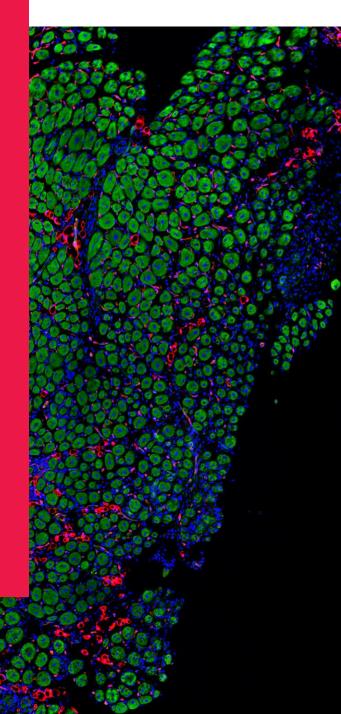# UCSF Student Organizations

Enriching Student Involvement at UCSF

Student Life

July 2025

Definition

- A **Student Government** is an authorized student organization that represents the interests of the students it serves.

- A **Registered Campus Organization** (RCO) is a student organization registered with the campus whose membership is comprised of UCSF students, staff, postdocs and/or faculty.

  - RCOs cover a broad range of interests:
    - educational
    - social
    - cultural
    - artistic
    - recreational
    - political
    - spiritual
    - technology

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Classification

- Each RCO is given a classification tied to its organization officers and membership roster.

  - **Student RCO :: Interprofessional**
    an organization with student officers whose mission and goals are interprofessional and/or open to students from all academic programs

  - **Student RCO :: School-specific**
    an organization with student officers whose mission and goals were are academic or serve school specific purpose

  - **Staff RCO**
    one or more organization officers who do not pay student services fees, such as faculty, staff, postdocs, trainees, residents
    - *Staff RCOs have transitioned out of Student Life to Campus Life Services.*

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Registration Benefits

	Student Government	Student RCO Interprofessional	Student RCO School-specific	Staff RCO
Register Organization	x	x	x	*Staff RCOs have transitioned out of Student Life to Campus Life Services.* *Please contact StaffRCO@ucsf.edu for more information.*
Reserve Campus Space	x	x	x	
Apply for Funding	N/A Collects membership fees	x all sources	x limited sources	
Fundraise	x	x	x	
Order Table & Chairs	*x* Directly with Facilities *fees apply*	x Limited number through Student Life *fees may apply*	x Limited number through Student Life *fees may apply*	
Rent AV	N/A Directly with ETS *fees apply*	N/A Directly with ETS *fees apply*	N/A Directly with ETS *fees apply*	
Access to Event Supplies	x	x	x	
Copy Code (21484) *at Parnassus Library*		x	x	
Organization Banner		x		
Health Fair Supplies		x	x	
Access to Group Portal • Org Management • Event Requests • Funding Requests • Website Hosting	x	x	x	

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Training Videos

- Please review the following training videos. To request a customized workshop or training video for your organization, please reach out to Student Life.

  - Group Portal Introduction

  - Managing Your Organization in the Group Portal

  - Registering a New Student Group in the Group Portal

  - Renewing a Student Group in the Group Portal

  - Submitting an Event Request in the Group Portal
    **includes how to request classroom space, submit alcohol, table/chairs, bake sale requests

  - Submitting a Budget & Payment Request in the Group Portal
    **student RCOs only

  - Reviewing and Approving an Organization Registration
    **advisors only

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Registration Requirements

- All student RCOs must register each year with Student Life. Registration for new and continuing RCOs twice a year in **August** and **January** in the *Group Portal*.

