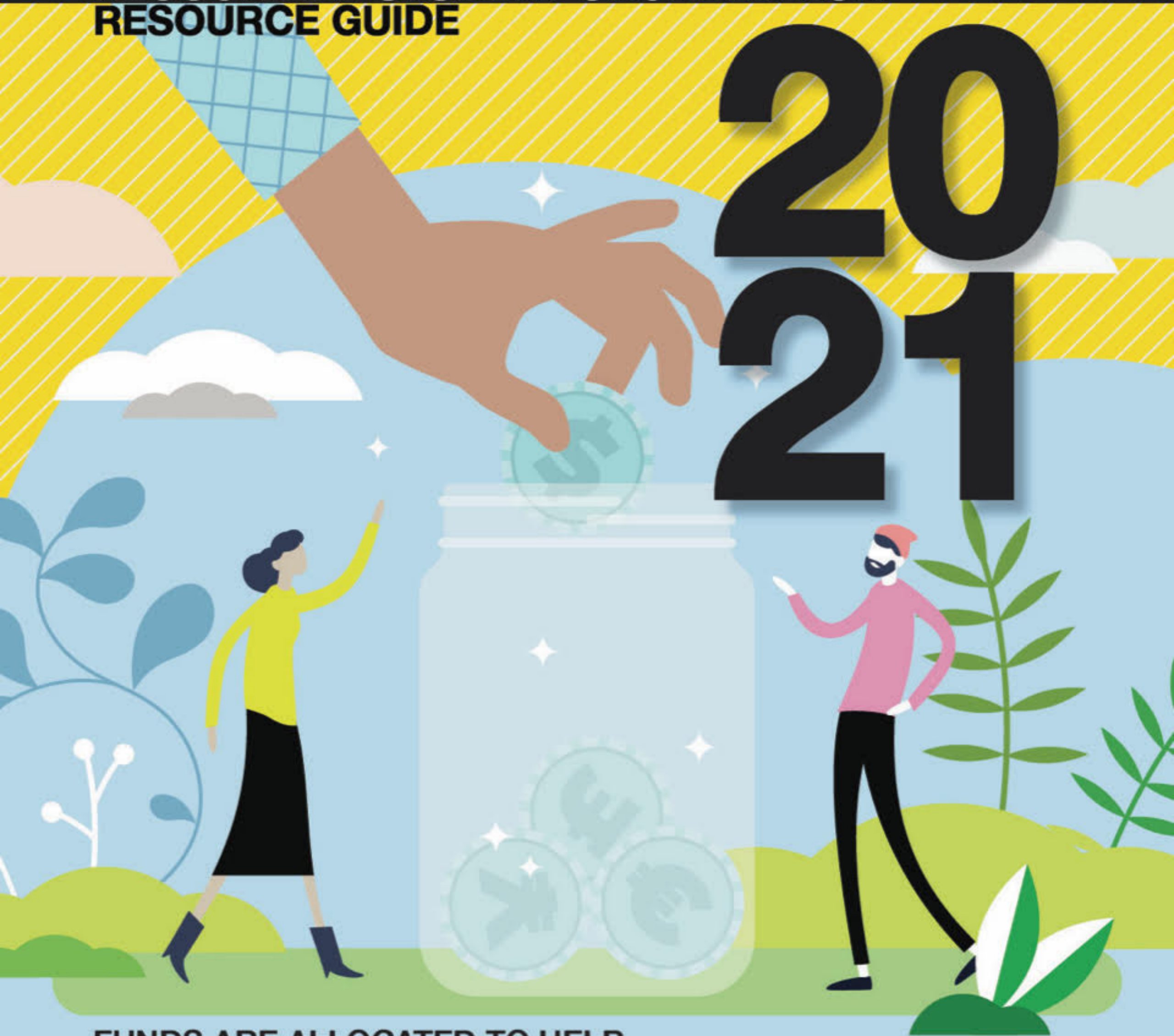


# RECOGNIZED STUDENT ORGANIZATION RESOURCE GUIDE

# 20 21



**FUNDS ARE ALLOCATED TO HELP  
STUDENT ORGANIZATIONS FULFILL THEIR GOALS.**

FUNDING REQUEST FORM AND DETAILS: [SJSU.EDU/AS/FUNDING](https://sjsu.edu/as/funding)

Funding may be used for:

Apparel, research projects, publicity, printing, promotional items, equipment,  
travel expenses, conference registration fees, speakers and performers.



ASSOCIATED STUDENTS  
SAN JOSÉ STATE UNIVERSITY



Fellow Spartans,

My name is Floriberta (Flor) Sario and I am honored and humbled to be serving as your Controller and Chief Financial Officer (CFO) of Associated Student for the 2020-2021 academic year. Associated Students has over 120 years of ongoing legacy, advocacy, and putting students' needs first and I am privileged to represent all of you in the capacity of CFO.

As CFO, it is my responsibility to maximize the resources offered to you and enhance your student experience via meaningful resources, programming, and funding.

Having said that, I am happy to inform you that this year Associated Students has allocated a budget totaling **\$250,000** to provide funding for Recognized Student Organizations (RSO's). Each RSO can apply for up to **\$2,7000** during the academic year. Eligible RSO's are required to attend a mandatory online training where representatives of the RSO's will be walked through the application process. These trainings will occur on a regular basis to provide opportunities for everyone to attend regardless of schedules.

Associated Students is committed to the safety and well being of our students and the greater SJSU community, as a result the difficult decision was made to freeze funding for the following categories until further notice: **Professional Development** and **Travel Fees, Catering, and Venue**. Though this year will look very different for all of us, I encourage all of you to take advantage of the funding that your RSO can obtain and get creative with the way you recruit and engage members. Funding will be awarded to student organizations on a **first come first serve basis** after the request is approved by the A.S. Finance Committee or myself. For more information regarding stipulations, guidelines and regulations, please visit our website at: **as.sjsu.edu**.

Lastly, as an executive officer and representative of the A.S Board of Directors, I hope to develop a strong relationship and be a personal resource to all of you. Please, do not hesitate to contact me with any questions you may have. I am here to support you in whatever way you need me to. Thank you and good luck on your future endeavors!

Go Spartans!

DocuSigned by:

*Floriberta Sario*

5744760CDFDC4A5...

San Jose State University

A.S Controller & Chief Financial Officer

**(831) 484-3473** | [Floriberta.sario@sjsu.edu](mailto:Floriberta.sario@sjsu.edu)

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**Apparel** – Maximum allocation for apparel is \$750 per year for organization members and another maximum allocation of \$1,000 per year for philanthropic related apparel. Demonstrated necessity must be presented. All requests must be accompanied by a quote and a preliminary design that shows where the A.S. logo will be located. Price lists will not be accepted. All apparel approved by the A.S. Finance Committee or the A.S. Board must have the current A.S. logo at a visible location that meets A.S. Graphic Standards, including, but not limited to size, colors and location on specified item. Exceptions are at the discretion of the A.S. Finance Committee only. Quantities for non-philanthropy events are limited to the number equal to the participating organizations' currently registered student membership. No funding will be granted for graduation apparel, resale items (unless for philanthropy), personalized items, or raffle prizes. Apparel requested for philanthropy events may not exceed 200 items beyond student membership. Definition of Philanthropy: Money raised for charitable causes; must be for an organization other than the requesting party. 100% of the proceeds from resale items must go to a philanthropic cause. Designs that use the SJSU name, acronym or marks must use the SJSU Power Source Identity Guide. Student organizations wishing to use the University's name need to place it after their organization's name and use 'at SJSU'.

**Costume/Uniform** – Maximum allocation for costumes is \$1,000/year. Costumes are defined as that which is required for the purpose of performing, competing and/or representing SJSU under the title and name of the

organization. Personalized or fitted costumes/uniforms will not be funded nor will accessories. Student Organizations must submit a letter from the club advisor stating that: Items shall be maintained as property of the organization, not the individual members, and will be properly inventoried for the ensuing members of the organization. Prudent care shall be taken to ensure the longevity of an item. Irresponsible actions or neglect will jeopardize future funding. Visual proof of wear and tear may be required for excessive requests. Decisions shall be at the discretion of the A.S. Finance Committee.

Student organizations, clubs, or groups receiving funding from Associated Students for publicity, promotional items, and apparel are required, unless stated otherwise to place the current A.S. logo on all materials relating to their A.S. funded activity according to A.S. Graphic Standards, including, but not limited to size, colors and location on specified item. FRF must include samples of publicity materials, promotional materials, or apparel.

All funded student organizations are required to participate in the year end A.S. Spartan Showcase in order to demonstrate the benefit and outcome of funding provided by A.S. Details to be provided upon funding approval. Recognized Student Organizations funded by A.S. who fail to participate will be penalized. Penalty: Those student organizations will be deducted for only half of the amount they requested the previous year.

All Recognized Student Organizations determined by Student Involvement who seek A.S. funding MUST attend the Student Organization Funding Training. Any

member(s) from the organization can attend to represent their organization, not necessarily the organization's executive board.

A Student Organization's failure to abide by the Funding Stipulations of Associated Students will result in the student organization's ineligibility to receive funding from Associated Students during the following semester. Further noncompliance with A.S. Funding Stipulations may result in further consequences, as deemed by the Controller or the A.S. Finance Committee.

**The link to download the AS logo:**

<http://www.sjsu.edu/as/funding/logos/index.html>

## Preferred Apparel Vendor List

Vendor	Address	Main Contact	Business #	Fax #	Website & E-mail	Offered Discounts
Bay Area Uniforms & Apparel, Inc.	1026 Illinios Street San Francisco Ca 94107	Rich Luerra	(415) 641-8800	(415) 821-3840	<a href="http://bauniformsinc.com">bauniformsinc.com</a> <a href="mailto:rich@bauniformsinc.com">rich@bauniformsinc.com</a> <a href="mailto:weavilm@comcast.net">weavilm@comcast.net</a> <a href="http://1856productions.com">1856productions.com</a>	10% off all orders  Orders exceeding \$500.00 will receive free shipping
1856 Productions	27343 Industrial Blvd. #B Hayward, Ca 94545	Michael A. Weavil (owner)	(510) 329-8855		<a href="http://calsportdesign.com">calsportdesign.com</a>	1.Set-up per color \$25.00 2.Free delivery to school with orders of 72 or more 3.Next column pricing on all orders 4.PMS Color Matching no charge 5.In House Art Staff consultation
Cal Sport Design	2878 South Bascom Ave San Jose, CA 95124	Mikey Chacon	(408) 559-1888	(408)371-3949		
Spectrum Apparel Printing	881 Park Ave, San Jose, CA 95126	Alyssa & David	Call: (408) 288-7433 Text: (408) 645-0811		<a href="http://spectrumapparelprinting.com">spectrumapparelprinting.com</a> <a href="mailto:connect@spectrumapparelprinting.com">connect@spectrumapparelprinting.com</a>	Special Pricing for SJSU Student Organizations
Valley Images	1925 Kyle Park Court San Jose, CA 95125	Zack Malik	(408) 279-6777	(408) 279-6007	<a href="mailto:zack@valleyimages.com">zack@valleyimages.com</a> <a href="http://www.valleyimages.com">www.valleyimages.com</a>	
Gorilla Marketing	4100 Flat Rock, Suite A Riverside, CA 92505	Chris Arranaga	(951) 353-8133	(951) 353-1647	<a href="mailto:info@gorillamarketing.net">info@gorillamarketing.net</a> <a href="http://www.gorillamarketing.net">www.gorillamarketing.net</a>	
Modern Threads	4215 N. 68th Street Scottsdale, AZ 85251	Kacey Aplash	(360) 606-9786		<a href="mailto:kacey@modernthreadsapparel.com">kacey@modernthreadsapparel.com</a> <a href="http://www.modernthreadsapparel.com">www.modernthreadsapparel.com</a>	Discount is 10% off any order. Licensed with CLC and LRG as well as GREEK LICENSING.

