

Student Club & Organization Forms and Documents

All of these forms can be found on the
Student Leadership & Development website at www.csustan.edu/SLD

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Student Leadership & Development

Student Organization Charter Application Checklist

In order to be a recognized student organization of California State University, Stanislaus the following is required:

- _____ Student President, Treasurer, R25 Coordinator, and Faculty/Staff Advisor
- _____ Minimum of 5 student members
- _____ Constitution
- _____ President must complete the corresponding Orientation slideshow and quiz
- _____ Treasurer must attend Finance Training (see SLD calendar for date, time, location)
- _____ Reservation Coordinator must attend R25 Training (see SLD calendar for date, time, location)
- _____ Submission of the following Charter Application to the Office of Student Leadership & Development within 30 days of completing the Orientation slideshow and quiz.

The following documents are required, and included in this packet. ***Active fields must be typed.**

- _____ Greek Officer Contact List
- _____ Grade Verification (one for each officer)
- _____ Nondiscrimination in Student Organizations
- _____ Student Organization Constitution
- _____ A sample Constitution is provided if your organization does not currently have one. A Constitution must be submitted each academic year.
- _____ Advisor Acceptance Agreement
- _____ ASI Trust Account Agreement
- _____ Membership Roster/Authorization for Release of Confidential Information
- _____ No Hazing Compliance
- _____ Every member of your organization must sign both of the above forms.
- _____ President attended Greek Officer Training (Greek Only)

If you have any questions about these requirements please contact the
Office of Student Leadership & Development at (209) 667-3778 or sld@csustan.edu

Student Leadership & Development

Student Organization Officer Contact List

I. REGISTRATION STATUS:

New Organization Continuing Organization New Officer(s)

NAME OF ORGANIZATION (insert above)

General organization email address

Organization website

II. BRIEF PURPOSE/DESCRIPTION OF ORGANIZATION:

III. CATEGORY: (check one)

ACADEMIC/PROFESSIONAL CULTURAL GREEK HONOR SOCIETY POLITICAL
 RECREATIONAL SERVICE SOCIAL SPIRITUAL

OTHER _____

III. STUDENT ORGANIZATION OFFICERS:

*President (Name): _____

Student ID#: _____ Phone #: _____

Email Address: _____

Mailing Address: _____

Vice President (Name): _____

Student ID#: _____ Phone #: _____

Email Address: _____

Mailing Address: _____

Student Leadership & Development

Officer Contact List Continued

*Treasurer (Name): _____

Student ID#: _____ Phone #: _____

Email Address: _____

Mailing Address: _____

Secretary (Name): _____

Student ID#: _____ Phone #: _____

Email Address: _____

Mailing Address: _____

*Reservation Coordinator (Name): _____

Student ID#: _____ Phone #: _____

Email Address: _____

Mailing Address: _____

Advisor (Name): _____

Phone #: _____ Email Address: _____

Department and Office Number : _____

*These officers are required in order to be chartered and recognized as a student organization. Officers must be enrolled in at least 6 units and must be in good standing while in office. The Office of Student Leadership and Development will verify academic eligibility of the student organization officers each academic semester.

FOR OFFICE USE ONLY:

CHARTER APPLICATION RECEIVED DATE: _____ INITIAL: _____

PRESIDENT ORIENTATION COMPLETED DATE: _____ INITIAL: _____

FINANCE ORIENTATION COMPLETED DATE: _____ INITIAL: _____

R25 LIVE TRAINING COMPLETED DATE: _____ INITIAL: _____

PRESIDENT ATTENDED GREEK TRAINING DATE: _____ INITIAL: _____

Student Leadership & Development

Officer Contact List Continued

WE, THE OFFICERS OF THE STUDENT ORGANIZATION, (**write in the full name of organization**) _____ CERTIFY THAT THE ABOVE INFORMATION IS CURRENT AND ACCURATE AND WE AS OFFICERS AGREE THIS ORGANIZATION:

1. HAVE READ AND UNDERSTAND THE STUDENT ORGANIZATION HANDBOOK
2. HAVE OPEN VOTING MEMBERSHIP ONLY TO STUDENTS, WITH FACULTY AND STAFF AT CSU STANISLAUS SERVING AS EX-OFFICIO MEMBERS
3. ADHERE TO THE FINANCIAL PROCEDURES PRESCRIBED BY THE ASSOCIATED STUDENTS INC. FINANCE CODE AND TRUST AGREEMENT
4. OPEN ALL CAMPUS EVENTS TO REPRESENTATIVES OF THE UNIVERSITY TO ENSURE COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS, UNIVERSITY POLICIES AND PROCEDURES
5. HAVE READ AND UNDERSTAND THE POLICY FOR ADVISORS OF STUDENT ORGANIZATIONS
6. WILL ADHERE TO ALL CAMPUS POLICIES, RULES, AND REGULATIONS PERTAINING TO STUDENT ORGANIZATIONS
7. HAVE COMPLETED THE CHARTER CHECKLIST

STUDENT ORGANIZATION PRESIDENT DATE

FACULTY/STAFF ADVISOR DATE

SLD ADVISOR APPROVAL (*office use only*) DATE

Student Leadership & Development

Nondiscrimination in Student Organizations

Campuses shall comply with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4, Nondiscrimination in Student Organizations.

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or other university living groups. Student organizations shall deliver to the vice president for student affairs or his/her designee a statement signed by the president or similar officer of the local student organization attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at that campus, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership.

In recognizing student organizations, campuses are encouraged to consider such factors as the mix of students who reside on campus, students who commute, part-time and full-time students, students who are working while attending college, and other factors that will provide opportunities that meet the diverse needs of students seeking to affiliate with student organizations.

As President of _____, at California State
(name of organization)

University, Stanislaus, I hereby verify that I have read and shared with my organization the nondiscrimination requirements as defined by Executive Order 1068 as listed above.

Signature: _____ Date: _____

Name (printed): _____

Student Leadership & Development

President Grade Verification

As a student at California State University, Stanislaus I understand that I must demonstrate that I have met the requirements of Executive Order 1068 in order to serve as an officer of a University Recognized Organization. The Executive Order 1068 Officer Compliance Form is provided to help me determine if I am eligible to serve as the President, Vice President, Treasurer, or Secretary of a University Recognized Organization.

Academic Year: 20___/20___ Semester (check one): ___Fall ___Spring

Name of Organization: _____

Name of Student Officer: _____

Student ID Number: _____

Position (check one): ___President ___Vice President ___Treasurer ___Secretary
___R25 Coordinator

Status (check one): ___Undergrad ___Graduate ___Credential

Grade Point Average: Previous Semester _____

Minimum GPA of 2.0 or higher Cumulative _____

Number of Units Currently Enrolled: Fall/Spring Semester _____

(Undergrad students must be enrolled in at least 6 units; Graduate and Credential students must be enrolled in at least 3 units)

Maximum Allowable Units: Undergrad (150 units) _____
(write the total number of units earned)

Graduate & Credential (50 units) _____

Academic or Disciplinary Probation (check one): ___YES ___NO

As an officer of the organization listed above, I hereby verify that I have met the Minor Student Representative Student Officers' requirements as defined by Executive Order 1068 and I am therefore eligible to hold the office designated above. Furthermore, I hereby grant permission to the Office of Student Leadership & Development to access my grade point average, enrollment status, and other academic information, and authorize the release of this information to any campus organization with which I am affiliated.

