STUDENT PROMOTED ACCESS CENTER FOR EDUCATION AND SERVICE
UNIVERSITY OF CALIFORNIA, SAN DIEGO

2016-2017 SPACES Student Organization Funding Manual

Last updated: 9/6/2016 by Edward Nadurata

Context and Story

Mission

Student Promoted Access Center for Education and Service (SPACES)

The mission of the Student Promoted Access Center for Education and Service (SPACES) is to act as an empowering dynamic on campus where UCSD students collaborate to achieve greater educational equity. This encompasses equal access to higher education, undergraduate retention and graduation, and matriculation to graduate and professional schools.

SPACES values the power of student initiated action and organizing by providing an environment for student growth and development and thus is a foundation to create leadership and unity through community engagement.

SPACES shall serve as the center for student-initiated access and retention projects at the university. Student Initiated Access Programs and Services (SIAPS) shall exist as the "access" component to SPACES. The Academic Success Program (ASP) shall exist as the "retention" component to SPACES.
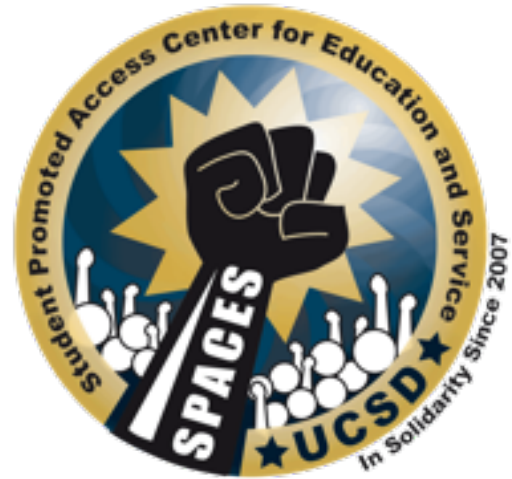
Academic Success Program (ASP)

ASP is a student-initiated and student-run service that functions to increase the retention rates of University of California, San Diego undergraduates. In particular, we strive to serve educationally disadvantaged student populations. ASP is committed to providing free retention programs and services that help undergraduates financially, socially, and academically.

Student-Initiated Access Programs and Services (SIAPS)

SIAPS serves to encourage and support creative student-initiated programs and services that increase access to higher education for historically underrepresented and underserved students. Through affirming identities, developing academic success, and providing resources, SIAPS shall empower students to create profound changes in their communities and in the world. SIAPS is committed to supporting all student efforts that match this purpose at the University of California, San Diego.

Ourstory

SPACES Story

The story of SPACES dates back generations of student activists who have dedicated their time, effort, and love to the student movement. These activists had the vision to dream of a recruitment and retention center at UCSD – so that ALL students would have access to higher education, as well as the resources to help them succeed once they got here.

In the spring of 2003, the $39/per student per quarter University Centers Expansion Referendum was proposed by the Associated Students. Through protest and struggle, student activists ensured there was a home for the student-run recruitment and retention center (now called SPACES), as well as a new SAAC Lounge and a permanent space for the Cross-Cultural Center.

In the spring of 2005, student activists banded together to obtain funding for the impending student recruitment and retention center. The DOORS referendum received well over the 50% minimum of voting students in support of the action, but due to an insufficient amount of total student votes, the referendum did not pass.

In the spring of 2007, student activists once again banded together to demand that the university prioritize student retention and access to higher education. The result of these efforts culminated in the $7/per student per quarter Promoting Understanding and Learning through Service and Education (PULSE) Referendum.

With 22% of the campus voting, 56% of the students said YES to PULSE and established guaranteed funding for ASP and SIAPS as well as mandated the creation of a new center – SPACES – that would serve as a support organization for student-initiated access and retention programs and services.

The PULSE Referendum guaranteed permanent funding and space for ASP, SIAPS, and SPACES.

2003
- Space had been secured for a student-run recruitment and retention center, through the approval of the Price Center Expansion Referendum. Although students had been guaranteed such a space, there were no fixed, allocated funds for the center's operations.

2005
- The member organizations of the Student Affirmative Action Committee (SAAC), SIORC, and ASP banded together to support student-initiated retention and access to higher education efforts.
- Dwindling state funding and the impending opening of a student-run access and retention center prompted students to take matters into their own hands.
- Students attempted to run a **DOORS** Referendum in anticipation for the opening of the student-run access and retention center. Unfortunately, the referendum did not receive sufficient support and therefore, it did not pass.
- As a result, SIORC began saving state legislature funds to help run the center temporarily.

2007
- The **Promoting Understanding and Learning through Service and Education (PULSE)** Referendum was approved by a majority of the student body in order to secure funding and resources for the new center.
- With the passing of the PULSE Referendum, the **Student Promoted Access Center for Education and Service (SPACES)** became officially established, uniting student-initiated access and retention efforts together through the Academic Success Program and the Student-Initiated Access Programs & Services.
- SIORC changed its name to the Student-Initiated Access Programs & Services (SIAPS) to reflect its goals in creating sustainable programs that work towards improving access to higher

2008
- ASP & SIAPS moved in together, therefore creating SPACES.
- Serving as SPACES' retention component, ASP continuously aims to help better serve the UC San Diego community by developing and strengthening its programs and services and through assisting student organizations in creating and funding mentor-mentee programs, peer tutoring services, and counseling programs. SIAPS serves as the access component creating empowering students in the K-14 system and providing resources for students to continue onto higher education. This is accomplished through year-long partnerships with local high schools and community colleges, high school conferences, and on-campus residential programs.
- To carry out the programs, (17) internships were created.

ASP Story

In the fall of 1997, a group of Tritons set out to create a student-initiated and student-run retention program to help people stay in school at UCSD. Whereas other UC's already had developed student retention and outreach programs, most notably UCLA, UC Berkeley, and UC Santa Cruz – UCSD seemed to lack these cornerstones of student academics.

So began the Academic Success Program – the first of its kind here at UCSD. Although initially supported, a lack of attention and funding towards the cause resulted in the program nearly failing. Due largely to the efforts of a few pioneering student leaders, ASP pressed on and began to make itself known to the campus community.

With little funding, ASP began to offer the chance to borrow books to financially burdened students. The program grew steadily in popularity and became known as the Booklending program – still ASP's most popular program to this date. In order to function more adequately and better serve the needs of students, the leaders at ASP started searching for improved funding.

Through student mobilization and organization, funding for ASP was petitioned to be a referendum on the 1997-1998 and 1998-1999 Associated Students election ballots. The referendum received overwhelming student support both years, with well over the 50% minimum of voting students in support of the action. However, due to an insufficient number of student votes, the referenda did not pass.

The leaders at ASP pressed on and managed to re-introduce the referendum on the 2001 Associated Students ballot. Receiving overwhelming support and a sufficient amount of total student votes, the referendum passed and ASP started receiving sufficient funding to help UCSD students.

1997
- Alex T. Tom stumbled upon some notes from the 1980's about a joint task force between the Associated Students and the Chancellors concerning the outstanding number of low student satisfaction at UC San Diego. The recommendation from that committee suggested creating some type of student group to tackle this growing issue. Alex, the Associated Students Vice President of External Affairs at the time, then sparked from these notes the idea of the

1998
- ASP became officially established. Throughout the years, the members of the Academic Success Program continued to tackle these issues as they noticed common links connecting the low student satisfaction rates to UC San Diego's annual dropout rate of 25%. The four pioneering first year students of AASU (now known as BSU), APSA, MEChA, and KP, helped initiate and implement services that shaped the mission statement of ASP to help students stay in school.

2001
- The leaders at ASP pressed on and managed to re-introduce the referendum on the 2001 Associated Students ballot. Receiving overwhelming support and a sufficient amount of total student votes, the referendum passed and ASP started receiving sufficient funding to help UCSD students.

SIAPS Story

In 2007, in preparation of the new Student Promoted Access Center for Education and Service, the Student-Initiated Outreach and Recruitment Commission (SIORC) went under a restructuring and became Student-initiated Access Programs and Services (SIAPS).

It is important to recognize that the funds allocated to create SIORC were through students' struggles. The passage of California Proposition 209 in 1996, which eliminated affirmative action in the State of California, resulted in a dramatic decrease in the admission of underrepresented students to the University of California in general, but had severe effects at UC San Diego in particular. Since the passage of Prop 209, the number of underrepresented students at UCSD has decreased by well over 50%.

In immediate response to this decrease, concerned students with the aid of the University of California Student Association (UCSA) and the United States Student Association (USSA) demanded and won funding for student-initiated outreach. Students, then, worked to make sure the money would be under student control at each UC campus.

At UC San Diego, the funds were allocated to AS, as they were the representatives of student government with access to administrative personnel and physical space. AS, in recognition of the efforts to secure funds, created SIORC as an autonomous body to allocate these funds.

1997
- As a result of California Proposition 209, students form the UC campuses lobbied the University of California, Office of the President (UCOP) to allocate money for the purpose of student-initiated outreach.