Custom Ink	2910 District Avenue Thrid Floor Fairfax, VA 22031	Sales Representative	800-293-4232	(703) 935-0080	customink.com service@customink.com
Century Graphics	170 Commercial St. Sunnyvale, CA 94086	Marshall Johnson	(408) 616-7700	(408)616-7733	sales@cgshirts.com www.cgshirts.com
King's Embroidery	250 Hillsdale Ave. San Jose, CA 95136	Larry Nardi	(408) 978-1488	(408) 978-1489	www.kembroidery.com sales@kembroidery.com
BG Concepts	725 North 10th Street, Suite 150, San Jose, CA 95112		(408) 987-9596	(408) 987-9548	<u>bgconcepts.com</u> <u>sales@bgconcepts.com</u>
Silver Screen Design	324 Wells St. Greenfield, MA 01301		800-593-4052	(413) 774-6877	<u>www.silverscreendesign.com</u> <u>orders@silverscreendesign.com</u>
Eminance Fronts	115 Phelan Avenue #9, San Jose, CA 95112	Dominic Ascitutto	408-295-9385	(408)295-7160	www.efgshirts.com info@efgshirts.com
4Imprint	101 Commerce St., Oshkosh, Wi. 54901		(877)446-7746	800-355-5043	<u>www.4imprint.com</u> <u>edu@4imprint.com</u>
Clothowear	425 North Broadway, suite 627 Jericho, NY 11753	Jim Levi	(800)372-4532		clothowear.com Jim@clothowear.com
Zip2Print	2342 Stevens Creek Blvd., San Jose, Ca. 95128	Frank Ettefagh	(408) 971-2722		<u>www.zip2print.com</u> <u>frank@zip2print.com</u>

outside of Virginia, Nevada, and Texas; free shipping with 14 day turn around.





Shopping Cart



Your Design (edit)

Item # G5000 [x]  
5.3 oz 100% Cotton Preshrunk

Quantity **33** (\$4.90 ea.)

S	M	L	XL	XXL	3XL	4XL	5XL
10	13	10					

Imprint Color(s):  White

Setup & Other \$110.30 [view details](#)

Shipping FREE

**Total \$272.00**

Estimated Delivery Date:

• <b>Estimated</b>	<b>10/25 - 10/26</b>	<b>FREE</b>
Tuesday	10/23	(+ \$54.00)
Monday	10/22	(+ \$95.00)
Saturday	10/20	(+ \$163.00)
Friday	10/19	(+ \$272.00)
Thursday	10/18	(+ \$354.00)
Wednesday	10/17	(+ \$462.00)

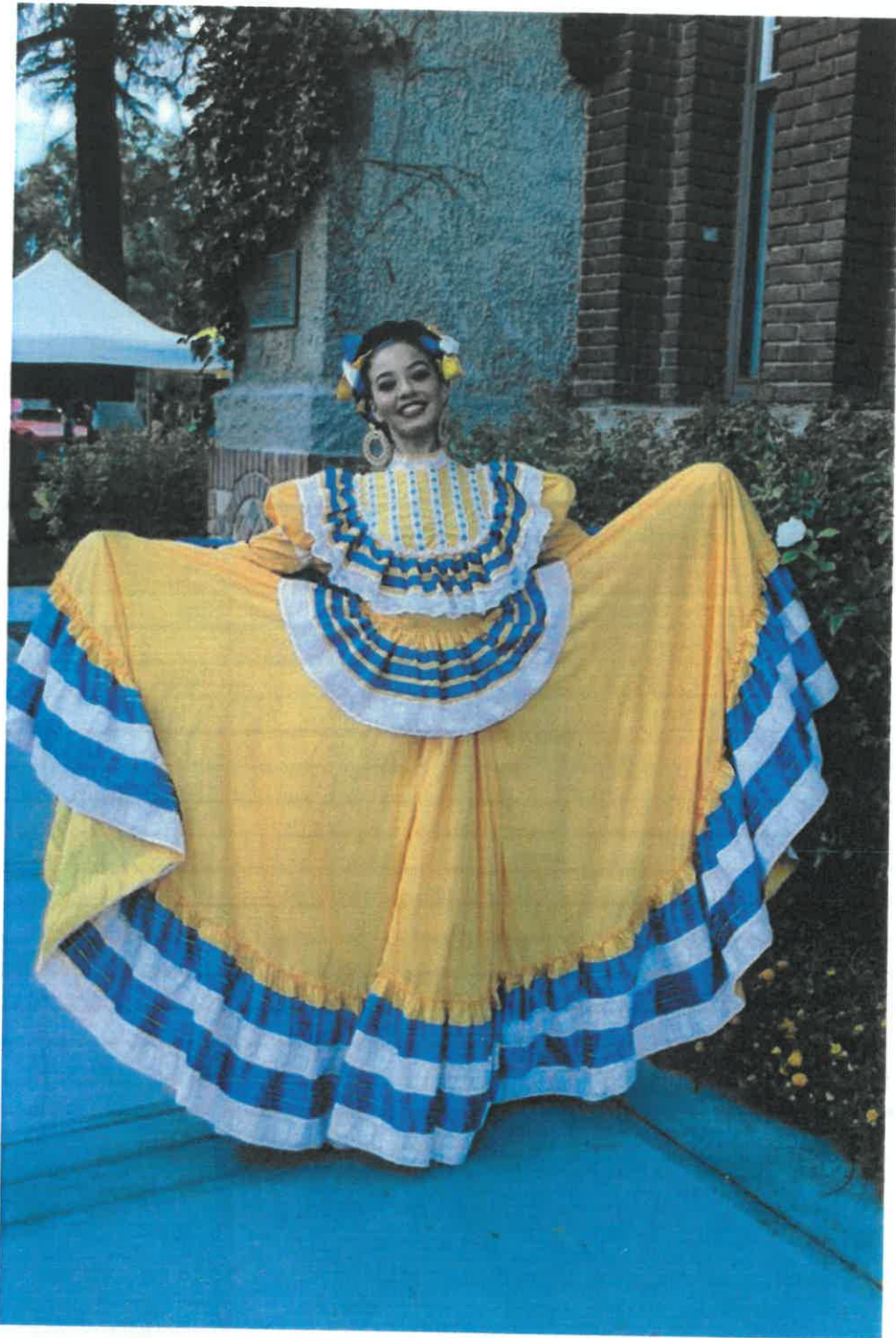
Add Promo Code (Optional)

Order Summary

Sub Total \$272.00

**Grand Total \$272.00**

Earn \$13.60 MugBucks with this order! ?





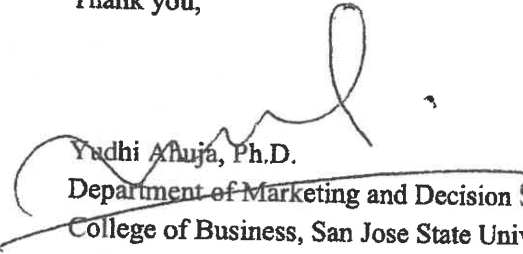
Dear A.S. Finance Committee,

This is Professor Yudhi Ahuja, Department of Marketing and Decision Sciences, College of Business. I am the faculty advisor for the Bollywood Fusion group TAHELKA, and am writing to recommend funding them for the costumes and equipment that their team wants to purchase for future use.

The costumes and equipment will be maintained on campus in my office - BT-565. Items shall be maintained as property of the organization (and not the property of individual members). The property will be properly inventoried for the ensuing members of the organization. Prudent care shall be taken to ensure the longevity of an item.

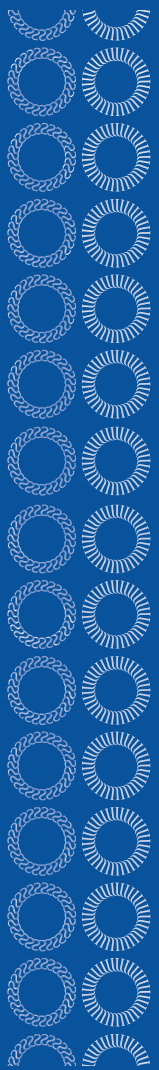
Hope you will accept our request to facilitate activities of TAHELKA.

Thank you,



Yudhi Ahuja, Ph.D.  
Department of Marketing and Decision Sciences  
College of Business, San Jose State University  
yudhi.ahuja@sjsu.edu

September 7th, 2017



# Brand Identity | Style Guide



Updated Fall 2017

Thank you for reading the  
**Associated Students  
Brand Identity Style Guide.**

This guide provides an  
overview on how to use  
the logo.

---

The A.S. monogram is an abbreviation for  
Associated Students.



**ASSOCIATED STUDENTS**  
**SAN JOSÉ STATE UNIVERSITY**

SJSU Spartan typeface

Accent

Flush type

Same color

---

## PRIMARY LOGO

Please download the Associated Students (A.S.) logo from [as.sjsu.edu](http://as.sjsu.edu).  
The link may also be found at: **[as.sjsu.edu/aslogos/index.jsp](http://as.sjsu.edu/aslogos/index.jsp)**.

Files are available in various formats, primarily for presentations and apparel.

Stacked



Horizontal



## MINIMUM SIZE



1 inch



1.5 inch



## LOGO SPECS AND RESTRICTIONS

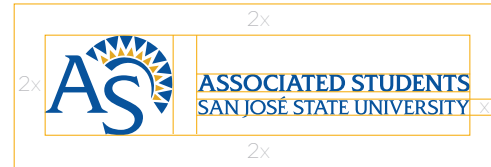
### CLEAR SPACE

Never crowd the marks with other visual elements. Use the height of the word “university” as your unit of measurement: X. Please allow a space of at least 2X around an imaginary box that fits around all the mark’s elements.

Stacked



Horizontal



### COLOR OPTIONS

Please choose the color scheme that will create the most contrast with the background. Important: These are the only color options available for the A.S. logo. Please do not use any other colors.

Full Color



Black



Gold/Yellow



Blue



White



---

## LOGO SPECS AND RESTRICTIONS

### LOGO VIOLATIONS



*Never* use the monogram on its own. It must always have the organization name next to it.



*Never* rearrange the elements.



*Never* change the size relationships of the logomark and logotype.



*Never* print the logo over a patterned background, illustration or photograph.



*Never* change the colors.



*Never* crop the logo or let it bleed off a page.



*Never* scale the logo beyond the stated minimum size.



*Never* skew, tilt or transform the logo.

---

## LOGOS ON APPAREL



---

## SECONDARY LOGOS

Associated Students has secondary logos which may be used with the primary logo or even take the place of it in some instances.

### HOUSE SEAL



### SJSU LOCK-UP



### ANNIVERSARY LOGO



To request access to secondary logos, and for inquiries or special requests related to the use of the A.S. logo, please contact the A.S. Marketing & Events department at [as-marketing@sjsu.edu](mailto:as-marketing@sjsu.edu) or call **(408)924-6279**.

