Orientation Workshop for Experienced Event Planners

Presented by the Office of Student Life and Development
2010-2011
Workshop Goals

- To update students with changes in the campus scheduling and publicity/posting regulations.
- To re-orient students with the basic Program Regulation Clearance process.
- To remind students how to plan and advertise successful campus events.
Annual Registration of Student Organizations

- **Organization Registration Card (ORC) deadlines:**
  - October 1
  - March 1

- **Eligibility**
  - Undergrads 6 units; Grads 3 units
  - 2.0 GPA and no probation of any kind

- **Orientation and Event Planning Workshop**
  - Event planning ability expires August 31, 2011
  - Must attend annually
S.H.E.L.L.S.

- Successful Higher Education Leadership Learning Skills
  - Officer Manual
  - Officer Transition Manual
  - Financial Budgetary Manual
  - Organizational Meeting Manual
  - www.csulb.edu/sld under “Forms”
Scheduling Deadlines

The following deadlines for filing forms, completion of program details, and approvals and payment of fees must be met before the program can be confirmed:

- major programs, concerts, speakers, conferences – 4 weeks prior to program
- workshops, seminars, events being catered, hot food sales, student filming – 2 weeks prior to program
- general meetings, bake sales, information tables – 5 business days prior to the program
Posting Regulations

- Event must be **advised, scheduled, confirmed and approved** prior to the release of any program publicity.

**IDENTIFICATION OF PUBLICITY**
- All publicity must state the sponsoring organization, name of programs and date, time, location and contact for the event.

**TIME LIMITS**
- All publicity material may be posted no more than seven school days prior to the event and must be removed no later than three days following the event.
Posting Regulations

• **FLYERS**
  • No approval needed to post on

• **POSTERS**
  • 25 posters on stakes maximum. SLD approval required.

• **BANNERS & SIGNS**
  • Only five signs or two signs and three banners are allowed for posting per event. SLD approval needed.

• **POSTING in the USU**
  • Besides any approvals needed from SLD, approval is also required from ASI Marketing, USU-312.
Bank Accounts

- ASI Agency Account
- ASI Grant Account
- No off campus accounts
Fundraising & Scholarships

See your SLD Advisor if your student organization is planning on fundraising or offering a scholarship(s) to CSULB students:

- Cash Donation Process
- T.V. Show Taping Process
- Gift In Kind Donation Process
- Scholarship Process
SLD Programs & Services

- Lois J. Swanson Leadership Resource Center
- Leadership Academy
- American Indian Student Services
- Partners for Success
- Student Resource Centers
- Student Travel

Visit SLD website: www.csulb.edu/sld

- More info on our services and programs
- Copies of all forms mentioned under “Forms”
- Register on-line for several programs and services we offer
Your Feedback

- Returning Officer
  - What has their experience as a student leader been like?
    - Positive?
    - What would you do differently?
  - Any challenges?
    - Delegation, recruitment of members, SLD Office, AS Business Office, etc.
CONGRATULATIONS!
You are now ready to plan and implement your events!

- Your name will be forwarded to the USU-CEC and the ASBO within three days (72 hours) of this workshop.
- Are there any questions?