi to support activities, services, athletics, and the children's center.

Complete information regarding ASi funding policies, procedures, programs and services can be obtained in the Associated Students, Inc. office, located in the Student Union, 661/654-2418. ASi website: www.csub.edu/asi.

2. The organization must maintain a membership of at least eight (8) registered students at all times and have fifteen (15) members when applying for registration as a new organization.
3. A faculty or professional staff member of the university must act as an advisor.
4. The organization must maintain an account on campus and submit authorized signatures.
5. Local chapters of national or regional organizations must be concerned primarily with student interests.
6. **NONDISCRIMINATION:** As required by Title 5 of the Administrative Code of the State of California, the president of every recognized student organization must sign a certificate each year certifying that the organization has no rules or policies that prohibit members from accepting students because of race, religion, national origin, or sex.
7. **ANTI-HAZING:** No student or other person in attendance at any public school shall conspire to engage in hazing or commit any act that injures, degrades, or disgraces any fellow student or person attending the institution (Education Code, State of California Article 8, Section 10852).

B. Privileges. CSUB clubs and organizations are entitled to:

1. Use the name "California State University, Bakersfield" in conjunction with their club name.
2. Apply for ASi funding.
3. Use of on-campus accounting services.
4. Hold meetings and social functions on campus.
5. Use of supplies, materials and equipment in the Student Resource Center (SRC) which is located in the Office of Student Activities, at no charge or minimal for organization-related use.
6. Sponsor revenue producing activities, including speakers from off campus.
7. Have activities listed in the university activities calendars and master schedule of events.
8. Linking the organization webpage with the CSUB Office of Student Activities website.
9. Flyers/posters may be posted on campus (in accordance with the publicity policy guidelines available in the Office of Student Activities).

10. Use of an organization “mailbox” in the Office of Student Activities. Should a package be delivered to the Office of Student Activities for a club, the club is notified via phone or email.

Your club/organization mailing address is:

Organization/Club Name
Office of Student Activities
California State University, Bakersfield
56 SU
9001 Stockdale Highway
Bakersfield, California 93311-1022

C. Responsibilities. CSUB clubs and organizations are required to assume the following responsibilities:

1. Abide by university policies, procedures, and standards as well as local, state, and federal laws.
2. Schedule the use of university facilities through appropriate departments. (See Facility Reservations, p. 22.)
3. Maintain an active student-centered program.
4. Keep registration materials current. Remember to notify the office of Student Activities of officer changes or new members.

D. Revocation of Recognition. If an organization fails to comply with university policies, it runs the risk of losing its recognition. This means the group may not use campus facilities, request funds, generate revenue, or have an advisor. A group not registered or recognized by the university may not use the CSUB name. The Director of Student Activities in consultation with the Vice President of Student Affairs, or his/her designee, will render a decision.

E. Disclaimer of Liability. The term “registered organization” does not mean, nor is it intended to mean, that the organization is a part of, or in any way affiliated with, the academic program of California State University, Bakersfield. A registered organization is a private association of students granted the use of certain CSUB facilities and support services. Activities held off campus by registered organizations are not in any way sponsored by, nor affiliated with, California State University, Bakersfield unless expressly authorized by the CSUB Office of Student Activities.

President’s Office - BDC • 661/654-2241

Albertson Room

Student Activities • 661/654-3091

Posting Approval, DDH Display Cases, Intramural Fields (across from Icardo Center)

Student Union • 661/654-2494

Runner Park, Multipurpose Room (MPR), Union Meeting Rooms, Wiley’s Pub & Patio, Quad area between DDH and Cafeteria

SPECIAL ARRANGEMENTS

Facilities Management - CORP 100 • 661/654-2211

Tables, Chairs, Electrical, Shut Off Sprinklers, etc.
(Work Order Required)

Audio Visual - Walter Stiern Library LL 13 • 661/654-2391

Microphones, Projectors, etc.