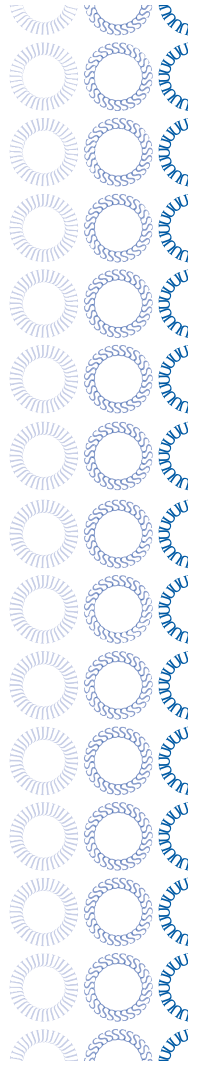


## OUR MISSION

To represent the students of San José State University and continually improve the quality of their educational opportunities and experiences.

One Washington Square  
San José, CA 95192

[as.sjsu.edu](http://as.sjsu.edu)



**Professional Development Registration and Airline** – Funds being requested per academic year not to exceed \$750/person. Explanation to the relevance of the professional opportunity and the mission of the organization is required. For all applicable fees, organizations should make every attempt to turn their request in time to make the Early Bird deadline. Funding may include food only if part of the registration fee; not to include extra events. A.S. funds air travel to areas outside of the Northern California's Bay Area. Train travel is also allowed for travel within California. A quote showing the cost of tickets; the dates and the destination must be attached to the FRF. Travel dates must be consistent with dates of the conference, event or competition, not to exceed 1 day prior and/or 1 day after. Exceptions shall be at the discretion of the A.S. Controller. The A.S. Travel Waiver must be completed prior to release of funds. Other forms of travel are NOT funded. International travel is not funded. EO 1041 establishes the policy for student air travel.

**Lodging** – A.S. does not provide funding for lodging that is not included in Registration Fees for identified conference/event or Professional Development.

The A.S. Travel Waiver must be signed by all participants traveling to a conference/competition/symposium prior to leaving.

All funded student organizations are required to participate in the year-end A.S. Spartan Showcase in order to demonstrate the benefit and outcome of funding provided by A.S. Details to be provided upon funding

approval. Recognized Student Organizations funded by A.S. who fail to participate will be penalized.

Penalty: Those student organizations will be deducted for only half of the amount they requested the previous year.

All Recognized Student Organizations determined by Student Involvement who seek A.S. funding MUST attend the Student Organization Funding Training. Any member(s) from the organization can attend to represent their organization, not necessarily the organization's executive board.

A Student Organization's failure to abide by the Funding Stipulations of Associated Students will result in the student organization's ineligibility to receive funding from Associated Students during the following semester. Further noncompliance with A.S. Funding Stipulations may result in further consequences, as deemed by the Controller or the A.S. Finance Committee.



ABOUT US ▾ ¿QUIENES SOMOS? ▾

COMMUNITIES ▾ GET INVOLVED ▾

EVENTS ▾ RESOURCES ▾

CAMPUS LOGIN

## Destino Winter Conference

What is Destino Winter Conference?



**January 18-21, 2019**

**Orlando, Florida**

Each year hundreds of students involved with Destino across the country join staff, churches, and volunteers for a weekend to grow closer to God and celebrate this *cultura* that God has blessed us with in order to bless others. Hear teaching from Hispanic and Latino leaders who follow Jesus Christ, reunite with old friends, make new ones, and learn what it means to be a generation that will change the world!

---

Register Now!

---



# Destino Winter Conference 2019

(register/6ef5101c-fc32-4b11-bcc6-5ae7300e0e7e/page/)

📅 Sat, Jan 19, 2019 3:00pm - Mon, Jan 21, 2019 9:00am

## Your registration is not complete...

Almost done. Please review your registration details and enter your payment information below. Then click Confirm. That's it!

## Registration Review

Registrant	Type	
⊕ Crisanto Fernandez	Student Track Conference Attendee (with hotel)	<a href="#">Edit</a> <a href="#">Remove</a>

## Summary

A breakdown of the costs associated with your registration.

Registrant	Cost
⊕ Crisanto Fernandez	\$199.00
<b>Total</b>	<b>\$199.00</b>

+ Add Promotion Code ()

NOV 7 - 12  
✈ SJC → CLE

TOTAL  
\$1,254.40 ✓

# Trip & Price Details

Price Payment Confirmation

✈ Flight [Modify](#) [Remove](#)

\$1,254.40 ^

## Departing 11/7/18 Wednesday

Wanna Get Away (Adult x4) \$498.60

✈	DEPARTS	<b>6:55 AM</b>	<b>SJC</b> San Jose, CA - SJC	FLIGHT <b>2027</b> 📶 + 📺
	ARRIVES	<b>12:55 PM</b>	<b>MDW</b> Chicago (Midway), IL - MDW	TRAVEL TIME <b>4hr 0min</b>
stop 1: Chicago (Midway), IL - MDW				✈✈ Plane change
✈	DEPARTS	<b>2:40 PM</b>	<b>MDW</b> Chicago (Midway), IL - MDW	FLIGHT <b>987</b> 📶 + 📺
	ARRIVES	<b>4:50 PM</b>	<b>CLE</b> Cleveland, OH - CLE	TRAVEL TIME <b>1hr 10min</b>

### Wanna Get Away

Earn 748 Rapid Rewards® points per Passenger, per one-way.

- 2 free checked bags (1st and 2nd checked bags fly free. Weight and size limits apply.)
- EarlyBird eligible
- No change fee (Fare difference may apply.)
- Reusable funds

SUBTOTAL  
**\$498.60**

## Returning 11/12/18 Monday

Wanna Get Away (Adult x4) \$498.60

✈	DEPARTS	<b>6:05 AM</b>	<b>CLE</b> Cleveland, OH - CLE	FLIGHT <b>1071</b> 📶 + 📺
	ARRIVES	<b>6:25 AM</b>	<b>MDW</b> Chicago (Midway), IL - MDW	TRAVEL TIME <b>1hr 20min</b>
stop 1: Chicago (Midway), IL - MDW				✈✈ Plane change
✈	DEPARTS	<b>8:30 AM</b>	<b>MDW</b> Chicago (Midway), IL - MDW	FLIGHT <b>2243</b> 📶 + 📺
	ARRIVES	<b>11:30 AM</b>	<b>SJC</b> San Jose, CA - SJC	TRAVEL TIME <b>5hr 0min</b>

NOV 7 - 12  
✈ SJC → CLE

TOTAL  
\$1,254.40  
\$498.60

Weight and size limits apply. Reusable items  
• EarlyBird eligible

Taxes & fees \$257.20  
Flight total \$1,254.40

Icon legend

- WiFi available
- Live TV available
- EarlyBird Check-In®

Helpful information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your point balance may not immediately update in your account.

Two bags for the price  
of none\* included.  
That's Transfparency.®



\*First and second checked bags. Weight and size limits apply.

BAG FEE *	\$0.00
SUBTOTAL	\$997.20
TAXES & FEES	\$257.20
TRIP TOTAL	\$1,254.40

Show price breakdown

TOTAL DUE NOW \$1,254.40

Not ready to buy yet? [Save this flight for later.](#)  
\* 1st and 2nd checked bags fly free. [Weight and size limits apply.](#)

Log in for faster checkout    Continue

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.



Get \$200.00 statement credit  
after first purchase.

Earn 10,000 Rapid Rewards® points  
after you spend \$500 in your first 3 months.

[Learn more >](#)

YOU PAY TODAY	\$1,254.40
CREDIT ON YOUR STATEMENT	-\$200.00
TOTAL AFTER STATEMENT CREDIT	\$1,054.40

Add a Car    Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.



**ASSOCIATED STUDENTS**  
SAN JOSE STATE UNIVERSITY

**RELEASE OF LIABILITY  
AGREEMENT**

**RELEASE OF LIABILITY, PROMISE NOT TO SUE,  
ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS**

Activity: \_\_\_\_\_

Activity Date(s) and Time(s): \_\_\_\_\_

Activity Location(s): \_\_\_\_\_

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the state of California, the Trustees of The California State University, California State University, San José State University, Associated Students and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the state of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms. I have read this document, and I am signing it freely.

No other representations concerning the legal effect of this document have been made to me.

Participant Signature: \_\_\_\_\_

Participant Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

***If Participant is under 18 years of age:***

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity. I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Signature of Minor Participant's Parent/Guardian: \_\_\_\_\_

Name of Minor Participant's Parent/Guardian: \_\_\_\_\_

Minor Participant's Name: \_\_\_\_\_

**Medical Release/Emergency Contact Form**

I hereby grant permission for the performance of any emergency medical treatment that may be required in the case of an accident wherein I am rendered unconscious or unable to approve of any medical treatment. In the event that I become the victim of an accident I will hold harmless from any liability or negligent actions which may arise in connection with the search and rescue, stabilization, evacuation, transportation, and emergency care I received while secondary aid resources are being sought. I authorize the following person(s) to be contacted in the event that an emergency situation occurs.

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Number Medical Conditions (if applicable) : \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Professional Performers and Speakers – Maximum allocation: \$1,500/per academic school year. Groups must provide a half page biography and their speaker's/performer's quote. Interpreters can also be funded under this category. However, A.S. does not fund: SJSU students, team coaches, instructors, professors, staff or public officials. We will help fund honorariums or gifts up to \$100 per speaker; however, the FRF must specifically state there is no charge for services. Events funded by A.S. for performers, speakers, and artists must take place on campus or at a campus facility in close proximity to the main campus. Such events must also be publically advertised and accessible to all SJSU students.**

The Controller can indicate whether the following disclaimer is necessary: "Funded in part by the Associated Students". "The views expressed herein are those of the organization and are not necessarily those of the Associated Students". Non-compliance in expressing these stipulations will result in a freeze of funds granted. A sample of the above items shall be submitted to the A.S. Print Shop for verification prior to printing.

A.S. contracts must be signed by all artists, performers, and speakers prior to their on-campus event.

All funded student organizations are required to participate in the year end A.S. Spartan Showcase in order to demonstrate the benefit and outcome of funding provided by A.S. Details to be provided upon funding approval.

Recognized Student Organizations funded by A.S. who fail to participate will be penalized.

Penalty: Those student organizations will be deducted for only half of the amount they requested the previous year.

All Recognized Student Organizations determined by Student Involvement who seek A.S. funding MUST attend the Student Organization Funding Training. Any member(s) from the organization can attend to represent their organization, not necessarily the organization's executive board.

A Student Organization's failure to abide by the Funding Stipulations of Associated Students will result in the student organization's ineligibility to receive funding from Associated Students during the following semester. Further noncompliance with A.S. Funding Stipulations may result in further consequences, as deemed by the Controller or the A.S. Finance Committee.

**BLUE FLOWER ARTS, LLC**  
**ARTIST ENGAGEMENT AGREEMENT**

**FORREST GANDER / SAN JOSE STATE UNIVERSITY**

**CONTRACT #:** FG170419/sjsu *For office use only: BFsh*  
This contract entered into as of 4 March 2019 by and between

**SPEAKER:** Forrest Gander ("Speaker") represented by BLUE FLOWER ARTS, LLC the duly authorized agency of Speaker, hereafter referred to as "Agency" and

**SPONSOR:** San Jose State University ("Sponsor") Agency will provide the services of Speaker to read, lecture, talk or address (perform) at the place, date, and time specified below.