1998
- $20,000 was allocated from UCOP to students for outreach. However, money was redirected to different offices.
- As a result, a student advisory aboard was formed in order to directly control the funds. The advisory board was simply called the student-initiated outreach group.

1999
- The $20,000 for outreach was finally released to the student-initiated outreach group. This money had no stipulation to be used for high school outreach only.
- The University of California Student Association (UCSA) lobbied UCOP for money to be given for student-initiated outreach.
- UCLA and UC Berkeley fought for the formation of more student-initiated outreach programs at

2000
- State Legislature decides to allocate $1 million to be divided amongst all 9 UC campuses.
- UCLA and Berkeley already had in place outreach centers with established structures so the money was absorbed easily.
- Some campuses did not have outraech programs so the money was given to a department to issue as grants. UCSD students wanted direct control of this money. UCSD wanted to model our

2001
- A charter for SIORC was written and given to the AS President Jeff Dodge who then handed it to Dr. Joseph Watson, Vice Chancellor of Student Affairs.

2002
- A Memorandum of Understanding was agreed upon by SIORC, AS, and the Vice Chancellor of Student Affairs.
- The memorandum was written to assure student representation and participation in the administration of th estudent-initated outreach of the California state initiative, AB 1287.

2003
- Student-initiated outreach suffers 50% cut in funding from the California State Legislature.
- AS redirects money earmend for high school conferences at UCSD to SIORC.
- AS allocated $7,000 to SIORC to offset the 50% cut.

SPACES Program Funding Policies & Procedures

What We Fund

SPACES provides support for a number of programs that support the larger mission of achieving education equity.

SPACES Student Staff Programs

SPACES student staff members have the ability to develop and coordinate programs that fall within their specific job responsibilities. They also have the ability to create programs that support the overall mission statement. Programs of interns who are associated with a core organization and correspond with the goals of their position are funded through ASP and SIAPS. Self-initiated programs that address overall education equity issues and are not associated with a core organization are funded through the SPACES Co-Directors.

Funding for Registered UCSD Student Organizations

Registered UCSD student organizations have the ability to request funding for programs through ASP and SIAPS as long as they are aligned with the mission of SPACES. Generally, programs that target K-12 students including community college students receive funds through SIAPS, while programs that target undergraduates receive funds through ASP. Based on the objectives, goals, and target participants of the program, the funding source is to be determined by the SPACES Finance Committee.

In particular, the program, activity, or service should be student-initiated, student-run, and focused on improving access to higher education and/or retention within higher education for educationally disadvantaged students. For funding purposes, an **educationally disadvantaged student** shall be defined as having one or more of the following characteristics:
- Lacks materials
- Lacks college preparedness
- Lacks cultural resources to provide multicultural curriculums
- Attended a school with low per pupil expenditure
- Attended a school which historically discriminated through tracking
- Attended a 4th or 5th quintile performance school in the state
- Is socio-economically disadvantaged
- Is a first-generation college student
- Is a non-traditional student (Veteran, returning...)
- Is disabled

Altogether, SPACES funds a broad range of program and services. However, all events should consist of one or more of the required **10 program aspects:**
1. Create awareness about social justice and educational equality.
2. Promote community engagement and practice principles of community.
3. Reflect student and community empowerment.
4. Promote a positive impact on student life.
5. Integrate affirmative values.
6. Explore the meaning and impact of self-identities
7. Develop leadership skills.
8. Cross-collaboration with other student organizations, centers, and departments.
9. Provide information and referral support system and services.
10. Encourages long-term participation for future services and events.

Funding Deadlines

Program coordinators must submit their funding proposal packets at least 5 weeks prior to the proposed event date or the established funding deadline for SPACES, whichever comes first.

For the 2016-2017 Academic School Year, here are the deadlines to submit your Program Proposal Packet:

For Events On or After:	Apply for Funding By:	Funding Status Notification:
Fall 2016		
November 7 - December 10	Fri, Sept. 30, 2016	Mon, Oct. 10, 2016
November 21 - December 10	Fri, Oct. 14, 2016	Mon, Oct. 24, 2016
December 5 - December 10	Fri, Oct. 28, 2016	Mon, Nov. 7, 2016
January 23 - March 20	Fri, Nov. 11, 2016	Mon, Nov. 21, 2016
February 6 - March 20	Fri, Nov. 25, 2016	Mon, Dec. 5, 2016
No SPACES funding for events on Winter Break (Dec.11 - Jan.9)		
Winter 2017		
February 20 - March 20	Fri, Jan. 13, 2017	Mon, Jan. 23, 2017
March 6 - March 20	Fri, Jan. 27, 2017	Mon, Feb. 6, 2017
April 3 - June 10	Fri, Feb. 10, 2017	Tues, Feb. 21, 2017
April 17 - June 10	Fri, Feb. 24, 2017	Mon, Mar. 6, 2017
May 1 - June 10	Fri, Mar. 10, 2017	Mon, Mar. 20, 2017
No SPACES funding for events on Sat, Mar. 25, 2017 to Sun, Apr. 2, 2017 due to Spring Break		
Spring 2017		
May 15 - June 10	Fri, April 7, 2017	Mon, Apr. 17, 2017
May 29 - June 10	Fri, April 21, 2017	Mon, May 1, 2017
June 12 - Fall 2017	Fri, May 5, 2017	Mon, May 15, 2017
Fall 2017	Fri, May 19, 2017	Mon, May 29, 2017
Fall 2017	Fri, June 2, 2017	Mon, June 12, 2017
No SPACES funding for events on Sat, June 11, 2016 to Sun, Sept. 18, 2016 due to Summer Vacation		

Only events/programs that fall with the date ranges for each respective deadline will be accepted. Late submissions or early submission of program proposals will not be accepted.

Subject to change. Please check the website: http://spaces.ucsd.edu/funding.html for the most current schedule.

[1] = no funding meetings will take place this week during to observance of Thanksgiving Holiday.

Steps to Plan a Program

In order to plan an event, program, or service, all student staff members must complete the following steps, regardless if their program requires funding or not. This is to ensure that all of our programs are properly documented. Student organizations that are requesting funds for a particular event must follow the same procedures.

1. Review the SPACES Funding Policies and Procedures
•Ensure that your program is aligned with the

2. Submit your Program Proposal Packet Online (5 weeks in advance)
•To access the online application, please visit:

3. Begin the Triton Activities Planner (TAP) Process (at least 21 days in advance)
•All on-campus events must be entered through

4. Program Development Meeting w/Advisor (2-3 weeks in advance)
•These meetings are a time to discuss your

5. Funding Presentation (at least 21 days in advance)
•All programs that require funding are reviewed in

6. Program Coordinating (at least 14 days in advance)
•The SPACES Program Assistant will notify you

7. Day-of the Program
•During the program, SPACES-sponsored programs are required to gather information

8. Post-Program Report (no later than 7 days following event)
•This report provides future coordinators with

9. Submit documentation for reimbursement (no later than 21 days following event)
•If your event is sponsored by a student

Program Proposal Statement

This statement is needed for all programs, regardless of whether or not your program requires funding. Your statement should include thorough answers to the questions listed below.

The Program Proposal Form will have an area for you to describe your program. Listed below is an overview of the questions that are asked in the proposal statement form.

1. **Section I: Mission & Vision**
   a. What is the purpose of the program?
   b. What are the goals of your program?
   c. Which activities will you incorporate to carry out your goals?
   d. How does your program relate back to the mission of SPACES/ASP/SIAPS?
2. **Section II: Stakeholders**
   a. Who is your primary audience?
   b. How many participants do you anticipate taking part in this program?
   c. How will you publicize your program? What are your methods of publicizing?
   d. Explain how will your program positively affect the UCSD and greater San Diego community.
   e. What do you hope for participants to take away from this program?
3. **Section III: Evaluation**
   a. Which method(s) will you use to evaluate your program? (i.e Debrief meetings, follow-up with students, etc.) When will you conduct these evaluations?
   b. Explain in detail how will you ensure tracking and follow-up is carried out with each student participant? How will you capture participants' information as required by SPACES? (i.e. SPACES Tracking Cards, Online Registration, etc.)

Preparing Your Detailed Budget

If your program requires funding, you must fill out the budget worksheet along with a detailed budget with a cost breakdown of all items that you are requesting funding for.

Please organize your detailed budget into the following categories:

1. Printing
2. Contracts
3. Facility Rental
4. AV/Technical
5. Transportation
6. Food
7. Materials

Below is an example of what a detailed cost breakdown should look like:

Item	Cost Breakdown	Subtotal
Food		
L & L		
BBQ Beef	1 full trays x $70.95 + tax	$72.04
Katsu	2 full trays x $65.95 + tax	$143.44
Garden Salad	2 full trays x $35.95 + tax	$78.19
	Subtotal	***$293.67***
Materials		
UCSD Bookstore		
Nametags (100 ct)	1 pack x $2.99 + tax	$3.23
Folders	20 x $0.79 + tax	$17.06
	Subtotal	***$20.29***
	Total	**$313.96**

Budgets of former programs can be obtained from the SPACES Advisor or the Program Assistant.

