

OFFICER ORIENTATION



Sports Clubs | Campus Recreation

Welcome to the Sports Clubs Program at CI

Overview

This orientation will take approximately 15-30 minutes to complete. You should take notes while reviewing the orientation; You will need to earn an 80% or more on the Advisor Orientation Quiz in order to satisfy the orientation requirement for your organization. If you wish to complete the quiz as you review the presentation, you may access it at the following address:

[Sports Clubs Officer Orientation Quiz](#)

In order for each student organization to retain registered status with the University, quizzes must be completed by the third Friday of each semester or within 10 business days of the advisor assuming his/her duties.

Executive Order #1068 mandates that advisors are provided with an orientation to their role each academic year.

We hope this presentation provides you with the information necessary for a successful academic school year!

Presentation Components

This workshop will consist of four components:

1. Overview of Sports Clubs
2. Expectations of an Advisor
3. Policy Overview
4. Paperwork Basics

SECTION 1: OVERVIEW OF SPORTS CLUBS



Purpose of Sports Clubs

Sports Clubs provides programs and services to develop students to lead with excellence and integrity while they build community, personally flourish and act in a positive and socially responsible manner while on-or-off the field.

Sports Clubs Overview

- ⦿ A list of registered sport clubs and other organizations are located from this link: <http://ci.orgsync.com/>
- ⦿ Student Organizations are placed into the following categories: academic, honorary, sports clubs, and special interest
- ⦿ Student organizations contribute greatly to campus life and often offer important learning opportunities for individual students including:
 - Increasing retention through providing a sense of belonging
 - Heightening social and cultural awareness
 - Developing civic awareness and responsibility
 - Enhancing moral and personal development
 - Developing a positive self image & interpersonal skills
 - Applying the theoretical to experiential

Benefits for Registered Sports Clubs

- Use of University facilities, services, and resources according to established policies
- Reserve weekly meeting space
- Participation in University activities and programs (e.g. Involvement Fairs, Island View Orientation and Welcome Celebration)
- Publicize approved events
- Assistance and advisement from the Campus Recreation staff
- Eligibility to apply for certain kinds of funding (e.g. Recreation and Athletic Fee and Grants)
- Access to university web server space
- Access to a CI Community on CISync

Responsibilities of Registered Sports Clubs

- Complete a Sports Clubs Renewal Application each fall
- Abide by scheduled deadlines
- Complete all paperwork in a timely manner
- Report changes to the constitution, bylaws or officers/advisors to Campus Recreation within 10 business days after changes occur
- Operate in accordance with federal and state laws, local ordinances, the Student Code of Conduct and the constitution and/or bylaws of the organization itself
- Open membership to all matriculated, regularly enrolled CI students
- Have a minimum of 5 members enrolled at the University
- Have an eligible President and Treasurer on the roster
- Have an eligible faculty or staff advisor filed and listed on roster

Definition of a CI Leader

With excellence and integrity, CI leaders serve others, build community, personally flourish and act in a positive and socially responsible manner.

Attributes of a CI Leader:

Act	Leaders must take initiative and be responsive in an ethical and responsible manner.
Serve	Leaders work with honor and commitment toward an end greater than themselves by adding value to the community.
Flourish	Leaders thrive through ongoing learning, counsel and self-reflection so that they can make their best contributions and experience the greatest level of accomplishment and satisfaction from their efforts.
Build Community	Leaders cultivate relationships which honor the diversity and needs of the community and work collaboratively with others to create and support sustainable change.

AIMS of Sports Clubs

- To provide resources, training and information for student leaders and advisors of sport clubs and regarding **leadership development**;
- To facilitate user-friendly, accessible and responsive processes for the functioning of **sports clubs**;
- To inform campus constituents of **the importance and availability of leadership**, involvement and experiential and service-learning opportunities;
- To collaborate with campus community members **develop student leaders** in curricular and co-curricular endeavors; and
- To **recognize the achievements** of student leaders in curricular and co-curricular endeavors.