Safety & Risk Management - ADM WEST 109 • 661/654-6320

Defensive Driver Training, Travel, Safety

It is important that you understand that your reservation is tentative until all signatures have been obtained, proof of liability insurance is received and approved, and you received confirmation from the appropriate facilities coordinator. If you choose to advertise your event prior to receiving a letter of confirmation, you do so at your own risk.

B. Rental Fees

Please contact the appropriate facilities coordinator of the area in which you are interested.

C. Parking

\$1.50 per day per vehicle. Parking permits can be purchased at each entrance to campus or arrangements can be made with the Office of Public Safety for optional costs.

D. Utilities & Custodial

Fees are determined by the Facilities Management Office.

E. Insurance

All groups, including CSUB clubs and organizations, must provide a hold-harmless statement and proof of liability insurance in the amount of \$1 million. An endorsement extending coverage to “the State of California, the Trustees of the California State University, California State University, Bakersfield, and their officers, agents and employees,” must be included. **It is your**

6. Registered clubs/organizations may use SRC/ASi equipment and materials without charge, except as noted, below.
 - a. **Buttons:** There will be a charge of \$.10 per button.
 - b. **Helium Tank:** Student organizations must provide their own balloons and string.
 - c. **Poster Machine:** A poster machine is located in the SRC that may be used by CSUB organizations and departments wishing to publicize their events. There is a charge of \$1.00 per poster. There is no charge for the first two (2) posters when the event is co-sponsored by ASi and is indicated on the flyer.
 - d. **Table Rental:** Officially registered student organizations may request the use of tables for their fund raising or promotional events, on the basis of availability. A \$5.00 refundable deposit or school I.D. is required for deposit.
7. CSUB students, faculty and staff not affiliated with registered organizations may purchase expendable materials at a minimal cost.

IX. Facility Reservations

A. Reservation Process

You must submit a Campus Facilities application form to the appropriate facilities coordinator a minimum of two weeks prior to the date of your event.

Academic Scheduling - EDUC 239 • 661/654-2285

Classroom, Conference Rooms, DDH Hallway, East/West Outdoor Area of DDH, Music Building, Doré Theatre, Pedestrian Mall, BDC

Athletics - PE 103 • 661/654-2188

Icardo Center, Athletic Fields, Old Gym, Swimming Pool, Soccer Fields

Dezember Leadership Development Center • 661/654-2441

Food Service - CAF 110 • 661/654-2254

Cafeteria, Stockdale Room

Human Resources - ADM 104 • 661/654-3077

Alumni Park, Amphitheatre, Grounds, Quad

II. Registration and Renewal Procedures

A. New Organization Procedure

1. See a staff person in the Office of Student Activities to discuss recognition procedures.
2. Obtain an Organization Registration Packet from the Office of Student Activities.
3. Obtain a membership of at least 15 students currently enrolled at CSUB.
 - a. If unable to enlist 15 members, you may sign up as an "Interest Group" whereby the Student Activities Office will sponsor meetings for a period of one quarter. Recognition, and the privileges and responsibilities thereof, will not be granted until the registration process is complete.
4. Locate a faculty or professional staff member to serve as advisor (faculty on sabbatical are not eligible). Inform them of their role and responsibilities (information is included with the registration packet).
5. Submit a Financial Responsibility form with officers who will be authorized to sign on the organization's campus account.
6. Draft a constitution describing how the organization will function (samples are available in the Office of Student Activities).
7. Return the completed Organization Registration Packet to the Office of Student Activities.
8. Schedule an appointment with the Director of Student Activities to review the registration materials.
9. Attend a mandatory Club Orientation Session. Schedule is available from the Office of Student Activities Office.