Price Estimates

In addition to a detailed budget, you must submit any associated quotes and/or price estimates from vendors (i.e. catering, AV/Tech, transportation, hotel accommodations) that correspond with the budget. Acceptable forms of a price estimate may include: an email, formal quote, and/or a menu. While SPACES requires price estimates to be submitted for all program proposals, Program Coordinators should not, under any circumstances, sign a price estimate or contract. Make sure to include shipping costs in program proposal.

Tax

Please do not sum the tax separately. Incorporate tax (8.0%) for <u>each line item</u> that you're requesting.

Sustainability

SPACES promotes ideals of sustainability by minimizing our impact on the environment as much as possible. This includes but is not is limited to utilizing green and biodegradable products, refraining from using Styrofoam, purchasing items in larger quantities as opposed to individual packs, using reusable dishware, etc. Program Coordinators are encouraged to incorporate environmentally and socially sustainable methods in their planning process.

Funding Guidelines

Rate Guidelines

As you prepare your budget, please keep the rate guidelines in mind. Events/Programs that exceed these rate guidelines may only be partially funded. SPACES may fund up to the cap rates as indicated below. These rates are inclusive of tax.

Line Item Requested	Cap Rate
Contracts	
Speaker, DJ, and/or Entertainer, etc.	up to $1000 total/quarter
Food	
Events less than 2 hours in length may request funding for light snacks/meals:	
Light Snacks	up to $3/participant
Events over 2 hours in length may request funding for the following meals	
Breakfast	up to $8/participant
Lunch	up to $8/participant
Dinner	up to $8/participant
Printing	
Flyers, Handouts Printing to be completed at SPACES	up to 10 copies/participant
Supplies	
Butcher paper, posters, nametags, etc.	up to the discretion of the respective funding committee
T-shirts SPACES Logo must be imprinted on t-shirt. Must use the following t-shirt brands: • HAE Now • Alta Gracia (Suggested printing companies: CollegeWear, Ethix Merch. See "How to Purchase T-shirts Using SPACES Funds" handout. Limit to 1 design, 2 colors/design, and 2 shirt colors.)	up to the discretion of the respective funding committee
Transportation	
Mileage Reimbursement For SPACES Internal Events (including SPACES internal High School volunteers.	up to 55.5 cents/mile

Bus
    e.g. Conference Delegations traveling by bus
    To be used for local San Diego and UCSD students
    only.
    In-state only.
    Transportation for events sponsored by SIAPS shall be
    limited to San Diego County.
 	
    (Suggested Vendors: SunDiego, Never Tardy, SureRide)
	up to the discretion of the respective funding committee

Airline Tickets Conference Delegations travelling by plane	up to $200/person (Round Trip) up to 15 persons/conference

Conferences/Large Events/Large Programs

Student Organizations requesting funding from SPACES for conferences, large events, and large programs must request funding from AS and/or other entities, when the purpose and goals of the program align with the funding policies of other entities. We encourage coordinators for events to look into multiple sources of funding on-campus and off-campus to gather support for your efforts from the larger community.

Restricted Line Items

SPACES will not provide funding for the items listed below. Exceptions to these rules may apply to SPACES Internal Programs with the approval of the SPACES Advisor.

1. Any guest speaker/performer that has not made an initial commitment to the requested event
2. Any non-verified price quote
3. Awards and honors
4. Banners
5. Decorations
6. Film, video, and film/video processing/purchase
7. Instructors, referees or umpire fees
8. Insurance/Damage Waiver
9. Membership fees
10. Newspaper advertising
11. Parking spaces
12. Permanent equipment or maintenance of equipment
13. Postage/Shipping Costs
14. Printing Costs*
15. Uniforms or club apparel

*SPACES will not provide funds for printing costs, but rather, allocates a certain amount of black & white copies to be made locally at the center by a SPACES Staff Member. The respective funding body will allocate a certain amount of copies that can be made for your program.

Restricted Events/Programs

- Any event at which any revenue is collected

- Student Organizations' Off-Campus events

- Student Organizations' Board Meetings/Retreats

- Any overnight Off-Campus event

- Closed events – all events must be open to all students

Utilizing SPACES Funds

If you have been granted full or partial funding from SPACES, the funding that is being provided to you has been approved under the purpose, goals, and conditions that were outlined in your Program Proposal and meeting with the respective funding body. In order to have access to the funding that was provided by SPACES, Program Coordinators have been entrusted by the respective funding body to utilize the funds in an appropriate manner as detailed in the budget and in the description of the program.

Appeal/Request for Additional Funds

If you were granted partial funding, no funding, and/or need additional funding for your event/program, you may submit an appeal and/or request for additional funds in compliance with the funding deadlines. For appeals, a revised program proposal must be submitted. To request for additional funds, please submit a new detailed budget requesting the additional funds along with a narrative explaining the request to the SPACES Director of Financial Affairs .

Rescheduled Events/Programs

In the case that a Program Coordinator needs to reschedule their event/program, they may do so as long as the event/program is rescheduled at least 3 weeks (21 days) in advance and remains within the same academic quarter that the funds were originally requested for. If the event needs to be rescheduled to a different quarter, the Program Coordinator must resubmit their program proposal for review. Program Coordinators are responsible for notifying the SPACES Director of Financial Affairs when an event/program has been rescheduled and changing the date within TAP, if it is an on-campus event.

Cancelled Events/Programs

Program Coordinators should plan ahead and allow at least 4 weeks to sufficiently plan their program. Event must be cancelled at least 72 hours of the projected event/program date. Program Coordinators are responsible for notifying the SPACES Director of Financial Affairs immediately, when an event/program has been cancelled. They must also cancel the event on TAP, if it is an on-campus event.

Program Coordinators must contact their vendor(s) to cancel any orders that have been placed. If possible, Program Coordinators must request for a refund to be issued. If a refund cannot be issued, then the next preferred method is credit from the vendor. If any funds that SPACES provided was spent for a cancelled event, the Program Coordinator and/or student organization of the respective event is responsible for ensuring these funds are returned to SPACES.

Revoking Funds

SPACES reserves the right to revoke funding for formerly approved programs for one or more of the following reasons:

- Misrepresented program proposals
- Insufficient program planning
- Re-purposed events
- Exaggeration of projected attendance
- Inaccurate cost estimates
- Inappropriate use of funds
- Past-due post-program reports
- Cancelled events/programs

If it is realized a Program Coordinator misused funds, SPACES may revoke funding for the specific event and/or the respective student organization. The Program Coordinator and/or student organization may also lose their future funding privileges for the remainder of the academic school year.

Collecting Participants' Information

All programs sponsored by SPACES, regardless if they utilize funding or not, must collect information from all of the participants (Volunteers and Planning Committee included). University of California, Office of the President (UCOP) and the State Legislature require that we submit demographics on our participants for reporting purposes. This allows us to measure and assess our effectiveness of our programs and services throughout the years for various participants.

Listed below are the pieces of information that we need from all of our participants:
- Full Name
- Date of Birth
- Gender
- Ethnic Background
- City of Residence
- Contact Information (Phone Number & E-mail)
- School Information (School Name & Grade Level)
- Highest level of education parent/guardian has completed
- Household Income
- Primary Language Spoken
- Plans for post-graduation from high school/community college/undergraduate career

There are a number of ways to collect this information. Listed below are some of the methods that you may opt to use
- Incorporating information into a pre-registration form prior to the event
    - Only information of those who actually attend the event will need to be verified at the event and submitted.
    - This is the most preferred method.
- Establishing a computer sign-in at the actual event
- Using hard copies of participant tracking forms during the actual event
    - K-14 Student Participant Form (includes community college students)
    - 4-Year University Student Participant form

Methods in which you will collect participants' information will be strategized with the SPACES Advisor. Whichever method you utilize, all participants' information will need to eventually be organized into an excel database, which will be submitted with your post-program report.

Exceptions to Participant Information Collection
While we need information for all of our participants, there are certain cases that exceptions may be granted. The goal is to gather as much information as we can, even with these exceptions. These exceptions will be granted on a case-by-case basis with the SPACES Advisor.
- Large group events with limited interaction (i.e. Large Alternative Tour, Co-sponsored event with another department where SPACES is not the primary organizer)
    - In these cases, there may be select information that can be opted out.
- Event consists of minors and school needs prior permission from parents/guardians.
    - Information considered sensitive or private may be opted out.
- Other events/programs in which it is not possible to collect such information.

