



University of California
San Francisco

Staff Registered Campus Organizations Orientation

Enhancing the staff experience on campus.

CLS Wellness & Community

Fall 2019

Important Message:

COVID-19 is impacting in-person interactions and meetings, we will be updating this orientation guide to reflect what's likely to be affected during this period.



Staff RCOs enhance the staff experience by creating opportunities for the UCSF community to socialize on individual, cultural, creative, and intellectual levels while creating a sense of belonging and community.

Staff RCO Mission Statement

Registration Benefits

- Reserve campus space
- Apply for funding
- Request permission to fundraise


Registration Process

Staff RCOs must register annually **June 1-30** for the fiscal year in **Group Portal (CampusGroups)**.

- Group Name & Acronym
- Categories
- Logo
- Website
- Organization Email
- Organization Goals
- Summary of previous activities (description, attendance, cost) *** for renewals only*
- Four Officers all *** officers must have logged into Group Portal prior to registration*
- Terms & Agreement

New Registration Process

How to video: <https://player.vimeo.com/video/351696347>

- Log into **Group Portal**
- Click on Group Directory symbol in the top navigation 
- Click on **+ All Groups**
- Click on **Register New Staff Group** *** only available in June*
- Fill out Group Registration Details:
 - Name, Category and Mission
 - Organization photo/logo
 - Four Officers
 - ** in order to add them to the registration, they must have already logged into GP at least once before)*
 - **each admin will be sent an automatic email asking them to fill out a confirmation form*
 - Read and sign terms and agreements
- Once completed, all officers will receive an email, click on **form** to submit confirmation
- All officers must complete the officer confirmation form before registration can be processed

Renewal Registration Process

- Log into **Group Portal**
- Navigate to your Group
- Read the blue box and click on **Group Re-Registration**
- Review all fields:
 - Add four officers
 - Answer registration questions
 - Read and sign terms and agreements
- Once completed, all officers will receive an email, click on **form** to submit confirmation
- All officers must complete the officer confirmation form before registration can be processed

How to video: <https://player.vimeo.com/video/351696353>

Funding Process

- Funding applications will be accepted once a year and between **June 1-30**.
- Funding applications must be submitted in **Group Portal**
Link to funding application coming soon...
- RCOs applying for funding must attend the Staff RCO Orientation workshop.

Funding Guidelines

All staff organizations may apply for funding for the following types of events:

- Cultural events
- Artistic events
- Professional development
- Recruitment & publicity
- Organizational meetings

Funding Guidelines

Eligible Expenses

- All expenses must conform to university policies & procedures

Ineligible Expenses

- Alcohol
- Payments & honorariums for UC faculty, staff or students
- Parking fees for UCSF faculty, staff or students

Funding Application

One funding application per RCO due in **Group Portal** between **June 1-30**.

- Include all events/programs for the year
- Describe how events/programs align with PRIDE Value tenants
- Describe organizational goals for the year
- Provide estimate of membership numbers
- Upload itemized funding proposal
 - Must use template: **[Link to funding template coming soon...](#)**
- ▷ Although there is limited funding available for staff organizations, please include in the funding proposal template all desired funding in order to gather data regarding the needs of our staff groups.
- ▷ We encourage your organization to seek funding from additional campus sources in addition to the general RCO Funding.

Funding Proposal Template

	A	B	C	D	E	F
1	RCO Name	UCSF Staff Group Name				
2	RCO Contact	Lois Lane				
3	RCO Contact Email	Lois.Lane@ucsf.edu				
4						
5						
6	Quarter	Event	Budget	Location	Est. Attendees	Expenses
7	Fall, Winter, Spring	Org Meeting	\$150.00	MH-1106, Mission Bay	10	Snacks
8	Winter	Cultural		Millberry Union Event & Meeting Center, Parnassus	150	Room reservation (ETS, Facilities), food, performers
9						
10						
11						
12		Total Requested	\$3,150.00			
13						
14						
15	*Administrative Use Only *					
16		TOTAL APPROVED				
17						
18						

List RCO Contact information.

Add extra rows if needed.

List all events your RCO wishes to request funding.

Include total budget of event (lump sum per event).

Leave Admin Only section blank.

List estimate amount of attendees.

List of expenses. Please include any facilities requests (e.g. table, chairs, unlock doors) as staff RCOs will now be responsible for them.

Add Campus Location (Room and building) and Off Campus Address*

*Events outside of UCSF grounds will not be funded.