B. Organization Renewal/Reactivate Procedure

1. Obtain an Organization Registration Packet from the Office of Student Activities.
2. Obtain a membership of at least 8 currently enrolled CSUB students.
3. Revise your constitution, if necessary.
4. Have your advisor read the Advisor Role and Responsibilities and sign the registration form.
5. Submit a Financial Responsibility form with officers who will be authorized to sign on the organization's campus account.

6. Return the completed registration forms to the Office of Student Activities.
7. Attend a mandatory Club Orientation Session. Schedule is available from the Office of Student Activities.

California State University, Bakersfield recognizes an organization after completion of the registration/renewal procedure.

III. Club and Organization Advisor

Organization advisors are faculty or staff members who volunteer their time and talent to campus groups, and are responsible in part for their group's success. The most effective campus groups have been those whose advisors are active and consistent participants with the organization's programs and events.

The responsibility of finding an advisor rests with the campus group. Please remember to inform the Office of Student Activities when an advisor is selected or replaced.

A. Role of Advisors

1. Help students develop meaningful programs that are consistent with the organization's purpose and goals and the university mission.
2. Encourage students to develop initiative, responsibility, and positive group relations.
3. Help mediate conflicts within the group and assist with resolving problems that arise.
4. To be aware and knowledgeable of the club's programs, activities, and events and provide direction and guidance relative to these.

B. Advisor Responsibilities

1. Attend and provide proper supervision of major events and activities sponsored by the organization. This duty may be shared with a designated representative (faculty or professional staff).
2. Supervise financial transactions, the handling of club funds, and financial record keeping. Expenditures cannot be made without approval of the advisor. (See Club Accounting Policy (e), p. 20.)
3. Become familiar with the general university policies and procedures pertinent to clubs and organizations on campus as outlined in the *Runner Source*.
4. Assist student leaders in completing necessary campus use forms and in maintaining the organization's records.

- d. Charge requests for account disbursements will be processed within 10 days of receipt.
- e. An approved and current signature card must be on file for all accounting transactions. Contact the Office of Student Activities to update the signature card.
- f. Financial reports are available monthly to club officers or advisor.
- g. Questions regarding the status of your club's account may be directed to the CSUB Foundation Office at 661/654-3208.

3. Responsibility and Liability

In assuming the title of advisor, it is important that faculty and staff be fully aware of their role and accept the responsibilities (see p. 8).

Advisors are expected to be aware of the club's events and activities and to **supervise financial transactions, handling of club funds and maintenance of financial records**. As per CSUB Foundation accounting policy, the advisor's signature is required to approve expenditures.

VIII. Student Resource Center (SRC)

The Student Resource Center (SRC) is located in the Office of Student Activities. The SRC provides students with publicity materials and equipment at minimal or no charge. The SRC is open Monday through Thursday, from 8:00 a.m. to 6:00 p.m., and Friday, from 8:00 a.m. to 5:00 p.m. During the school year; however, these hours may change depending on staff availability.

A. Guidelines

1. All materials/equipment must be used in the SRC unless a Student Activities staff member approves removal.
2. After using the SRC, all materials must be put away and the work area cleaned. Failure to do so may result in loss of accessibility to the SRC.
3. When checking out materials (masking tape, stapler, and scissors) from the SRC, a CHECKOUT SHEET must be filled out and signed.
4. All checked-out materials must be returned within twenty-four (24) hours except when special arrangements are made.
5. The person checking out materials/equipment is responsible for ensuring it is returned undamaged. (Cost of any damages will be assessed to the student checking out the equipment.)

Lower Level, Room 13. Equipment requests should be made as far in advance as possible. A fee will be charged for the use of audiovisual equipment. Contact Media Services for equipment costs.