Signature: _____ Date: _____

Please submit one Grade Verification Form for each officer

Student Leadership & Development

Vice President Grade Verification

As a student at California State University, Stanislaus I understand that I must demonstrate that I have met the requirements of Executive Order 1068 in order to serve as an officer of a University Recognized Organization. The Executive Order 1068 Officer Compliance Form is provided to help me determine if I am eligible to serve as the President, Vice President, Treasurer, or Secretary of a University Recognized Organization.

Academic Year: 20___/20___ Semester (check one): ___Fall ___Spring

Name of Organization: _____

Name of Student Officer: _____

Student ID Number: _____

Position (check one): ___President ___Vice President ___Treasurer ___Secretary
___R25 Coordinator

Status (check one): ___Undergrad ___Graduate ___Credential

Grade Point Average: Previous Semester _____

Minimum GPA of 2.0 or higher Cumulative _____

Number of Units Currently Enrolled: Fall/Spring Semester _____

(Undergrad students must be enrolled in at least 6 units; Graduate and Credential students must be enrolled in at least 3 units)

Maximum Allowable Units: Undergrad (150 units) _____
(write the total number of units earned)

Graduate & Credential (50 units) _____

Academic or Disciplinary Probation (check one): ___YES ___NO

As an officer of the organization listed above, I hereby verify that I have met the Minor Student Representative Student Officers' requirements as defined by Executive Order 1068 and I am therefore eligible to hold the office designated above. Furthermore, I hereby grant permission to the Office of Student Leadership & Development to access my grade point average, enrollment status, and other academic information, and authorize the release of this information to any campus organization with which I am affiliated.

Signature: _____ Date: _____

Please submit one Grade Verification Form for each officer

Student Leadership & Development

Treasurer Grade Verification

As a student at California State University, Stanislaus I understand that I must demonstrate that I have met the requirements of Executive Order 1068 in order to serve as an officer of a University Recognized Organization. The Executive Order 1068 Officer Compliance Form is provided to help me determine if I am eligible to serve as the President, Vice President, Treasurer, or Secretary of a University Recognized Organization.

Academic Year: 20___/20___ Semester (check one): ___Fall ___Spring

Name of Organization: _____

Name of Student Officer: _____

Student ID Number: _____

Position (check one): ___President ___Vice President ___Treasurer ___Secretary
___R25 Coordinator

Status (check one): ___Undergrad ___Graduate ___Credential

Grade Point Average: Previous Semester _____

Minimum GPA of 2.0 or higher Cumulative _____

Number of Units Currently Enrolled: Fall/Spring Semester _____

(Undergrad students must be enrolled in at least 6 units; Graduate and Credential students must be enrolled in at least 3 units)

Maximum Allowable Units: Undergrad (150 units) _____
(write the total number of units earned)

Graduate & Credential (50 units) _____

Academic or Disciplinary Probation (check one): ___YES ___NO

As an officer of the organization listed above, I hereby verify that I have met the Minor Student Representative Student Officers' requirements as defined by Executive Order 1068 and I am therefore eligible to hold the office designated above. Furthermore, I hereby grant permission to the Office of Student Leadership & Development to access my grade point average, enrollment status, and other academic information, and authorize the release of this information to any campus organization with which I am affiliated.

Signature: _____ Date: _____

Please submit one Grade Verification Form for each officer

Student Leadership & Development

Secretary Grade Verification

As a student at California State University, Stanislaus I understand that I must demonstrate that I have met the requirements of Executive Order 1068 in order to serve as an officer of a University Recognized Organization. The Executive Order 1068 Officer Compliance Form is provided to help me determine if I am eligible to serve as the President, Vice President, Treasurer, or Secretary of a University Recognized Organization.

Academic Year: 20___/20___ Semester (check one): ___Fall ___Spring

Name of Organization: _____

Name of Student Officer: _____

Student ID Number: _____

Position (check one): ___President ___Vice President ___Treasurer ___Secretary
___R25 Coordinator

Status (check one): ___Undergrad ___Graduate ___Credential

Grade Point Average: Previous Semester _____

Minimum GPA of 2.0 or higher Cumulative _____

Number of Units Currently Enrolled: Fall/Spring Semester _____

(Undergrad students must be enrolled in at least 6 units; Graduate and Credential students must be enrolled in at least 3 units)

Maximum Allowable Units: Undergrad (150 units) _____
(write the total number of units earned)

Graduate & Credential (50 units) _____

Academic or Disciplinary Probation (check one): ___YES ___NO

As an officer of the organization listed above, I hereby verify that I have met the Minor Student Representative Student Officers' requirements as defined by Executive Order 1068 and I am therefore eligible to hold the office designated above. Furthermore, I hereby grant permission to the Office of Student Leadership & Development to access my grade point average, enrollment status, and other academic information, and authorize the release of this information to any campus organization with which I am affiliated.

Signature: _____ Date: _____

Please submit one Grade Verification Form for each officer

Student Leadership & Development

Reservation Coordinator Grade Verification

As a student at California State University, Stanislaus I understand that I must demonstrate that I have met the requirements of Executive Order 1068 in order to serve as an officer of a University Recognized Organization. The Executive Order 1068 Officer Compliance Form is provided to help me determine if I am eligible to serve as the President, Vice President, Treasurer, or Secretary of a University Recognized Organization.

Academic Year: 20___/20___ Semester (check one): ___Fall ___Spring

Name of Organization: _____

Name of Student Officer: _____

Student ID Number: _____

Position (check one): ___President ___Vice President ___Treasurer ___Secretary
___R25 Coordinator

Status (check one): ___Undergrad ___Graduate ___Credential

Grade Point Average: Previous Semester _____

Minimum GPA of 2.0 or higher Cumulative _____

Number of Units Currently Enrolled: Fall/Spring Semester _____

(Undergrad students must be enrolled in at least 6 units; Graduate and Credential students must be enrolled in at least 3 units)

Maximum Allowable Units: Undergrad (150 units) _____
(write the total number of units earned)

Graduate & Credential (50 units) _____

Academic or Disciplinary Probation (check one): ___YES ___NO

As an officer of the organization listed above, I hereby verify that I have met the Minor Student Representative Student Officers' requirements as defined by Executive Order 1068 and I am therefore eligible to hold the office designated above. Furthermore, I hereby grant permission to the Office of Student Leadership & Development to access my grade point average, enrollment status, and other academic information, and authorize the release of this information to any campus organization with which I am affiliated.

Signature: _____ Date: _____

Please submit one Grade Verification Form for each officer

Student Leadership & Development

Sample Constitution

Why Have A Constitution?

By definition, an organization is a "body of persons organized for some specific purpose, as a club, union or society." The process of writing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the organization is all about and how it functions. It will provide structure to aid future leaders of your organization in ensuring that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your organization, the drafting of your student organization's constitution will be a much easier and a more rewarding experience.