- Student governments must confirm their organization information and officers by **August** *each year.*

- Requirements:
  - Organization name & acronym ** *name may not begin with UCSF*
  - Description & purpose ** *similar RCOs will be asked to merge*
  - Five organization officers ** *must be UCSF fee-paying studenta*
  - Organization logo
  - Faculty Advisor ** *only for academic RCOS (advisor will be required to approve the registration)*
  - Complete online orientation and hazing prevention training ** *by all five organization officers*
  - Complete online minor training ** *for organizations working with minors only*
  - Submit participant waivers ** *for recreational organizations only*

Registration Requirements *continued*

- **Faculty Advisor**
  RCOs categorized as academic, honor/Greek societies, work with minors, or participate in community outreach or health fairs are required to have a *faculty advisor*. Registration will not be complete until advisor confirms their role by [approving the organization registration inside the Group Portal](#).

- **Activity Level**
  RCOs that did not hold at least one organizational meeting or event per quarter through the previous academic year will be *ineligible* for registration renewal.

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Registration Requirements *continued*

- Student organizations must identify during the registration process if their organization will be working with **minors**. All members of an organization working with minors must complete an online training. In order to complete the training:

  - Enroll in [online training website](#)
  - Enter the registration code: **reg-ucsf-415-studentlife**
  - Click "Validate" to confirm registration code
  - Check box to agree to Terms & Conditions
  - Click "Redeem"
  - Answer Registration Questions
    - *1. Volunteer*
    - *2. Part-time*
    - *3. Other*
  - Click "Save & Continue"
  - Take the **California Mandated Reporter** training

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Registration Process *New Group Registration*

- Log into the ***Group Portal*** through MyAccess

- Click on the groups symbol 👥

- Click on "Register New Group" ** *only available twice a year (August and January)*

- Fill out each page, including:

  - Group name & acronym

  - Categories

  - Organization Logo

  - Mission ** *also known as your organization description*

  - Add five officers and their positions

  - Add advisor ** *academic, honor/greek societies, and RCOs working with minors*

  - Answer organizational questions

- Click on "Submit"

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Registration Process *Renewal Group Registration*

- Log into the ***Group Portal*** through MyAccess

- Navigate to your organization ** *all organization management tools will be unavailable until registration is complete*

- Click on "Group Re-Registration" ** *only available twice a year (August and January)*

- Review and fill out each page, including:

  - Organization Logo

  - Mission ** *also known as your organization description*

  - Add five officers and their positions

  - Answer organizational questions

- Click on "Submit"

Registration Process *continued*

- **Each officer** will be sent an automatic email asking them review the orientation and hazing prevention training prior to filling out a confirmation form.

- **Each officer and advisor** must also review the online orientation and policy videos and answer questions.

- Your registration will not be processed until **all 5** officers out the confirmation form and your **advisor** (*if applicable*) approved the registration.

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Registration Process *continued*

- If your organization is of a recreational nature, registration will not be considered complete until all officers and members have filled out a [participant waiver](#).

- Once the registration period closes, all school-specific RCOs will be reviewed by each school for final approval.

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Members & Officers

- Only individuals who join an organization in the *Group Portal* are considered *official members* of the respective organization.

- All members can view the organization group page. **However,** only officers can:

  - Submit event & budget/reimbursement requests
  - Identify officers
  - Manage group settings
  - Manage website

Events

- All events **on-campus**, **off-campus**, **or virtual must be submitted by a currently registered student** in the *Group Portal* for approval in the "Events" section one week prior to event date.

- By creating an event, you will be able to:
  - Request Student Life approval
  - Reserve on-campus classrooms and Special Use Areas
  - Submit table and chair ** *limits apply*
  - Submit alcohol request
  - Submit bake/food sales request
  - Submit fundraising request

Events *continued*

- RCOs must submit an event request in the *Group Portal* in order to also:
  - Submit a request for funding
  - Submit a request for health fair supplies

- RCOs are required to hold at least one meeting or event per quarter (Fall, Winter, Spring) during the academic year.
  - Events may be entered into the *Group Portal* retroactively up to one month after the event.

- Registration renewal of a RCO will depend on the activity level of the RCO from the previous year.

