


**USAC
INTERNAL VICE
PRESIDENT**  **IMP**
2014-2015

**HOW
TO
GUIDE**

**A RESOURCE
MANUAL FOR
STUDENT GROUPS**

TABLE OF CONTENTS

- 2 Register Your Student Group**
- 4 Funding**
- 7 Programming Funding**
- 9 Operational Funding**
- 14 Getting to Know SOLE Resources**
- 18 Publicity**

HowTo Guide: A Resource Manual for Student Groups

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REGISTER WITH ORGSYNC

1

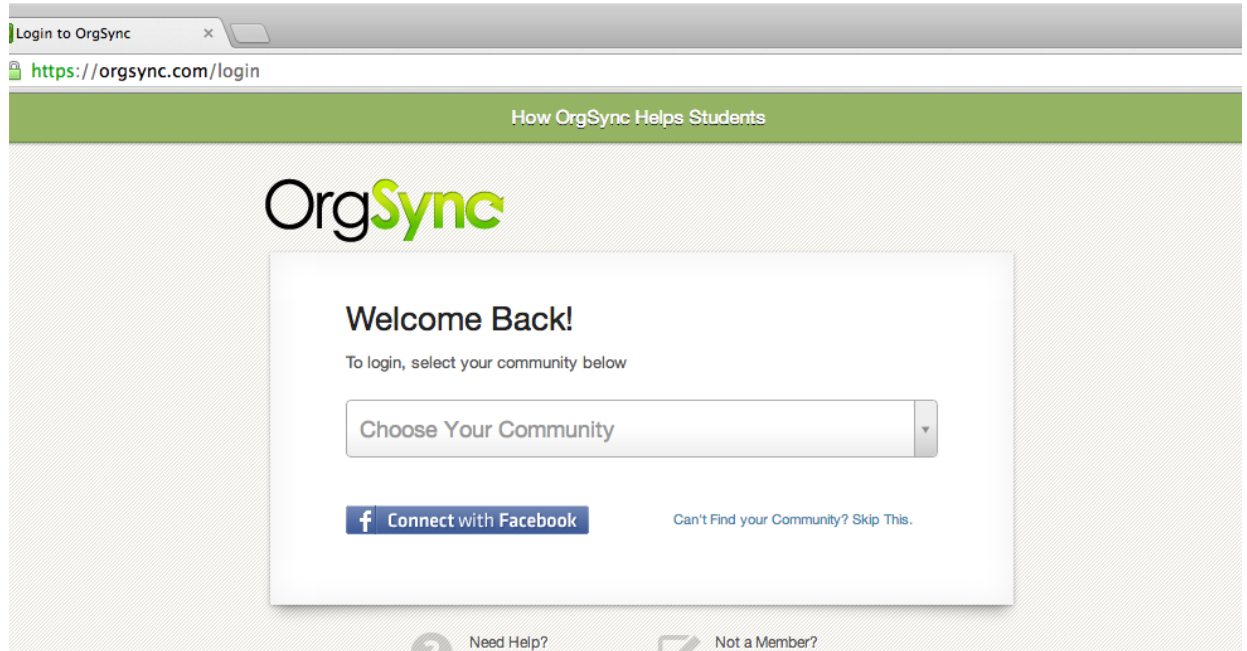
Create an OrgSync Account for yourself (you will create your group in the proceeding steps)

Go to www.orgsync.com/login

Under "Choose your Community" select "UCLA"

Click on: "Sign in with your Campus ID" and use your UCLA login.

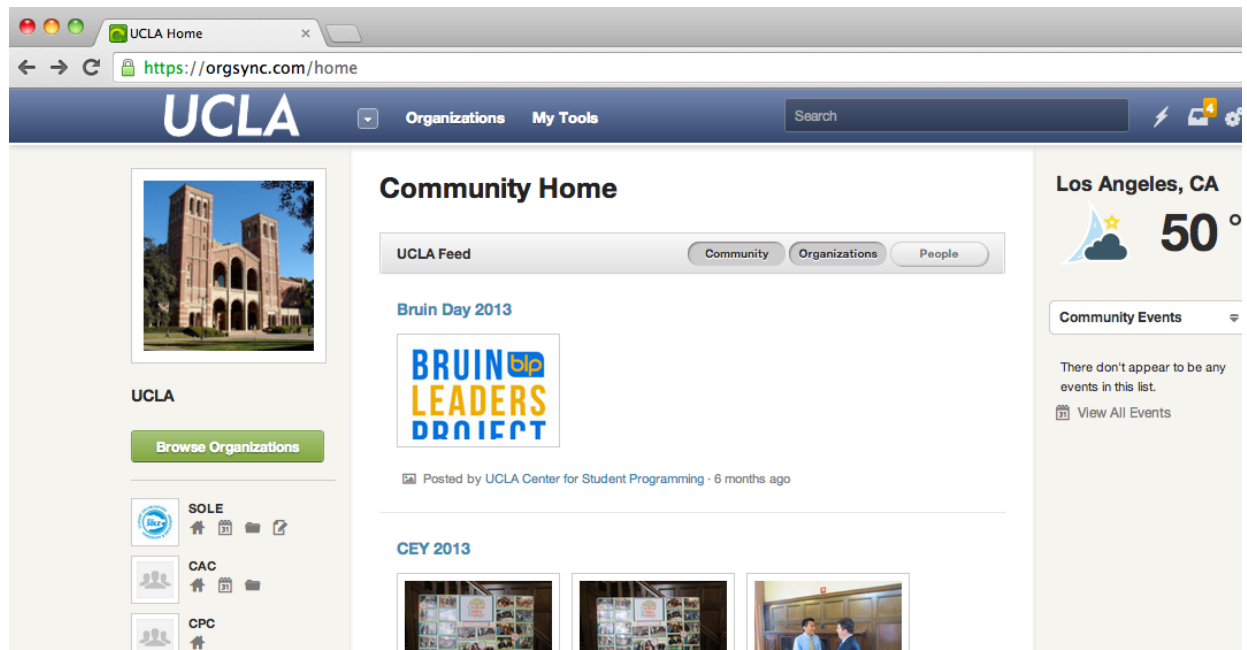
When completed you should see: "Your profile has been successfully updated."