**LOCATION:** University Library & SJSU Engineering Auditorium, campus of SJSU, San Jose, CA

**DATE:** Wednesday-Thursday, April 17-18, 2019 *Travel Dates: Arrive 4/17 & Depart 4/19*

**TIMETABLE:** *Any change in the timetable below must be requested and approved in writing by BFA and Speaker*

<b>WED</b>	4:00-5:30 PM	<i>Optional:</i> Group Reading on Water and Fire
	7:00-8:00 PM	Keynote Poetry Reading with Arthur Sze
	8:00-8:30 PM	Audience Q&A, Book Signing
<b>THUR</b>	12:00-1:15 PM	Panel Discussion with ARthur Sze

**TOPIC:** *The Legacy of Poetry Festival: Water and Fire* has an environmental theme: *The Poetics of a Warming Planet*. Poems themed on Water and/or Fire would be most appropriate, including terror and catastrophe as well as beauty.

**DESCRIPTION:** Forrest Gander agrees to a 75-Minute Panel Discussion and Conversation with Arthur Sze and SJSU Climate Scientists; two (2) Poetry Readings as part of longer Shared Poetry Readings with Arthur Sze followed by Audience Q&A and Book Signing.

**AUDIENCE:** About 75-100 people for Poetry Reading. The program's audience will include about 50 percent SJSU students, faculty, alumni, and staff. And 50 percent of the audience is drawn from the greater San Jose & Silicon Valley community. Also will include poets, faculty, staff from other area community

**FEE:** \$2,250 plus private hotel accommodations for two (2) nights at the San Jose Fairmont *OR* The San Jose Downtown Hilton *OR* the Hotel De Anza. Fee is inclusive of travel only.

**TERMS:** Payment in full is due three (3) days after the event, by April 21, 2019. **CHECKS ARE PAYABLE TO BLUE FLOWER ARTS, LLC (EIN: 14-1980016) AND ARE TO BE MAILED TO THE ADDRESS BELOW.** The Agency represents and warrants that the Agency is authorized to receive payment on Speaker's behalf and that the Sponsor shall have no further financial obligations to the Agency or the Speaker.

**FORCE MAJEURE:** This contract is binding on both parties and cannot be cancelled for any reason other than an Act of God or Force Majeure. Either party may cancel the performance and both parties shall be released from liability hereunder if the Speaker cannot present due to such accidents as epidemics, destruction of the performance site, Acts of God, or other conditions beyond the control of the Speaker; or Speaker cannot perform due to physical disability, or acts of regulations of public authorities, labor difficulties, strike interruption or delay of



# BLUE FLOWER ARTS, LLC

## ARTIST ENGAGEMENT AGREEMENT

transportation services, or any other cause beyond the control of the Speaker. Notification should be made as soon as such a decision is reached and no later than 48 hours before the engagement, when at all possible. If the engagement is canceled, both parties will make every effort to reschedule the event. If Sponsor cancels for reasons other than Force Majeure, Speaker/Agency shall be reimbursed any documented unrecoverable expenses. In the event of a cancellation due to Force Majeure both parties are released from any financial obligation.

- BOOKS:** Sponsor agrees to arrange to have Speaker's books available for sale at Book Signing. Books will be provided by Spartan Bookstore.
- TECH NEEDS:** Podium/Music Stand, Stationary Microphone, and Water
- RECORDING:** It is understood by both the Sponsor and the Speaker/Agent that any recording will be used for ARCHIVAL purposes only. Artist shall always retain all rights in and to the text of any talks or lectures given by the Artist, unless otherwise agreed in writing. No rights or further rights are granted. If Sponsor would like to audio or video record the event, Agency will ask Sponsor to provide a formal Recording Release to be signed by Agency after Speaker's approval has been secured. The Speaker reserves the right to decline recording or to choose archival recording only.
- OTHER:** Closest Airport is San Jose International Airport (6 Miles) or Diridon Train Station (1 Mile). Speaker Attire is Casual.
- CONTACT 1:** Alan Soldofsky, *Director of Creative Writing*  
San Jose State University  
English Department, 1 Washington Square  
San Jose, CA 95112  
O: 408-924-4432 C: 408-691-7807 E: alan.soldofsky@sjsu.edu
- CONTACT 2:** Katherine Cushing, *Faculty Advisor*  
E: katherine.cushing@sjsu.edu

The representative of Sponsor, in signing this Contract, warrants that (s)he signs as a duly authorized representative of the Sponsor and does not assume personal liability. The Agency representative warrants that the Agency has expressed authority to enter into and sign this contract on behalf of the Speaker. All fees noted in this document shall remain CONFIDENTIAL between Sponsor and Agency as allowed by law. The signed copy of the contract is acknowledgement that Speaker has accepted this engagement and has agreed to appear at the time and place specified above. BLUE FLOWER ARTS, LLC reserves the right to withdraw this offer should this contract not be mailed within thirty (30) days of the date "entered into." This contract cannot be changed except in writing and signed by both parties. The exchange of copies of this contract and of signature pages by facsimile or electronic transmission shall constitute effective execution and delivery of this contract as to the parties and may be used in lieu of the original signed contract for all purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes and no further execution shall be required.

BY: \_\_\_\_\_  
(Sponsor) date

Alison Granucci  
BY: Alison Granucci (Mar 5, 2019)  
\_\_\_\_\_  
(Speaker / Agency) date

**Please sign and submit contract electronically. Please submit checks to:**  
ALISON GRANUCCI, BLUE FLOWER ARTS, PO BOX 1361, MILLBROOK, NY 12545  
Phone: 845.677.8559 Cell: 914.474.1576 Email: alison@blueflowerarts.com



## Forrest Gander

*Poet, Novelist, Essayist & Translator*  
*Pulitzer Prize Finalist*  
*National Book Critics Circle Award*  
*Finalist*

### Readings & Lecture Topics

- The Ethics of Translation
- Ecological Poetics
- Border Crossings & Transnational Writing
- An Evening with Forrest Gander



[Download Book Covers »](#)

[Download Artist Photos »](#)

[View All Videos »](#)

[Bio](#) | [Short Bio](#) | [Publications](#) | [Selected Writings](#) | [Articles & Audio](#)

Forrest Gander is a writer, translator, and editor of several anthologies of writing from Spain and Mexico. *Be With*, Gander's most recent collection, was longlisted for the 2018 National Book Award. His 2011 poetry collection *Core Samples from the World* was a finalist for both the Pulitzer Prize and the National Book Critics Circle Award. His other books include two novels, *As A Friend* and *The Trace*; the poetry collections *Be With*, *Eye Against Eye*, *Torn Awake*, *Science & Steepleflower*; and the essay collection *Faithful Existence: Reading, Memory & Transcendence*. Gander's essays have appeared in *The Nation*, *The Boston Review*, and the *New York Times Book Review*. He is the recipient of fellowships from the Library of Congress, the National Endowment for the Arts, the Guggenheim, Howard, United States Artists, and Whiting Foundations.

## Videos



[View all videos »](#)



This Performance Agreement (“Agreement”) is by and between Associated Students of San Jose State University, and \_\_\_\_\_ (individually and collectively “Artist”).

**TERMS AND CONDITIONS**

1. Performance means a live artistic presentation of a specific duration that includes one or more acts or shows. Artistic presentations performed over more than a 24 hour period are separate performances for each 24 hour period.
2. Date(s) of Performance(s): \_\_\_\_\_
3. Location(s): \_\_\_\_\_
4. Start Time(s): \_\_\_\_\_
5. End Time(s): \_\_\_\_\_
6. Description of Performance(s)(e.g., concert, play, athletic event): \_\_\_\_\_

7. Names of Artist, including all performers and support personnel (use additional sheets):

Artist warrants that the above listed individuals will all be present and participate in the live artistic presentation. Any changes or substitutions shall be submitted by Artist and approved in writing by Associated Students at least 3 business days before the Performance(s). Any person not listed above shall not be allowed access to restricted areas, such as backstage or dressing areas, and must purchase a ticket for admission to the Performance(s) if admission is charged.

8. Each Performance shall include \_\_\_\_\_ show(s). Each show shall be at least \_\_\_\_\_ minutes in length, exclusive of intermissions. Artist’s total "break time" during acts or shows without intermissions shall not exceed \_\_\_\_\_ minutes. Breaks taken during Performance(s) may not be consecutive or combined.
9. Associated Students will pay Artist \_\_\_\_\_ (\$ \_\_\_\_\_) for each Performance. Payment will be made after the Performance is completed and Artist has satisfied all of the terms and conditions of this Agreement. If Artist is paid a percentage of the admission revenues from the Performance, that payment will be by check after a final accounting of admission revenues. Payment to Artist shall include a summary of such accounting.
10. Except due to Acts of God, if Artist breaches the terms and conditions of this Agreement, Artist agrees to promptly indemnify Associated Students for all costs and expenses (collectively “damages”) Associated Students incurs because of such breach. Associated Students will deliver an itemized demand for indemnification to Artist or its authorized representative and Artist shall reimburse Associated Students for damages within ten business days.
11. Artist shall indemnify, hold harmless, and defend the State of California; the Trustees of California State University; San Jose State University; Associated Students, SJSU; and the officers, employees, volunteers and agents of each of them (collectively “Indemnities”) from and against any and all liability, loss, damage, expense, costs, and causes of actions arising out of any acts or omissions of Artist or Artist’s officers, employees, and agents under this Agreement.



**Publicity & Printing** – All materials such as flyers, posters, brochures, programs and banners must be printed by the A.S. Print & Technology Center. Quotes and publicity artwork samples must be provided that shows where the A.S. logo will be located. Stipulations may require a current A.S. logo that meets A.S. Graphic Standards including, but not limited to size, colors and location on specified item. Alternate print sources are possible if the A.S. Print & Technology Center is unable to fulfill the need of the organization at the discretion of the Controller and/or Finance Committee with a written verification from the A.S. Print & Technology Center Supervisor stating that services cannot be provided. A quote from the alternative print source must accompany the FRF. Spartan Daily or any online source advertisement funding requests must be accompanied by an artwork sample of the advertisement and a quote (not a price list). Designs that use the SJSU name, acronym or marks must use the SJSU Power Source Identity Guide. Business cards may not be personalized.

**Promotional Items** – Maximum allocation per year is \$500. Requests shall be for the purpose of marketing an organization and for the purpose of recognizing attendees at an event, presenters, hosts, volunteers, etc. Stipulations may require that the item include an official A.S. logo that meets A.S. Graphic Standards, including, but not limited to size, colors and location of specified item at the discretion of the Controller and/or Finance Committee. Designs that use the SJSU name, acronym or marks must use the SJSU Power Source Identity Guide.

**Equipment:** Maximum allocation per year is \$750. Rental equipment is permitted for the purpose of an event held on campus and an A.S. “Release and Hold Harmless Form” may be required. Initial equipment purchased for the inception of a

newly created organization may be purchased at the discretion of the Controller and/or Finance Committee if need is proven. All requests for equipment that is intended to be reused must include a letter from the organization's' advisor stating where the equipment will be stored on or near campus for future use. Otherwise, office supplies/equipment and computer equipment will not be funded. Tools to build Student Research Projects may be considered if the cost is reasonable and the items can be stored for future members to access.

Student organizations, clubs, or groups receiving funding from Associated Students for publicity, promotional items, and apparel are required, unless stated otherwise to place the current A.S. logo on all materials relating to their A.S. funded activity according to A.S. Graphic Standards, including, but not limited to size, colors and location on specified item. FRF must include samples of publicity materials, promotional materials, or apparel.