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Events *continued*

- On-campus classroom space may only be reserved through the event request submission in the *Group Portal*.

- To submit an event request:
  - Navigate to your organization
  - Click on "Events" in your organization portal
  - Click on "Create an Event"
  - Click on "On-Campus Space Reservation" under the location section if you wish to reserve a classroom or Special Use Area
  - Fill out each page of the event request until you click on "Submit"

- Food and drinks (including alcohol) are **not allowed** to be served in UCSF classrooms.

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Events *continued*

- Event requests may only be submitted up to one quarter prior to the event date.

- Classrooms lock at 6 p.m. on weekdays and locked on weekends/holidays. There is a fee to request classrooms unlocked.

- Each academic quarter must be submitted separately.
  - Fall 2025 Reservations Begin: July 11
  - Winter 2026 Reservations Begin: October 10
  - Spring 2026 Reservations Begin: February 27
  - Summer 2026 Reservations Begin: April 24

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Events *continued*

- Several on-campus programmable spaces are available to reserve or rent; however, they are not reservable through the event request form. Please schedule the space with the site coordinator **prior** to submitting an event request into the *Group Portal* :

  - Faculty Alumni House: louis.gutierrez@ucsf.edu

  - Lange Reading Room: micquel.little@ucsf.edu

  - Millberry Union Conference Center: mueventmeeting@ucsf.edu

  - Mission Bay Conference Center: conference.services@ucsf.edu

  - Student Success Center: studentlife@ucsf.edu

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Events *continued*

- If your student organization reserves on-campus space, you are required to **notify Student Life** if your event has been cancelled.

- If your student organization reserves more than one space per event, please **inform Student Life** if your group will not be using all the reserved spaces.

- Failure to notify Student Life will result in a "**no show**," which is a violation of Classroom Services rules and policies, and your student organization will be subject to sanctions.

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Events: Cancelling an Event

- If you wish to cancel an event, please **DO NOT** delete the event request in the *Group Portal*.

- To cancel the event, send an email to Student Life at studentlife@ucsf.edu.

Events: Community Outreach & Health Fairs

- Whenever a student provides health information, provides counseling or performs a hands-on procedure at any health event that is not part of a class, *prior approval* from your respective School is required to ensure professional liability coverage for the student, school(s), and campus involved in the event.

  - Community Outreach & Health Fair Request Form *due **three weeks** prior*
  - Community Outreach & Health Fair Post Event Form *due **two weeks** after*
  - Community Outreach & Health Fair Activity Chart *approved activities & requirements*
  - Health Fair Supplies Form *due **two weeks** prior*

- *As with any student organization event, an **event request must also be submitted** in the* Group Portal *in addition to submitting the request form.*

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Events: Accessibility Considerations

- Highlights of the **Events Accessibility Guide** are below. Please review the entire Events Accessibility Guide online.
  - **Venue** (accessible entrances, ramps, elevators, and accessible restrooms, reserved seating, interpreters, or captioning)
  - **Food** (allergen free foods, post common allergens)
  - **Marketing** (include the following accessibility statement)
    - To request an accommodation for this event, please contact [insert program/event contact] at [insert program/event contact's email address] or [insert program/event contact's phone number] by [insert date, typically at least one week in advance].
  - **Presentation** (large format, captioned videos, describe visual aids)

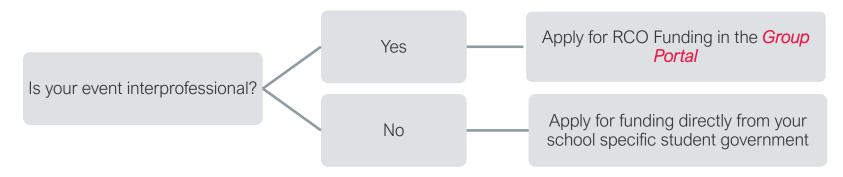 Contact Student Disability Services for general accessibility questions.