Campus Policies

Please review all policies which pertain to RCOs and campus activities, including but not limited to:

- [ETS Room Rental Policy](#)
- [University of California Policies Applying to Campus Activities, Organizations, and Students](#)
- [Use of University Name, Seal, Logo and Brand Identity](#)
- [Alcohol Policy](#)
- [Fundraising Guidelines](#)
- [Fire Marshall Guidelines for Special Use Areas](#)
- [EH&S Guidelines for Food Service](#)
- [Requesting an Honorarium Payment](#)
- [Meeting and Entertainment Expenses](#)

Event Liability

- Most **on-campus** RCO events are covered by the University insurance program. Please review the [activities insurance chart online](#) determine which activities are covered and which activities your RCO will be required to purchase insurance through [Campus Connexions](#). *** fees may apply*
- RCO events that are held **off-campus** are not covered by the University insurance program and RCOs are able to purchase insurance through [Campus Connexions](#). *** fees will apply*
- For any RCO participating in a recreational activity, each participant must sign a waiver.

Event Process

- All RCO events **on-campus** or **off-campus** are required to be submitted in **Group Portal**
 - Log into **Group Portal**
 - Navigate to your group
 - Click on *Events*
 - Click on *Create Event*
 - Fill out each field of the form including description
- Event requests must be submitted at least two weeks in advance of event/meeting.
- Conference Rooms such as Millberry Conference Center, Faculty Alumni House and any department room is considered Off-Campus in the form
- For on-campus events, **space must be booked** form through Group Portal, which will be automatically reserved in 25Live.

How to video: <https://player.vimeo.com/video/351696374>

Space Reservation Process

Classrooms & Special Use Areas

- Reserve space through **Group Portal** (see previous slide for steps)

Conference Centers & Meeting Spaces (“Off-Campus”)

- Aldea Community Center: emily.lefson@ucsf.edu
- Faculty Alumni House: louis.gutierrez@ucsf.edu
- Lange Reading Room: mfooster@ucsf.edu
- Millberry Union Conference Center: mueventmeeting@ucsf.edu
- Mission Bay Conference Center: tamara.villarina@ucsf.edu

Table, Chairs, Other Facility Requests

- Staff RCOs are responsible for requesting and paying for all facility requests (e.g. table, chairs, custodial services, unlocking doors, etc).
 - To submit a facility request, please log into [Facilities Services](#).*
 - Is this event for a Student Registered Campus Organization(RCO)? **NO**
 - List **Leslie Martinez** as the site contact
 - Under *Description of Work* please add “**Leslie Martinez** (wellnessandcommunity@ucsf.edu) will pay with COA funding”
- *faster route: [email facilities](#) about your request and cc wellnessandcommunity@ucsf.edu to provide COA funding on your behalf.

BearBuy/America To Go Orders

Once funding is approved, staff organizations are required to submit their food requests in **BearBuy/America To Go**

Requests need to be submitted at least **two weeks** in advance of event date

Request as follows:

- Log in to **My Access>Bear Buy> America To Go**

America To Go

- Make sure to include detailed building, address, room number, etc. in *Delivery Instructions*
- Need Onsite Contact name and number

Bear Buy

- Title the Cart with RCO Name, Event, Date: Ex. “Visuals Arts Club-Art Show-2017_10_03”
- Click on *Proceed to Check out*
- Remove any previous Funding
- In Internal Notes and Attachments
 - Attach names of attendees Excel or CSV.
 - Publicity: Ex. Flyer
- Click on *Assign Cart*
 - Select Search for an Assignee button and click on Search for Assignee, input last and first name: **Marquez, Yolanda**

Funding Reimbursements

For approved funding reimbursements, staff organizations are required to create a delegate to submit their reimbursement request in **MyExpense**. All receipts, payment requests, invoices must be submitted within **30 days of purchase**.

MyExpense request

- Log into **My Access>MyExpense**
- **Profile>Profile Settings>Expense Delegates>Add Delegate**
 - Add a Delegate: **Yolanda Marquez**
- Email delegate itemized receipt
 - Email should include: Staff RCO name, name of Event and Date
 - Food Expense: List of attendees is required

Jeopardy

Any RCO that does not adhere to all UC and UCSF policies could have their **RCO registration**, **event request**, or **event funding revoked**.

Questions

If you have any questions regarding staff RCOs, please reach out to CLS Wellness & Community at:

wellnessandcommunity@ucsf.edu