Model Constitution & Bylaws for Student Organizations
California State University, Stanislaus

CONSTITUTION AND BYLAWS

[Name of Organization] at California State University, Stanislaus

ARTICLE I

NAME

Section 1

The name of this organization shall be the [name of organization] at CSU Stanislaus.

[Optional: Include chapter designation, if part of a national organization, including the national organization's founding date.]

ARTICLE II

PURPOSE

Section 1

The purposes of this organization are [describe organization's mission or purpose statement].

Section 2

[Campuses may wish to include other model provisions promoting ethical leadership, academic achievement, civic responsibility, etc.]

ARTICLE III

AUTHORITY

Section 1

This organization is a recognized student organization at [name of campus] and adheres to all campus policies as set forth in the [name of campus publication setting forth policies/procedures for student recognition process].

Section 2

[If applicable: This organization is affiliated with [name of national or affiliated organization].]

Section 3

This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an

organization meeting where a quorum is present (advance notice is not required).

Section 4 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV MEMBERSHIP

Section 1 Membership in the organization shall be open to all those regularly-enrolled [name of campus] students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2 [Optional: This organization shall have associated members who are non-[name of campus] students. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., faculty, staff, community members, students at other colleges, etc.).]

Section 3 Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Alternate Section 3 (only to be used by social fraternities or sororities or other university living groups, which may permit gender membership limitations)

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.

Section 4 This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 5 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 6 Members [shall/shall not] be required to pay dues.

Section 7 Members shall be required to attend at least [# %] of the organization's regularly scheduled meetings.

Section 8

[Optional: Some organizations have additional categories of membership, such as honorary membership. If this applies, include the categories of membership along with associated privileges.]

ARTICLE V

OFFICERS

Section 1

The officers of the organization shall be the [titles of officers].

Section 2

Powers and Duties of Officers:

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. [Optional: The President shall be an ex officio member of all committees.] The President shall have such further powers and duties as may be prescribed by the organization.
- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.
- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.
- e. [List duties of any additional elected or appointed officers.]

Section 3

Qualifications necessary to hold office in this organization are as follows:

- a. To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at <http://www.calstate.edu/SAS/stdsrvc.shtml>.

- b. Additionally, [list other additional qualifications, such as academic requirements, length of time one has been a member, length of time one can hold office, etc.].

ARTICLE VI

SELECTION OF OFFICERS

- Section 1** The [list of elected officers] are elected [annually or each semester/quarter]. Elections are held [at the end of each fall/spring semester/quarter] and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.
- Section 2** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- Section 3** The officers shall be elected in this order: [List order, usually starting with the President].
- Section 4** Officers shall be elected by majority vote. [Optional: If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.]
- Section 5** Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.
- Section 6** [Optional] The following officers shall be appointed by the [President or Executive Committee]. [Indicate if ratification by a majority vote of the membership is required.]
- Section 7** Officers shall assume office on [the first day of the semester/quarter following the election] and shall serve for [length of term of office].
- Section 8** [Optional] Officers may be recalled from office for cause. To initiate a recall election, a petition signed by [specify number, such as one-third of the total number of voting members] must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.
- Section 9** If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII**MEETINGS**

- Section 1** Regular meetings shall be scheduled [weekly, bi-weekly, monthly] during the academic year.
- Section 2** Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.
- Section 3** Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership. *[Note: Organizations may choose have a lower quorum, such as one-third, or a specific number of members.]*
- Section 4** Members must be present to vote. Absentee or proxy voting is not permitted.
- Section 5** In order to vote a member must be in good standing. *[State what constitutes "good standing." This may include payment of dues or meeting attendance requirement. If there is an attendance requirement, specify the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.]*

ARTICLE VIII**ADVISOR(S)**

- Section 1** The organization shall [elect/appoint] an individual employed as a faculty or staff member by [name of campus] to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the [name of campus handbook governing student organizations]. Advisors shall serve on an academic year basis or until their successor has been selected.
- Section 2** [Optional] The organization shall also appoint a community advisor. *[Specify qualifications, such as being an alumni member, a representative of the affiliated organization, etc.]*

ARTICLE IX**EXECUTIVE COMMITTEE**

- Section 1** The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).
- Section 2** The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours' notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
- Section 3** [Optional] When necessary, Executive Committee business can be conducted via email or via online meetings.
- Section 4** The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5 The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X STANDING AND AD HOC COMMITTEES

Section 1 The organization shall have the following standing committees: [List all standing committees, such as Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations, etc.]

Section 2 The duties of each of Standing Committees are as follows:

[List the duties for each of the committees listed above.]

Section 3 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4 The President shall appoint the chairpersons and members of all committees [Optional: subject to ratification of the membership].

ARTICLE XI FINANCES

Section 1 Membership dues shall be [\$XX per semester/quarter/academic year].

Section 2 Dues shall be paid by [specify due date, such as “second week of each semester/quarter/academic year.”] [Optional: There shall be a late fee of [\$XX/\$XX per week].

Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting

Section 4 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Section 5 The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding [\$XXX].

Section 6 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE XII DISCIPLINE OF MEMBERS

Section 1 All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings

under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

Section 2

Complaints may also be brought to the attention of the Executive Committee or a campus review board [identify the title of the campus review board, i.e., Judicial Affairs Board]. A written charge may be filed with the [Executive Committee or [name of campus review board]]. That [Committee/Board] shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the [Executive Committee or [name of campus review board]] shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the [Executive Committee or [name of campus review board]] shall determine whether misconduct occurred. If it determines that misconduct did occur, the [Executive Committee or [name of campus review board]] shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 3

The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 4

The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 5

By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

ARTICLE XIII

AMENDMENTS

Section 1

Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. [Optional: The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.]

Section 2

Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3

A copy of any amendments to these bylaws must be submitted to the [name of campus office handling recognition of student organizations] at [name of campus] within two weeks after adoption.

These bylaws were adopted on [date] and most recently revised on [date].

[Insert signature blocks.]

Student Leadership & Development

Advisor Acceptance Agreement

I AM EMPLOYED AT LEAST HALF-TIME AS A FACULTY OR PROFESSIONAL STAFF MEMBER BY CALIFORNIA STATE UNIVERISTY, STANISLAUS AND I HAVE READ, UNDERSTAND, AND ACCEPT THE ROLE OF ADVISOR TO THE:

STUDENT ORGANIZATION NAME

ADVISOR NAME (Print)

DATE

ADVISOR SIGNATURE

CAMPUS EXTENSION

CAMPUS ADDRESS

EMAIL ADDRESS

EMERGENCY CONTACT PHONE NUMBER

Associated Students Inc.

ASI Trust Account Agreement

ESTABLISH A NEW ACCOUNT Yes__ or MODIFY EXSISTING ACCOUNT - Account # _____

We, the officers of _____ Student Organization certify
(write in the full name of organization)
that the provided information is current and accurate.