K-14 Student Participant Form

K-14 Student Participant

UNIVERSITY OF CALIFORNIA, SAN DIEGO

SPACES

STUDENT PROMOTED ACCESS CENTER FOR EDUCATION AND SERVICE

9500 GILMAN DRIVE, DEPT. 0062 LA JOLLA, CA 92093-0062 | SPACES.UCSD.EDU | (858)534-7330

Title of Program:	Date:

Basic Information:

Last Name: _____ First Name: _____ M.I.: _____

Date of Birth: _____ Gender: _____ City, State, Zip Code: _____

Phone: _____ E-mail Address: _____

Ethnicity (Check all that apply):

☐ African-American/Black
☐ American-Indian/Alaskan Native
☐ Asian Indian
☐ Bangladeshi
☐ Cambodian
☐ Chinese/Chinese American
☐ East Indian/Pakistani
☐ Fijian
☐ Filipino
☐ Guamanian/Chamorro
☐ Hmong

☐ Indonesian
☐ Japanese
☐ Korean
☐ Laotian
☐ Latina/o
☐ Malaysian
☐ Mexican /Chican@
☐ Middle Eastern
☐ Native Hawaiian
☐ Samoan
☐ Sri Lankan

☐ Taiwanese
☐ Thai
☐ Tongan
☐ Vietnamese
☐ White/Caucasian
☐ Other Asian
☐ Other Pacific-Islander
☐ Other Spanish-American/Latino
☐ Other: _____
☐ Declines to State/Don't Know

Please fill out both sides of this form. Thank you!

Family Information:

Educational Level of Parents	Parent/Guardian 1	Parent/Guardian 2	Estimated Family Income
Did not graduate from high school	☐	☐	☐ under $25,000
High school graduate	☐	☐	☐ $25,000 - $50,000
Some college but no B.A.	☐	☐	☐ $50,000 - $75,000
4-year college graduate or higher	☐	☐	☐ over $75,000

Is English your primary language?   ☐ Yes   ☐ No (*Please Specify Language*): _____

School/Center Information:

Name of School/Center: _____ City, State, Zip Code: _____

Grade Level: _____ Expected Graduation Date: _____ GPA: _____

Future Plans (Check all that apply – please specify schools):

☐ Applied to a 4-year college: _____

☐ Admitted to a 4-year college: _____

☐ Enrolled or planning to enroll in a 4-year college: _____

☐ Enrolled or planning to enroll in a 2-year college w/Intent to Transfer: _____

☐ Other opportunities (please specify): _____

This information will be used for evaluation purposes only. Your information will be kept private and will not be distributed for any other purpose unless consent is granted.	If you would like to receive more information about our programs and services, please check all that apply: ☐ Please add me to your E-News Mailing List-serve ☐ Please contact me for future events and program opportunities.

4-Year University Student Participant Form

4-Year University Student Participant

UNIVERSITY OF CALIFORNIA, SAN DIEGO

SPACES

STUDENT PROMOTED ACCESS CENTER FOR EDUCATION AND SERVICE

9500 GILMAN DRIVE, DEPT. 0062 LA JOLLA, CA 92093-0062 | SPACES.UCSD.EDU | (858)534-7330

Title of Program:	Date:

Basic Information:

Last Name: _____ First Name: _____ M.I.: _____

Date of Birth: _____ Gender: _____ City, State, Zip Code: _____

Phone: _____ E-mail Address: _____

Ethnicity (Check all that apply):

- ☐ African-American/Black
- ☐ American-Indian/Alaskan Native
- ☐ Asian Indian
- ☐ Bangladeshi
- ☐ Cambodian
- ☐ Chinese
- ☐ East Indian/Pakistani
- ☐ Fijian
- ☐ Filipino
- ☐ Guamanian/Chamorro
- ☐ Hmong
- ☐ Indonesian
- ☐ Japanese
- ☐ Korean
- ☐ Laotian
- ☐ Latina/o
- ☐ Malaysian
- ☐ Mexican /Chican@
- ☐ Middle Eastern
- ☐ Native Hawaiian
- ☐ Samoan
- ☐ Sri Lankan
- ☐ Taiwanese
- ☐ Thai
- ☐ Tongan
- ☐ Vietnamese
- ☐ White/Caucasian
- ☐ Other Asian
- ☐ Other Pacific-Islander
- ☐ Other Spanish-American/Latino
- ☐ Other: _____
- ☐ Declines to State/Don't Know

Please fill out both sides of this form. Thank you!

Family Information:

Educational Level of Parents	Parent/Guardian 1	Parent/Guardian 2	Estimated Family Income
Did not graduate from high school	☐	☐	☐ under $25,000
High school graduate	☐	☐	☐ $25,000 – $50,000
Some college but no B.A.	☐	☐	☐ $50,000 - $75,000
4-year college graduate or higher	☐	☐	☐ over $75,000

Is English your primary language? ☐ Yes ☐ No (*Please Specify Language*): _____

College Information:

College: _____ Year entered: _____ as a freshmen transfer (circle one)

Major(s): _____ Minor(s): _____ Expected Graduation Date: _____

Future Plans (Check only one box):

- ☐ Plan to work directly after graduation. Do not plan on attending graduate/professional school.
- ☐ Applied or plan to apply a graduate/professional school for the *next academic school year.*
- ☐ Plan to apply to a graduate/professional school *sometime in the future.*
- ☐ Plan to enroll in a graduate or professional school *after* graduation: _____

This information will be used for evaluation purposes only. Your information will be kept private and will not be distributed for any other purpose unless consent is granted.	If you would like to receive more information about our programs and services, please check all that apply: ☐ Please add me to your E-News Mailing List-serve ☐ Please contact me for future events and program opportunities.

Creating your Program Evaluation

Program evaluations serve a critical method to obtain feedback from participants about how they experienced an event or program. The feedback is used to identify the successes of a program and to provide recommendations for improving the program in the future.

Program Evaluation Steps:
- **Before** the program: Create your evaluation
- **During** the program: Administer your evaluation
- **After** the program: Compile the data
    - At the conclusion of the program, coordinators are expected to compile the data into an excel sheet and submit a digital file of the compiled data with the Post-Program Report.
    - Coordinators will also find the data helpful in writing the Post-Program Report.

Your evaluation should have a minimum of 5 questions and consist of a combination of qualitative and quantitative questions. Some examples that you might find helpful to use include the following:

1. **Qualitative Questions:**
   Qualitative questions are open-ended questions that give participants opportunities to give more feedback about a program. These type of questions provide you with information such as how a participant was impacted by a program, highlight components of the program that was successful or need improvement, and ideas/suggestions for future programs.
   - Example:
     What would recommend for future coordinators?
     _____
     _____

2. **Quantitative Questions:**
   Quantitative questions tend to seek feedback from participants in one or two words. Answers to these questions can be quantified and can be used to measure how participants/components/
   staff of the program compare with one another. Participants must select one of the options as their answer as opposed to providing an answer in their own words.
   - Example:
     How was your overall experience?

     | Extremely satisfied | Satisfied | Dissatisfied | Not Satisfied |

   - Example:
     This program provided me with a sense of belonging:

     | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |

Post-Program Report

The purpose of the post-program report is to evaluate our program and assist coordinators in improving our programs and services in the future. Following the event, an electronic version of the Post-program Report must be submitted to SPACES within 7 days.

Note: Failure to submit your post-program report in a timely manner will affect funding for future programs. Funding proposals of the new following events/programs for respective student organization and/or student staff members will not be accepted until the post-program is received.

Listed below is the template of the post-program. Please try to answer each question as thorough as possible in at least 2-3 sentences. The Post-Program Report is to be submitted via our online form.

1. **Section I: Mission & Vision** *(You may copy this from your proposal statement)*
   a. What was the purpose of the program?
   b. What were the goals of the program?
   c. Which activities did you incorporate to carry out the goals?
   d. How does the program relate back to the mission of SPACES/ASP/SIAPS?
2. **Section II: Implementation**
   a. Describe the schedule of events that took place during the program.
   b. Which campus resources did you use and how did you incorporate them into your program?
   c. Which SPACES program aspects did you follow and how were they incorporated into your program?
3. **Section III: Stakeholders**
   a. # of participants broken down by categories:
      i. K-12 Students
      ii. Community College Students
      iii. 4-year Undergraduate Students
      iv. Graduate Students
      v. Alumni
      vi. Staff/Faculty
      vii. Parents/Teachers/Community Members
   b. Did you meet and/or exceed the number of participants that you anticipated? Explain.
4. **Section IV: Evaluation** *(Please be as specific as possible)*
   a. What went well?
   b. What needs improvement?
   c. What do you recommend for future coordinators?
   d. What are your plans in following up with participants (i.e. Phone calls, future events, surveys, etc.)
   e. Any other comments, testimonials, and/or survey data that you would like to share.
      i. We would especially appreciate any actual testimonials that you are able to provide.
5. **Section V: Media**
   a. Submit a 5-10 high resolution photographs.
   b. Submit a copy of any flyers, programs, brochures, publications, etc.

Program Coordina-tion Resources

Program Development Task List

Planning a program? Use the following task list as a guide to help you effectively and efficiently plan your program.