D. Club and Organization Accounting

1. Policy

- a. A registered CSUB student organization that sponsors events on campus or engages in fund-raising activities **is required** to deposit and maintain such activity in an organization account with the CSUB Foundation.
- b. Funds deposited with the CSUB Foundation are protected by the Foundation's nonprofit tax status. The Foundation will provide the tax ID number to donors.
- c. It is illegal to use the Foundation tax identification number with off-campus banking institutions, including the on campus SAFE 1 Credit Union.
- d. For ASi allotted money, you must obtain a Stateside or Foundation account. To qualify for insurance coverage as a recognized university club or organization, all program, event, and activity related expenses and revenue are to be processed through this account.
- e. The advisor's signature is required for expenditures including the following events and activities.
 - Expenditures over \$100.00
 - Dances including those with admission open to non-CSUB students
 - Guest speakers, especially those involving travel and/or honoraria.
 - Events open to the off campus community.
 - Events with major food expenses utilizing either campus or private vendors.

2. Process

- a. Applications for a CSUB Foundation account may be obtained from the Foundation Accounting Office. New accounts require an approved faculty advisor and existing accounts shall be updated annually.
- b. There will be no service charge for student club accounts.
- c. Requests for disbursements require the appropriate account signatures for approval. Check with your advisor or the Foundation office.

5. Inform the Office of Student Activities when there is a change in the advisor's status.

Advisors are encouraged to contact the staff at the Office of Student Activities for additional assistance regarding club/organization matters.

C. Advisor Liability

Advisors of recognized student organizations are in most cases acting within the scope of his/her office of employment, and covered by university liability as long as university policies and procedures have been adhered to. The university expects advisors to inform club officers and members of relevant state laws and university policies and to take reasonable steps to enforce them.

D. Advisor Length of Assignment

The term of an advisory role is one academic year, from September to June. Advisor continuity is desirable; however, advisor assignments are renewed each academic year and are subject to the organization's approval.

E. Advisor Resignation

A retiring advisor should notify the Office of Student Activities when he/she decides to no longer serve as an advisor. Again, the Office of Student Activities is available to assist any group or advisor with help in finding a replacement.

IV. Regulations for Student Organizations

The following are additional regulations that must be adhered to by all student organizations. However, most of these refer to very specific situations and are not too restricting.

A. Club Travel

For those clubs and organizations considering club travel, please notify the Director of Student Activities and the Director of Safety & Risk Management Office for policy and procedure guidelines.

B. Amplified Sound

The use of amplified sound on the campus is allowed only by permission of the Office of Student Activities. Permission will be given only when it does not interfere with instruction or areas set aside for study.

C. Alcohol

Possession or consumption of alcoholic beverages on the campus by a California State University, Bakersfield, student is prohibited except as follows:

1. Resident students of legal age are permitted consumption of alcoholic beverages in the privacy of their rooms or at special events as determined

by the Office of Residential Life. Copies of the Alcohol Policy for residents may be obtained from the Director of Residential Life.

2. Students may consume alcoholic beverages that are offered for sale in The Pub, in the area of The Pub or Pub patio, and may not be taken outside that area. The Pub is inside the Student Union.
3. Consumption of alcoholic beverages is permitted at special events held:
 - a. In the CSUB Cafeteria when approved by the Vice President of Business and Administrative Services.
 - b. In the CSUB Student Union when approved by the Student Union Director and Food Service Director. Such service must be associated with service of food at sit-down dinners or receptions.
 - c. On campus and open to the public by approval of President.

NOTE: Kegs are not permitted and wine must be served from original containers.

4. **California State Law provides severe penalties for the possession or consumption of alcoholic beverages by persons under 21 years of age, and for furnishing alcoholic beverages to minors.**
5. Each organization recognized by the university is held responsible for the conduct of its members during their attendance at functions sponsored by the organization and for failure to comply with the sections of the Alcoholic Beverages Control Act.

D. Public Safety

The campus police provide security at larger campus events as required by university policy. Representatives of any campus group planning a large-scale activity should inquire at the Office of Student Activities as to whether or not additional security is needed; however, the final decision will be determined, based on safety issues, by the Director of Public Safety. The university police are instructed to see that all buildings are secured by midnight. Evacuations must occur by 12:00 midnight, precisely, unless previous arrangements have been made.