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Events: Contracts, Insurance, Liability

- Most **on-campus** events are covered by the University insurance program. Please review the [activities insurance chart](#) to determine which activities are covered and which activities your student organization will be required to **purchase insurance** through [Campus Connexions](#).** *fees may apply*

- When planning **off-campus** events, **do not sign any contracts** or **use your personal credit card**. Please consult with the [Student Life office](#) if a vendor requests a contract.

- Events that are held **off-campus** are not covered by the University insurance program and student organizations are able to **purchase insurance** through [Campus Connexions](#). ** *fees will apply*

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Funding

- Registered student organizations may request campus or student government funding.

- Graduate & Professional Student Association (GPSA) funding requests are managed by Student Life and approved based on RCO Funding Guidelines set by GPSA.

- GPSA processes funding requests through the *Group Portal.*

Is your event interprofessional?	Yes	Apply for RCO Funding in the *Group Portal*
	No	Apply for funding directly from your school specific student government

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GPSA Funding Eligibility

RCO funding from the Graduate & Professional Student Association (GPSA)

- ● Administrative Expense *(one-time per year)*
- ● ◆ Artistic Participatory & Performing Events
- ● ◆ Banner
- ● Community Service – Health Education & Awareness Programs
- ● ◆ Community Service – Health Fairs & Health Screenings
- ● Conference, Seminar, Forum, Symposium
- ● ◆ Cultural/Ethnic Celebrations & Presentations
- ● High School Outreach & Recruitment
- ● Lecture/Speaker/Panel/Film Presentations & Electives
- ● Organizational/Member Recruitment Meetings
- ● ◆ Recreational/Sport Activity
- ● Social Events
- ● Undergraduate Outreach & Recruitment
- ● Student Academic Affairs Matching Funds

● Interprofessional Activity ◆ School-specific Activity – must meets additional requirements

For any **school-specific** activity, please contact your school-specific student government to request funding.

To be considered an **interprofessional event**, the coordinators and attendees of the event must be from three or more schools/graduate division. Attendee affiliation will be verified through the event attendance sheet.

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GPSA Funding Requests

- RCOs may apply for funding by submitting a budget request in the *Group Portal* at least **five business days** prior to the event or else it will be automatically **denied**.

- Request must be submitted by a **currently registered student**.

  - Navigate to your organization
  - Click on "Money"
  - Click on "Budgeting"
  - Click on "Create Budget Request"
  - Fill each field and add line items [RCO Funding Grid]

  Prior to submitting a request, review the GPSA RCO Funding Guidelines to verify if your RCO event qualifies for funding. *Please note: Submitting a budget request **does not guarantee funding**.*

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GPSA Funding Payments *continued*

- To request reimbursement, return to "Money" section to submit a payment request within **30 days** of the event. Submission past 30 days of expense may be subject to additional taxes.

  - Navigate to your organization

  - Click on "Money"

  - Click on "Budgeting"

  - Select the approved budget

  - Click on "Request Payment"

  - Complete information and upload documentation

  Please note:

  - *Catering and supply orders may be made within the University's purchasing system **with advance planning** so no member of the organization would need to make the purchase and request a reimbursement. Please contact Student Life.*

  - *Reimbursements for UCSF students are processed through MyExpense.*

Funding: Additional Funding Resources

- For any **school-specific** conference, seminar, organization meetings, social events, or student/faculty mentorship event, please contact your school-specific student government to request funding.

  - Associated Dental Students

  - Associated Students of Physical Therapy

  - Associated Students of the Graduate Division

  - Associated Students of the School of Medicine

  - Associated Students of the School of Nursing

  - Associated Students of the School of Pharmacy

- Review the **Student Organization Funding Guide** for more information.

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Campus Accounting

- Limited accounting resources are available to student RCOs.

- Advance request and approval are required **annually** for a student RCO to access a campus account with Student Life.