2

Welcome to OrgSync

- Once you complete your account, you will automatically be part of the SOLE OrgSync Portal.
- Use the "Organizations" Tab on the top to see what groups you are apart of OR join other groups.



FUNDING

WHAT DO YOU NEED?

FOR MORE INFORMATION VISIT
WWW.USAC.UCLA.EDU

{ MONEY FOR AN EVENT? }

ASUCLA BOD
USA Programming Fund
Contingency
ASUCLA Student Union
Event Fund
Student Wellness
Programming Fund

{ ADVOCACY }

Associate Vice Chancellor
for Student Activity Fund

CS Mini Fund
CAC Mini-Fund
CPC Fund
EVP Grant
SIAC
Community Activities
Committee Mini-Fund

{ MONEY FOR SUPPLIES? }

SGOF
SOOF
Contingency
Capital Contingency
Student Risk
Management Fund

{ ACADEMIC SUCCESS? }

AAC Mini Grant
Academic Success
Referendum Fund

{ GREEN PROJECT? }

The Green
Initiative Fund

{ HOUSING VENUE OR ORL SUPPORT }

Co-Programming Fund
OCHC and Various
Buildings

PROGRAMMING FUNDING

PROGRAMMING FUNDS DIRECTORY

LINE ITEMS : ITEMS FUNDING COVERS

SOURCE Contingency Programming

TYPE Supplemental funding for programming events

RANGE Determined by USA Finance Committee

LINE ITEMS Advertising, Graphics, Facilities, Honorarium, Supplies, Food, Transportation, Incentives

CONTACT Finance Committee | 300B Kerckhoff Hall |
usacficom@gmail.com |
www.students.asucla.ucla.edu >> funding

DEADLINE At least 21 days prior to program

HEARING No

SOURCE Community Service Mini Fund

TYPE Funding for community service programming

RANGE Up to \$3500 per student group

LINE ITEMS Transportation, Food, Supplies, Admissions tickets

CONTACT Chairperson | 300B Kerckhoff Hall |
csminifund@gmail.com | www.asucla.ucla.edu >> funding

DEADLINE Quarterly

HEARING Hearings take place the week following submission of your application on the Friday of Week 4

SOURCE Associate Vice Chancellor's Student Activities Fund

TYPE Funding for student programming

RANGE Varies

LINE ITEMS Risk Management Expenses, On Campus Facilities, On Campus Advertising, other publicity and graphic services, Food/Meal Services, Disposable supplies, Honorarium, Incentives

CONTACT Debra Geller, Student & Campus Life | 1104 Murphy Hall |
dgeller@saonet.ucla.edu

DEADLINE At least 14 days prior to event

HEARING No

SOURCE Campus Programming Committee: Regular Fund

TYPE Funding for programs open to all UCLA students

RANGE \$1,000 – \$8,500

LINE ITEMS Honorarium, Facilities, Supplies, Advertising, Graphics, Transportation, Food

CONTACT Melissa Veluz-Abraham, CSP | 105 Kerckhoff Hall |
mveluz@saonet.ucla.edu |
www.studentactivities.ucla.edu >> funding

DEADLINE Six funding cycles per year

HEARING Hearings will take place in late August-early September

SOURCE Campus Programming Committee: Mini-Fund

TYPE Funding for programs open to all UCLA students

RANGE \$1000

LINE ITEMS Honorarium, Facilities, Supplies, Advertising, Graphics, Transportation, Food

CONTACT Melissa Veluz-Abraham, CSP | 105 Kerckhoff Hall |
mveluz@saonet.ucla.edu |
www.studentactivities.ucla.edu >> funding

DEADLINE 2nd-8th week of each quarter

HEARING Hearings will take place in late August-early September

SOURCE ASUCLA Board of Directors Programming Fund

TYPE Funding for large-scale programs events

RANGE Determined by Budget Review Committee

LINE ITEMS Advertising, Graphics, Honorarium, Supplies

CONTACT Budget Review Director | 300B Kerckhoff Hall |
usabudgetreview@gmail.com |
www.students.asucla.ucla.edu >> funding

DEADLINE Quarterly

HEARING Hearings will begin the following week on Tuesday after the deadline

SOURCE ASUCLA Student Union Event Fund

TYPE Funding for ASUCLA facilities

RANGE Determined by type of facility/equipment

LINE ITEMS UCLA facilities limited to Kerckhoff and Ackerman

CONTACT Events Manager A-262 Ackerman Union |
events@asucla.ucla.edu |
www.asucla.ucla.edu >> event services

