



University of California  
San Francisco

# Staff Registered Campus Organizations Orientation

*Enhancing the staff experience virtually due to COVID-19*

**CLS Wellness and Community**

Spring 2020

Important Message:

COVID-19 is impacting in-person interactions and meetings, we have updated this orientation guide to reflect what's being affected during this period.

[Learn more about Interim Policies during COVID-19](#)



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


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

# Registration Process

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

- 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 (New Groups)

- 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 Application:** <http://cglink.me/s29968>
- RCOs applying for funding is meant for required viewing of the Staff RCO Orientation workshop via Zoom.



# 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 (UCSF vs outside community)
- Describe how your group will adapt its events during the pandemic
- Confirmed understanding of funding template, interim COVID-19 policy and Staff RCO orientation presentation
- Upload itemized funding proposal
  - Must use template: **Link to funding template:**  
<http://cqlink.me/dc8196f8dccaf30c600abf040cc7d058f>
  - 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

Budget Period FY 20-21		August 2020-May 2021				
<b>RCO Name</b>	UCSF Staff Group Name	List RCO Contact information.				
<b>RCO Contact</b>	Lois Lane					
<b>RCO Contact Email</b>	<a href="mailto:Lois.Lane@ucsf.edu">Lois.Lane@ucsf.edu</a>					
Quarter	Event Type	Event/Purpose	Budget	Location	Est. Attendees	Expenses
Fall, Winter, Spring	Organizational Meeting	Virtual Org Meeting	\$200.00	Zoom	10	Two 10-min Goat-2-meeting
Fall	Organizational Meeting	Welcome Back Event	\$150.00	Zoom	20	Contest/ \$25 Amazon e-gift cards
Fall	Recruitment and publicity	Recruitment	\$200.00	Online/Campus Mail	30	marketing swag: pens, t-shirts / shipping costs
Winter	Cultural	Heritage Event	\$200.00	Zoom	90	Online performers
Winter	Recruitment and publicity	Social Media C	\$75.00	Facebook	50	giveaway, 1 \$75
Spring	Organizational Meeting	Talk	\$300.00	Zoom	100	honorary for guest speaker
Total Requested			\$1,125.00			
*Administrative Use Only *		TOTAL APPROVED				

Annotations:

- ← List RCO Contact information.
- ↑ Include total budget of event (lump sum per event).
- ↑ Add extra rows if needed.
- ↑ List all events and event type your RCO wishes to request funding.
- ↑ Add specific platform (e.g. Zoom, Facebook, Twitter, Group Portal website, etc).
- ↑ List estimate amount of attendees.
- ↑ List of expenses. Please include specific items you will be requesting a reimbursement for or purchasing via BearBuy.
- Leave Admin Only section blank.

\*Events outside of UCSF grounds will not be funded with the exception of virtual events due to COVID-19.

# Campus Policies

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

- [Interim Policy on Large Events and Gatherings \(COVID-19\)](#)
- [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

When the COVID-19 Interim Policy is lifted the following will apply:

- 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/off-campus** or **Zoom** 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
- **COVID-19 update:** [Review Gatherings and Events Interim Policy](#)
- 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

When the COVID-19 Interim Policy is lifted the following will apply:

## 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](mailto:emily.lefson@ucsf.edu)

Faculty Alumni House: [louis.gutierrez@ucsf.edu](mailto:louis.gutierrez@ucsf.edu)

Lange Reading Room: [mfooster@ucsf.edu](mailto:mfooster@ucsf.edu)

Millberry Union Conference Center: [mueventmeeting@ucsf.edu](mailto:mueventmeeting@ucsf.edu)

Mission Bay Conference Center: [Ryan.Coate@ucsf.edu](mailto:Ryan.Coate@ucsf.edu)

Student Success Center: [studentlife@ucsf.edu](mailto:studentlife@ucsf.edu)

Student Services at Mission Bay: [christian.sweatt@ucsf.edu](mailto:christian.sweatt@ucsf.edu)



# Table, Chairs, Other Facility Requests

When the COVID-19 Interim Policy is lifted the following will apply:

- 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 [email facilities](#) about your request and cc [wellnessandcommunity@ucsf.edu](mailto:wellnessandcommunity@ucsf.edu)
  - In the email, state that you are a Staff RCO and will have the COA funding provided on your behalf.

# BearBuy/America To Go Orders

Once funding is approved, staff organizations are required to submit their expense requests in **BearBuy**.

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** (due to COVID-19, we are not taking food orders at this time)

- 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-Virtual Art Show-2020\_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 current COVID-19 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 and Community, who is happy to be your support at Staff Life:

**[wellnessandcommunity@ucsf.edu](mailto:wellnessandcommunity@ucsf.edu)**