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**The link to download the AS logo:**

<http://www.sjsu.edu/as/funding/logos/index.html>

**ASSOCIATED STUDENTS PRINT & TECHNOLOGY CENTER, SJSU - QUOTE FORM**

Phone: (408) 924-6976 E-mail: [printshop@sjsu.edu](mailto:printshop@sjsu.edu) Website: <http://as.sjsu.edu/asptc>

Print & Tech Center will email finished quote within one business day.

**One quote form per requested item, only e-mail submissions accepted.**  
**Quote form must be filled out in Excel. DO NOT USE GOOGLE SHEETS.**  
**A.S. Print & Tech Center does not provide graphic work.**  
**Quotes are valid for 90 days or until June 30th, whichever comes first.**  
**Please contact us for any assistance.**

Contact Person Kimberly Ma

Date 2/5/2019

E-mail Address [vpfinance@shrmatsjsu.org](mailto:vpfinance@shrmatsjsu.org)

Phone 408-890-8465

Department/Organization SHRM - Society for the Human Resource Management

Original (# of Pages) 5 Quantity 55

Product Type	Color/BW	1 or 2 sided	Size	Paper Type	Paper Color	Finishing	Folding
<input type="checkbox"/> Flyer	<input type="checkbox"/> Black & White	<input type="checkbox"/> 1 Sided	<input type="checkbox"/> Business Card	<input checked="" type="checkbox"/> Regular	<input checked="" type="checkbox"/> White	<input type="checkbox"/> Staple	<input checked="" type="checkbox"/> Half
<input type="checkbox"/> Booklet	<input checked="" type="checkbox"/> Color	<input checked="" type="checkbox"/> 2 Sided	<input type="checkbox"/> Quarter Sheet	<input type="checkbox"/> Cardstock	<input type="checkbox"/> Pastel	<input type="checkbox"/> Cut	<input type="checkbox"/> Letter
<input checked="" type="checkbox"/> Brochure			<input type="checkbox"/> Half Sheet		<input type="checkbox"/> Astrobright	<input type="checkbox"/> Laminate	
<input type="checkbox"/> Business Card			<input checked="" type="checkbox"/> 8.5" X 11"			<input type="checkbox"/> Comb Bind	
<input type="checkbox"/> Banner			<input type="checkbox"/> 11" X 17"			<input type="checkbox"/> Velo Bind	
<input type="checkbox"/> Poster			<input type="checkbox"/> Other			<input type="checkbox"/> Coil Bind	
						<input checked="" type="checkbox"/> Full Bleed	

**Standard Paper Poster**

17" X 22"

**Custom Posters**

Custom Size (max. 36" X 96");

\_\_\_\_\_ x \_\_\_\_\_

Paper Poster

Outdoor Banner

**Job Description / Special Instructions:**

The brochures are intended to be distributed during the Spring 2019 SHRM Banquet ceremony. It needs to be printed on white paper with color ink.

**(Print Shop Use Only)**

Quote is for printing with white border, as sample attached is not full-bleed. Cover will be single-sided, inside will be double-sided. Printing will be on 28lb paper.

Priced by	<u>KL</u>	Date	<u>2/5/2019</u>	
B/W print	_____	Paper	_____	
Color print	\$ <u>96.25</u>	Binding	\$ <u>2.20</u>	
Wide Format	_____	Finishing	\$ <u>15.00</u>	
Subtotal	\$ <u>113.45</u>	Tax	\$ <u>10.49</u>	Total \$ <u>123.94</u>





AFFILIATE OF  
**SHRM**  
SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT



# *CULTURE NIGHT*

OCTOBER 11 | 6PM-7:30PM | MH520

RSVP:

[HTTPS://GOO.GL/FORMS/ZGLQCTC4C63Q08RD3](https://goo.gl/forms/zglqctc4c63q08rd3)

CONTACT CHELSEA PARCERO:  
VPMEMBERSHIP@SHRMATSJSU.ORG



ASSOCIATED STUDENTS  
SAN JOSÉ STATE UNIVERSITY



SHRM  
SJSU

**HALLOWEEN**  
MOVIE NIGHT

JOIN US FOR A NIGHT  
OF FUN AND MOVIES!

**OCTOBER 26**

**5PM-8PM**

STUDENT UNION  
MEETING ROOM

3B



# Product Information

Product Name: VISION GRIP

Imprint Type: Digital CMYK

Item: PHG

Bleed: 3.18" x 1.60"

Safe Area: 2.84" x 1.33"



To accurately review the imprint size, please print and/or view this PDF at 100%.

We strongly encourage vector artwork or high resolution images with a minimum of 300 dpi/150 lpi in the following formats: TIF, PNG, EPS, PDF, AI, PS. Text smaller than 7 point may fill and be illegible. Halftones or grayscale will not be accepted for items requiring silkscreen, pad print, or laser engraving. Files containing text must include fonts or text converted to paths. Artwork must be sized to approximate imprint area for best results. Electronic proofs may vary based on computer settings and may affect color, quality and distortion based on what is shown here.





**ENCORE**  
**MARKETING SOLUTIONS**  
 Design, Printing, & Promotional Products.

**Estimate**

Date	Estimate #
9/29/2018	0223-777

<b>Name / Address</b>
San Jose State University Attn: Vivian Rodriguez Occupational Therapy 1 Washington Square San Jose, CA 95112

P.O. No.	Terms	Due Date	Rep
	Net 15	10/12/2018	MP

Item	Description	Qty	Cost	Total
PP	PHG Vision Grip Pen White Barrel / Yellow Trim Full Color Digital Print	200	0.84	168.00T
SETUP	Set Up Charge (No Charge)	0	0.00	0.00
S & H	Shipping & Handling TBA (Approx \$12)	1	12.00	12.00
Note, No Set up costs for either pen option.				

Please don't hesitate to contact me directly should you have any questions regarding this quote.

<b>Subtotal</b>	\$180.00
<b>Sales Tax (9.0%)</b>	\$15.12
<b>Total</b>	\$195.12

Phone #	Fax #
408 390-6978 - 650 257-7687	408 519-3452

# Checkout (29 items)



## 1 Shipping address

Sumaid Mahmood  
122 N 13TH ST  
SAN JOSE, CA 95112-3442

[Add delivery instructions](#)

Or **FREE Pickup from Amazon@DowntownSanJose**

[Change](#)

**Place your order**

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

## 2 Payment method

Visa ending in 1603

[Change](#)

Billing address: Same as shipping address.

Add a gift card or promotion code

## Order Summary

Items (29):	\$553.76
Shipping & handling:	\$0.00
Total before tax:	\$553.76
Estimated tax to be collected:*	\$22.36

**Order total: \$576.12**

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order. ([Why aren't all my items eligible?](#))

## 3 Review items and shipping

**Want to save time on your next order and go directly to this step when checking out?**

Check this box to default to these delivery and payment options in the future.

Get a \$5 Prime Now reward by choosing No-Rush Shipping below. Choose FREE No-Rush shipping and receive a \$5 reward towards your next purchase on [www.primenow.com](http://www.primenow.com) or the Prime Now app. Ultra-fast delivery, from morning to night.

**Guaranteed delivery date: Nov. 29, 2018** If you order in the next 15 hours and 19 minutes ([Details](#))

Items shipped from Amazon.com



**Alumicolor Ludwig Precision 48-Inch Center Finding Straight Edge**

**\$25.35**

Qty: 1

Sold by: Amazon.com Services, Inc

Only 5 left in stock (more on the way).

and see other gift options



**Hangar 9 Sealing Iron**

**\$22.98**

Qty: 2

Sold by: Amazon.com Services, Inc

and see other gift options



**1,300 pieces**

**Deluxe Hardware Assortment Kit with Professional "No Mix" Case (1,300 Piece, 60 Sizes, Nuts, Bolts, Washers & Screws)**

**\$34.99**

Qty: 1

Sold by: Hillstone

and see other gift options

Item arrives in packaging that reveals what's inside. To hide

Choose your Prime delivery option:

1 business day  
\$45.92 - One-Day Shipping

2 business days  
FREE Two-Day Shipping

6 business days  
FREE No-Rush Shipping

Get a \$5 reward for Prime Now. [Details](#)

it, choose **Ship in Amazon packaging.**



**KSEIBI 311695 High Carbon Rasp File Set W Rubber Soft Handle Quality 3Pcs Wood file set 8 Inch**

**\$15.82**

Sold by: KSEIBI

and see other gift options

### Estimated delivery: Nov. 30, 2018

Items shipped from Amazon.com



**Magic Handsaw Set, Uolor 14 in 1 Multi Purpose DIY Bow Saw Hacksaw Universal Saw Woodworking Tool for Cutting Wood, Plastic, Glass, Tile, Metal, Rope, PVC Pipe, Rubber**

**\$24.99**

Sold by: Yourmei

and see other gift options

### Estimated delivery: Dec. 7, 2018

Items shipped from Amazon.com



**Disposable Dust Mask with Exhalation Valve (15 pack), Personal Protective Equipment – N95 Particulate Respirators for Construction, Home, DIY Projects**

**\$19.85**

Sold by: Protect Life

**in stock on December 4, 2018.**

and see other gift options

**sumaid.mahmood@gmail.com, get this item TOMORROW with FREE delivery.**

Choose the "FREE One-Day Shipping" option below to receive your shipment tomorrow by 9PM.

### Guaranteed delivery date: Nov. 29, 2018

Items shipped from Amazon.com



**550 Pieces Nail and Brad Assortment 7 Different Sizes!**

**\$5.99**

Sold by: Gurobust

and see other gift options

**Choose your Prime delivery option:**

- Tuesday, Nov. 27**  
FREE One-Day Shipping
- Thursday, Nov. 29**  
FREE Two-Day Shipping
- 6 business days**  
FREE No-Rush Shipping  
Get a \$5 reward for Prime Now. [Details](#)



**Crystal Clear Bar Table Top Epoxy Resin Coating For Wood Tabletop - 1 Gallon Kit**

**\$62.97**

Sold by: Pro Marine Supplies

Add a gift receipt

and see other gift options



**Stanley TRA700BN Heavy-Duty Staple & Brad Assortment, 2500-Pack**

**\$7.39**

Qty: 1

Sold by: Amazon.com Services, Inc

Add a gift receipt

and see other gift options



**Maddie Rae's Slime Glue (White) Gallon Value Size - Non Toxic, School Grade Formula for Perfect Slime Crafts**

**\$14.99**

Qty: 4

Sold by: River Colony Trading

Add a gift receipt

and see other gift options



**Stanley TR150HL SharpShooter Heavy Duty Staple Gun**

**\$14.99**

Qty: 1

Sold by: Amazon.com Services, Inc

Add a gift receipt

and see other gift options



**Best Choice 8-oz. Stubby Claw Hammer with Magnetic Nail Starter**

**\$7.99**

Qty: 1

Sold by: Efficere Tools

Add a gift receipt

and see other gift options



**Johnson Level & Tool CS10 Professional Easy-Read Steel Carpenter Square, 8" x 12", Original Version**

**\$3.39** Add-on Item

Qty: 1

Sold by: Amazon.com Services, Inc

Add a gift receipt

and see other gift options

Get a \$5 Prime Now reward by choosing No-Rush Shipping below. Choose FREE No-Rush shipping and receive a \$5 reward towards your next purchase on [www.primenow.com](http://www.primenow.com) or the Prime Now app. Ultra-fast delivery, from morning to night.