DEADLINE Preset deadlines according to day of event

HEARING Hearings will begin the following week on Tuesday after the deadline

SOURCE The Green Initiative Fund (TGIF)/Mini Fund

TYPE Funding for sustainable projects at UCLA

RANGE No maximum amount/ Mini Fund- \$500 Maximum

LINE ITEMS Initiatives or physical materials that promote sustainability

CONTACT Patty Zimmerman | pzimmerman@asucla.edu

DEADLINE Quarterly

HEARING Schedule a hearing time with the TGIF coordinator, Patty Zimmerman, at pzimmerman@asucla.ucla.edu

PROGRAMMING FUNDS DIRECTORY

CONTINUED

LINE ITEMS : ITEMS FUNDING COVERS

SOURCE **Community Activities Committee: General**
TYPE Funding for off-campus services for economically disadvantaged communities
RANGE Up to \$10,000
LINE ITEMS Advertising, Clerical Supplies, Facilities, Equipment, Food, Honorarium, Postage, Printing, Special Supplies, Telephone, Transportation
CONTACT Melissa Veluz-Abraham, CSP | 105 Kerckhoff Hall | mveluz@saonet.ucla.edu | www.studentactivities.ucla.edu >> funding
DEADLINE Annually in August
HEARING Hearings will take place in late August or early September

SOURCE **Community Activities Committee: Mini-Fund**
TYPE Funding for off-campus services for economically disadvantaged communities
RANGE Max \$1,800
LINE ITEMS Advertising, Clerical Supplies, Facilities, Equipment, Food, Honorarium, Postage, Printing, Special Supplies, Telephone, Transportation
CONTACT Melissa Veluz-Abraham, CSP | 105 Kerckhoff Hall | mveluz@saonet.ucla.edu | www.studentactivities.ucla.edu >> funding
DEADLINE Quarterly
HEARING Hearings will take place in late August or early September

SOURCE **Academics Affairs Commission: Academic Success Referendum**
TYPE Funding for programs that promote educational reform and academic support
RANGE Up to \$2,000
LINE ITEMS Supplies, Graphics and Honorarium
CONTACT Academic Affairs | 310 Kerckhoff Hall | aacgrants@gmail.com | www.students.asucla.ucla.edu >> funding >> programming
DEADLINE At least 14 days prior to program
HEARING No

SOURCE **Academic Affairs Commission: Mini-Grants**
TYPE Funding for programs that promote educational reform and academic support
RANGE Up to \$1,000
LINE ITEMS Supplies, Graphics and Honorarium
CONTACT Academic Affairs | 310 Kerckhoff Hall | aacgrants@gmail.com | www.students.asucla.ucla.edu >> funding
DEADLINE At least 14 days prior to event
HEARING The following Tuesday

SOURCE **EVP Advocacy Grant**
TYPE Funding for programs that support social justice
RANGE Maximum of \$500
LINE ITEMS Registration, Accommodations, Facilities, Transportation, Publicity, Supplies
CONTACT ucla.evp.grant@gmail.com
DEADLINE At least 21 days prior to event
HEARING To be scheduled by EVP

SOURCE **Cultural Affairs Programming Mini-Fund**
TYPE Supplementary funding for cultural programming
RANGE Up to \$1,000
LINE ITEMS Honorariums, Supplies, Venues
CONTACT Cultural Affairs Commissioner | 311 Kerckhoff Hall 825-6564 | usacac@asucla.ucla.edu | www.students.asucla.ucla.edu >> funding
DEADLINE At least 21 days prior to the program
HEARING No

SOURCE **Student Initiated Access Committee: Mini-Fund**
TYPE Community service projects that conduct outreach
RANGE Up to \$500
LINE ITEMS Advertising, Clerical Supplies, Equipment, Facilities, Food, Honorarium, Insurance, Postage, Printing, Special Supplies, Telephone, Transportation
CONTACT 105 Student Activities Center | 267-4349 | www.students.asucla.ucla.edu >> funding | siacminifund@gmail.com
DEADLINE Quarterly
HEARING TBA for 2014-2015 academic school year

SOURCE **Capital Contingency**
TYPE Funding for large and/or expensive office supplies
RANGE Up to \$1,500
LINE ITEMS Computer and peripherals, furniture
CONTACT usacficom@gmail.com
DEADLINE At least 21 days prior to purchase
HEARING No

SOURCE **Student Wellness Programming Fund**
TYPE Supplemental funding for health oriented programs and/or events
RANGE \$500
LINE ITEMS Supplies, Facilities, Honorariums
CONTACT usaswc@asucla.ucla.edu
DEADLINE At least 14 days prior to event
HEARING No

SOURCE **Core Programming Fund with ORL**
TYPE Funding for programs that take place on the Hill
RANGE Determined by ORL Council
LINE ITEMS Supplies, Incentives, Food/Meal Services, and Facilities
CONTACT Resident Director or Program Coordinator, Visit <https://www.orl.ucla.edu/contact>
DEADLINE At least 21 days prior to event
HEARING No

OPERATIONAL FUNDING

STUDENT ORGANIZATION OPERATIONAL FUND (SOOF)

SOURCE	Student Organization Operational Fund (SOOF)
TYPE	Funding for year long organizational expenses
RANGE	Up to \$3000 a year
LINE ITEMS	Retreats, Food, Graphics, Stipends, Advertising, T-shirts, Supplies
CONTACT	Budget Review Director at usabudgetreview@gmail.com
DEADLINE	Quarterly

1

Access the application on the USAC website <http://usac.ucla.edu/funding/operational.php>

Create an online account with Staples, Office Max, or any office supply store and create a “shopping basket” of everything that you are expecting to use for the year with your SOOF money (i.e. staplers, printer ink, binders)

2

3

Research and include all documentation for any other expenses that you plan on incurring through the use of SOOF. Documentation is the most important thing for funding applications.