Task	Timeline	Your Due Date
☐ Conceptualize program: purpose, goals, activities	6 weeks prior	
☐ Choose a date and identify location for program	6 weeks prior	
☐ Create a budget following SPACES Funding Guidelines	6 weeks prior	
☐ Submit your program proposal packet through the online form	5 weeks prior	
☐ Create agenda/schedule for program	5 weeks prior	
☐ Meet with SPACES Advisor to further develop program and obtain feedback on program	3-4 weeks prior	
☐ Meet with respective funding body to present your program if funding is needed	3 weeks prior	
☐ Coordinate your design/marketing needs	3 weeks prior	
☐ Arrange logistics arrangements including room set-up, A/V tech, printing, t-shirt	2-3 weeks prior	
☐ Publicize!! Submit your program to eNews and SPACES Website	2 weeks prior	
☐ Reserve one of the SPACES Cameras to document your program	1 week prior	
☐ Last marketing opportunity! Publicize your program via Facebook and Twitter	1 week prior	
☐ Final preparation: copies, purchasing supplies, etc.	1 week prior	
☐ Submit Post-Program Report via online website	1 week after	
☐ Upload your photos to the Mac: Practicum & Transfer Access Coordinators workstation via Iphoto	1 week after	
☐ Submit documents for reimbursement	3 weeks after	

TAP: Planning a Student Org Event

The Triton Activities Planner (TAP) is an online module that student organizations use to organize all the necessary information they need for various student organization events. It is also a method of communication between student organizations and relevant departments.

Who can submit a TAP for an event?
Students listed as principal members of registered student organizations may submit a TAP. All student staff members should have access to TAP under SPACES as the sponsoring organization.

When do I need to TAP?
All on-campus events (with the exception of simple meetings and information tables) require a TAP submission.
- For Internal Events, please select SPACES as the sponsoring organization in TAP.
- For Co-sponsored Events, please select the respective student organization as the sponsoring organization in TAP.

'Simple' meetings are meetings that include just you and your members in an informal setting and DO NOT include:
- the sale of value exchange of items or services
- paid or unpaid speakers, performers or services
- amplified sound
- a meeting taking place in a University Centers programming space (Ballrooms, Forum, Plaza, Theater)

You must begin the TAP process 21 or more days before your event date. Each of the following items must be included at that time:
1. Event time
2. Facility confirmation with corresponding I.D. numbers, if applicable
3. Event description, and
4. **Confirmed** funding information

Any remaining TAP modules or financial transactions (split funding forms, etc.) must be completed no less than 14 days before the event date.

View a [TAP Tutorial](#) (PowerPoint) to learn the features of the TAP system.

Room Reservations

There are a number of locations on campus that you are able to reserve for events and programs. Most of the locations can be reserved up until 24 hours prior to the event, although 2 weeks in advanced notice is highly encouraged. For large event spaces such as the Price Center Ballrooms, reservations must be placed at least 3 weeks in advance.

Listed below are the various locations that they are able to reserve. For specific set-up capacities, please inquire with the specific location. For Price Center and Student Center locations, view the setup types here.

Please visit How to Reserve Space for a Student Organization Event, for instructions on reserving a space.

Location	Contact	Facility	Capacity
Central Campus			
Center Hall	registrar-scheduling@ucsd.edu (858) 534-4292	105, 109, 113, 212, 214, 216 115, 119 101	150 200 299
Cross-Cultural Center	http://ccc.ucsd.edu (858)534-9689	Library Conference Room Art Space Comunidad Small Comunidad Large	20-40 25 45-70 45-60 60-75
Geisel	(858)534-3061	Geisel Library 2nd Floor Outdoor Patio	Inquire w/ facility
International Center	http://icenter.ucsd.edu/about/facilities/rental/index.html (858)822-0464	Lecture Sit-Down Dining Indoor Buffet/ Reception Indoor & Outdoor	120 100 200 300
Library Walk	http://reservations.ucsd.edu/ (858)534-7666	Outdoor Blocks	n/a
Price Center East	http://reservations.ucsd.edu/ (858)534-7666 Setup Types	Sixth College Room Student Leadership Chambers Muir College Room Forum Meeting Room East Ballroom	10 24 25-75 30-120 240-400

Price Center West	http://reservations.ucsd.edu (858)534-7666 Setup Types	Revelle College Room Green Table Room Red Shoe Room Bear Room Warren College Room Roosevelt Room Marshall Room Theater Lobby Theater West Ballroom A West Ballroom B West Ballroom A/B	20-40 20-50 20-50 20-50 20-60 20-60 40 475 100-250 200-600 300-850
Roundtable Pizza	(858)457-2060	Round	100
Student Services Center	http://sscreservations.ucsd.edu http://reservations.ucsd.edu (858)534-7666	Multipurpose Room Matthews Quad/Lawn SSC 260 SSC 300 SSC 350 SSC 400 SSC 450 SSC 554 SSC 554A	300 300 16 18 12 18 12 18 14
The Zone	http://zone.ucsd.edu/programs/reserve.shtml	The Zone	25-35
West Campus			
Faculty Club	http://facclub.ucsd.edu (858)534-5450	Atkinson Pavilion Courtyard Dining room Lounge Sun God Lawn	112-125 100-200 232-350 40-75 400
Hump	http://reservations.ucsd.edu/ (858)534-7666	Outdoor (max floor space)	500
Mandeville Center	http://mandeville.ucsd.edu director@music.ucsd.edu (858)822-3725	Mandeville Auditorium Mandeville Recital Hall	788 150
Old/Main Gym	http://sportsfac.ucsd.edu	Main Gym Recreational Gym Recreation Conf. Room	500 500 100
Porter's Pub	http://www.porterspub.net/ (858)534-1464	Stage Stage Patio Stage Room	40-600 60-300 40-300

Student Center	http://reservations.ucsd.edu/ (858)534-7666	Bamboo Room Dolores Huerta Room Philip Vera Cruz Room Huerta/Vera Cruz Room Thic Nhat Hanh Room	14 16-40 16-40 80 16
North Campus			
Home Plate Sports Café	(619)944-8144	Upstairs Room Outside Deck	70 200

Institute of Americas	http://www.iamericas.org/en/facilities (858)453-5560	Friend Plaza
		Weaver Center
		Copley Center
		   Arango Foyer
		   Deutz Conference Room
		   Hojel Auditorium
			100-250
			250
			
			70-150
			35-80
			
			300

IR/PS	http://irps.ucsd.edu/experience/our-campus/irps-complex.htm (858)822-3131	Robinson Auditorium Gardner Auditorium Classroom 3201 Classroom 3202	277 64 96 62
RIMAC Recreational Complex	http://sportsfac.ucsd.edu (858)534-7884	Activity Rooms 4th Floor Conf. Room Green Room Arena Dugout Conf. Room	18-50 50 32-123 5000 30-75
The Village	http://hdh.ucsd.edu/fifteen/ (858)534-9380 thevillage@ucsd.edu	15th Floor – A 15th Floor – B 15th Floor – C 2nd Floor – A 2nd Floor – B 2nd Floor – C	105 65 65 45 45 45
Colleges			
Marshall College	(858)534-4340 jbloom@usd.edu (858)534-7924 registrar-scheduling@ucsd.edu (858) 534-4292	Oceanview Lounge Marshall Quad Oceanview Terrace Peterson Hall 108 Peterson Hall 110 Solis Lecture Hall 107 Solis Lecture Hall 107	50-150 200 200 412 333 300 150
Muir College	registrar-scheduling@ucsd.edu (858) 534-4292	HSS 1330 HSS 2250 Muir Quad	147 216 800

Revelle College	(858)534-1097	Plaza Café	330
	(858)534-3493 revreservations@ucsd.edu	Revelle Plaza Stonehenge	3500
	registrar-scheduling@ucsd.edu (858) 534-4292	York 2722 York 2622	347 175
Roosevelt College	(858)534-0567 (858)534-2247 (858)534-4220 (858)534-9830 (858)534-2261	Café Ventanas Admin. Conference Room Great Hall Asante Meeting Rooms ERC Green	350 25 260 18-42 2000
Sixth College	(858)822-5268	Pepper Canyon Lodge	25-60
Warren College	kconnors@ucsd.edu (858)822-3458	Yosemite Room	175
	(858)534-1709 waprovost@ucsd.edu	Warren Mall	Inquire
	registrar-scheduling@ucsd.edu (858) 534-4292	Warren Lecture Hall 2001 Warren Lecture Hall 2005	400 200
	http://events.calit2.net reservations@calit2.net	Atkinson Hall Black Box Theater Atkinson Hall Auditorium AH Pre-function Area/ Reception	100 201 80-200
	http://cs.ucsd.edu/node/375	Computer Science & Eng. Building CSE Auditorium 1202 Hallux Conf. Room 4140	100 50
	frontdesk@bioeng.ucsd.edu	Powell-Foch Bioeng. Hall Fung Auditorium	150

Food & Beverage

Learn how to get approval for student organization events that include food and beverages. For current information, please visit: Food, Beverage, and Alcohol Service.

If you are planning to serve food at your event, download and complete a Temporary Food Service Permit Application from Temporary Food Facilities Requirements before entering your info in TAP.