**Guaranteed delivery date: Nov. 29, 2018**

Items shipped from Amazon.com



**5 Pack Paint Chip Brushes, CBTONE Paint and Chip Paint Brushes with Wooden Handle for Wall, Furniture Paint,**

Choose your Prime delivery option:

Tuesday, Nov. 27 and Wednesday, Nov. 28

\$29.94 - One-Day Shipping

**Stains, Varnishes, Glues, and Gesso - 5 Different Sizes**

**\$7.99**

Qty: 2

Sold by: CBtone

[Add a gift receipt](#)

and see other gift options

**Thursday, Nov. 29**

FREE Two-Day Shipping

**6 business days**

FREE No-Rush Shipping

Get a \$5 reward for Prime Now. [Details](#)



**TCP Global Deluxe Cutting Knife SET with Case Similar to Exacto - 56 Piece Precision Hobby Knife Set**

**\$16.96**

Qty: 1

Sold by: TCP Global Corp

[Add a gift receipt](#)

and see other gift options



**Eyeskey Professional Top-Grade Multifunction Compass for Outdoor Activities, High Accuracy, Waterproof and Shakeproof, Golden Luxury**

**\$29.99**

Qty: 1

Sold by: eyeoutdoors

[Add a gift receipt](#)

and see other gift options



**Natural Wood Craft Sticks (Pack of 1,000)**

**\$12.13**

Qty: 1

Sold by: Amazon.com Services, Inc

[Add a gift receipt](#)

and see other gift options



**Alumericolor Ludwig Precision 12-Inch Center Finding Straight Edge**

**\$11.03**

Qty: 1

Sold by: Amazon.com Services, Inc

**Only 16 left in stock (more on the way).**

[Add a gift receipt](#)

and see other gift options



**Get a \$20.00 Amazon.com Gift Card instantly**

upon approval for the Amazon.com Store Card. See details and restrictions.

[Apply now](#)

**Estimated delivery: Dec. 19, 2018 - Jan. 11, 2019**

Items shipped from Lindexy



**0.5-8mm Mini Hand Drill with Keyless Chuck Pin Vise Model Hand Drill**

**\$13.09**

Qty: 1

Sold by: Lindexy

Gift options not available.

**Choose a delivery option:**

**Wednesday, Dec. 19 - Friday, Jan. 11**

FREE Standard Shipping





**Get a \$20.00 Amazon.com Gift Card instantly**

upon approval for the Amazon.com Store Card. See details and restrictions.

[Apply now](#)

**Estimated delivery: Dec. 6, 2018 - Dec. 11, 2018**

Items shipped from Independence Fulfillment Services



**IRWIN Tools 1050 Magnetic I-beam, 24-Inch Level (1801091)**

**\$25.12**

Qty: 1

Sold by: Independence Fulfillment Services

Gift options not available.

**Choose a delivery option:**

- Thursday, Dec. 6 - Tuesday, Dec. 11**  
FREE Standard Shipping



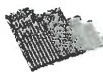
**Get a \$20.00 Amazon.com Gift Card instantly**

upon approval for the Amazon.com Store Card. See details and restrictions.

[Apply now](#)

**Estimated delivery: Dec. 18, 2018 - Jan. 10, 2019**

Items shipped from Hello22



**Hello22 40pcs Twist Drill, Probe Pin Micro Hand Drill Chuck Bits, Wood Jewelry Drilling Tool Boring Drill Bits, 0.5mm/0.8mm/1.5mm/2mm 10pcs of each size**

**\$13.49**

Qty: 1

Sold by: Hello22

Gift options not available.

**Choose a delivery option:**

- Thursday, Nov. 29 - Monday, Dec. 3**  
\$1,003.00 - Expedited Shipping
- Tuesday, Dec. 18 - Thursday, Jan. 10**  
FREE Standard Shipping



**Get a \$20.00 Amazon.com Gift Card instantly**

upon approval for the Amazon.com Store Card. See details and restrictions.

[Apply now](#)

**Estimated delivery: Nov. 30, 2018 - Dec. 3, 2018**

Items shipped from Amazon.com



**Westcott 6-Inch Plastic 180 Degree Protractor, Clear**

**\$3.51**

Qty: 1

Sold by: Avalanche Brands

Gift options not available.

**Choose your Prime delivery option:**

- Friday, Nov. 30 - Monday, Dec. 3**  
FREE Standard Shipping

[Place your order](#)

**Order total: \$576.12**

By placing your order, you agree to Amazon.com's [privacy notice](#) and [conditions of use](#).

\*Why has sales tax been applied? [See tax and seller information](#).

Need help? Check our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

[Important information about sales tax you may owe in your state](#)

You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#).

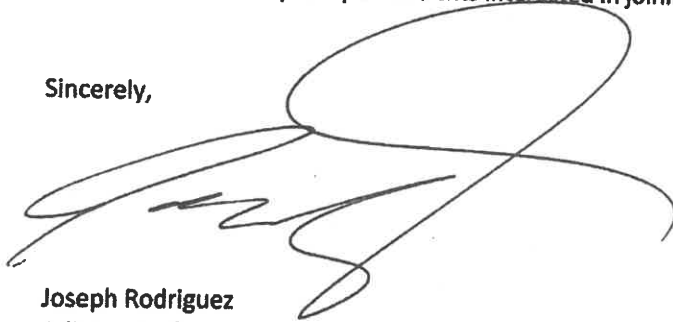
Need to add more items to your order? Continue shopping on the [Amazon.com homepage](#).

9 October, 2018

To whom it may concern,

Rocket Club is working closely with the Aerospace Engineering department in order to promote aerospace engineering to all campus students, especially those interested in building their own rockets. They welcome all students to participate in rewarding, hands-on projects as an exciting way to introduce them to aerospace engineering. Rocket Club activities involve the design, construction, and launching of model rockets under the supervision of experienced members and experts in the field. Along with this Rocket Club's project HARP (High Altitude Rocketry Program) has given students the opportunity to work in subteams to collaboratively produce a two stage high powered rocket. Funding they receive will be allocated to the purchase of flight computers and altimeters for this rocket. Any excess materials are stored in a locked closet in E164. I therefore recommend Rocket Club's funding request and expect the funds to benefit many campus students interested in joining.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joseph Rodriguez', written over a large, loopy scribble.

Joseph Rodriguez  
Adjunct Professor, Aerospace Engineering  
joseph.rodriguez@sjsu.edu

# spartan daily **media kit** fall 2020



SD

Nicholas Zamora / Spartan Daily

# ABOUT THE SPARTAN DAILY

Established in 1934, the Spartan Daily is an award-winning publication at San Jose State University and was recently recognized as the **No. 1 student newspaper in the state of California**. The editorial staff works hard to print a broadsheet newspaper every Tuesday, Wednesday and Thursday during the academic year and updates its online coverage daily.

15,000 copies are distributed each week to strategic locations around campus and the San Jose community, with each copy usually being read multiple times.

The Daily serves as the newspaper of record for the SJSU and greater downtown community as other local print newspapers scale down their reporting.

With a sizable social media following, the Daily reaches students where they are, featuring up-to-the-minute breaking news coverage, in-depth multimedia stories and your brand's advertisements in SJSU students' feeds.



# AUDIENCE

**35,400**

total SJSU students enrolled

**11,355**

social media followers

**150,000**

average monthly impressions on Twitter

Sources: SJSU IEA Office, Twitter Analytics

## TOP MAJOR PROGRAMS AT SJSU

### UNDERGRADUATE

1. PSYCHOLOGY
2. DESIGN STUDIES
3. KINESIOLOGY
4. JUSTICE STUDIES
5. BIOLOGICAL SCIENCES

### GRADUATE

1. SOFTWARE ENGINEERING
2. LIBRARY & INFO SCIENCES
3. ELECTRICAL ENGINEERING
4. COMPUTER ENGINEERING
5. INDUSTRIAL/SYST. ENGINEERING

## STUDENT SPENDING (IN BILLIONS)

**\$573**

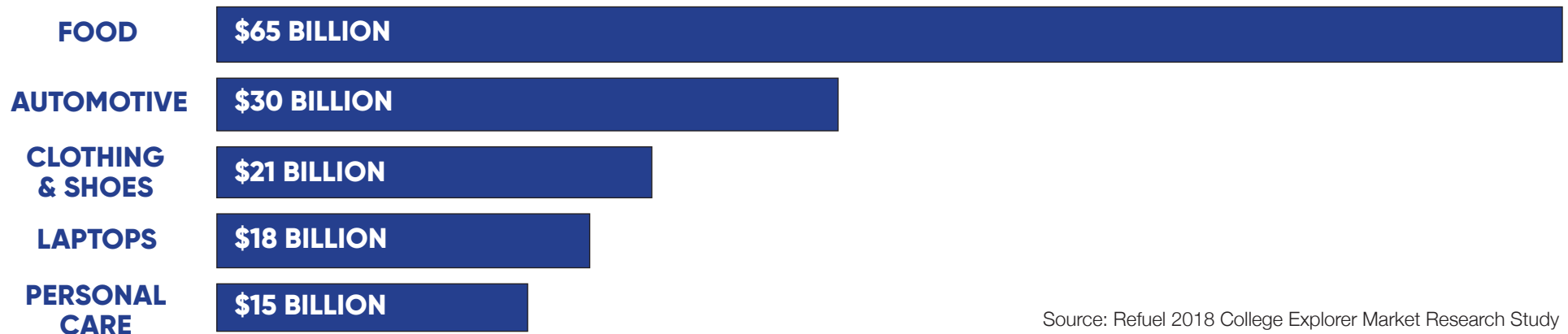
total student spending

**\$212**

total discretionary student spending

Source: Refuel 2018 College Explorer Market Research Study

## DISCRETIONARY SPENDING BY CATEGORY:



Source: Refuel 2018 College Explorer Market Research Study

# CALENDAR

## AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
01	02	03	04	05	06	07
08	09	10	holiday	12	13	14
15	16	17	18	19	20	21
22	23	24	25	holiday	28	
29	30					

## DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Special Issues

highlighted content or sections

October 22, 2020  
December 3, 2020

 Regular Issue  Special Issue

# 43 PRINT DAYS IN TOTAL

# SPECIAL CONTENT

The Spartan Daily has prided itself on being the San Jose State community's top news source. In addition to our breaking news and campus events coverage, the Spartan Daily regularly goes deeper than the surface for detailed investigative journalism. These issues benefit from higher readership and socialization.

## Special Issues

October 22, 2020  
December 3, 2020

## Examples of Past Special Content



### **BASEBALL & SOFTBALL SEASON PREVIEW: FEB. 13**

The softball team will look to take back the Mountain West crown it last held in 2017, while the baseball team hopes to make its first NCAA tournament since 2002. The Spartan Daily will profile top players on each team and inform readers on what to look for this season.



### **ENVIRONMENTAL EMERGENCY: APRIL 23**

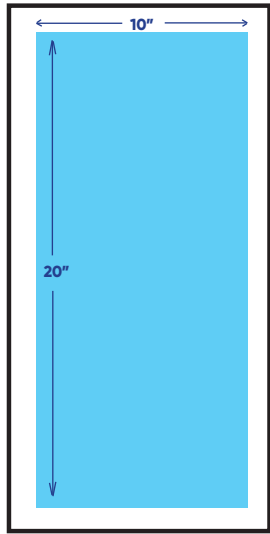
In a time of accelerating climate change, the Spartan Daily will highlight conservation efforts on a local level that seek to deal with a globally advancing issue. Special focus will be given to how environmental issues drive innovations in science and society.