Meet with your SOLE advisor to go over what operational necessities your student group actually needs before applying to ensure you receive your ideal amount.

4

5

Attach all online documentation and answer responses on the online SOOF application and submit before the deadline in case there are any technology issues.

The organization signatory will receive an email asking to reconfirm the submission of your SOOF application. Email the Budget Review Director to ensure your application was submitted successfully.

6

7

Attend your hearing with the Budget Review Committee where they will ask you questions about your organization and the funding you're applying for.

Once USAC approves the allocations, the organization signatory will receive an email stating that the funds are available.

8

WAYS TO ACCESS YOUR FUNDING

If you want a cash advance:

Fill out a requisition form (from the SGA Office, Kerckhoff 332) and indicate **cash advance** in the check box.

1

Attach all necessary documentation (quotes/invoices) for services or products you plan to purchase with the cash advance.

2

Submit a requisition form with documentation to the finance committee chairperson's mailbox (#58 3rd floor Kerckhoff)

3

Allow the check two weeks to process.

4

Pick up your cash advance check from the SGA Office.

5

Lastly, submit proof of payments of approved items you purchased with the cash advance. If there are left over funds, write a check out to 'ASUCLA' for the balance.

If you don't complete this process within 2 weeks, you may have academic penalties inflicted on your record.

6

If you want a reimbursement:

Fill out a requisition form (from the SGA Office, Kerckhoff 332) and indicate **reimbursement** in the check box.

1

Attach all necessary documentation (proof of payment/receipt for approved items you purchased.

*You will not be reimbursed for items not on the approved guidelines.

2

Submit a requisition form with documentation to the finance committee chairperson's mailbox (#58, 3rd floor Kerckhoff).

3

Allow the check two weeks to process. You will pick up the reimbursement from the SGA Office.

4

If you want a purchase order:

Make sure your vendor accepts purchase orders.

1

Fill out a requisition form (from the SGA office, Kerckhoff 332) & indicate **purchase order** in the check box.

2

Include an estimate on your requisition form for your purchase order.

3

Submit requisition form & documentation to the Finance Committee Chairperson's mailbox (3rd floor of Kerckhoff).

4

Give your vendor the purchase order.

5

An invoice should be sent from the vendor to the SGA. If an invoice is given to you, be sure to forward it to SGA.

6

SGA will pay the vendor with your purchase order.

7

Remember purchase order need prior approval and adequate time, so plan accordingly.

TIP

STUDENT GOVERNMENT ACCOUNTING

Located in Kerckhoff 332, with customer service hours from 11pm-5pm.

Student Government Accounting processes requisitions, manages the USAC budget, and maintains transparency of funding transactions on campus. The Budget Review Director, Financial Committee Chairperson, CS Mini Fund Chair, and TGIF Grant Chair work hand in hand with SGA to get student groups their money after applications and requisitions have been handled.

GENERAL REQUISITION AND PAYMENT ORDER
(This is not a Purchase Order. Do not forward to vendor)

UCLA Student Government Accounting
308 Westwood Plaza
332 Kerckhoff Hall
Los Angeles, CA 90024-1500

REQUISITION NUMBER: **G 309330**

ASUCLA Customer #: _____
Student Media UCLA Customer #: _____

For information on how to complete this form go to: www.asucla.ucla.edu

Requisition Form: Instructions

SECTION 1: Basic info

1. Date: _____
Prepared by: _____
Telephone: _____
E-mail: _____
Cell: _____

SECTION 2: Info regarding the person or vendor the check will be made out to

2. Payee's Name: _____ Vendor #: _____
Address: _____
City: _____ Campus Mail Code: _____
Attention: _____ Telephone: () _____ Fax: () _____

SECTION 3: Filled out by SGA

3. P.O. Department Name: _____
SECTION 4:
4. Dept Name: group's name as it is registered with CSP
Dept Number: found on the USAC website under SGA > Resources & Forms

5. For Honorarium payments of \$100 and above, provide the ASUCS Honorarium contract & W-9 form must be filled out for payments to a performer for services rendered. Honorarium contract should be signed by a signatory.
Tax I. D. # _____ No _____

6. **SECTION 6:** Leave blank. Orders must be shipped & delivered to the SGA office as indicated on the Purchase Order (PO).

7. ACTION TO BE TAKEN:
PURCHASE ORDER (PO) _____ PO for FLEET SERVICE REQUEST _____
CHECK _____
CASH ADVANCE CHECK _____
SECTION 7: *IMPORTANT* section that dictates whether a Purchase Order (PO) or a check is made

8. MAIL TO THE ADDRESS SHOWN ABOVE _____
CHECK PICK-UP _____
PURCHASE ORDER PICK-UP _____
SEND ENCLOSURES _____
SECTION 8:
Decide how you will obtain the check/PO once it is available _____
TO BE PICKED UP BY: _____ SGA OFFICIAL USE

NAME / TELEPHONE: _____

RENDER GOODS OR SERVICES DESCRIBED BELOW TO BEARER IN AMOUNT NOT TO EXCEED THAT WHICH IS SHOWN.