Campus Recreation is located in the Rec Center (Arroyo Hall)

- **Contact Information:**
 - (805) 437-8902
 - CampusRecreation@csuci.edu
 - www.csuci.edu/recreation
- **Web pages for Sports Clubs**
 - **Contact and Resource Information:**
www.csuci.edu/recreation/sports.htm
 - **Forms:**
www.csuci.edu/recreation/sportsclubs/scforms.htm

Functions of Campus Recreation's Sports Clubs Program

- Process sports clubs renewals and applications
- Provide resources for sports club leaders
- Offer meetings and workshops for sports clubs
- Answer general questions for student organizations
- Receive and process sport clubs requests such as Travel Requests, Purchase Requests, Meeting Space Requests, Tabling Requests, etc.
- Coordinate the annual sports award ceremony
- Meet one-on-one with student sports club leaders to assist with queries
- Provide one-on-one Involvement Mentoring Sessions to help students who are seeking involvement opportunities find the best match

Sports Clubs Staff

The Campus Recreation Sports Clubs program is staffed by student assistants trained in sports clubs processes and procedures as well as leadership skills and theory. A CR professional staff member, oversees the student assistants and overall functionality of the Sports Clubs program.

Mr. Nathan Avery serves as the Rec Sports Coordinator for Campus Recreation. He has several years of experience working within various departments in Student Affairs across institutions of higher education. Mr. Avery possesses a Bachelors of Science degree in Business Administration, with a minor in Economics from CSU Chico, and a Master's degree in Recreation from CSU Northridge.

Mr. Chad Patteson serves as Facilities and Sports Specialist which assists Mr. Avery in Sports Clubs operations.

Overview of ASI

- ⦿ All currently registered students of CSU Channel Islands are members of Associated Students Incorporated (ASI).
- ⦿ ASI is the umbrella organization governing the process, policies and procedures of four main entities:
 - Student Government
 - Student Programming Board
 - *Nautical* Yearbook
 - *CI View* student newspaper
- ⦿ ASI provides funding for:
 - **(Non-Sport Clubs) CI student organizations**
 - Campus departments and programs which directly benefit the student body
 - ASI administration
 - Student Union
- ⦿ ASI provides an account for each Sports Club to use for fundraised or donated monies



SECTION 2: EXPECTATIONS OF AN OFFICER

Sports Club Officer Responsibility

Officers may be held personally accountable for the misconduct of members during organization activities.

Such circumstances include, but are not limited to:

- Inappropriate or unacceptable activities sanctioned by the organization by means of discussion or planning at an organization meeting or officers' meeting
- An officer's **personal participation** in such an activity or an **officer's failure to act** appropriately upon witnessing such an activity
- An **officer's failure to act appropriately in preventing** such an activity when he/she had prior knowledge
- An **officer's failure to act appropriately in taking corrective action** after learning of such an activity
- An **officer's negligence in his/her responsibility to educate the group** on established laws, regulations, policies, directives, and procedures
- An officer's failure to **cooperate fully with law enforcement personnel** or with University officials, including failure to identify organization members known by the officer to be involved in an incident

Sports Clubs Officer Eligibility

- All officers (any student in an elected or appointed position) of a student organization at CI:
 - Have a cumulative, CI **and** semester GPA of at least 2.5 (undergraduates)
 - Have a cumulative, CI and semester GPA of at least 3.0 (graduate and credential)
 - Must be enrolled in no less than six units at CSU Channel Islands (undergraduates)
 - Must be enrolled in no less than three units at CSU Channel Islands (graduate and credential)
 - Be in good academic and behavioral standing (not on academic or disciplinary probation)
 - Be free of any holds on University records.

See Policy on Eligibility Requirements for Membership in Student Clubs and Organizations (SA.21.004) for more information.

Officer Appeals Process

An officer who is ineligible due to failing to meet the semester GPA requirement may submit an appeal to the Sports Clubs Officer Appeals Committee for a one-semester (one-time) probationary status to retain the position(s) held at the time the appeal is submitted. Appeal forms may be obtained from the Recreation Center front office.

Students may submit an appeal as soon as semester grades are posted but no later than 5:00 p.m. on the first Thursday of each semester. See Policy on Eligibility Requirements for Membership in Student Clubs and Organizations (SA.21.004) for more information.