Barbecue/grills on Library Walk

If you need to rent a grill, you can reserve them through Price Center Reservations. The cost is $40 per day and is due prior to the event. If you need a grill for another part of campus, you can rent them from Facilities Management. See the rate information and enter it in TAP Classroom meetings

Food is not allowed in classrooms (Center Hall, Peterson, H&SS, etc.) without special approval from the Registrar's Office.

Food & Beverages

If you are planning to serve food or beverages at your event, make sure that it is permitted by the facility. If your organization is preparing the food or serving food at your event, a principal member must complete a Temporary Food Service Permit on TAP fourteen (14) or more days prior to the event date.

If your food will be prepared by a restaurant or caterer not located on the UCSD campus, you must obtain a Certificate of Liability Insurance from the vendor for at least $1,000,000 coverage naming the Regents of the University of California as Additional Insured. The Certificate of Liability Insurance must be submitted to your advisor/ event manager at least 14 days prior to the event date. See sample Certificate of Liability form (PDF).

Internal potlucks that are not advertised to the public, and are open to org members only, are allowed. Price Center allows potlucks only in its meeting and conference room locations.

Catering

Student organizations are encouraged to use UCSD Catering (858) 534-3688 for their catering needs. They are located on the Revelle campus in the Housing, Dining and Hospitality building. When placing your catering order online, enter "RSO" in the index field to indicate you are using funds listed on a TAP page.

UCSD Catering and other UCSD restaurants (such as Subway, Bombay Coast, Homeplate, Hi Thai, etc.) are approved food service establishments located on UCSD property and are not required to submit a separate Certificate of Liability Insurance. They can also be the fastest, easiest, and (often) cheapest way to go.

Vendor Insurance

Organizations may also choose to use other vendors that follow food, health and safety regulations set by the State of California. These vendors must submit a current Certificate of Liability Insurance naming the Regents of the University of California as 'Additional Insured' for no less than $1,000,000 coverage, and this must be turned in to your CSI advisor or event facility manager at least 14 days prior to the event date.

In addition, if a vehicle will be used by the vendor in order to transport or provide a service on University property, automobile liability insurance must also be included in the coverage.

The Certificate Holder must be named as:

>**The Regents of the University of California**
>University of California, San Diego
>9500 Gilman Drive
>La Jolla, California 92093

Tech, Sound, and Setup

Learn how to arrange for technical support, sound, and setup needs for your event. For current information, please visit: Tech, Sound, and Setup.

Tech/ sound and setup for Price Center

- If you have audiovisual or tech needs (sound, stage, lighting, etc.) for an event taking place in the Price Center, get a written estimate from Tech Services (level 3, Price Center East).
- Acoustic or amplified sound in any of the Price Center conference rooms requires advance written approval from a Tech Operations Manager.

Tech/ sound for lecture halls

- You can use standard audiovisual equipment located in classroom space at no cost. This includes:
  - o Computer/ video projector
  - o Video and audio deck
  - o Wireless microphone
  - o PA systems
  - o Screen
  - o Remote control
- For additional equipment information, visit the Media Center website, view its price and equipment list, or call (858) 534-5784.

Amplified sound

- **When:** You can use sound amplification equipment outdoors only, with prior approval, between 11:30 a.m. and 1:30 p.m. You must get special permission to use sound amplification equipment at any other time.
- **Where:** You can use sound amplification equipment only in areas designated in the UCSD Policies and Procedures Manual, PPM 510-1,IX.

Performance Agreements: Contracting Performers

Performance agreements are for contracting with performers only (speaker, band, DJ, dance group, etc.), not for businesses or individuals providing a service or merchandise.

A performance agreement is specialized contract between the University and an Artist or Speaker. Delegated authority to sign and review these contracts lies with Martin Wollesen, the Director of the University Events Office (UEO).

When Performance Agreement is needed
- Music: e.g. Bands, DJs, and singers
- Dance: e.g. Dance companies and individuals
- Authors: Reading or speaking about his/her work
- Public Speakers: Inspirational/informational presentations to staff, faculty, and students
- Performance based presentations: e.g. Magicians, comedian, and jugglers

When Performance Agreement is NOT needed
- Performer/Speaker is a UC employee. (Contact your HR Department)
- Performance is directly related to an Academic Curriculum (Honorarium)
- Payee is providing a professional expertise (Consultant)
- Payee is providing a service (Purchase Order)

Note: The Student Life Business Office cannot process payments to UC employees.

1. Use the Contract Information Worksheet (PDF) to gather information from the Performer.
2. All Performance Agreements must be submitted through TAP.
3. Once the form is completed, a pdf of the Performance Agreement will be sent via e-mail to your CSI Advisor and the Fund Manager.
4. Your CSI Advisor or Fund Manager will send the Performance Agreement to the performer or speaker.

Questions? Consult your respective fund manager:
- Marie King (Student Orgs A-G): emking@ucsd.edu, 858-534-7003
- Cyndia Ager (Student Orgs H-P): cmager@ucsd.edu, 858-822-4468
- Rhonda Faye (Student Orgs Q-Z): rrfaye@ucsd.edu, 858-534-4434

Security & Safety

Find tips for planning a safe, secure event for your student organization. For current information, please visit: Security & Safety.

The university strives to maintain a safe environment for all of its students, staff, faculty, affiliates, and guests. Student organization events must be considered for security as needed and approved by the facility manager or an authorized university official.

Many factors should be considered in determining your event's security needs, including:
- Type of facility
- Size of expected audience
- Past history of event or sponsor
- Cash handling/ box office services involved
- Serving of alcohol
- Potential to draw disruptive opposition to event
- Sponsor's request for specific admission parameters (such as members only, ID required, dress code enforced, etc.)

Student Life works with the UCSD Police Department and approved security companies that are familiar with the UCSD campus. Each event is considered for security on a case-by-case basis during the calendaring process by the sponsor, your student organization advisor, UCSD police, and the facility manager.

Your CSI Advisor and the facility manager will work with you to determine security needs.

How to Make Payments to Off-Campus Vendors

For current information, please visit: How to Make Payments to Off-Campus Vendors.

Payment to off-campus vendors using a UCSD credit card or purchase order eliminate the need for student organization principal members to make large purchases out of pocket.

1. **Find out if the vendor accepts credit card payments over the phone or purchase orders.**
   a. Contact the vendor to find out if they accept credit card payments over the phone. If not, do they accept purchase orders?
   b. If the vendor doesn't accept credit card payments over the phone or purchase orders, you must pay these vendors yourself and then request reimbursement.
   c. Purchase orders or UCSD credit card payments are not accepted by retail chains like Target, Wal-Mart, Costco or grocery stores.
2. **Obtain and complete a** Purchase Order Request form.
   a. Fill in all the required information.
   b. If this purchase is for an on-campus event, enter the vendor information on the Triton Activity Planner (TAP) in the "Other Vendor" module.
3. **Submit the Purchase Order Request Form.**
   a. Submit your form to your fund manager in Student Life Business Operations within 14 days of your event.
   b. The vendor may also email the invoice or quote to your fund manager or send it by fax to (858) 246-0153. Please notify your fund manager that a fax will be arriving.
   c. If a purchase order is used, vendors are paid within 30 days after they provide their service or invoice, whichever is later.

For events coordinated by student organizations, SPACES will not provide payment to off-campus vendors. All payments must be coordinated with your respective fund manager in the Student Life Business Office.

Questions? Consult your respective fund manager:
- Anna Dickson (Student Orgs A-G): aldickson@ucsd.edu, 858-534-7003
- Susana Barajas (Student Orgs H-P): psbarajas@ucsd.edu, 858-822-4468
- Rhonda Faye (Student Orgs Q-Z): rrfaye@ucsd.edu, 858-534-4434

How to Get Reimbursed for Out-of-Pocket Expenses

For current information, please visit: How to Get Reimbursed for Out-of-Pocket Expenses.

Note: Only principal members of the student organization are eligible to receive reimbursements.

1. **Sign up for** Direct Deposit Form **prior to your event.**
   a. Email the form to directdp@ucsd.edu or fax to Direct Deposit Request: 858-534-4621
2. **Obtain and complete the** Payment Request Form**.**
   a. Fill in all the required information. (See the next page for an example).
3. **Submit the form.**
   a. For student organizations, submit your form to your fund manager in Student Life Business Operations within 21 days of your event.
   b. Original receipts are required. Attach receipts to an 8.5" x 11" sheet of paper, and total each page before submitting with your request.
      1. If there are multiple persons that need to be reimbursed, all reimbursements associated with an event must be submitted altogether and filed by one person, preferably the coordinator.
      2. This person will receive the reimbursements on behalf the group and will be responsible for distributing the amount back to each individual.
   c. If you use a check or credit card, a bank or credit card statement showing proof of payment may be required.
   d. Purchase personal items separately from the items to be reimbursed.
   e. Please make photo copies for your own records.
4. **Receive your reimbursement.**
   a. Your reimbursement will automatically be deposited into the account that you registered with direct deposit. Please allow up to 21 days to receive payment.