9. 10. RE: _____ 11. _____

SECTION 9-12
Itemized list of purchases or reason for check/PO. Include location, start and end times, and date.

PLEASE PROVIDE THE EVENT NAME: _____ DATE: _____ SALES TAX _____
LOCATION: _____ START TIME: _____ END TIME: _____ DISCOUNT _____
MAXIMUM AMOUNT 12. NOT TO EXCEED _____

13. Please enter your 21 digit Account Number

1) (Entity) (Fund) (Dept) (G/L) (Event) \$ _____
SECTION 13: account number found on the USAC website under Funding > SGA > Budget Report or ask for an encumbrance budget report at SGA
2) \$ _____
3) \$ _____
4) \$ _____

APPROVALS: USA SECTION

PROJECT DIRECTOR _____
COMMISSIONER _____
COUNCIL REP _____
COUNCIL REP _____
PROJECT DIRECTOR _____
GSA OFFICIAL _____
INTERNAL VICE PRESIDENT _____
PRESIDENT _____

INVENTORY IMPACT YES _____ NO _____
Order Placed by: _____ API # _____
Order Placed on: _____
Confirmation # _____ ENC # _____
APPROVED BY DATE INPUT BY AMOUNT ENTERED INPUT DATE

NOTE:
Allow two weeks for processing for requisitions submitting between Aug - Apr.
Allow eight weeks for processing for requisitions submitting between Apr - May.

ORIGINAL - PURCHASING (This form expires one year from the approved date) YELLOW - CONFIRMING COPY PINK - ORIGINATOR COPY

3

Create a New Organization

Registration for new student organizations happens quarterly.

Fall Quarter Registration: Early October

Winter Quarter Registration: Early January

What are the Requirements of Starting a Registered Organization (RCO)

Each RCO needs 3 signatories. Signatories are the authorized representatives of the RCO.

Signatories can be any UCLA student, faculty, and/or staff.

Each RCO is required to have a constitution on their group's OrgSync-portal.



4

Discuss with your SOLE Advisor

Once you have officially registered your student group, you will be assigned an advisor from the Student Organizations Leadership and Engagement. Your advisors will help you with further inquiries about funding, publicity, and event planning. You can find out who your SOLE Advisor is on the first floor of Kerckhoff at 105 Kerckhoff Hall.

Contact information for SOLE Advisors:

Mike Cohn - mcohn@saonet.ucla.edu

Pam Cysner – pcysner@saonet.ucla.edu

Kristopher Kaupalolo – kkaupalolo@saonet.ucla.edu

Orlando Luna – oluna@saonet.ucla.edu

Carissa Requejo – crequejo@saonet.ucla.edu

Terry Saunders – tsaunder@saonet.ucla.edu

Melissa Veluz-Abraham – mveluz@saonet.ucla.edu

GETTING TO KNOW

**SOLE
RESOURCES**

STUDENT ORGANIZATIONS LEADERSHIP AND ENGAGEMENT

Empowering students through organizational development, fostering leadership and active engagement

The SOLE Office advises over 1000 campus organizations. Services include registration of new and continuing organizations, programming assistance, organization development, fundraising approval and guidelines, funding proposal consultation, and advisement on rules and regulations. The Main Office also approves time, place, and manner for the campus activities of registered organizations.

For more information visit www.sole.ucla.edu.

UCLA

Student Organizations, Leadership & Engagement
A Department of Student Affairs



[Home](#) [About SOLE](#) [CEY Award](#) [Resources](#) [Policies](#) [Organizations](#) [Leadership](#) [Funding](#) [FAQs](#)

3 of 4
CHECK OUT A BOOK FROM THE

JENNIE ALVARADO LEADERSHIP LIBRARY

INCLUDING TITLES SUCH AS...
WOODEN ON LEADERSHIP,
EMOTIONAL INTELLIGENCE,
THE LEADERSHIP CHALLENGE,
AND MANY MORE!

END OF THE LIBRARY BERCKHOFF 105
Bruin Leaders Project Library

News and Updates

Returning Groups: Re-registration

If you are a currently registered campus organization, your registration with SOLE lasts until October 31, 2014. In order to remain eligible to use resources and facilities beyond that date, your organization must re-register during Fall 2014 quarter. The registration window starts on **Monday, September 22nd at 12noon** and will end **Friday, October 24th at 5pm**. Instructions on how to re-register your group can be found [here](#).

Posted September 3, 2014

New Groups: Registration + Requirements

If you would like to register a new campus organization, the registration period for the 2014-2015 academic year will start **Thursday, October 2nd at 12noon** and end **Friday, October 24th at 5pm**. Registration for all RCOs will occur online via OrgSync. For step by step instructions, please [click here](#).

Before you start a new organization, it's best to check out the existing organizations to be sure that we do not already have

Bruin Plaza

[View Calendar](#)

[Reserve Space](#)

The office of Student Organizations, Leadership & Engagement (SOLE) schedules Bruin Plaza for registered campus organizations (RCOs) and helps with the planning of their activities.