Eligibility

- ⦿ Minimum eligibility requirements to be a **member** of a student organization at CSU Channel Islands:
 - Must be enrolled as a student at CSU Channel Islands
- ⦿ First time in college students without a CI GPA cannot serve as officers, but may participate as general members their first semester.
 - This is incorporated into the University policy in order to ensure first time in college students successfully transition to the University prior to assuming responsibility of a student organization.
- ⦿ Student organizations may impose more restrictive requirements in their constitution(s) or bylaws.



SECTION 3: EXPECTATIONS OF AN ADVISOR

Roles of the Sports Club Officer

Maintain familiarity with student organization's happenings:

- Be available for regularly scheduled meetings of your organization
- Meet with officers of your organization regularly to discuss internal organizational difficulties, such as communications, delegation of responsibilities, etc., and to assist the officers with their responsibilities
- Attend the various functions of your organization (other than meetings, such as fundraisers, special projects and programs, etc.); However, usually such attendance is not mandated.*
- Please note: it is highly preferred that advisors attend events when more than 50 people are expected to attend, the event is open to the public, a guest speaker is invited to present, the event is a rally or demonstration, if the event is off campus and/or if off campus individuals are invited to attend an on campus event
- Be familiar with the financial status, constitution and activities of your sports club
- Attend off-campus or overnight trips if required. Professional staff members or advisors will need to attend trips more than 400 miles away, or if lodging is required. Special approval to travel without an advisor can be made to clubs that travel consistently. Contact Sports Clubs for details.

Introduction

Advisors must be full or part-time CI faculty or staff (per CSU Chancellor's Executive Order 1068). Employee eligibility and confirmation of advisor status are verified when organizations apply for registration. Auxiliary staff and student assistants are not eligible to serve as advisors.

Although his/her major responsibility is not regulatory or disciplinary, the advisor, as a university employee, has a responsibility to keep student, institutional, and the organization's best interests in mind. Advisors may need to remind the group of University policies including the Student Code of Conduct. Whenever possible, the advisor should work with the officers of the organization to maintain appropriate standards of behavior.

Roles continued (p.2 of 5)

Ensure accurate completion of student organization's business:

- Assist with event planning and development
- Assist student organizations with assessing their activities
- Ensure all paperwork submitted to Sports Clubs is thorough, complete and timely
- Review printed and online organization materials for spelling and grammar prior to submission to Sports Clubs
- Review and respond to emails sent by Campus Recreation/Sports Clubs
- Be aware of available/required forms by visiting the Campus Recreation web pages

Interpretation and application of policy

- Be familiar with the institution's policies and rules that govern students and student organizations and strongly encourage your organization to adhere to the policies and rules of the University as well to obey local statutes and the laws of the State and Nation
- Report behaviors that violate the Student Code of Conduct to the Dean of Students
- Ensure members/officers who are deemed ineligible do not to take part in student organization activities

Roles continued (p.3 of 5)

Consultation

- Assist members with personal, professional and leadership development when possible
- Avoid trying to become “one of the gang,” or to be unavailable to the group
- Offer advice when it is requested and offer counsel, even though it may not have been sought
- Know the limits of “rescuing” the group or program; within reason, allow student organizations to fail and help them learn from their mistakes
- Share your knowledge and expertise with members when possible
- Do not accept an invitation to serve as an advisor or to continue to serve if you are not prepared to fulfill the expectations of such.
- Don't hesitate to engage in the general discussion of organizational matters at meetings; however, do not dominate discussion or become the focus of attention
- Expect to be challenged; however, do not interpret this as an indication that your services are no longer desired

Roles continued (p.4 of 5)

Provide continuity

- Ensure all application and renewal paperwork is submitted by the appropriate deadline
- Keep Campus Rec informed of any member/officer changes
- Complete advisor orientation requirement annually for your organization to retain registered status
- Facilitate the transference of information and materials from one year to the next

Roles continued (p.5 of 5)

Liability oversight

- ④ Assist the group with identifying potential risk-related activities and ensure appropriate follow-up takes place with campus personnel before engaging in such activity
- ④ Anticipate "foreseeable harm" - Review planning and publicity. Do you foresee any kind of danger or harm to individuals or the University that may arise? (Consider issues such as transportation, physical risk or damage, cost, lodging, alcohol.)
- ④ Duty to warn- If an event appears to have foreseeable harm, warn the leaders of the risk and their duty to take action (e.g. alter or remove the danger, plan how to forewarn members of risk, eliminate CI's name if appropriate). Contact Sports Clubs at sportsclubs@csuci.edu with any questions.
- ④ Ensure that the University's Release of Liability Waiver is completed before students engage in a risk-related activity.
- ④ Work with Procurement or Student Leadership Programs to ensure that vendors and performers have the appropriate insurance before coming to campus.