E. Dance Policy

This policy statement governs the sponsorship of dances held on the campus of CSUB. The university encourages student-sponsored dances, especially those that provide opportunities for social interaction and cultural awareness among CSUB students and other college students. In addition, the university supports student-sponsored dances for the purpose of fund raising, provided the revenues support the organization's purpose and goals. The university will provide the support and assistance necessary to enable student groups to produce safe,

VII. Special Services for Organizations

A. Bulletin Board Space Dorothy Donohoe Hall

1. Bulletin board space in Dorothy Donohoe Hall (DDH) that has not been allocated to academic departments and other campus units is available to student clubs and organizations on a first come, first serve basis. Space assigned is limited to 3 feet in width, by the height of the wall.
2. Bulletin board space is intended for use by the organization to promote the club's purpose, goals, membership, events, and activities through display of flyers, posters, artistic designs, and other promotional materials. Any materials/display reported as offensive will be investigated and appropriate action taken if necessary.
3. Student groups may request bulletin board space through the Office of Student Activities during the club registration process. A bulletin board may be assigned only when the registration process is complete.
4. Groups registering with the Office of Student Activities after the Fall deadline and requesting space will be placed on a "Board Waiting List," pending availability of space.
5. Periodic review of bulletin boards will be conducted and organizations not using their space as intended will be given notice of forfeiture. Failure to comply within the specified time to requests to utilize space will result in forfeiture and the space reassigned.

B. Dorothy Donohoe Hall (DDH) Display Cases

There are two display cases on campus that may be used by university clubs and organizations. Approval to use the Display Case located at the east end of Dorothy Donohoe Hall may be obtained from the Office of Student Activities, phone 661/654-3091.

C. Graphic/Word Processing Center Services

Graphic/Word Processing Center is now open for all Runner Card holders. Term papers, class projects, business cards, event fliers and tickets are a few of the services they offer. Call 661/654-3350 for more information.

D. Media Services

Media Services Department can provide equipment such as slides, movie projectors, and tape recorders. If such equipment is needed, student groups should contact the Media Services Department directly by calling 661/654-2391 or stopping by the office. Media Services is located in the Walter Stiern Library,

Other Areas:

Athletics areas
 Departmental Boards/Mailrooms
 Student Health Center
 Library
 Student Union Bulletin Board

Approval Needed By:

Athletics Secretary
 Department's Office
 Health Center
 Reference Librarian
 Student Union Dir. Office

VI. Housing Publicity Policy**1. Rules**

- a. All materials must be approved and stamped by the Housing Office in advance of posting.
- b. Duplicate postings on the same bulletin board are subject to removal at any time.
- c. Posting on bulletin boards shall be by thumbtacks or staples only.
- d. All materials posted on approved non-bulletin board surfaces must be by masking tape only.

2. Housing Posting Regulations

- a. Material may be posted on the following designated surfaces only:
 - Bulletin boards
 - Textured bulletin board walls
 - Approved walls
 - Dining Commons tables in the form of table tents
- b. Items may **NOT** be posted on the following:
 - Windows and mirrors
 - Doors of any type, including the door knob
 - Trash cans
 - Trellises
 - Exterior wall of any building
- c. Materials may **NOT** be distributed in the following manner:
 - Slid under the door
 - Placed in mail boxes
 - Displayed on signs staked on the grounds
 - Handed out going door-to-door

Miscellaneous

ASi Election Campaigns: Provisions in the posting policy may be modified according to the Associated Students election code. Information regarding the election code is available in the office of Associated Students, Inc., telephone 661/654-2418.

enjoyable and successful dances.