We as officers/representatives agree this organization will:

1. Read and understand the Associated Students Inc. Student Organization Funding Policy
2. Treasurer will attend all Associated Students Inc. Finance Trainings
3. Adhere to the Financial Policies and Procedures prescribed by the Associated Students Inc. Finance Code, Student Organization Funding Policy and Associated Students Inc. Trust Agreement
4. Understand all monies requested from Trust Account not used in accordance with Associated Students Inc. or University Policies and Procedures may result in discontinuation of Trust Account and/or legal action
5. Understand all signers of Associated Students Inc. Trust Agreement, if accused of any malfeasance will be investigated and may face legal action.

**STUDENT ORGANIZATION PRESIDENT (Signature) (Print Name) DATE

**STUDENT ORGANIZATION TREASURER (Signature) (Print Name) DATE

**STUDENT ORGANIZATION ALTERANATE MEMBER (Signature) (Print Name) DATE

**FACULTY/STAFF ADVISOR (Signature) (Print Name) DATE

**STUDENT LEADERSHIP AND DEVELOPMENT APPROVAL DATE

**ASI BUDGET ANALYST APPROVAL DATE

SIGNATURES WILL ALSO BE USED TO VERIFY AUTHORIZED USERS TO SIGN FACILITIES REQUESTS, EQUIPMENT AGREEMENT FORMS AND COLLECT THE ABOVE NAMED ORGANIZATIONS MAIL IN THE OFFICE OF STUDENT LEADERSHIP AND DEVELOPEMENT. **REQUIRED SIGNATURES.

Student Leadership & Development

Membership Roster/Authorization for Release of Confidential Information

Name of Organization: _____ **Semester/Academic Year:** _____

President Name: _____ **President Phone Number:** _____

Please type in the name, and **student ID number**, for each roster addition (so signatures can be added and dated). Forms should be returned to the Office of Student Leadership and Development in the University Student Union.

It is my understanding that the organization listed above will be requesting grade information from my academic record for scholarship purposes. I authorize the Office of Student Leadership & Development to release this information to the organization's president for this purpose. I further understand that this information will remain confidential and will be used for scholarship and recognition purposes only.

(NOTE: Please type student numbers and names prior to the members signing this form. Written forms will not be accepted!)

	YR in School ex: Fresh, Soph	Check if this IS your first semester of affiliation	
Name (typed)	Student ID #	Signature	Date

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Student Leadership & Development

No Hazing Compliance

We certify that all activities sponsored or required by our student organization of members, new members or potential new members/associate members comply with the California State University, Stanislaus Hazing Policy, and with the State of California Law.

We have informed the aspirant members of the student organization of the contents of the California State University, Stanislaus Hazing Policy. The following policy will be read at the beginning of each semester's new member process:

"Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

We understand that failure to uphold the California State University, Stanislaus Hazing Policy as stated in the California State University, Stanislaus Student Organization Handbook will result in referral to the Associate Vice President for Student Affairs/Dean of Students, and the Director of Student Leadership and Development for an organizational violation of the California State University, Stanislaus Hazing Policy and/or referral to the Office of Judicial Affairs for an individual violation of the California State University, Stanislaus Hazing Policy.

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving approval to haze. We understand our responsibility, to not allow members of our organization, whether grad status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to the Student Affairs, Coordinator of Judicial Affairs.

Our signatures below certify that we have read, understand, and agree to abide by the State of California and California State University, Stanislaus Hazing Policy.

Student Organization Name: _____

Signature of the President: _____

Date: _____

Student Leadership & Development

No Hazing Compliance Form Continued

Organization: _____ Date: _____

Please type in the name, and student ID number, for each member. Our signatures below certify that we have read, understand, and agree to abide by the State of California and California State University, Stanislaus Hazing Policy. **Forms should be returned to the Office of Student Leadership and Development in the University Student Union. *Please attach additional forms as needed.***

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Student Organization Financial Request Form

(must be typed)

Date: _____ Amount Requested: \$ _____

Name of Student Organization: _____

Date and Location of Event: _____

Description of Event: _____

Expected Cost of Event (Attach a Line Item Budget Sheet): \$ _____

Student Organization's Current Financial Balance: \$ _____

Expected Revenues From the Event: \$ _____

Student Org Representative (print name) _____

Student Org Representative (signature) _____

Student Organization Representative (phone # and email address)

Student Organization Advisor (print and sign)

Submit this form and a Line Item Budget Sheet to the ASI VP Finance at least two (2) weeks prior to the event, and at least one (1) week prior to the Budget Committee meeting at which funds will be requested. A representative of the student organization(s) requesting funds must be present at the Budget Committee meeting.

Budget Committee Action

APPROVED _____

DATE _____

DISAPPROVED _____

P.O. # _____



Line Item Detail Sheet
Student Organization Financial Requests

Name of Student Organization _____

Event _____

Date of Event _____

Expenses: Estimated Amount:

A.	
B.	
C.	
D.	
E.	
F.	
Total:	\$

Revenues: Estimated Amount:

A.	
B.	
C.	
D.	
E.	
F.	
Total	\$



Associated Students, Incorporated

California State University, Stanislaus
One University Circle, Turlock, CA 95382
Phone : (209) 667-3833 Fax: (209) 667-3601

Check Request

No: _____
(Office Use Only)

(Must be Typed)

COMPLETE ALL FIELDS BEFORE SUBMITTING.

Date: _____ Club/Org. Name: _____
 Check Payable To: _____ Account Number: _____
 Requestor's Name: _____ Club/Org. Advisor's Name: _____
 Requestor's Phone: _____ Club/Org. Advisor's E-mail: _____
 Requestor's E-Mail: _____ Club/Org. Advisor's Phone: _____

Quantity	Item	Description of Use	Total Price

SIGNATURES ARE REQUIRED BEFORE SUBMITTING.

 Printed Name of Student Representative for Club/Organization (Date)

 Signature of Club/Organization Advisor (Date)

 Signature of Student Representative for Club/Organization (Date)

 Signature of Student Leadership & Development Advisor (Date)

 Signature of ASI/USU Executive Director (Date)

 Signature of ASI Vice President of Finance (Date)

** Original receipts, minutes and/or other supporting documentation must be attached. Please keep copies for your records.*

Rev. 7/20/10

Student Leadership & Development

Booth Contract

Construction of Booths

- Structures must be erected and painted off campus (this ensures that structures are portable and minimizes paint, nails, or other hazards in Quad).
- The size of booths cannot exceed 9' (front) x 9' (height) x 5' (width/depth).
- Booths must be made of all weather material and must be painted. The student organizations name must be clearly visible on the structure. Booths without proper identification will be removed at the expense of the organization.
- Structures are placed on the campus at the risk of the sponsoring organization and may be removed with or without notice by University personnel.

Selection of Spaces

- There will be a maximum of 26 booths in the quad at one time.
- Spaces will be given out by appointment (Fall- **Tuesday, August 21, 2012 beginning at 9:00 a.m. in the Office of Student Leadership and Development**, Spring- **Thursday, January 24, 2013 beginning 9:00 a.m. in the Office of Student Leadership and Development**).
- Prior to placing a booth on campus, an organization must register their booth with the Office of Student Leadership and Development.
- All booths are to be placed on the East side of the Quad.
- Booths are placed and approved under the direction of the Office of Student Leadership and Development around the perimeter of Quad Union.
- Booths must stay in their assigned space; otherwise booth privileges will be revoked.
- Vacancies and spaces that have not been filled 7 days after the booth lottery will be reassigned by appointment within the following week.
- Only the President and Vice President will be allowed to participate in the lottery on behalf of their student organization unless otherwise approved through Student Leadership & Development.
- Booths will only be approved to chartered student organizations.
- Under no circumstances is the organization booth allowed to move from its assigned space.