Level of Involvement

- Your involvement as an advisor depends on the organization and its leaders.
- Attending the meetings and activities on a regular basis is the best way to stay informed of all activities and projects.
- You should clarify, between you and the organization, what your role as an advisor will involve.
- Be prepared for your role to change each year with the new officers and members.

Students benefit from having advisors who are committed, active and involved with the organization and its activities.

SECTION 3: POLICY OVERVIEW



Executive Order 1068

All student activities departments at CSU campuses must abide by Executive Order No. 1068 that stipulates student organizations requirements including:

- Chartering and recognition policies
- Withholding and withdrawing recognition
- Minimum number of students involved in an organization
- Requirements of advisors
- Off-Campus Student Activities
- Club Sports Insurance

Please see <http://www.calstate.edu/eo/EO-1068.html> for more information.

Off-Campus Student Organization Activities

Executive Order 1068 requires that **all policies stated in the Student Code of Conduct apply to off-campus student organization-related activities**. The Student Conduct Code sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the university's disciplinary process.

Policy on Student Involvement During Pre-Finals and Finals Weeks

The Policy on Student Involvement During Pre-Finals and Finals Weeks was created in an effort to ensure the students' primary focus is on their curricular endeavors during pre-finals and finals weeks. Students must be able to devote their time to review in preparation for their final exams.

Therefore, the following will be employed:

- No student organization may hold meetings or sponsor events during pre-finals or finals weeks.
- Co-curricular events or activities that require students to plan, develop or attend may not be held during pre-finals or finals weeks. This includes **informal** (e.g. team dinners, banquets, etc.) and **formal** (e.g. meetings) group gatherings.

Discrimination

It is a violation of California law to discriminate against individuals from designated groups. The following statement must be included in student organization bylaws:

“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.”

Hazing

- The California Penal Code defines hazing as, “Any act related to a student organization which regardless of location, intent, membership status or consent of the participants, causes or is likely to cause bodily danger, physical harm, mental or physical discomfort, harassment, degradation, extreme mental stress, or otherwise compromises the dignity of the individual.”
- Participation in a hazing or conspiracy to haze will result in both individual and organizational disciplinary action, including possible expulsion.
- Hazing is a crime, and those participating face criminal prosecution and sentencing.
- If you have information about hazing incidents, you are urged to contact Judicial Affairs.
 - *(As defined in the California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).*

Hazing Occurs Across Campus Groups

This data are provided to highlight behaviors your organization might not realize are considered hazing. Please take a careful look.

A recent nationwide study reports hazing occurring in many college athletic and campus groups, with alcohol a part of the most common hazing behavior:

Most frequent reported college hazing behaviors:

- Drinking game 26%
- Singing or chanting in public 17%
- Associating with specific people 12%
- Drink large amounts of alcohol to the point of getting sick and passing out 12%
- Sleep deprivation 11%
- Screamed, yelled, or cursed at 10%
- Awakened during the night 9%
- Attending a skit or roast where other group members are humiliated 6%
- Enduring hard weather conditions without appropriate clothing 6%
- Performing sex acts with the opposite gender 6%

Alcohol and Other Drugs

- CSU Channel Islands, along with the rest of the nation's colleges and universities, is very concerned about the irresponsible and potentially dangerous use of alcohol by its students, particularly those under 20 years of age.
- We know that irresponsible and/or illegal use of alcohol often creates academic, social, physical, emotional, and legal problems for our students that prevent them from being successful at the university and beyond.
- As an institution, we are committed to working with community partners to prevent these problems and to keep our students, and the community safe.
- Institutional policy and the CSU Student Conduct Code in Title 5, California Code of Regulations Section 41301 prohibits alcohol on the CI campus. Alcohol abuse, including possession of alcohol by a minor, binge drinking and drunk driving is not tolerated. **The alcohol policy applies to student organization on *and* off campus events.**