Questions? Consult your respective fund manager:
- Anna Dickson (Student Orgs A-G): aldickson@ucsd.edu, 858-534-7003
- Susana Barajas (Student Orgs H-P): psbarajas@ucsd.edu, 858-822-4468
- Rhonda Faye (Student Orgs Q-Z): rrfaye@ucsd.edu, 858-534-4434

Sample Payment Request Form

Student Life Business Operations Payment Request Form

UCSD Student Life Business Operations
9500 Gilman Drive #0064
La Jolla, CA 92093-0064
Price Center East Third Floor
FAX:858-246-0153

PAY

Request Type:
[X] Reimbursement
[ ] Student Org Fund Withdrawal

- Receipts for reimbursement must be submitted no later than **21 days** of purchase or day of the event

- Reimbursement requests must be submitted with ORIGINAL RECEIPTS TAPED to 8.5" x 11" sheet of white paper.

Affiliation:
(Please check one)
[X] Student Organization [ ] AS
[ ] GSA [ ] Sustainability
[ ] AS Grants
[ ] Other Specify: _____

- Withdrawals of student organization funds require the signature of TWO (2) PRINCIPAL MEMBERS.

PLEASE PRINT LEGIBLY (FOR STUDENT ORGS-PAYEE MUST BE PRINCIPAL MEMBER)

Payee: _____ PID: _____

Department/Organization: Name of your student organization

Mailing Address: _____

Email: _____ Phone: _____

FOR REIMBURSEMENTS ONLY: [X] Event [ ] Supplies or operating expenses

Event Title: _____ Event Date(s): _____

Event Location: _____ Number of Attendees*: _____
*Guest/attendee list is required for all closed events (Closed events are ones that are not open to all UCSD Students)

Total Payment: _____

_____ dollars $ _____

I certify with my signature that this reimbursement or withdrawal will be for its stated purpose and in accordance with our student organizations or department' constitution, bylaws and UCSD policies

Payee Signature: _____ Date: _____

STUDENT ORG WITHDRAWALS ADDITION PRINCIPLE MEMBER SIGNATURE REQUIRED:

Signature: _____ Print Name: _____ Date: _____

FUNDING SIGNATURE REQUIRED FOR ALL GSA AND AS REQUESTS INDEX#: _____

Signature: _____ Print Name: _____ Date: _____

FOR STUDENT LIFE BUSINESS OPERATIONS USE ONLY

[ ] Petty Cash [ ] My Events [ ] Payment Authorization Document # _____

Index Number (s): _____

Highlights = fields to fill out

Marketing, Publicity, and Programming

Planning a successful program is one thing, spreading the word and getting folks to attend a program is another. There are many ways for you to publicize your event.

When publicizing your event, you must:
- Follow UCSD's posting policies.

- Follow University Centers' posting policies (PDF) when posting in the Price Center or Student Center.

- Publicize the event as it is presented in the TAP process.

- Include the sponsor name and contact information on all advertising.

- Get approval from the assigned person for approved posting locations.

Please visit Marketing, Publicty, and Programming for a complete list of ways to get the word out about your program.

University Centers
The University Centers provides various methods in which you can publicize your event/ program.

Price Center Marquee
Located at the heart of Price Center facing the Price Center Plaza, the video marquee is a fabulous way to promote your campus event. Think of it as a billboard - 7 words or less are best - to supplement your other marketing and outreach efforts.

Read Policies and Procedures | Submit Request
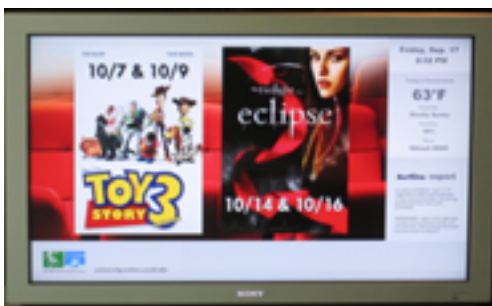
VideoConnect
More than 20 video monitors are strategically placed throughout Price Center to advertise campus activities and events and broadcast UC San Diego messages. Most ads are 10-20 seconds and run multiple times through-out the day. Choose a template design or create your own video ad.

Read Policies and Procedures | Submit Request

Posters and Banners

Posting opportunities abound at University Centers (Price Center and Student Center). There are designated locations for flyers, small posters, brochures, table tents, publications, club cards, and banners. Some require a reservation, so be sure to read the policies and procedures.

Read Policies and Procedures

Display Cases

Three display cases at Price Center are available for student organizations and departments to promote their special events or programs. Displays must promote an event or program that is open to all students. Submit your display application to artshow@ucsd.edu

Download Application

Additional Methods

In addition to the marketing methods previously mentioned, there are several other venues to get the word out about your program:

- **SPACES Listserv and Website:** ucsdspacesmarketing@gmail.com

- **Campus Community Center Listservs (Cross-Cultural Center, Women's Center, Lesbian Gay Bisexual Transgender Resource Center, Black Resource Center, Raza Resource Centro): please go to each center's specific websites.**

- **CSI Student Events Insider:** http://studentevents.ucsd.edu/submit/

- **The 6 Colleges: College Councils, Residential Halls, Residential Life Meetings**

Additional Resources

Programming Contacts

There are several staff members and/or departments that you may need to get in touch with, when developing programs. Here's a list of staff members and departments that SPACES has worked with frequently.

Name	Position	E-mail	Phone
Access Partners			
Carri Fierro	TRiO Director	cfierro@ucsd.edu	858-822-**3471**
Linda Doughty	Cal-SOAP Director	ldoughty@ucsd.edu	858-569-1866
Rafael Hernandez	EAOP Director	rshernandez@ucsd.edu	858-822-**4020**
Admissions			
Debi Kammerer	Triton Center Manager	dkammerer@ucsd.edu	858-534-**0085**
Timothy Borch	Admissions Assistant Director	tborch@ucsd.edu	858-822-**0348**
AS			
Heather Belk	A.S. Director	hlucas@ucsd.edu	858-534-**1161**
Melissa Ewart	A.S. Senior Graphics Artist	myewart@ucsd.edu	858-246-**0971**
Campus Community Centers			
Edwina Welch	CCC Director	ewelch@ucsd.edu	858-822-**0171**
Gerardo Arellano	Raza Resource Center Director	gearellano@ucsd.edu	858-246-1650
Marnee Brookolo	Women's Center Director	mtumulo@ucsd.edu	858-822-**1477**
Shaun Travers	LGBTRC Director	stravers@ucsd.edu	858-822-**3493**
Financial Aid Office			
Ann Klein	Financial Aid Director	aklein@ucsd.edu	858-534-**3898**
Esteban Marquez	Financial Aid Associate Director	ehmarquez@ucsd.edu	858-534-**1671**
Yvonne Borrego	Financial Aid Officer	yborrego@ucsd.edu	858-534-**1669**
OASIS			
Agustin Orozco	OASIS Assistant Director	aorozco@ucsd.edu	858-534-**2282**

Patrick Velasquez	OASIS Director	pvelasquez@ucsd.edu	858-534-**1467**
Student Life Business Office			
Karla Rivera	SPACES Fund Manager	krivera@ucsd.edu,	858-534-**6504**
Anna Dickison	Student Orgs A-G Fund Manager	emking@ucsd.edu,	858-534-**7003**
Susana Barajas	Student Orgs H-P Fund Manager	cmager@ucsd.edu	858-822-**4468**
Rhonda Faye	Student Orgs Q-Z Fund Manager	rrfaye@ucsd.edu,	858-534-**4434**
Retention Partners			
Christopher Murphy	Office of Graduate Studies Diversity Outreach, Recruitment, and Retention Coordinator	cpmurphy@ucsd.edu	858-822-**1492**
University Centers/Event Planning			
Auben Krazer	Event Services Coordinator	akazer@ucsd.edu	
Brook Falkenstein	Tech Services	bfalkenstein@ucsd.edu	858-534-**0832**
Darlene Mercado	CSI SAAC Advisor	dmercado@ucsd.edu	858-534-**1585**
Mark Kinsey	Tech Services	mkinsey@ucsd.edu	858-534-**0839**
One Stop		onestop@ucsd.edu	858-534-**7666**
VCSA Office			
Belinda Zamacona	VCSA Community & Special Programs Assistant	bzamacona@ucsd.edu	858-82**2-5695**
Cynthia Davalos	VCSA Special Assistant	cdavalos@ucsd.edu	858-82**2-4586**

On-campus Departments

You may find it beneficial to collaborate and/or seek support from the following on-campus departments:

Black Resource Center
858-534-0471
brc@ucsd.edu
http://brc.ucsd.edu

Career Services Center
858-534-3750
Library Walk, Southwest of Price Center
http://career.ucsd.edu

Center for Student Involvement
858 534-7666
3rd Floor of Price Center East
getinvolved@ucsd.edu
http://getinvolved.ucsd.edu

Counseling and Psychological Services (CAPS)
858-534-3755
Galbraith Hall 19, under CLICS
http://caps.ucsd.edu

Cross-Cultural Center
858-534-6989
2nd Floor of Price Center East
ccccenter@ucsd.edu
http://ccc.ucsd.edu