Delivery and Removal

- Booths may be delivered to campus between the hours of 5am-7am or 7pm-11pm.
- See attached map for approved delivery route.
- Any university property damage created through delivery or removal will be at the expense of the organization.

Inspection / Maintenance of Booths

- Office of Student Leadership and Development will inspect booths upon arrival to campus to ensure the booth meets all specifications and is structurally safe.
- It is the duty of the student organization to maintain the booth. Booths that are not maintained will be

Student Leadership & Development

Event Check List

Any student organization event that involves one or more of the following requires a meeting with your Student Leadership and Development (SLD) Advisor prior to final approval.

If the event is on campus an R-25 must be submitted prior to your SLD meeting.

Fundraising Event

- Event Planning Form – submit to SLD

Community involvement (on or off campus)

- Special Event Safety Plan – submit to Public Safety/[Risk Management 30 days in advance](#)
- Event Planning Form – submit to SLD

Field Trip

- Custom Release Application – submit to Public Safety/[Risk Management 30 days in advance](#)
- All participants must sign a Field Trip Liability Waiver – waivers must be retained for 3 years

Events with 50 or more attendants

- Special Event Safety Plan – submit to Public Safety/[Risk Management 30 days in advance](#),
- Custodial services may be required. Please contact Facilities for more information (209) 667-3211.

Student Recreation Complex (SRC) Reservations

- Group Usage Request Agreement – submit to SRC
- Meet with Dan Houlden, SRC Director.
- Events in the SRC require a minimum of five (5) weeks notice

Events where food will be served

- Temporary Food Permit – submit form with all required signatures to Public Safety/[Risk Management 5 days in advance](#)

Events in the University Student Union (USU) or Quad

- Sound Equipment & Booking Request Form
- Quad Equipment Reservation Form
- Stage Rental Contract
- AND/OR Equipment Reservation Form – submit all forms to Melissa Goodman in USU (209) 667-3191

Events where alcohol will be served

- Alcohol Request Form – submit to SLD
- Special Event Safety Plan – submit to Amy Thomas in Public Safety/[Risk Management](#) (209) 667-3114; [no less than 30 days in advance](#)

All forms must be submitted to the appropriate department at least 14 calendar days prior to your event, unless specified, to ensure event success.

All documents can be found at <http://www.csustan.edu/SLD/Forms.html>

For more information or to make an appointment with your SLD advisor please call (209) 667-3778.



ASI/USU Sound Equipment Checkout and Booking Request Form
California State University Stanislaus
University Student Union Building-Second Floor (209) 667-3191

Department/Faculty or Special Groups Form

Name of Department _____ Today's Date _____

Name of Person-in-Charge _____ Phone Ext. _____

Name of Event _____ Event Date _____

Location _____

Check out Date _____ Check out Time _____

Return Date _____ Return Time _____

All Departments and Special Group Reservations can only be made **two weeks in advance**. A Purchase Requisition must be made payable to the University Student Union account # 1304-6216. The original Purchase Requisition must be delivered directly to Melissa Goodman at the University Student Union office before any equipment can be set up. The group listed above, its supervisors/officers, and the Person-in-Charge are legally responsible for the event and for any injury to property or persons due to their negligence. Signature of group representative below acknowledges full responsibility.

Signature of Person-in-Charge _____ Phone _____

Sound Tech Notes:



University Student Union

California State University Stanislaus

One University Circle, Turlock, CA 95382

EQUIPMENT RESERVATION FORM

Organization/Group: _____ Event Date: _____

Facility: _____ Time: _____

Person Responsible: _____ Phone: _____

Equipment items available through the University Student Union

Please indicate the number of each equipment items you will need for your event:

- | | |
|---|-------------------------------|
| ____ 60 inch Round Tables (25 available, seat 8) | ____ TV/VCR Unit (20" screen) |
| ____ 6 foot Rectangular Tables (40 available, seat 6) | ____ Overhead Projector |
| ____ Chairs (373) | ____ Data Projector* |
| ____ Podium with Microphone | ____ Flip Chart |
| ____ Sound System* | ____ Projection screen |
| ____ Microphone – Hard wired (6 available)* | ____ Partitions (2 available) |
| ____ Microphone – Wireless (3 available)* | ____ American Flag |
| ____ Easel (4 available) | ____ California Flag |
| ____ Stages (4 – 6x8 sections) | |

* There is an additional charge for the use of the equipment listed above. For pricing, questions, or information call the University Student Union Reservation/Facility Coordinator at (209) 667-3191.



Associated Student, Inc. & University Student Uni



California State University Stanislaus

One University Circle, Turlock, CA 95382

QUAD EQUIPMENT RESERVATION FORM

Organization/Group: _____

Event Date: _____ Time: _____

Person Responsible: _____ Phone: _____

Equipment items available for student Clubs & Organizations

Please indicate the number of each equipment items you will need for your event:

_____ 6 foot Rectangular Tables

_____ Awning

_____ Chairs

_____ Stages (4 – 6x8 sections)

_____ Sound System*

_____ BBQ's

_____ Microphone – Hard wired

_____ A-Frames

_____ Microphone – Wireless

Student Leadership & Development

Movie Request Form

*This form is to be completed and submitted to Student Leadership & Development **14 calendar days prior** to your event along with a copy of the R25 Master Calendar.*

Contact Person _____

Address _____

Phone Number _____ Cell _____

Name of the Organization _____

Name of Movie _____

Directed By _____

Release Date _____

Company Name _____

1. Number of people expected to participate: _____
2. Source of film (circle one): Rental _____ Other: _____
Personally Owned
3. Is it open to the Turlock Community?
4. How many times will you show this movie?
5. Is there a charge to view this movie?

Please make sure to provide the following documentation along with this form:

- Copy of the meeting minutes where the club voted to show this film
- Sample Flyer
- Copy of licensing receipt

A final attendance roster for the event MUST be submitted to Student Leadership & Development within 72 hours of this event

Student Leadership & Development

Off Campus Event Planning Form

This form must be **typed** and submitted to Student Leadership & Development at least

14 calendar days prior to your event.

Organization Name: _____

Event Coordinator Name: _____ Phone #: _____

Email: _____

Event Name: _____

Date and Time of Event: _____

Number of attendees expected: _____

Event Location: _____

Location Contact Name: _____ Phone #: _____

Co-sponsoring organization (if applicable): _____

Event Description:

Will alcohol be served? Yes No (Please attach Alcohol Use Form if applicable)

Will you be serving food? Yes No

If yes, who will be providing food? _____

Who will be providing insurance for this event? _____

Will any items be donated for your event? _____ If yes, by whom? _____

Please describe what items will be donated

Student Organization President Signature: _____

Student Organization Advisor Signature: _____

Will the advisor be attending the event? Yes No

After your event please meet with your Student Leadership & Development Advisor to fill out the remainder of this form.