Alcohol Resources

- Please see CI Personal Counseling Services' (PCS) website containing information and resources for students on a variety of topics, including alcohol and substance abuse <http://www.csuci.edu/pcs/info-and-resources.htm#alcohol>.
- The alcohol and substance abuse information provided by PCS includes:
 - What is a standard drink?
 - Types of alcohol problems
 - Who has an alcohol problem?
 - Harmful effects of alcohol
 - Alcohol and women
 - Alcohol and college students
- The University Alcohol Policy is located at:
<http://policy.csuci.edu/SA/03/SA.03.003.htm>

Liability

- Sports Clubs Members that are involved in regular physical activity are required to complete this form as part of the renewal process.
- Additional Group Events Students must fill out the Release of Liability Waiver form *each* time they engage in an event/activity that could have increased physical risk. Examples include: hiking, biking, dancing, etc.

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
a campus of the California State University • Bakersfield • Channel Islands • Chico • Dominguez Hills • Fresno • Fullerton • Hayward • Humboldt • Long Beach • Los Angeles
Maritime Academy • Monterey Bay • Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San Jose • San Luis Obispo • San Marcos • Sonoma • Stanislaus

**RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK AND
AGREEMENT TO PAY CLAIMS**

Activity: _____
Activity Date(s) and Time(s): _____
Activity Location/Facility: _____

In consideration for being allowed to participate in this Activity, I release from liability and waive my right to sue the State of California, the Trustees of the California State University, which own and operate California State University, Channel Islands and their employees, officers, volunteers and agents (collectively "University") from any and all claims, including the University's negligence, resulting in any physical injury, illness (including death) or economic loss that I may suffer because of my participation in this Activity, including any travel to and from the Activity.

I am voluntarily participating in this Activity. I understand that there are risks, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability or even death, which may occur from my participation in this Activity. These injuries or outcomes may arise from my own or other's actions, inactions, negligence, or from the condition of the Activity location(s) or facility(ies). Nonetheless, I assume all related risks, whether known or unknown to me, of my participation in this Activity, including travel to and from the Activity.

I agree to hold the University harmless from any and all claims, loss or damage to my personal property, liabilities and costs, including attorney's fees, as a result of my participation in this Activity, including travel to and from the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University.

If I need medical treatment, the University is authorized to obtain medical treatment for me. I will be financially responsible for any costs of such treatment. I agree that I will not hold the University responsible for any claims resulting from any medical treatment. I am aware that the University does not provide health insurance for me and I should carry my own health insurance.

I am 18 years or older. I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) waiver of my right to sue the University, (c) and assumption of all risks of participating in this Activity, including travel to and from the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

Participant Name: _____ Date: _____

Signature: _____

One University Drive
Camarillo, California 93012
Tel 805-437-8400
Fax 805-437-8424

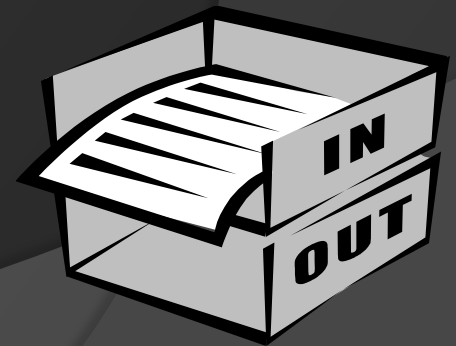
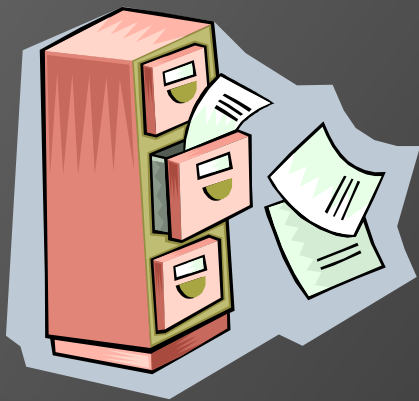
Liability, Contracts & Agreements