[View Student Organizations](#)

CONTACTS

SOLE Main Office

105 Kerckhoff Hall
(310) 825-7041

MIKE COHN, *Director* — mcohn@saonet.ucla.edu
PAM CYSNER, *Advisor* — pcysner@saonet.ucla.edu
CARISSA REQUEJO, *Advisor* — crequejo@saonet.ucla.edu
JAKE GILDEA, *Advisor* — jgildea@saonet.ucla.edu
ORLANDO LUNA, *Advisor* — oluna@saonet.ucla.edu
KRIS KAUPALOLO, *Advisor* — kkaupalolo@saonet.ucla.edu
MELISSA VELUZ-ABRAHAM, *Advisor* — mveluz@saonet.ucla.edu
CYNDITANDO, *Graduate Intern/Advisor* — stando@saonet.ucla.edu

Fraternity & Sorority Relations (FSR)

105 Kerckhoff Hall
(310) 825-6322

TROY BARTELS, (*AGC/MIGC/Panhel*) — tbartels@saonet.ucla.edu
KEVIN DOUGHERTY, (*LGC/NPHC*) — kdougherty@saonet.ucla.edu

Bruin Leaders Project

105 Kerckhoff Hall
(310) 206-5071

KRIS KAUPALOLO — kkaupalolo@saonet.ucla.edu

Program Activities Board (PAB)

105 Kerckhoff Hall

MELISSA VELUZ-ABRAHAM — mveluz@saonet.ucla.edu

HOW TO RESERVE A VENUE

For General Events, contact:

UCLA Events Office
A-Level Ackerman
(310) 825-8989
(or go in person)

STEPS

- 1 Go to office to see a reservationist.
- 2 Respond to lottery email.
- 3 Check lottery sign-up time.
- 4 (After lottery) Reserve as far in advance as possible.

For Bruin Plaza, contact:

Kris Kaupalolo
kkaupalolo@saonet.ucla.edu
(Requests via e-mail only)

STEPS

- 1 Respond via orgsync in previous quarter.
- 2 Work with ASUCLA to format layout.
- 3 Attain fire-marshal/EHS approval through ASUCLA.

For Student Activities Center, John Wooden Center, IM Field, North Athletic Field, Drake Stadium, Sunset Canyon Recreation, Pauley Pavilion, Los Angeles Tennis Center:

For Ackerman and Kerckhoff Meeting Rooms, Ackerman Grand Ballroom, 2nd Floor Lounge, Grand Salon, and State Rooms, contact:

Student Union Event Services Office
A-Level Ackerman Union
(310) 206-0832

STEPS

- 1 Respond to lottery email.
- 2 Check lottery sign-up time.
- 3 Reserve up to 2 hours/week (you may also reserve banner space).
- 4 (After lottery) Reserve minimum of 5 days in advance.

To book any Recreation facility:

A currently listed signatory should e-mail reserve@recreation.ucla.edu and include the following information:

- Name, e-mail, and phone
- Name of registered group
- Name, e-mail, and phone of another student in the group to serve as a second contact (does not need to be a signatory)
- Date options
- Time (start to finish)
- Desired location
- Purpose of reservation (meeting or event)
- Approximate attendance

Contact Lorrie Klimoski at lklimoski@recreation.ucla.edu to make a reservation or apply to the UCLA Recreation Fund if you are having an event under Lorrie Klimoski.

PUBLICITY

Introducing



asucla

creative
services

let us help!

ASUCLA Creative Services is a new student resource that allows USAC student groups who have been allotted USAC Funding to request marketing materials to promote their events. Services include graphic design for logos, flyers, signage, banners, digital ads, stickers and buttons, as well as printing and mounting services. Funding for requests must first be approved by Student Government Accounting.



at a glance

1. Apply for USAC Funding
2. Plan out what creative services you'll need
3. Download and complete the request form for ASUCLA Creative Services
4. Submit your request and purchase order to USAC.IVP.CreativeServices@gmail.com for confirmation & approval.
5. Receive and approve your proofs from ASUCLA Creative Services

That's it! Your marketing materials are ready for your next event.

for detailed instructions and request form:

<http://asucla.ucla.edu/event-services/student-groups/creative-services/>

DAILY BRUIN



How do I publish an ad?

Just get the USAC requisition to the Daily Bruin Advertising Office and they will take care of your request!

How much does it cost: There is a USAC discount rate for student groups. Ad sizes can be adjusted to fit your budget, but sample prices are as follows.

FULL PAGE: \$1020	HALF PAGE: \$510	QUARTER PAGE: \$255	EIGHTH PAGE: \$130
6 columns x 20" = 120 column inches	5 column x 12" or 6 column x 10" = 60 column inches	4 columns x 7.5" or 3 columns x 10" = 30 column inches	3 columns x 5" or 2 columns x 7.5" = 15 column inches

*NOTE: Additional charge for color: \$150

Who do I contact? There are three options.

- Contact the Daily Bruin Advertising Office directly
(310) 206-7562
campusads@media.ucla.edu
- Email your on-campus representatives
Alexandra Lopez: alopez@media.ucla.edu
- Stop by the Daily Bruin office in 118 Kerckhoff



How long in advance do I need?

Ad space reservations and payment should be in by noon two days prior to the run date. The req should be brought into 118 Kerckhoff at that time. If it's not ready, come in, and get one of the ad reps listed above to take the information down. The most important thing to do is reserve the space two days before by noon. Reqs can come in after the deadline, but it can cause problems in the ad running on time or correctly.