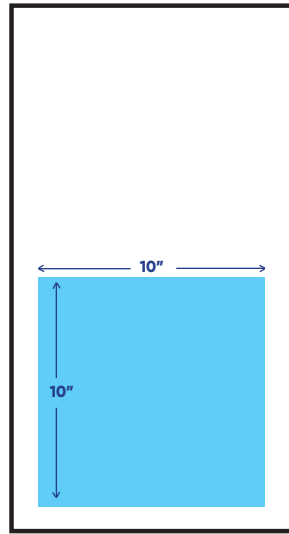
### **EL ESPARTANO NOTICIAS: EVERY OTHER WEEK**

As nearly 30% of the student body identifies as Hispanic, the Spartan Daily publishes a page fully written in Spanish with Latinx-focused content every other week.

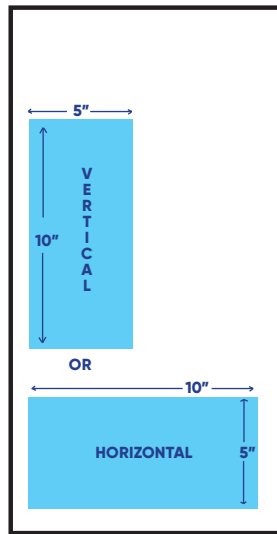
# DIGITAL PDF



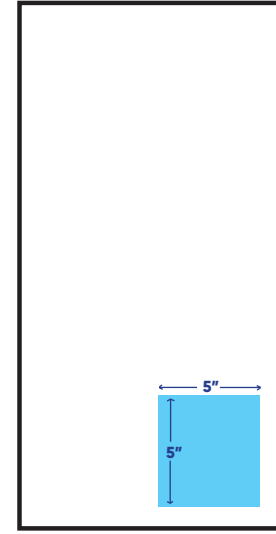
FULL PAGE



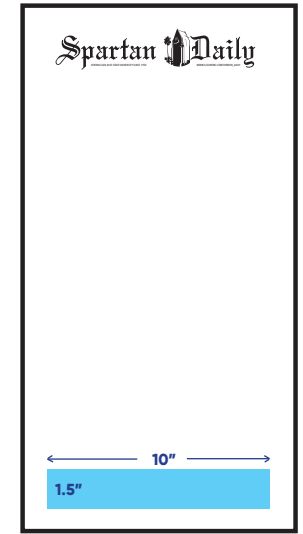
HALF PAGE



QUARTER PAGE



EIGHTH PAGE



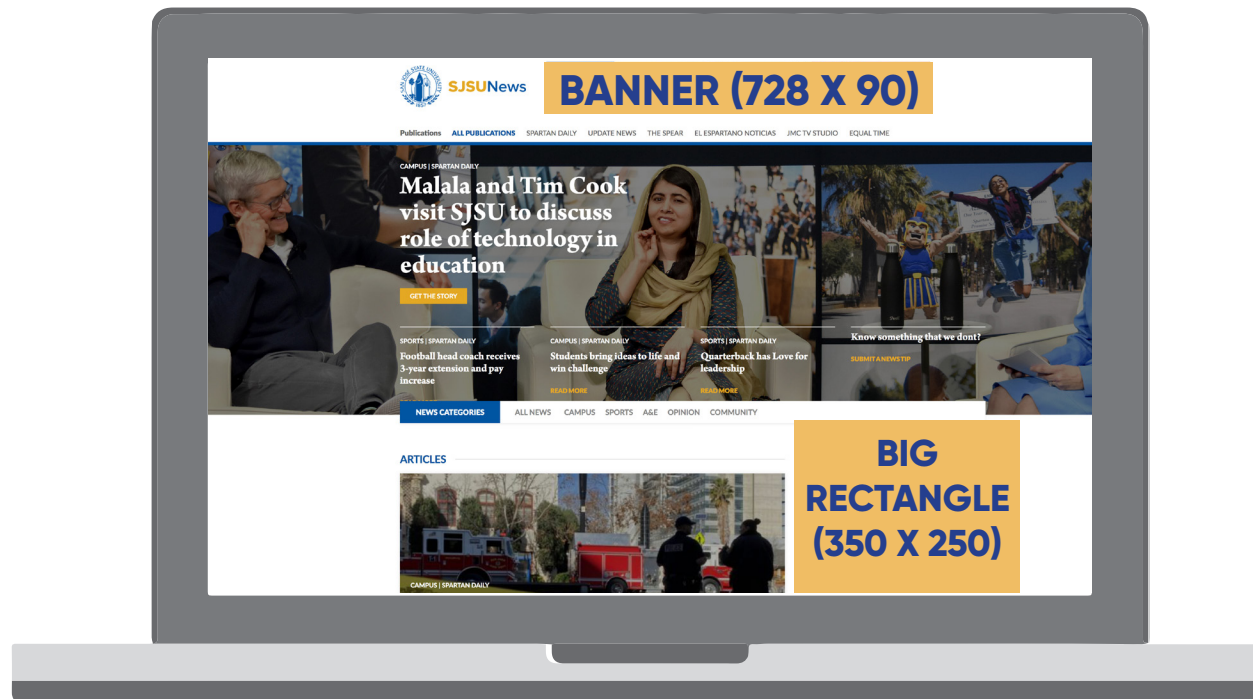
BANNER

## Digital PDF ad size (in color, for 3 issues)

FULL PAGE (10" x 20")	\$140
HALF PAGE (10" x 10")	\$130
FOURTH PAGE (5" x 10" or 10" x 5")	\$115
EIGHTH PAGE (5" x 5")	\$100
BANNER (10" x 1.5")	FREE WITH FULL PAGE AD



# ONLINE ADVERTISING



## WEBSITE ADS

<b>Banner (Top)</b> 728px x 90px	<b>\$130</b>
<b>Big Rectangle (Top)</b> 300px x 250px	<b>\$130</b>
<b>Big Rectangle (Bottom)</b> 300px x 250px	<b>\$110</b>
<b>Banner (Bottom)</b> 728px x 90px	<b>\$100</b>

Online ads run 24 hours a day, 7 days a week. The statistics of each ad can be measured throughout its duration.

The Spartan Daily launched a brand new website (<https://sjsunews.com/>) in 2019, which receives about 4,500 impressions per week. Each ad receives about 3,000 impressions per week.

# SOCIAL MEDIA

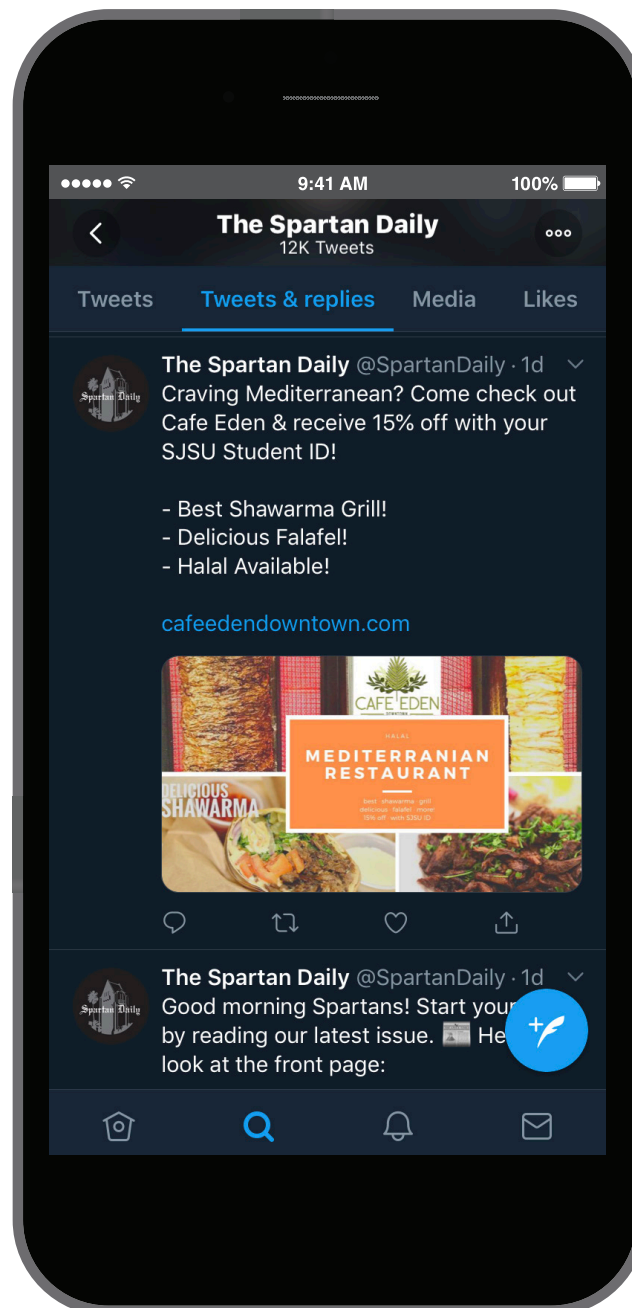


With students spending more and more time on social media, we have created various social media packages to strategically promote your brand and/or services on our platforms, directly reaching your target audience.

Using the Spartan Daily's Twitter, Instagram and Facebook accounts, you will be able to broadcast directly to students' feeds. For best results, ask a sales executive about preparing a Spartan Daily advertising bundle for you to incorporate all of our platforms for your benefit.

## SOCIAL MEDIA RATES (MIX AND MATCH ON DIFFERENT PLATFORMS)

4 Posts	\$170
6 Posts	\$220
8 Posts	\$270
10 Posts	\$320
12 Posts	\$370
14 Posts	\$420



# ADVERTISING POLICY

## POSITIONING

All advertising positions are the option of the Publisher. In no event will adjustments, re-runs or refunds be made because of position. Advertising orders directing insertions of advertising to a special position of designated page “or omit” will not be accepted.

## DISPUTES

Credit for errors shall not exceed the cost of the space occupied by such error. On multiple insertions, credit for errors will not be given after the first insertion. Claims for adjustments must be made within seven days of publication. Publisher assumes no financial responsibility for typographical errors or for omission of copy. If there are disputes or discrepancies with published advertising, the customer may deduct only the amount in question from the charge and pay the balance.

## LIABILITY

Advertiser and/or advertising agency or agent, assumes all liability for advertisements published (including illustrations, text, claims, etc.) and agrees to assume any and all responsibility. Advertiser agrees that the placement and publication of advertising is governed by the laws of the State of California. Advertiser agrees that the City of San Jose and the County of Santa Clara, in which the Spartan Daily is located, shall be the forum for any legal action relating to advertising placed or published.

## RATES

Rates apply to advertising space sold to the business operated by the Advertiser. The space contracted shall not be sublet to others, nor used for purposes other than herein named. Publisher reserves the right to revise rates and terms upon 30 days written notice to the current advertiser. Rates are subject to change.

## CONTENT

Publisher reserves the right to edit, alter or omit an advertisement submitted for publication. Publisher reserves the right to insert the word “Advertisement” at Advertiser’s expense. Publisher reserves the right to reset body type in advertising because of resemblance to type face used in news stories.

## PAYMENTS

Payment may be required in full for any outstanding balance before accepting copy for publication or require cash payment with copy or both. Some retail advertisers may be temporarily extended a courtesy credit limit of up to \$500 providing a completed credit application has been submitted. Spartan Daily reserves the right to restrict the use of this temporary extension.