- Volunteer Coaches must have appropriate paperwork and approval before participating with a sports club. Please meet with the Rec Sports Coordinator for details.
- Speakers, vendors, and performers must have appropriate insurance to perform or do business at CI. All vendors must have a general liability contract of no less than \$1 million per occurrence along with a \$2 million aggregate. Proof of insurance should be submitted to sportsclubs@csuci.edu at least four weeks prior to the event date for approval from University personnel.
- Students and/or advisors should never sign a contract for their organization/the University. All contracts must be submitted to nathan.avery@csuci.edu for approval from University personnel at least four weeks to process contracts.
- Students and/or advisors should never make any verbal or written agreements with outside entities until receiving approval from University.
 - For instance, if a student organization wishes to assist with the implementation of an event sponsored by an off campus entity, the

Copyright and Movies

- Showing films (either rented, purchased or borrowed from the library) outside of the classroom may be illegal. Showing a copyrighted film (VHS, 16mm, DVD) outside the classroom, without obtaining **Public Performance Rights**, may be illegal.
- Copyrighted films (and this is most of them) are not automatically licensed for public performance (this means showing a movie/film in a residence hall, auditorium, or any other kind of public space). The only legal exception to this rule is if an instructor shows the video/DVD in a classroom and that the activity is for educational purposes related to the course.
- A student organization officer must show a public performance license or proof of permission from the copyright owner to show the work publicly.
- Ownership, rental or borrowing a film/video from a library does not necessarily constitute public performance rights.
- The following companies grant PPR for public showings. (If you want to show a copyrighted film in a public setting, you will need to contact one of these companies to obtain permission.)
 - Swank Motion Pictures, Inc. (1-800-876-5577)
 - Criterion Pictures, USA (1-800-890-9494)
 - Kino International (1-800-562-3330)
 - New Yorker Films (1-800-247-6200)

SECTION #4: CISYNC AND PAPERWORK BASICS



Sports Clubs Registration/Renewal

Sports Club officers must register new clubs, and then renew annually using the Sports Clubs web-based organization software CISync. A Step-by-step process is outlined from the Registration and Renewal links.

Basic Summary of Renewal Steps:

- Gain Administrator Access to CISync (Sports Clubs web-based organization software) from Sports Clubs
- Update Club's Portal with New Information
- Presidents* - Complete the President Agreement & Officer Orientation
- Officers*- Complete the Officer Orientation
- Advisors- Complete the Advisor Agreement & Advisor Orientation

- * All sports club members must complete a Players Participation Application

Registering a new Sports Club www.csuci.edu/recreation/sportsclubsregistrationprocess.htm

Renewing Sports Clubs: www.csuci.edu/recreation/sportsclubsrenewal.htm

Sports Clubs Forms

- ◎ A variety of forms are available on the Sports Clubs web page at www.csuci.edu/recreation/sportsclubs/scforms.htm

- **Categories**

- **Registration/Renewal**
- **Sports Club Management**
- **Travel**
- **Expense Claims**
- **Reservations**
- **Travel Reports**
- **Drivers(for sports clubs)**
- **Purchases & Reimbursements**
- **Facilities**
- **Reports**
- **Fiscal Management**
- **ASI documents**
- **Executive Order 1006**

Sports Club Participant Application Form

- ⦿ This form must be completed by all members of sports clubs annually.
- ⦿ This form should be submitted by each student member/officer as part of the renewal process, with new sports club applications, and with add/drop forms.
- ⦿ Medical insurance and emergency contact information is required for completing this form.
- ⦿ There are two components to this form, one electronic and one hard copy; Both components must be submitted for the form to be considered complete.

SC Forms: www.csuci.edu/recreation/sportsclubs/scforms.htm

Sports Clubs Add/Drop Form

- ⦿ This form is to be submitted when members, officers or advisors are added or removed from a student organization as well as when officer changes occur.
- ⦿ New members and officers may be added or dropped throughout the academic year. However, they may not be active until Sports Clubs has confirmed eligibility.
- ⦿ All sports club participants, and volunteers must be; added/dropped, and approved by Sports Clubs prior to participating in Any physical sports club activity. (Attending meetings is approved.)

SC forms: <http://www.csuci.edu/recreation/sportsclubs/scforms.htm>

Requests to Promote/Advertise Form

- Chalking Request Form

This form is provided for student organizations wishing to advertise through the use of chalking on the ground.