Financial Aid Office
858-534-4480
3rd Floor of SSC
finaid@ucsd.edu http://fao.ucsd.edu

LGBT Resource Center
858-822-3493
2nd Floor of Student Center
rainbow@ucsd.edu
http://lgbtro.ucsd.edu

OASIS
858-534-3760
3rd Floor of Center Hall
oasis@ucsd.edu
http://oasis.ucsd.edu

Office for Prevention of Harassment and Discrimination (OPHD)
858-534-8298
University Center, Building 201
oshpp@ucsd.edu
http://ophd.ucsd.edu

Office for Students with Disabilities
858-534-4382
University Center, Building 202
http://osd.ucsd.edu

Raza Resource Centro
858-822-0072
raza@ucsd.edu
http://raza.ucsd.edu

Registrar
858-534-3150
2nd Floor of SSC
registrar@ucsd.edu
http://registrar.ucsd.edu

Student Health Services
858-534-3300
Library Walk, West of Price Center
Hours: Mon-Fri 8-4:30pm, except Wed 9-4:30pm
studenthealth@ucsd.edu
http://studenthealth.ucsd.edu

Student Legal Services
858-534-4374
5th of floor of Student Services Center, Suite 527
Fax: (858) 822-4785
sls@ucsd.edu
http://sls.ucsd.edu

Sexual Assault & Violence Prevention Resource Center (SARC)
858-534-5793
5th of Floor Student Services Center, room 555
studentsafety@ucsd.edu
http://studentsafety.ucsd.edu

UCSD Police
858-534-HELP (4357)
Campus Services Complex
24 hours a Day, 7 Days a Week

Women's Center
858-822-0074
2nd Floor of the Student Center
women@ucsd.edu
http://women.ucsd.edu

UCSD Professional Staff

There are several staff members that you may be working with this upcoming school year. Knowing who these people are and what resources they can offer you will be very helpful for you!

Name	Position	E-mail	Phone
Ann Klein	Financial Aid Director	aklein@ucsd.edu	858-534-**3898**
Agustin Orozco	OASIS Assistant Director	aorozco@ucsd.edu	858-534-**2282**
Belinda Zamacona	Chancellor Scholars Program Coordinator	bzamacona@ucsd.edu	858-822-**5695**
Carri Fierro	TRiO Director	cfierro@ucsd.edu	858-822-**3471**
Cynthia Davalos	VCSA Special Assistant	cdavalos@ucsd.edu	858-822-**4586**
Edwina Welch	CCC Director	ewelch@ucsd.edu	858-822-**0171**
Gerardo Arellano	Raza Resource Center Director	gearellano@ucsd.edu	858-246-1650
Haydee Cervantes	CLAH & Third World Studies Coordinator	hcervantes@ucsd.edu	858-822-**4059**
Heather Belk	A.S. Director of Administration	hlucas@ucsd.edu	858-534-**4451**
Irma Velasco	Chancellor's Director of Campus Relations	ivelasco@ucsd.edu	858-534-**6862**
Jon Carlos Senour	Student Legal Services Director	jsenour@ucsd.edu	858-534-**4374**
Linda Doughty	Cal-SOAP Director	ldoughty@ucsd.edu	858-569-1866
Marnee Brookolo	Women's Center Director	mtumulo@ucsd.edu	858-822-**1477**
Mary Lou Manuel	Student Life H.R Manager	mmanuel@ucsd.edu	858-534-**8926**
Melissa Ewart	A.S. Senior Graphics Artist	myewart@ucsd.edu	858-246-**0971**
Nancy Magpusao	CCC Educational Programs	nmagpusao@ucsd.edu	858-822-**0080**
Patrick Velasquez	OASIS Director	pvelasquez@ucsd.edu	858-534-**1467**
Rafael Hernandez	EAOP Director	rshernandez@ucsd.edu	858-822-**4020**
Shaun Travers	LGBTRC Director	stravers@ucsd.edu	858-822-**3493**
Sonia Berry	GSA/SSC/SPACES Fund Manager	sberry@ucsd.edu	858-246-1819
Timothy Borch	Admissions Assistant Director	tborch@ucsd.edu	858-822-**0348**
Zaneta Stinson	Student Life H.R Manager	zstinson@ucsd.edu	858-534-**4023**

Former Cocos

SPACES would not be where it is today with the efforts of former student leaders. Alumni and former cocos want to help! Please use them as a resource.

Alumni/Former Staff Members		
Cycle I: 2007-2008		
Eric Nguy	ASP Co-Director Director of Local Affairs	enguy@ucsd.edu
Frida Pineda	ASP Co-Director Director of Internal Affairs	fridapineda@gmail.com
Junie Chea	Director of Financial Affairs SIAPS Director	juniechea@gmail.com
Kevin Mann	Director of Statewide Affairs SIAPS Co-Director	kevinalanmann@mac.com
Cycle II: 2008-2009		
Angelica Perez	SIAPS Co-Coordinator	a5perez@ucsd.edu
Becky Tran	ASP Co-Coordinator	btran610@gmail.com
Christopher Datiles	Director of Internal Affairs	cmdatiles@gmail.com
Crystal Alvarez	Director of Financial Affairs	crystalnalvarez@gmail.com
Michelle Adia	ASP Co-Coordinator	
Noah Lystrup	Director Of Local Affairs	nlystrup@ucsd.edu
Olushade Unger	SIAPS Co-Coordinator	ounger@ucsd.edu
Scooter Chung	Director of Statewide Affairs	admondus@gmail.com
Cycle III: 2009-2010		
Allyssa Villanueva	Director of Internal Affairs	abvillan@ucsd.edu
Angelica Perez	SIAPS Co-Coordinator	a5perez@ucsd.edu
David Ritcherson	Director of Local Affairs	dritcher@ucsd.edu
Jefferson Isai Rosa	Director of Financial Affairs	ucsdisai@gmail.com
Kathryn Lerma	Director of Statewide Affairs	kathryn.lerma@gmail.com

Olushade Unger	SIAPS Co-Coordinator	ounger@ucsd.edu
Paola Rodelas	ASP Co-Coordinator	paolarodelas@gmail.com
Samuel Bostick	ASP-Co-Coordinator	sbostick@ucsd.edu
Cycle IV: 2010-2011		
David Ritcherson	Director of Financial Affairs	dritcher@ucsd.edu
Fnann Keflezighi	Director of Local Affairs	fkeflezi@gmail.com
Julieanne Aquino	SIAPS Co-Coordinator	jdaquino.24@gmail.com
Mar Velez	SIAPS Co-Coordinator	velemar@gmail.com
Sam Jung	Director of Statewide Affairs	samjung88@gmail.com
Shaina Patel	Director of Internal Affairs	shaina120@gmail.com
Sy Prescott	ASP Co-Coordinator	sy.prescott@gmail.com
Timothy Mok	ASP Co-Coordinator	tim.y.mok@gmail.com
Cycle V: 2011-20112		
Albert Orona	Director of Local Affairs	blondechickdiplomat@gmail.com
Donald Zelaya	ASP Co-Coordinator	dondzel@gmail.com
Elizabeth Gomez	ASP Co-Coordinator	lizzy.da.lezzy@gmail.com
Helen Leung	Director of Financial Affairs	helen.leung@cox.net
Howard Li	SIAPS Co-Coordinator	howardli91@gmail.com
Joanna Huang	SIAPS Co-Coordinator	jollyitsjoanna@gmail.com
Julieanne Aquino	Director of Statewide Affairs	jdaquino.24@gmail.com
Maureen Abugan	Director of Internal Affairs	maureengladys@gmail.com
Cycle VI: 2012-2013		
Anna Ly	ASP Co-Coordinator	annainfinitely@gmail.com
Brenda Valadez	SIAPS Co-Coordinator	brenda.m.valadez@gmail.com
Fatima Cruz	ASP Co-Coordinator	fatimacsm12@gmail.com
Jennifer Romero	Director of Internal Affairs	jenromero15@gmail.com
Monse Palacios	Director of Local Affairs	mxpalacios09@gmail.com
Noel Magtoto	Director of Statewide Affairs	noelmagtoto@gmail.com
Tina Patel	SIAPS Co-Coordinator	bhavinipatel91@gmail.com
Cycle VII: 2013-2014		

Alexis Hithe	ASP Co-Coordinator	ahithe@ucsd.edu
Caprecia Camper	ASP Co-Coordinator	Ccamper93@gmail.com
Harrison Kamiya	Director of Financial Affairs	harrisonkamiya@gmail.com
Neftali Valle	Director of Internal Affairs	nevalle@ucsd.edu
Reyna Guzman	Director of Local Affairs	rlguzman@ucsd.edu
Bruno Huizar	Director of Statewide Affairs	brunohzr@gmail.com
Shelley Kuang	SIAPS Co-Coordinator	shelley.kuang@gmail.com
Victor Jacobo	SIAPS Co-Coordinator	vajacobo@ucsd.edu
Cycle VIII: 2014-2015		
Cycle IX: 2015-2016		