What kind of impact will this make?

The UCLA Daily Bruin is the #1 way to reach students on campus. The Daily Bruin prints 9,000 papers Monday through Thursday and 5,000 papers on Fridays. The Daily Bruin also provides online options for advertising on Dailybruin.com and Bruinwalk.com/professorreviews as well as flyering. Daily Bruin reps are trained to give you advice in ad layout, positioning, and planning to give you the most effective aid.

OUTDOOR

THE ONLY OUTDOOR ADVERTISING OFFERED AT UCLA

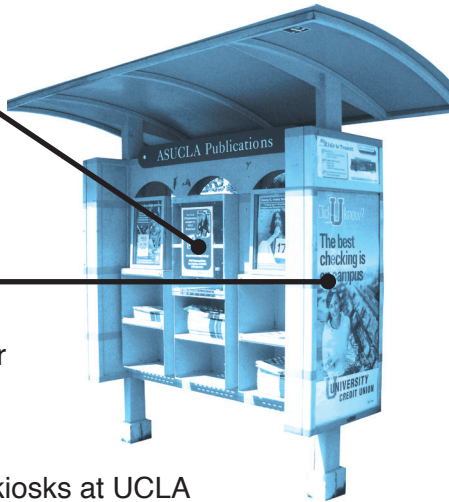
KIOSK ANATOMY

FRONT PANELS

11" x 17"
3 Available per Kiosk

LARGE PANELS

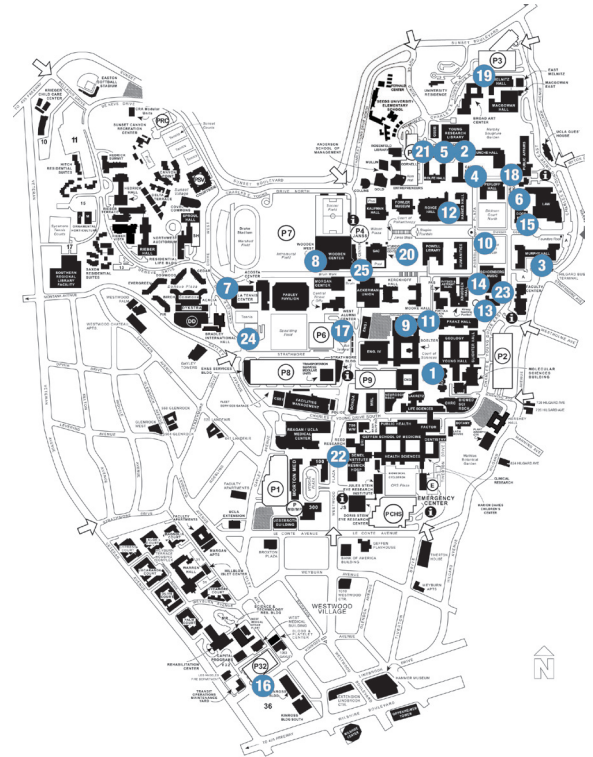
26" x 50"
2 Available per Kiosk
Posters can be printed for an additional \$60 each



25 kiosks at UCLA
All panels sold on first come, first-served basis.

RATES

FREQUENCY	LARGE PANEL	SMALL PANEL
1 PANEL	\$600/MONTH	\$400/MONTH
5+ PANELS	\$500/MONTH	\$300/MONTH
10+ PANELS	\$450/MONTH	\$200/MONTH

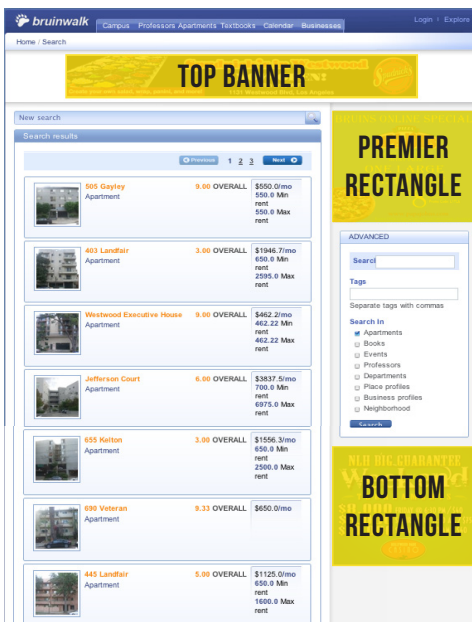


LOCATIONS AROUND UCLA

- | | | |
|-------------------|----------------------|-------------------|
| 1 Bombshelter | 10 Flag Pole | 18 LuValle |
| 2 Bunche | 11 Franz/MS | 19 Melnitz |
| 3 Hilgard Bus | 12 Haines | 20 Myerhoff Park |
| 4 Campbell Hall E | 13 Inverted Fountain | 21 North Campus |
| 5 Campbell Hall N | 14 Knudsen | 22 NPI |
| 6 Dodd | 15 Law School | 23 Schoenberg |
| 7 Drake | 16 Lot 32 | 24 Spaulding |
| 8 Wooden Center | 17 Lot 6 | 25 Westwood Plaza |

ONLINE

ONLINE BANNER ADVERTISING AT DAILYBRUIN.COM AND BRUINWALK.COM



RATES

OF PAGE VIEWS

PRICE

10,000

\$100

20,000

\$200

50,000

\$500

75,000

\$750

ON-CAMPUS HOUSING COUNCIL (OCHC)

There's no better way to publicize events than through the OCHC because

95% of freshmen
75% of sophomores
50% of juniors
LIVE ON THE HILL.