Actual number of attendees: _____

Total funds raised/items donated: _____

For office use only

Event Request is:

Approved _____ denied _____ more info needed _____

Comments _____

Group was notified by: phone _____ email _____

Organization mailbox _____ In person _____

Date notified: _____

SLD Director/Designee Signature: _____

Student Leadership & Development

Alcohol Use Request Form

This form is to be completed and submitted to Student Leadership & Development 3 weeks prior to your event. This is to be submitted with the Event Planning Form if your event will be held off campus. If your event will be held on campus a copy of the R25 Master Calendar must be included.

Description of Event:(attach additional sheet if necessary)

Type of alcohol to be served: Beer Wine Champagne

Other: _____

Who will be distributing the alcohol: Chartwells

Other third party vendor: _____

Other: _____

Is this group licensed by the ABC to distribute alcohol at this event? Yes No

Number of participants: _____ Percentage of participants over 21 _____

Who will be providing the security at the event? _____

Who will be providing insurance for the event? _____

Will this event be restricted to invited participants only? Yes No

(Please provide guest list 2 business days prior to your event)

What type of food and non-alcoholic beverages will be available?

In what manner will food and non-alcoholic beverages be served?

Sit down Buffet

Will these items be as readily available as the alcohol to be served?

Yes No

* No malt liquor or hard alcohol is permitted

initial _____

* No "in and outs" privileges will be permitted initial _____

* No drinking games will be permitted initial _____

* Alcohol will not be given as a prize initial _____

* Faculty/Staff Advisor must be present for the duration of event initial _____

All marketing materials must be submitted before your request will be approved.

I have read the campus alcohol policy and agree that this event will conform to all of the conditions of that policy.

Event Coordinator, Signature

Date

Student Organization President, Signature

Date

Faculty/Staff Advisor, Signature

Date

Student Leadership & Development Advisor, Signature

Date

Approved _____ Denied _____ Comments _____

Dean of Students, Signature

Date

VP for Student Affairs, Signature

Date

Approved _____ Denied _____ Comments _____



CALIFORNIA STATE UNIVERSITY STANISLAUS
TEMPORARY FOOD PERMIT (TFP) APPLICATION

It is the intention of the University that the Food Service Provider prepares and serves food for all events on campus, except as may be waived pursuant to the Campus Food Policy.

Any group serving food on campus that is not prepared by the Food Service Provider and is made available to the general public must complete a Temporary Food Permit.

Applicants should review the CSU Stanislaus Campus Food policy at: <http://www.csustan.edu/aboutus/PoliciesProcedures.html>

Applicants submitting information less than 5 business days prior to the event may not receive a permit. This means that final approval on the form must be obtained no later than 5 business days in advance!

EVENT DETAILS:

NAME OF EVENT/TITLE:		DATE OF EVENT:	
LOCATION OF FOOD BOOTH:			
TYPE OF EVENT:	<input type="checkbox"/> FUNDRAISER <input type="checkbox"/> FREE TO PUBLIC <input type="checkbox"/> MEMBERS ONLY/PRIVATE EVENT (CLUBS AND ORGS)		
NAME OF CLUB/ORGANIZATION:			
NAME OF CAMPUS CONTACT PERSON:		CELL PHONE #:	
CONTACT PERSON EMAIL:		OFFICE/OTHER PHONE #:	
WHERE ARE YOU GETTING THE FOOD FROM:	<input type="checkbox"/> CAMPUS DINING <input type="checkbox"/> OFF CAMPUS VENDOR		
IF OFF CAMPUS VENDOR, LIST NAME AND ADDRESS OF FACILITY:			

I hereby make an application for a permit to conduct a temporary food facility (booth) in accordance with University Policy, the laws, ordinances and regulations that are now or may hereafter be enforced by the State of California, or under jurisdiction of the Stanislaus County Department of Environmental Resources pertaining to the event described within this application. I attest that the information in this application describes accurately how food will be distributed to the public.

SIGNATURE OF APPLICANT:		DATE:	
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APPROVAL & WAIVER

Signatures must be obtained in the order listed and prior to submitting to Safety & Risk Management

When all approved signatures have been obtained please submit to: University Police Department / Safety & Risk Management

1. Campus Dining Manager <small>(Student Orgs. under waiver do not need this signature.)</small>		DATE:	
2. Dean of Students or Designee <small>(take to AVP of Student Affairs, at MSR 360)</small>		DATE:	
3. Vice President of Business and Finance or Designee <small>(take to AVP of Auxiliary Business Services, at MSR 290)</small>		DATE:	
OFFICE USE ONLY – SRM REVIEWED:		DATE:	

THE FOLLOWING INFORMATION MUST BE PROVIDED PRIOR TO DEPOSIT

Purpose:	Payment of \$25 toward event insurance	Organization:	
Account	Fund	Department	Amount
580093	G0106	90606	\$25.00
		Program	Project
		G039	
Class	Line Description		
Receipt Number:		Date:	
Signed form will be returned to applicant. After approval, students will take form to Cashier's office and pay insurance fee and Cashier will stamp or mark this form. Return copy of form with all signatures and cashier's mark to either MSR 290 or scan and send to jreho@csustan.edu.		T895	



**CSU STANISLAUS ENVIRONMENTAL HEALTH, SAFETY & EMERGENCY MANAGEMENT
HEALTH AND SANITATION REQUIREMENTS FOR FOOD SERVERS**

Any group serving food on campus, that is made available to the general public, must complete a Temporary Food Permit, which should accompany this information form.

FOOD STAND/BOOTH

- Must be located in a pre-approved reserved space.
- Must be covered with overhead protection for all food preparation and storage areas.
- Must have separate food preparation and customer service areas; customers must not have access to food preparation area.

OUTDOOR-COOKING ON CAMPUS

- Location of Cooking Equipment: Equipment used to perform open or barbecue cooking shall be placed only at approved and safe locations (not obstructing pathways).
- Grills or other approved cooking equipment must be separated from public access by using ropes or other approved methods to prevent contamination of the food and injury to the public.
- The cooking/barbecue equipment must be located more than 25 feet away from any building, flammable fence, structure or tree and must be more than 50 feet away from any building ventilation intake. May be adjacent to food stand/booth.
- Pre-approved gas grills are allowed; charcoal grills are NOT PERMITTED on campus.
- An ABC fire extinguisher must be available, on-site at the event.
- Deep fat fryers, grills, etc. may require separate screened areas in accordance with fire codes.

PREVENTING FOODBORNE ILLNESS

- All food obtained from a licensed retail food vendor shall be picked up just prior to the actual scheduled serving time. Early pickups are not allowed due to the potential of improper storage and handling.
- Don't accept any donated food from an unlicensed vendor or caterer.
- To prevent potential tampering, never leave food unattended.
- Keep hands, clothing and food preparing and serving areas clean at all times.