1. The dance must be sponsored by a recognized and registered CSUB student organization in good standing.
2. Attendance is limited to:
 - a. CSUB students, any age, with CSUB student identification. Each CSUB student may bring one (1) guest, age 18 or over. Each guest must have proper identification, showing proof of age prior to entering the dance.
 - b. Non-CSUB students, 18 years old and over, with proper identification.
3. The sponsoring group must designate and publicize the appropriate attire for students and guests.
4. If the plan calls for a disc jockey or live band to be hired, appropriate references from past performances must be provided. (The past performance record will be a factor as to whether or not the DJ or band will be allowed to perform at CSUB.) The DJ/band must supply a list of band members and guest names to the sponsoring group. A copy of this list will be given to the Office of Student Activities and the Department of Public Safety. Each band member will be allowed only one (1) guest. Members of the sound crew will be counted as guests.
5. The possession and/or consumption of alcohol or illegal drugs are prohibited.
6. Persons wearing gang paraphernalia consisting of recognizable clothing (i.e., baseball caps, colored handkerchiefs, or jackets) will not be allowed inside the dance.
7. A minimum of two (2) peace officers, approved by the Department of Public Safety, is required at each event and is to be paid by the sponsoring group unless other arrangements for payment are made prior to the event.
8. The sponsoring group's advisor is encouraged to attend any scheduled planning meeting prior to the event, and must attend the sponsored event or send a university designee in his/her place.
9. The sponsoring group's record of previous dances is a factor in considering approval for the dance.
10. Once a participant leaves the dance, he/she may not return to the dance.
11. Additional criteria for specific dances may be agreed upon by the university and parties involved in sponsoring the dance.

Procedures

1. All publicity for the dance must be approved by the Office of Student Activities prior to being posted on or off campus.
2. All funds collected at the dance will be handled and deposited according to appropriate regulations.
3. Officer(s) will be assigned to the entrance of the dance to monitor proper identification. Those without identification or found to be under the age of 18 will not be admitted. They will also be advised to leave university property promptly.
4. The appropriate university representative will call a pre-dance planning session.
5. During the dance, the sponsoring group and its advisor will work with the Public Safety personnel to ensure a safe and successful dance. Final authority for the safety of participants rests with the Public Safety personnel.
6. All applicable laws and university rules will be enforced. In the event that a situation occurs at the dance where the safety of the participants is at stake, the Public Safety officer in charge will have the authority to close the dance.

F. Food Sales

Student groups must adhere to Basic Health Regulations for Serving Food. A violation of health codes may result in the food sale being terminated.

Student groups may sell or distribute food on campus, subject to the following guidelines:

1. The proposed date must be cleared through the Office of Student Activities (in order to prevent conflicts). The earlier a date is selected and requested, the better the chances are of getting that date.
2. Your club must complete a Use of Campus Facilities Form, which is available in the Academic Scheduling Office (EDUC 239) to reserve the facility/location.
3. Each academic quarter only one fundraiser of a specific type, "food sale", "book sale," etc., may be scheduled per day on a first come, first-serve basis. Each academic quarter, clubs can hold **two** major food events and **two** minor food events. A major food event is defined as a full meal plus a drink; a minor food event is cookies, candy or bake sales without a drink.
4. Obtain all necessary signatures. The Director of Food Service must sign the form requesting permission to serve food/beverages on campus.

related to those programs. Otherwise, priority will be given based on the order of posting.

6. Off campus solicitors are not allowed without approval from the Office of the Vice President, Business & Administrative Services.
7. Distribution/sale of publications is subject to approval by the Manager of the Campus Bookstore.
8. Placing handbills/circulars on parked or driven vehicles on campus is illegal (except when the Vice-President of Business & Administrative Services has given approval).
9. For information on other items, consult a staff member in the Office of Student Activities.