- A student RCO may request access to a campus account if:
  - Initial funding totals at least **$2,500**
  - Funding is in the form of: grants, department sponsorships, checks *payable to UC Regents*
  - Funding transferred from/to departments are limited to **6 per fiscal year** (July-June)
  - Deposits are limited to **2 per fiscal year** (July-June)

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Campus Accounting *continued*

- Funds deposited must be spent by the end of the fiscal year (June 30) that they were deposited.

- Funds left over at the end of the fiscal year **will be forfeited and transferred** to central student RCO funding.

- RCOs must submit an RCO Accounting Application in the *Group Portal* to request access to campus account.

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Additional Resources

- [Contact ETS](#) for your AV needs ** *fees may apply*

- [Request an email address](#) for your organization

- [Request a mailing address](#) to have mail delivered to campus for your organization

- [Reserve event supplies](#) such as tablecloths, cash box, cart, Costco card

- [Request event order](#) support for catering and BearBuy purchases ** *for RCO Accounting and GPSA funded activities only*

- [Print a poster](#) ** *limit three per academic year for student RCOs*

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Campus Policies and Procedures

- Please [review all policies](#) which pertain to student organizations and campus activities, including but not limited to:

    - [Campus Activities, Organizations & Students](#)

    - [Student Conduct and Discipline](#)

    - [Expressive Activities](#)

    - [Fundraising Guidelines](#)

    - [Industry Relations](#)

    - [Student Alcohol](#)

    - [Social Media](#)

    - [Use of University Name, Logo and Seal](#)

  Please note: Other policies may apply.

UC SF

Campus Policies and Procedures *continued*

- [UC policy](#) prohibits discrimination and harassment of any person on the basis of their membership in a protected category.

  - *Protected categories: race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, including protected veterans. [[File a Complaint](#)].*

- **Additional Resources**
  - [UCSF Sexual Violence and Sexual Harassment Policies and Procedures](#)
  - [UCSF Violence and Bullying Policy](#)
  - [UCSF Policy on Student Conduct and Discipline](#)
  - [UCSF CARE Advocate](#)

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Campus Policies and Procedures *continued*

- The UCSF Policy on Student Conduct and Discipline forbids incidents of hazing both on- and off-campus (including virtual incidents) by individual students, student governments, and/or Registered Campus Organizations, and prohibits:

"Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person."

Support	Report
CARE Advocate care@ucsf.edu	Director of Student Rights and Responsibilities Becca Wallace becca.wallace@ucsf.edu
Student Mental Health and Wellbeing shs@ucsf.edu	Office for the Prevention of Harassment and Discrimination opdh@ucsf.edu

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Campus Policies and Procedures *continued*

- Highlights of the **alcohol policy** are below. Please review the entire [alcohol policy](#) online.
  - Student organizations may serve alcohol at their on-campus events with prior approval from Student Life.
  - Consumption of alcoholic beverages shall occur only in areas approved for such events, in accordance with time, place and manner policies
  - A UCSF staff or faculty member must be present who will be responsible for overseeing the event as well as the distribution and consumption of alcoholic beverages.
    - For every **75 students**, there needs to be **one staff member**.
      - For example, for an event with 300 students, 4 staff members will be required.
  - Only beer, wine, and sparkling wine may be served on University property. No hard liquor, spirits, or beer kegs are permitted.
  - To request approval, submit an event request in the *Group Portal*.

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Campus Policies and Procedures *continued*

- Highlights of the **expressive activities policy** are below. Please review the entire [expressive activities policy](#) online.

  - Free and open expression is a constitutional right under the First Amendment.

  - The expressive activities policy ensures that the exercise of free and open expression is conducted in a manner that ensures public safety and does not disrupt University operations.

  - To hold an expressive activity in a limited public or special use area on campus, an event request **must be submitted two weeks prior** in the *Group Portal*.

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Campus Policies and Procedures *continued*

- Highlights of the **fundraising guidelines** are below. Please review the entire <u>fundraising guidelines</u> online.