TO REPORT A FOODBORNE ILLNESS CASE

Safety & Risk Management @ (209) 667 - 3035

University Police Department @ (209) 667 - 3114

FOOD PREPARATION GUIDELINES

Groups and organizations preparing food to be served on campus should adhere to the following applicable standards:

➤ **FOOD PREPARED OR STORED AT HOME IS PROHIBITED**

- Hand washing facility shall be nearby for food handlers and shall be equipped with hot and cold running water. Hand washing detergent or soap and single-service sanitary towels shall be provided. No person shall begin or resume work after visiting the toilet with out first washing his/her hands.
- All multi-use utensils and other equipment use in connection with the preparation, service, and display of food, shall be kept clean and in good repair. Unwrapped foods must be served with tongs.
- Single-service eating and drinking utensils must be used for consumers.
- Waste shall be removed and disposed of in a sanitary manner as frequently as necessary. Adjacent areas shall be kept clean and free of litter.
- All food must be protected from dust or other contamination, including condiments.
- Potentially hazardous food & beverage shall be maintained at or below a temperature of 45 degrees Fahrenheit or below. Hot foods must be maintained at 135 degrees Fahrenheit or above.
- All food handlers preparing, handling, or serving food shall wear clean outer garments and shall keep their hands clean at all times while engaged in handling food, beverage, or utensils. All such food handlers shall wash their hands and arms with soap or detergent and warm water before commencing work.
- Smoking and the use of tobacco is prohibited inside food stand/booth.
- No animals are permitted inside food stand/booth.

RESPONSIBILITY FOR FOOD SANITATION

The club advisor is responsible for the organization observing all rules of the Health and Sanitation program for the event serving food. I have read and understand the guidelines stated above.

(Event Coordinator Signature)

Date

Printed Name of Person Signed Above

Contact Phone Number

Prepared by risk 7/7/2011

Page 3



GROUP USAGE REQUEST AGREEMENT

In consideration for the authorization to use the facilities, the undersigned organization hereby agrees to use these facilities for the purpose intended and further agrees to indemnify, save and hold harmless the California State University, Stanislaus and its employees for any claim, suit or action for bodily injury or property damage rising out of this particular use of the facilities.

Any insurance, additional fees and documentation required by the University or the SRC must be paid before approval can happen. This may include but is not limited to: insurance, University Police service, and staffing.

All Facilities

- All policies of the SRC are expected to be followed at all times.
- Violations of policy by any group or participant of the group will be evaluated to determine if future use will be allowed.
- No food, drinks, etc without special permission.
- **NO ALCOHOL ALLOWED AT ANY TIME** without special permission.
- **NO PETS ALLOWED.**
- Area must be cleaned up when you are finished.
- You will be responsible to pay for any damages to the area and additional custodial services.
- Use of non SRC equipment must be pre-approved by the director or designate.
- The parking lot adjacent to the Fitness Center is intended for users with a CSU Stanislaus parking pass. Automated parking ticket machines are at the entrance to campus off Geer Road to allow others to park near the Fitness Center for a nominal fee. UPD will ticket you if you do not display the proper pass.

Indoor Facilities

- All participants are required to show their ID to the desk staff.
- All student participants are required to pay the SRC fee to use the facility.
- If a student is not enrolled for the current semester/term they can pay the SRC fee at Cashier's for the term/semester.
- All non-student participants and instructors must meet the requirements of membership for the facility which include paying for an SRC membership or guest fee.
- All participants and instructors must sign an SRC Release and Informed Consent form, available at the front desk.
- A group roster must be turned in prior to the activity. Roster can be expanded at any time with approval.
- Shoes and clothing worn must meet all SRC policy guidelines.
- No tape or markings can be used on the floors and walls.
- No bikes or skateboards allowed in the facilities.
- Stereo equipment can be used only by those approved by the SRC and use will be monitored by the SRC desk staff for noise levels not to exceed a volume that can be easily heard outside the room.
- Reservations scheduled indoors during regular operation hours (hours posted on the SRC web site) must conclude fifteen (15) minutes prior to the official closing of the building.
- Additional fees will apply for reservations held when the SRC is not officially open and must be pre-approved and pre-paid.
- **All exit doors must remain closed at all times.**
- If exit doors are opened for any reason by anyone other than SRC personnel, or if SRC policies are not followed, the reservation will be ended and the reservations suspended/terminated for the remainder of the semester.

Outdoor Facilities

- Leave all gates on outdoor facilities closed during the event.
- No Vehicles of any kind allowed on the playing surfaces or on the track.

I have read and agree to the terms listed above.

Requestor's signature _____ Date _____



Print

Reset

CALIFORNIA STATE UNIVERSITY, STANISLAUS On Campus Special Event Safety Plan

- > This form is intended to assist groups in the development of required safety plans for events sponsored by the University and held on campus.
- > Event details, pertaining to safety, must be submitted to the University Police (UPD) Safety & Risk Management Office for review and recommendation, **no later than 30 days prior** to the event date.
 submit to:
 University Police Department
 Attn: Safety & Risk Management
 One University Circle
 Turlock, California 95382
 Fax: (209) 667-3104; email: risk@csustan.edu
- > If applicable, a UPD representative will provide a cost quote once all details are received (cost may include: UPD Officer over time, ambulance standby, state fire marshal event permit, first aid volunteer donation, insurance).
- > If Question is not applicable, please write N/A; do not leave blank.

SPONSOR DETAILS	
NAME OF SPONSORING GROUP	
COORDINATOR CONTACT INFORMATION	
NAME	
MOBILE	
OFFICE	
EMAIL	
CAMPUS CONTACT PERSON (if different from above)	
NAME	
MOBILE	
OFFICE	
EMAIL	
CONTACT PERSON REGARDING COMPLAINTS AND/OR PROBLEMS DURING THE EVENT	
NAME	
MOBILE	
EVENT BASICS	
TITLE	
DATE(S)	
BEGINNING	
ENDING	
TIME	
BEGINNING	
ENDING	
DESCRIBE THE EDUCATIONAL PURPOSE/VALUE OF THE EVENT	
WILL THIS EVENT INTERRUPT ACADEMIC PROCESSES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, PLEASE EXPLAIN HOW	
DATE & TIME SET-UP WILL BEGIN	
DATE & TIME CLEAN-UP WILL END	