B. Approved Posting Areas

1. Material **MAY** be posted on the following designated surfaces only. (For exceptions, see "Other Areas requiring additional approval.")
 - a. Bulletin Boards in Dorothy Donohoe Hall and Classroom Building
 - b. Textured Bulletin Board Walls
 - c. Kiosks
 - d. From railings in Dorothy Donohoe Hall
 - e. From railings in Science Building I
 - f. Bulletin Boards in the Physical Education Building (when approved by the Athletics Department office)
 - g. Wooden boards located in Admin West, Cafeteria, Admin East
2. Materials **MAY NOT** be posted on the following:
 - a. Bathrooms
 - b. Cars
 - c. Trash Cans
 - d. Trellises
 - e. Windows and mirrors
 - f. Doors of any type
 - g. Cafeteria - neither inside nor outside, except on the kiosks and wooden board outside the cafeteria.
 - h. Stucco walls - painted surfaces - buildings
 - i. Employee-related bulletin boards
 - j. Trees - Shrubs, etc.
 - k. Structures not designated as approved areas.

C. Other Areas Requiring Additional Approval

V. Publicity Policy

CSUB has established the following policy governing on campus publicity. Please note that this policy is subject to change at any time. If you have any questions regarding the campus publicity policy, contact the Office of Student Activities. Violations of these provisions will result in disciplinary action, including loss of posting privileges. Unapproved fliers will be removed.

A. Approval of Materials

1. All materials to be posted on campus must be approved by the Office of Student Activities, and the items must contain the name of the sponsoring organizations and contact member.

***EXCEPTION:** The Office of Residential Life (Housing Office) approves materials to be posted in the area of the Residence Halls. Approval to hang materials on various campus buildings must be obtained from that building department. Approval to hang materials on campus entrances must be obtained from the Vice President of Business & Administrative Services.
2. For the first month (4) weeks of each quarter; hanging of posters in DDH will be limited to five (5) per club/organization in a two (2) week period due to the quantity of clubs and organizations and the limited posting space.
3. Dated materials remain posted until the day following the event.
4. Other materials approved for posting will remain up for a maximum period of two (2) weeks. Provisions may be made for events that occur on a quarterly basis.
5. The university reserves the right to remove and dispose of all materials posted on campus not complying with the regulations set out in this policy.
 - a. A “duplicate” posting on a bulletin board is subject to removal at any time.
 - b. Only thumbtacks or staples may be used to post items on bulletin boards. If another method is used that results in damage to a bulletin board surface, the posting party will be subject to liability for any resulting expenses.
 - c. Masking tape is the only approved means of posting on non-bulletin board surfaces. Please refer to “Approved Posting Areas.” (See p. 17.)
 - d. In the event that there are conflicting claims for limited space on bulletin boards or in academic buildings, priority will be given to academic programs offered in that building and to campus organizations

5. Organizations must apply for a Temporary Food Service Permit from the Kern County Environmental Health Department. Applications may be obtained from the Office of Student Activities. Requests for permits must be submitted to the Health Dept. at least 2 weeks prior to the food sale activity. Permits are good for up to 90 days and may be renewed. There is no fee for nonprofit organizations. Nonprofit status can be verified through your organization’s CSUB Foundation account. Contact the CSUB Foundation Office.

Basic Health Regulations for Serving Food on California State University, Bakersfield campus:

- a. All groups offering food service, bake sales, or beverage service must obtain prior clearance in writing from the Food Service Department and the Office of Student Activities.
- b. If food for sale is prepared off campus, the personnel or establishment doing the food preparation are liable for any suit or citation resulting from improper preparation (i.e., food poisoning).
- c. The following are the minimum regulations pertaining to servicing of food or beverages, as set forth by the Kern County Health Department and the State of California. They must be met and adhered to by the serving group.
 - (1) All food must be protected by proper covering with clear plastic wrap, aluminum foil, container lids, etc., to protect from blowing dust, dirt, coughing, sneezes, etc.
 - (2) Protective gloves must be worn when handling food.
 - (3) Food must be held at the following temperatures prior to and during the serving period:

Cold Food (e.g., salads, sandwiches)	41° F (or lower)
Hot Food	140° F (or higher)
 - (5) Disposable cups, eating utensils, and platter **may not be reused**. They may be used one time only, then must be disposed of.
 - (6) Hair Nets or caps must be used one time only, then must be disposed of.
 - (7) Organizations are responsible for ensuring that areas surrounding their booths and/or tables are properly cleaned before, during, and after the time of sale. Necessary garbage cans should be secured.
- d. Food preparation using skillets or other cooking equipment must be outside DDH, including popcorn and churros. Extension cords are available from the Office of Student Activities.