That's over 10,000 students!

FIRST, email the president requesting to come to a meeting. You can find contact info at www.hillcouncil.com

THEN, attend an OCHC meeting (Tuesdays at 8:00 PM) and bring sample fliers of your event to give the event a more concrete feel and assist with the approval process on requested funds.

THEN, present to OCHC why the hill is imperative to the success of your event.

If OCHC agrees to sponsor your event, you must distribute fliers to each representative. They will pass those to RAs, who will then distribute them to their residents and post them in the dorms.

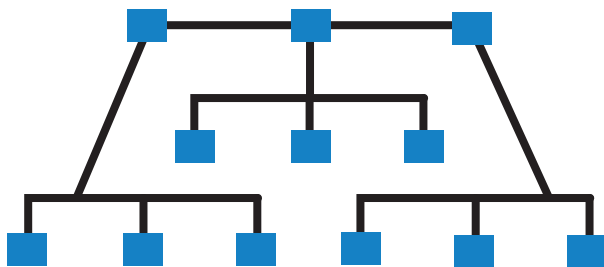
Various buildings also offer association funds!

If you're interested in advertising throughout campus, not just on the Hill, refer to the SOLE section.

RECRUITMENT

EXPAND YOUR STUDENT GROUP

You can reach out to students through all the publicity venues already mentioned, but we have some more great ideas.



Make a pact

with your three signatories to recruit three more people. Then those new members will recruit three more people, creating a web that will keep your group continuously expanding.

Try co-programming with other well-established student groups so your student group name will share the attention.

The more exposure you get,

THE BETTER.

MENTAL HEALTH RESOURCES

ON CAMPUS

The Counseling Center: Counseling & Psychological Services (CAPS)

Location

John Wooden Center West
221 Westwood Plaza
Box 951556
Los Angeles, CA 90095-1556

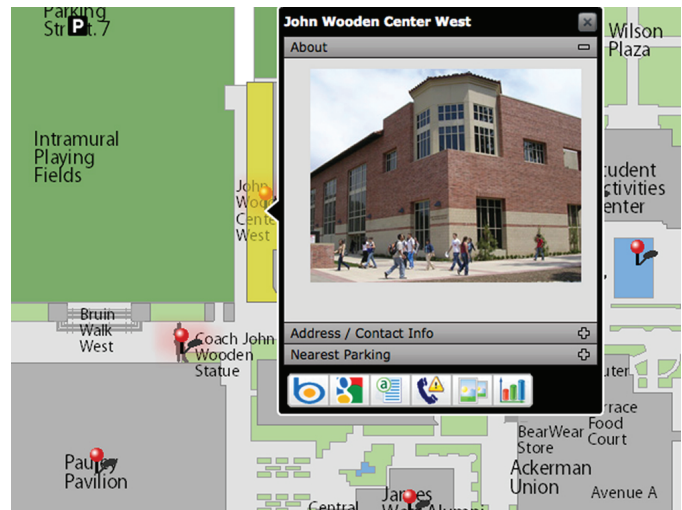
Phone

(310) 825-0768

24-Hour access to a counselor by phone

Hours of Operation

Monday to Thursday, 8 AM to 8 PM
Friday, 9 AM to 5 PM



UC Police Department (UCPD)

601 Westwood Plaza
Call (310) 825-1491 or 911
For anonymous reporting:
→ (310) 794- 5824
<http://www.ucpd.ucla.edu>



Ashe Center at UCLA

Main Line: (310) 825-4073
24/7 Nurseline: (877) 351-3457
→ *(For advice and information from a registered nurse after hours)*

OFF CAMPUS

Los Angeles Suicide Prevention Center

Call (310) 391-1253
24-Hour Crisis Hotline

National Suicide Prevention Hotline

Call 1-800-273-TALK (8255)
24-Hour Crisis Hotline, toll free

Santa Monica Rape Center

UCLA Medical Center, Santa Monica
1250 Sixteenth Street
Santa Monica, California 90404
(310) 319-4000

OFFICE OF THE INTERNAL VICE PRESIDENT **IVP**

The Office of the Internal Vice President is one of the three executive offices in USAC, UCLA's student government. The IVP is the executive liaison among our dynamic community of 28,000 undergraduates, over 1000 student organizations, administration, and campus entities. The IVP Office works to increase transparency of USAC, expand campus safety resources, connect students and student groups to campus resources, and advocate for students at an administrative level. For more information, please contact the IVP at usaivp@asucla.ucla.edu.



STUDENT GROUP LIAISONS



Contact us at:
ivp.executivesgl.ucla@gmail.com

The **Student Group Liaison** program is an initiative of the Undergraduate Students Association Council (USAC) Internal Vice-President's (IVP). As a committee we seek to provide institutional knowledge, add value, and improve the student leader experience and capacity in managing their organization.

We can help your student groups with the following services:

- USAC funding process
- Connecting with administrators
- Co-programming with other related campus organizations.
 - Contacting different entities within USAC.
 - Connecting student groups with marketing resources.
- Assisting student groups with leadership development within the organization