    - Student organizations may engage in non-commercial fundraising on-campus with prior approval from Student Life.

    - All fundraising events must have a defined purpose and must relate to the mission of the student organization.

    - Fundraising activities may only include bake sales or the sale of non-perishable items. **No other food sales allowed**.

    - Student organizations must clearly advertise how the funds raised will be used. Student organizations may not sponsor non-University vendors or commercial entities that promote the sales or solicitation of merchandise or products to the general campus.

    - To request approval, submit an event request in the *Group Portal*.

UC**S**F

Campus Policies and Procedures *continued*

- Highlights of the **industry relations policy** are below. Please review the entire [industry relations policy](#) online.

    - Student organizations may accept & use unrestricted grants from Industry to provide meals and other support for UCSF Educational Programs.

    - Student organizations may not accept restricted grants or gifts from industry representatives.

    - Student organizations may not accept payment for attending any educational, professional sales or marketing activity.

    - To request approval to accept an Industry sponsorship, submit an event request in the *Group Portal*.

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Campus Policies and Procedures *continued*

- Highlights of the **classroom "no show" policy** are below. Please review the entire Classroom Services rules & policies online.

  - Student organizations are **required** to notify Student Life if their event has been cancelled or not all reserved rooms will be used.

  - Failure to notify Student Life within 48 hours about changes to the reserved classrooms will be considered a "no show."

    - **First No Show**: Student organization will receive a written warning.

    - **Second No Show**: Student organization's reservation privilege will be suspended for three months. Any previously approved reservations during the three-month period will be canceled.

    - **Third No Show**: Student organization's reservation privilege will be suspended for the remaining academic year. Any previously approved reservations during the remaining academic period will be canceled.

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Campus Policies and Procedures *continued*

- Highlights of the **social media policy** are below. Please review the entire social media policy online.

  - Student organizations must observe University of California Policies Applying to Campus Activities, Organizations, and Students.

  - Student organizations cannot use UCSF in front of the group's name on any social media sites or addresses.

  - Student organizations cannot use or alter the UCSF trademark or brand.

  - If an organization has an outside website, "UCSF" is prohibited from being included in the domain name.

  - Student organizations must note on social media, *"'The views and opinions of the RCO expressed herein do not necessarily state or reflect those of the Regents of the University of California, UCSF, UCSF Medical Center, or any entities or units thereof.'"*

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Campus Policies and Procedures *continued*

- Highlights of the use of the **university name and logo policies** are below. Please review the entire [use of university name, seal, logo, and brand identity policy](#) online.

  - Student organizations are not permitted to use any version of the UCSF logo across any sort of print or digital media, including social media without prior authorization from University.

  - Student organizations may only use UCSF to indicate location and may not precede the organization name.

  - All student organization websites, social media bios, email signatures, and event announcements or posters include the following disclaimer:

    - *"The views and opinions of the RCO expressed herein do not necessarily state or reflect those of the Regents of the University of California, UCSF, UCSF Medical Center, or any entities or units thereof."*

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Sanctions

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

- Student organization registrations may be revoked for violating UCSF's policies on student conduct and professionalism.

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Advisement

- Student organization members may stop by or make an appointment to meet with Student Life staff to discuss:

  - Registration
  - Organization recruitment & management
  - Program & event logistics
  - Marketing & website assistance
  - Meeting & event supplies
  - Transition planning
  - Funding & fundraising ideas and advice
  - Locating on-campus funding sources
  - Meeting space
  - Risk & liability

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Contacts

- If you have any questions or need any additional support please contact:

- Jennifer Rosko
  Executive Director, Student Life
  jennifer.rosko@ucsf.edu
  (415) 476-8788

- Kathy Chew
  Program Coordinator, Student Life
  kathy.chew@ucsf.edu
  (415) 502-2766

- General Inquiries:
  studentlife@ucsf.edu

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