Chalking is only permitted in preapproved locations as indicated on the form.

Chalk is permitted on the sidewalk for up to three days before your event and must be removed 24 hours after the event.

- Please allow **five to seven business** days from the date the form is completed to when you would like to chalk.

SC Forms: www.csuci.edu/recreation/sportsclubs/scforms.htm

Event Space and Resource Request Form

- Any student organization officer/advisor will be required to complete an **Event Planning Orientation** prior to submitting an Event Request Form.
- CR student organizations should schedule an appointment with Mr. Avery to discuss event planning prior to submitting this form for an event.
- This form must be submitted for any event when the student organization is requesting the use of resources beyond space, if more than 100 attendees are expected at the event, or if the event is publicized to off campus attendees.
- A completed form must be submitted **fifteen to twenty business days** prior to the event date.
- **Do not** submit this form for meetings that require resources other than space – use the Meeting Request Form.

All forms can be found here: <http://go.csuci.edu/studentorgforms>.

Meeting Space Request Form

- This form is for reserving a meeting space location on campus.
- Classroom space can not be reserved until the first two weeks of the semester have passed.
- Student organizations have to pay for doors to be unlocked for their meetings when buildings are closed. Therefore, student organizations are encouraged to request space that is already open during their meeting time (e.g. Student Union).
- Be sure to submit more than one space preference.
- Allow five to seven business days from date completed form is received.

All forms can be found here: <http://go.csuci.edu/studentorgforms>.

Sports Clubs Budget Report Request Forms

These forms are for requesting a budget report of the current financial status of your organization that has money in the following:

For TK920 (Recreation and Athletic Funds)

- The form is submitted directly to sports clubs.
- Be sure to specify the duration of time you wish to review (months).
- Please allow 5-7 business days from date the form is received.
- Contact Nathan Avery, Rec Sports Coordinator
nathan.avery@csuci.edu or 805-437-3266

ASI account.

• The form is submitted directly to ASI Student Leadership

Fundraising and Donation Seeking 101

Before Fundraising/Donation Seeking

- Develop a fundraising/solicitation plan.
- Submit a **Request for Permission to Seek Donations and Fundraise** to Campus Recreation(CR)
 - Include all businesses you intend to approach.
 - Include a description of your fundraising efforts.
- If you are soliciting local businesses, CR will submit your request form to University Advancement to receive approval.
- Upon receipt of approval, you will receive an email from CR.
- If you are conducting a fundraiser, CR will review your request form and email you with approval.

SC Forms: www.csuci.edu/recreation/sportsclubs/scforms.htm

Fundraising and Donation Seeking 101 Continued

After Fundraising/Donation Seeking

- After your proposed fundraising/donation seeking effort has ended, submit a **Report on Fundraising and Donation Efforts** form to CR.
- Submit any money received to the Student Union front desk to be deposited in your ASI account within 48 hours of receipt.

You may not:

- Due to healthy and safety regulations you may not sell baked goods that were not cooked upon purchase.
- Approach any businesses that were not included on your request form without submitting a revised form first.

SC Forms: www.csuci.edu/recreation/sportsclubs/scforms.htm

Request for Permission to Fundraise and Seek Donations

- ⦿ This form is to be completed prior to seeking donations from vendors/individuals as well as before implementing any fundraising activities.
- ⦿ University Advancement must check the businesses that are to be approached to ensure that the university as a whole is not over-asking any single business.
- ⦿ Allow five to seven business days from date completed form is received.

SC Forms: www.csuci.edu/recreation/sportsclubs/scforms.htm

Poster Request Form

- All designs should be submitted in Microsoft Publisher (.pub) or .pdf format and be formatted at the desired finished poster size of either:
 - 18" X 24" - Indoor Poster/Small Sandwich Board Poster
 - 24" X 36" - Large Sandwich Board Poster
- Microsoft Publisher templates are available upon request from Student Leadership Programs.
- Poster Request Forms must be received by CR at least **10 business days** prior to the event or activity.
- Your Student Organization will be charged \$7 for each 18" X 24" poster and \$10 for each 24" X 36" poster. Please be sure your organization has the funds to support your request.