EVENT LOCATION	
NAME OF CAMPUS FACILITY/SPACE	
ESTIMATED # OF GUESTS	
STATE FIRE MARSHAL "SPECIAL EVENT APPLICATION" COMPLETED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
OUTDOOR EVENTS <input type="checkbox"/> N/A	
WILL THE EVENT BE ENCLOSED? (Fencing? Gates?)	
WILL SEATING BE PROVIDED, OR WILL GUESTS PROVIDE THEIR OWN SEATING?	
WILL THERE BE STANDING ROOM FOR GUESTS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THERE BE DANCING?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, WHERE WILL GUESTS DANCE?	
HAVE THE NOISE LEVEL GUIDELINES BEEN REVIEWED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> AMBIENT <input type="checkbox"/> STANDARD/BUILT-IN PROVIDED
WHAT ARE THE LIGHTING CONDITIONS?	<input type="checkbox"/> PORTABLE
EVENT ACTIVITIES	
WILL THERE BE FIREWORKS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THERE BE PERFORMERS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THERE BE ANIMALS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THERE BE CARNIVAL TYPE RIDES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THERE BE BOUNCES HOUSES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL SPORTS BE PLAYED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE THERE WRITTEN CONTRACTS/AGREEMENTS FOR THIS EVENT? <i>If yes, please attach a copy of the agreement(s)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
ENTERTAINMENT DETAILS	
LIST THE NAMES AND CONTACT INFORMATION OF ANY PERFORMERS. ALL CONTRACTS MUST BE REVIEWED BY THE UNIVERSITY PROCUREMENT. PERFORMER WAIVERS OF LIABILITY MAY BE REQUIRED.	
1)	Phone # () EMAIL:
2)	Phone # () EMAIL:
3)	Phone # () EMAIL:
4)	Phone # () EMAIL:
5)	Phone # () EMAIL:
ADMISSION	
IS THERE A COST FOR ADMISSION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
COST?	
IS ADMISSION PAYMENT ACCEPTED UPON ENTRANCE TO THE EVENT	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, HAVE YOU COMPLETED AND SUBMITTED THE HANDLING MONEY AT EVENTS FORM?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL GUESTS BE REQUIRED TO SHOW I.D.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, WHAT FORM(S) OF I.D. WILL BE ACCEPTED	
WHO WILL VALIDATE AUTHENTICITY OF I.D.?	
IS THERE AN AGE REQUIREMENT FOR THIS EVENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, INDICATE SPECIFIC AGE(S) OR AGE GROUP?	
WHO MAY ATTEND THIS EVENT?	<input type="checkbox"/> Students <input type="checkbox"/> Employees
	<input type="checkbox"/> Public <input type="checkbox"/> Children
IS THERE A DRESS CODE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, WHAT IS THE DRESS CODE?	
HOW WILL THE GUESTS BE ADVISED?	

FOOD SERVICE			
The University's agreement with Campus Dining Services provides that they will be the exclusive caterer of food and beverage service on campus. Arrangements for food and beverage service must be made through the Campus Dining Catering Services at 667 - 3634.			
WILL FOOD BE SERVED?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES, WHO WILL THE FOOD SERVICE BE PROVIDED BY?	<input type="checkbox"/> CAMPUS DINING <input type="checkbox"/> OTHER <input type="checkbox"/> STUDENT ORGANIZATION		
IF OTHER, PLEASE EXPLAIN			
PLEASE NOTE IF FOOD IS BEING PROVIDED BY OFF CAMPUS VENDORS, OR A STUDENT ORGANIZATION, YOU MUST SUBMIT A TEMPORARY FOOD PERMIT AT LEAST 14 CALENDAR DAYS PRIOR TO THE EVENT DATE			
WILL GUESTS BE ALLOWED TO BRING THEIR OWN FOOD/BEVERAGES?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES, ARE THERE ANY RESTRICTIONS	<input type="checkbox"/> YES <input type="checkbox"/> NO		
LIST RESTRICTIONS, IF ANY			
AND HOW WILL GUESTS BE ADVISED OF RESTRICTIONS			
ALCOHOL SERVICE <input type="checkbox"/> N/A			
HAS CAMPUS POLICY AND PROCEDURES BEEN REVIEWED	<input type="checkbox"/> YES <input type="checkbox"/> NO		
WHAT TYPE OF BEVERAGES WILL BE SERVED?	<input type="checkbox"/> BEER <input type="checkbox"/> WINE/CHAMPAGNE		
WHO WILL BE SERVING THE ALCOHOLIC BEVERAGES?	<input type="checkbox"/> CAMPUS DINING <input type="checkbox"/> OTHER		
IF OTHER, PLEASE EXPLAIN			
PARKING AND TRAFFIC DETAILS			
WHERE WILL GUESTS PARK?			
HOW WILL GUESTS BE ADVISED ABOUT PARKING? (Provide a copy of all invitations and/or direction that will be provided to guests)			
HOW WILL PARKING CITATIONS BE AVOIDED? *NOTE* SPECIAL REQUESTS MUST BE MADE THROUGH THE ONLINE RESERVATION SYSTEM			
WHAT ARE THE LOAD AND UNLOAD REQUIREMENTS FOR ENTERTAINERS?			
SECURITY DETAILS			
WHAT IS THE NAME OF THE SECURITY COMPANY?			
YOUR CONTACT'S NAME			
CONTACT PHONE NO.			
HAS THE CONTRACT BEEN REVIEWED BY SAFETY & RISK MANAGEMENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
HOW WILL SECURITY COMMUNICATE WITH THE EVENT COORDINATOR(S) AND THE UPD DURING THE EVENT?			
WHAT IS THE MAIN FUNCTION OF THE SECURITY STAFF AT THIS EVENT?			
This form was completed by			
Type Name	Signature	Title/Position	Date
If Student Organization, Advisor Name	Signature	Title/Position	Date



**CALIFORNIA STATE UNIVERSITY, STANISLAUS
CUSTOM RELEASE OF LIABILITY APPLICATION**

- This form is intended to assist groups in the development of release of liability documentation for off campus field trip/activities, whether academic or voluntary.
- **Event details must be submitted to the University Police (UPD) Safety & Risk Management Office for review and recommendation, no later than 14 days prior to the event date.**

Submit to:
 University Police Department
 Attn: Safety & Risk Management
 One University Circle
 Turlock, California 95382
 Fax: (209) 667-3104; email: risk@csustan.edu

- If Question is not applicable, please write N/A; do not leave blank.

TRIP COORDINATOR CONTACT INFORMATION			
NAME			
MOBILE			
OFFICE			
EMAIL			
DEPARTMENT			
INSTRUCTOR NAME			
TRIP BASICS			
TITLE			
DATE(S)			
BEGINNING			
ENDING			
TIME			
BEGINNING			
ENDING			
TRIP LOCATION			
LOCATION NAME AND ADDRESS			
ESTIMATED # OF PARTICIPANTS	____ STUDENTS ____ EMPLOYEES ____ VOLUNTEER/OTHER		
TRIP ACTIVITIES			
WHAT PHYSICAL ACTIVITIES WILL TAKE PLACE? <small>List all possibilities (hiking, walking, sports, swimming, etc.)</small>			
ANY OTHER LIKELY RISKS TO BE ENCOUNTERED <small>List all known (hazardous materials, pests, biological, animals, body of water, etc.)</small>			
DESCRIBE TRANSPORTATION ARRANGEMENTS <small>(i.e.: charter bus, boat, personal vehicle, etc.)</small>			
WILL TRANSPORTATION BEGIN AND END AT CAMPUS	<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THIS A VOLUNTARY TRIP OR COURSE REQUIREMENT	<input type="checkbox"/> VOLUNTARY <input type="checkbox"/> COURSE REQUIREMENT		
HAVE PARTICIPANTS BEEN ADVISED OF STUDENT CODE OF CONDUCT	<input type="checkbox"/> YES <input type="checkbox"/> NO		
TRIP PURPOSE	<input type="checkbox"/> ACADEMIC <input type="checkbox"/> RECREATION/ACTIVITY		
This form was completed by			
Type Name	Signature	Title/Position	Date