- e. Barbecue (BBQ) grills are permitted. Please adhere to the following guidelines:
- (1) When barbecuing, the equipment should be separated from the public. It is recommended that the equipment be at least 3 feet from public access; this protects from burns or splashes.
 - (2) Only food items that can be cooked directly on the grill, without the intervention of a utensil to contain it while cooking, can be cooked on the BBQ. Meats, bread, and produce, such as corn and potatoes, may be cooked on the BBQ. Beans may not be cooked and served from the BBQ.
 - (3) Food can be served directly from the grill if the item is thoroughly cooked and ready to serve. Other prepared foods follow the guidelines outlined above.
 - (4) BBQ coals should be completely extinguished using water. Extinguished, wetted coals may be disposed of in any exterior container.
- f. People handling/serving foods are not permitted to handle money. Designate an individual to receive and/or exchange money.
- g. Anyone who is feeling ill should be excluded from food service activities.
- h. Leftover food may not be reserved or sold at a later date.
- i. Dishes may not be washed at outdoor spigots or in bathroom, shop, or laboratory sinks. Arrangements should be made to wash dishes in one of the campus food facilities where hot water and soap are available.
- j. Keep extra food handling utensils on hand to replace any that become contaminated during the event. Utensils should be wrapped or stored in a protected manner.

G. Food Service

The professional food service staff can provide a number of services to groups on campus. Complete information on making arrangements and the costs may be obtained by contacting the Director of Food Service, located in the cafeteria, or call 661/654-2254.

H. Fund Raising

Fund-raising events, both on and off campus, can increase community awareness of your organization as well as provide your club with some needed funds. In order to protect the campus community from fraudulent solicitations and prevent conflicts in scheduling, the following must be adhered to:

1. Only “recognized” student organizations may solicit money on campus.
2. Permission to solicit money is subject to regulation by the Office of Student Activities in regard to time, place and manner.
3. All off-campus fund raising must be cleared through the Office of Student Activities.

I. Gambling and Lotteries

According to State Law, gambling is not permitted on university property or at any university function. CSUB organizations, may not conduct lotteries. Also, ticket sales affiliated with a lottery are forbidden on campus. If there is a question regarding any related legal matters, please come to the Office of Student Activities for assistance.

J. Residential Life Facilities

Permission to use certain Residential Life facilities (Commons, volleyball court, etc.) is given solely at the discretion of the Office of Residential Life and upon approval of the Director of Residential Life, 661/654-3014.

K. Public Events

Any “recognized” campus organization that wishes to sponsor a program open to the community must clear the event and the date of the event with the Office of Student Activities. As a rule, approval will be given if:

1. The event is sponsored by a recognized campus organization.
2. The event has the written approval of the division or department involved, for the use of its facilities.
3. The event has the written approval of the organization’s advisor.

As usual, you must fill out a [Facilities Request Form](#). For more information on reserving university facilities, see the section entitled “Facility Reservations” in this handbook. (See p. 22.)

L. Structures

Structures may be erected on campus ONLY in the areas that are designated for that purpose. Permission to put up a structure must be obtained from the Office of Student Activities and from the Vice President of Business & Administrative Services.

1. **Student Body Elections:** The student election committee will have control of the use of structures on campus by candidates during student body elections. Students involved must accept responsibility for keeping the area around their structures orderly. They must be removed immediately after the election.