SC Forms: www.csuci.edu/recreation/sportsclubs/scforms.htm

Posting Approval Form

- This form is for student organizations to request that marketing materials be posted in the Bell Tower.
- Student organizations who wish to post in other campus locations (e.g. Broome Library, Islands Café, the Student Union and Housing and Residential Education) must work directly with personnel in each area to request posting.
- In addition to the name of your student organization, your marketing pieces **must contain** the following information. Please be sure this information is on your flyer or it will not be approved.
 - Name of Event
 - Price (*if applicable*)
 - Date of Event
 - Reason for Advertisement (*looking for volunteers, requesting attendance, etc.*)
 - Time of Event
 - Contact Information (*MyCI Email address, advisor's extension or phone numbers*)
 - Location of Event
- Allow five to seven business days from date completed form is received for the flyer to be posted. **Late requests will not be honored.**

Tabling Request Form

- This form is for student organizations that wish to set up a table on campus for organization promotional activities.
- SLP submits this form to ASI on your organization's behalf.
- Tables are available for checkout Monday through Friday from 8:30 a.m. until 10:00 p.m. and should be picked up and dropped off at the Student Union front desk (Tabling Request Form must be submitted in advance).
- You will receive one table and two chairs which you may set up in front or back of the Bell Tower or in front of Broome Library (other locations must be approved by the Assistant Director of Student Leadership Programs).

SC Forms: www.csuci.edu/recreation/sportsclubs/scforms.htm

Form Submission Notes

◎ “Details Matter.....”

- Read instructions
- Check processing timeline
- Plan ahead
- Complete forms thoroughly
- Questions? Don’t hesitate to contact us!

SC Forms: www.csuci.edu/recreation/sportsclubs/scforms.htm

2013-2014 Events & Dates

- ◉ Sports Clubs -How to Start a Sport Club Workshop Wednesday, August 28 4:00 PM – 5:00 PM Bell Tower West(BTW) 1188
- ◉ Sports Clubs- Presidents and Officers Initial Sports Clubs Council Meeting Wednesday, August 28 5:00 PM – 6:00 PM Bell Tower West(BTW) 1188
- ◉ Sports Clubs -Budgeting & Purchasing for Sports Clubs Workshop Wednesday, September 11 / 6:00 PM – 7:00 PM Bell Tower West(BTW) 1188
- ◉ Sports Clubs- Deadline for Final Budgets Friday, September 13 / 5:00 PM Rec Center (Arroyo Hall)
- ◉ Sports Clubs-Deadline to Register or Renewal Friday, September 13 / 5:00 PM Rec Center (Arroyo Hall)
- ◉ Sports Clubs Council Meeting Wednesday, October 9 / 5:00 PM – 6:00 PM Bell Tower West(BTW) 1188
- ◉ Sports Clubs- Traveling for Sport Clubs Workshop Wednesday, October 9 6:00 PM – 7:00 PM Bell Tower West(BTW) 1188
- ◉ Sports Clubs Council Meeting Wednesday, November 6 / 5:00 PM – 6:00 PM Bell Tower West(BTW) 1188
- ◉ Sports Clubs-Deadline to submit Purchase Requests for Fall 2013 Wednesday, November 27 5:00 p.m. Rec Center (Arroyo Hall)
- ◉ Sports Clubs-Deadline to submit Travel Reimbursements for Fall 2013 Wednesday, November 27 5:00 p.m. Rec Center (Arroyo Hall)
- ◉ Sports Clubs- How to Start a Sport Club Workshop Schedule a date and time with the Rec Sports Coordinator- 805-437-3266 Rec Center (Arroyo Hall)

QUESTIONS?



Campus Recreation Sports Clubs program

Recreation Center, Arroyo Hall

sportsclubs@csuci.edu

(805) 437-8902

<http://www.csuci.edu/recreation/sports>

Nathan Avery

Recreation Sports Coordinator

(805) 437-3266

Nathan.Avery@csuci.edu

Congratulations! You're almost finished!

Thank you for completing this orientation presentation! Please follow the link below to complete the presentation quiz to satisfy the orientation requirement for your organization.

Sports Clubs Officer Quiz

<https://orgsync.com/60389/forms/74249>

Please note: You must earn an 80% or more to satisfy the requirement.