

How can I advertise my student group event on campus?

Here are some great ways to advertise your events on campus. *And most of them are free!* Please contact the offices listed below to obtain more detailed information and guidelines.

- **Banners** on MLK, Jr. Student Union Bldg: ASUC Reservations, 642-1141
- **Flyering/Posting:** OSL, 642-5171, 102 Sproul Hall
- **Calendar listings:** *The Daily Californian*, 548-8300 and on the UCB homepage, <http://www.berkeley.edu/calendar>
- **Public Service Announcements:** KALX Radio Station, 642-1111
- **Tabling** on campus: OSL, 642-5171, 102 Sproul Hall
- **Posting in residence halls:** RSSP, 642-3213
- Using the **OSL Student Group Database:** OSL, 642-5171, 102 Sproul Hall
- Submit an announcement to the **OSL e-Newsletter:** osl_newsletter@yahoo.com
- **Signboards** on Sather Bridge: OSL, 642-5171, 102 Sproul Hall
- **Class announcements:** Be sure to check with your Professor or TA first!

Where can I set up a table/ display on campus for my student group?

Recognized student groups may maintain a staffed table or other staffed display materials in specific areas defined by OSL in the following locations on a daily first-come, first-served basis without prior reservations: Upper Sproul Plaza (not including the Savio Steps), Lower Sproul Plaza, North Gate, Tolman Hall Area, Kroeber Plaza. The groups may also seek approval from OSL to have un-staffed displays of the size of a standard portable easel in the following locations: North Gate, Moses Court, Engineering Quad, Kroeber Plaza, and Wurster Courtyard.

Where can I go to get money for my student group?

The main sources of funding are: ASUC Activity Groups (404 Eshleman, 642-4536), ASUC Mini grants (218 Eshleman, 643-9938), ASUC Contingency Fund (200 Eshleman, 642-1531), Ethnic Studies Fifth Account (404 Eshleman, 642-5349), Cal Corps Community Service Projects (505 Eshleman, 642-3916), Graduate Assembly (Anthony Hall, 642-2175), ASUC Publication Center (10 Eshleman, 643-2981). For more sources, visit the Office of Student Life, 102 Sproul, 642-5171.

Are there legal services available for students on campus?

The Office of Student Life has an Attorney for Students (Beth Karren) on staff to provide free legal advice to currently registered students only. The attorney can help you with legal questions such as contracts and rent disputes, but does not provide in court representation. To make an appointment, call 642-5171 or visit 102 Sproul Hall.

Is it possible to have amplified sound at my event?

Amplified sound is allowed only on Savio Steps (Upper Sproul Plaza) and Lower Sproul Plaza from 12 to 1 pm and 5 to 7 pm. In exceptional circumstances, OSL may grant special permission for other locations or times. OSL provides all sound equipment for Savio Steps. For Lower Sproul Plaza, ASUC provides power, and SUPERB provides a sound system for a fee.

Can we have an event with food or even a barbecue?

Not in classrooms, but yes in outdoor areas. After you secure your reservation for space through OSL you must get permission from the Office of Environment, Health and Safety at 642-3073. You need to have them sign a form that you get in 102 Sproul. EH&S handles all food permits for on-campus events. If you want to have a BBQ, Lower Sproul Plaza is a very good location. It has great exposure, plenty of space, and it's easy to setup and take down the grills there. But you need to get permission for a BBQ from the Campus Fire Marshall at 642-4409. Remember, it's generally easy to have food at your event, but there are campus regulations you need to follow to ensure that everything is safe. Check out our *BBQ Planning Guide* available both in our office and on our website.

What help is available if I am having conflicts within my student group or with another student group?

Conflicts are natural and are bound to occur in any group where people are working together or between groups when they are working toward different goals. Your advisor is experienced with working through conflict and can talk with you about your role in resolving the conflict, possible courses of action and other resources on campus. Your advisor

may also provide mediation if you both feel that it would be helpful. Above all, do not let conflict fester until it is unmanageable or hinders the groups' progress.

How can my group organize a 5k walk/run to raise money?

Your student group advisor can assist you in planning your walk/run. Meet with your advisor to go over the fine details of planning the event by using our *5K Run Planning Guide* to make sure you've covered everything, such as advance preparation, operations, staffing, and advertising the run. This guide and other for Conferences, Concerts, BBQ's and Art Installations are available in our office and on-line at our website <http://osl.berkeley.edu>.

What steps do I take to hold a dance on campus?

Glad you asked! Dances are *tricky*! You really need to plan carefully and follow all the procedures. So, START EARLY! Many of the Dance Policy requirements take 30 days to complete- so you need to be at LEAST a month out to make it happen. *Anytime you are thinking of having a dance, meet with an advisor right away.* We can save you a lot of time and headache right from the start. The Dance Policy and Proposal Worksheet can be found at <http://www.uga.berkeley.edu/uga/dance.stm>. Download the Worksheet and fill it out the best you can- then come talk to us. PLAN, PLAN, PLAN and meet with an advisor early in the process.

How can I hold a protest and march on campus?

Berkeley has a long history of activism and we can provide a considerable amount of support. For a larger explanation of our role go to <http://www.uga.berkeley.edu/sas/statement.htm>. One of our biggest concerns, after of course the question of why you want to protest and what you want to accomplish, is safety, and we are happy to help you with logistics. We can help you strategize on your goals and methods, make informed decisions about civil disobedience and plan media coverage. We act as your campus liaisons and even as mediators during events. We can even arrange for impartial Observers to be at the events. We have a wealth of experience!

Where can I find information about volunteering?

Cal Corps Public Service Center is the clearinghouse for short term and ongoing public service and volunteer opportunities on and off campus. Check out the Cal Corps Placement Database on line where you can choose from various organizations for short term, one time, or ongoing volunteer opportunities. Cal Corps also provides advising, funding, and support for student-run service projects. For more information visit Cal Corps in 505 Eshleman Hall, call 642-3916, email ccorps@uclink.berkeley.edu, or check out the web: <http://uga.berkeley.edu/calcorps>.

What can I find on the website?

Our website, <http://osl.berkeley.edu>, offers resources such as event planning guides, facility reservations, classroom reservations as well as our new online orientation for groups to register. You may also browse through all the registered student groups, learn about upcoming events and click on links to all OSL offices including Cal Corps, Student Judicial Affairs and Gender Equity Resource Center.

What kinds of leadership opportunities are there?

We host an annual student run Leadership Symposium as well as holding regular workshops for groups for various topics including fundraising, publicity, etc. These are offered throughout the year or you can arrange a personalized one for your organization. Additionally we have been developing the Cal Leadership Certification Program and the Co-Curricular transcript. Look for more information on these developing programs on our website.

Who can advise me?

Not only do you have the option of meeting with your professional staff advisor, you can also meet with one of our Peer Advisors. Just walk into the office or arrange a time to meet with them and they will gladly assist you with your group's development, event planning and more.

How can my group get recognized at the Annual Student Organization Awards?

The Awards acknowledge student groups for their positive contribution to Cal through their execution of projects and programs and their embodiment of the spirit of leadership. Nomination packets are available in mid-Spring both in our office and on our website. You can nominate others or your own group(s) for more than 10 different awards. A ceremony is held at the end of the year with great food and great fun.