All accounts are due and payable 15 days from billing date.

**Dwight Bentel Hall, Room 209  
1 Washington Sq, San Jose,  
CA 95192**

**Advertising Inquiries:** [spartandailyadvertising@gmail.com](mailto:spartandailyadvertising@gmail.com)

**Advertising Adviser:** Tim Hendrick

**Advertising Director:** Jessica Chao

**Media Kit Designer:** Designed by Marci Suela, 2019  
Updated by Cindy Luu, 2020

**P: (408) 924-3240**

**F: (408) 942-3282**

**Student Research Project** - Brief project summaries must be provided with written recommendation by a faculty member. If applicable, proper storage procedures must also be provided and approved by a faculty member or advisor. Quotes for the specific materials needed must be provided. Price lists will not be accepted. The requests must be for project materials or participation incentives (for example, survey incentives) that do not include office equipment such as computers, shredders, copiers, fax machines, etc. Materials must be parts incorporated in the project. Tools, if not already provided by their academic department, will be considered under the discretion of the Controller and/or Finance Committee and must be requested under the Equipment category. A.S. does not pay for labor costs. The specific research project must be presented at the A.S. Spartan Showcase. Only Student Organizations as a whole may be considered for membership to other organizations at the discretion of the Controller or the Finance Committee based on the amount requested per Article J, item g) and h).

All funded student organizations are required to participate in the year end A.S. Spartan Showcase in order to demonstrate the benefit and outcome of funding provided by A.S. Details to be provided upon funding approval. Recognized Student Organizations funded by A.S. who fail to participate will be penalized. Penalty: Those student organizations will be deducted for only half of the amount they requested the previous year.

All Recognized Student Organizations determined by Student Involvement who seek A.S. funding MUST attend the Student Organization Funding Training. Any

member(s) from the organization can attend to represent their organization, not necessarily the organization's executive board.

A Student Organization's failure to abide by the Funding Stipulations of Associated Students will result in the student organization's ineligibility to receive funding from Associated Students during the following semester. Further noncompliance with A.S. Funding Stipulations may result in further consequences, as deemed by the Controller or the A.S. Finance Committee.

November 25, 2018

Dear Associated Student,

The Design, Build, Fly Club's project is to design a functioning radio-controlled aircraft to compete in AIAA's Design, Build, Fly competition. The rules for this year ask us to create an aircraft that has folding wings and complete missions that involve dropping toy missiles and a spinning radome at the top of the plane. The competition also requires us to launch our aircraft from a 10-foot-long ramp which has a 5-degree incline. The scoring from the competition comes from the three separate flying missions and 2 written reports that highlight our design, construction, and analysis of the aircraft. The competition is to take place in Tucson, Arizona from April 11-14 in 2019.

The club members have utilized this semester to create our preliminary design for the airplane. The first step that was to create weight and performance sizing parameters to dictate what strategy we would implement in our design to gain the highest score possible for the flying missions. Next, we created our initial configuration design that incorporates the given targets we suggested in the weight and performance sizing along with the addition of the extra weight from the payloads. The configuration design was then written as a proposal report and submitted to AIAA on October 31st. Out of the 110 teams to successfully submit approved proposals, our club placed at 71 in the scoring column. The design report is to be submitted on Feb 22, 2019. This design report is to elaborate a detailed analysis of our design and construction process. A video of a working prototype must also be submitted with the design report.

The club's purpose for funding is to utilize the best materials and tools to construct our aircraft. Our manufacturing team has sent a list of what materials and tools they feel is needed in order to get the construction process started. In addition, the electronics team have specified the equipment needed to communicate through a ground controller, run our propulsion system, and operate the mechanisms for the payloads and folding wings. During this upcoming winter break, club members will converse at specific dates that fit within our desired schedule to construct a prototype aircraft. The scheduled plan is to have a flyable aircraft by mid-January. Once the plane can perform flight, the mechanisms that run the payloads and folding wings will be added at their desired positions. The club is required to have a competition ready plane by the design report on Feb 22. Modifications and improvements will be considered but must adhere to the submitted design in the design report.

Regards,

Design, Build, Fly at JSU



Gonzalo E. Mendoza  
Adjunct Faculty Member  
Aerospace Engineering  
San José State University

November 25, 2018

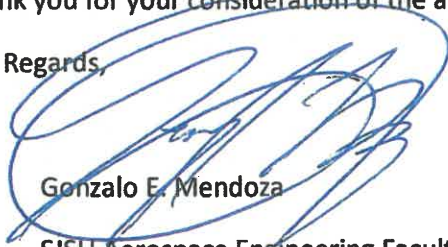
Dear Associated Students,

The "Design Build Fly at SJSU" club at San José State University is working on the design of a remote control airplane following the guidelines of the American Institute of Aeronautics and Astronautics Design, Build, Fly (DBF) 2019 contest. San José State has done very well in these international competitions in part due to internal competition to select the best entry within the school for participation at the yearly event. Participation in this activity promotes the SJSU Engineering Department and provides valuable hands-on skills to the participants, as well as exposure to industry players and fellow students from other schools. The competition requires a faculty advisor for entry and I have agreed to serve in that role.

The Team is currently seeking funds for design and construction of their flying articles. I have worked with these students through the conceptual design phase and believe their concept merits financial support for a hardware integration phase.

I thank you for your consideration of the above.

Best Regards,



Gonzalo E. Mendoza

SJSU Aerospace Engineering Faculty Member



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## New Products



StratoLoggerCF Altimeter

~~\$54.95~~ \$49.46



FireFly Altimeter

~~\$24.95~~ \$22.46

## You Recently Viewed...



USB data transfer kit

~~\$24.95~~ \$22.46




StratoLoggerCF Altimeter

~~\$54.95~~ \$49.46

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## Your Shopping Cart

The contents of your shopping cart have been updated.

Cart Items	Qty	Item Price	Item Total
 <a href="#">USB data transfer kit</a>	2 <a href="#">Remove</a>	\$22.46	<del>\$44.92</del>
		<b>Subtotal:</b>	<b>\$44.92</b>
		<a href="#">Calculate Shipping</a>	
		<b>Shipping (USPS Domestic (Priority Mail)):</b>	<b>\$9.45</b>
		<b>Grand Total:</b>	<b>\$54.37</b>

[UPDATE QUANTITY](#)

[PROCEED TO CHECKOUT](#)

[PROCEED TO CHECKOUT](#)

[Click here to keep shopping](#)

## Coupon Code

If you have a coupon code, enter it in the box below and click 'Go'.

[GO](#)

## Redeem Gift Certificate

To pay for this order using a gift certificate, enter the gift certificate code in the box below and click 'Go'.

[GO](#)

## Current Top Sellers



StratoLoggerCF Altimeter

~~\$54.95~~ \$49.46

2



Mounting hardware

~~\$1.99~~ \$1.79

3



StratoLogger Altimeter

4



USB data transfer kit

~~\$24.95~~ \$22.46

5



Pnut Altimeter

~~\$54.95~~ \$49.46

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## Customer Photos

**Venue** – A.S. funds only venues that are SJSU campus proper. Labor costs associated with setup and A/V equipment use for Student Clubs/Organization events are not included for funding unless specifically provided by the SJSU Student Union. Cost estimate must be provided from the SJSU venue.

**Insurance** – All organizations hosting a high profile event (concert, dance, etc.) must provide a Certificate of Insurance with Associated Students, SJSU named as an additional insured party prior to the release of any funding. Student Union Event Services must grant program approval to determine needs for additional insurance. Contact the Event Services Office in the Student Union. Phone: (408-924-6300).

**Special Liability Insurance** – Insurance quote must be provided by San Jose State University Risk Management Department and attached to Funding Request Form.

**Security** – Security provided by the University Police Department (not to exceed straight time rates per officer). If no monetary transactions are to occur during the event, organizations may use the security company as recommended by the Student Union. UPD invoice or estimate is required.

**Food/Catering for Events** – Maximum allocation allowed is \$1,000/year and can be requested twice per academic year. Student Organizations may use A.S. funds to purchase food from Spartan Shops or vendors approved by the Student Union's and/or Spartan Eats' Approved Vendor Lists. Student organizations need to provide a quote.

**Labor:** Shall not be funded by Associated Students unless the labor is specifically provided by the SJSU Student Union and is associated with an event that takes place on campus. Otherwise all other labor is excluded including examples but not limited to: web designers, graphic designers, seamstresses, mechanics, etc.

Events sponsored by Associated Students shall have the A.S. General Service Center administer all ticket sales and provide ticket sellers for the day of the event. If required by the Student Union, student organizations may utilize Ticketmaster for the sale and distribution of event tickets.

Proof of insurance as determined by the University must be provided to A.S. prior to any requisitions being processed.

To receive funding, Student Organizations must host events and activities on campus.

All funded student organizations are required to participate in the year end A.S. Spartan Showcase in order to demonstrate the benefit and outcome of funding provided by A.S. Details to be provided upon funding approval. Recognized Student Organizations funded by A.S. who fail to participate will be penalized.

Penalty: Those student organizations will be deducted for only half of the amount they requested the previous year.

All Recognized Student Organizations determined by Student Involvement who seek A.S. funding MUST attend the Student Organization Funding Training. Any member(s) from the organization can attend to represent their organization, not necessarily the organization's executive board.

A Student Organizations' failure to abide by the Funding Stipulations of Associated Students will result in the student organization's ineligibility to receive funding from Associated Students during the following semester. Further non compliance with A.S. Funding Stipulations may result in further consequences, as deemed by the Controller and the A.S. Finance Committee.

### **On-Line Available Resources**

#### Download-able Documents:

- Event Services Payment Form
- Example Memo for Requesting Outside Space
- Facilities Request Form
- Food and Beverage Approval Form
- Meeting Room Rules Agreement Form
- Morris Daily Auditorium Reservation Form
- Table Space Request Form & Policies

Available at:

[http://www.sjsu.edu/studentunion/student\\_union\\_bldg/eventservices/index.html](http://www.sjsu.edu/studentunion/student_union_bldg/eventservices/index.html)

#### Web Links:

- Approved Caterer List

Available at:

[http://www.sjsu.edu/finance/policies\\_guidelines/catering/index.html](http://www.sjsu.edu/finance/policies_guidelines/catering/index.html)

A list of additional approved caterers can be found in the Event Services office on the second floor of the Student Union

#### UPD Officer(s)/Security Requests:

- Student Organization's Event Agreement Form

Available at:

[http://www.sjsu.edu/police/policies\\_forms/student\\_org\\_events/](http://www.sjsu.edu/police/policies_forms/student_org_events/)

Outdoor Events are now handled by Facilities, Development & Operations (FD&O) and reservation forms are at:

<http://www.sjsu.edu/fdo/eventreq/outdoor/index.html>

<b>Campus Facility Capacities &amp; Scheduling Contacts</b>			
<b>Place</b>	<b>Capacity</b>	<b>Department/Office</b>	<b>Contact and/or Phone Number</b>
Art Quad	125	FD&O	Cynthia Soto / 924-1927
Bell Rose Garden	50	FD&O	Cynthia Soto / 924-1927
Caret Plaza	50	FD&O	Leslie Seacrist/ 808-2431
Campus Classrooms	15-250	SU Event Services Office	Leanne LoBue / 924-6300
Clark Hall Front Patio		FD&O	Cynthia Soto / 924-1927
Engineering Room 189	215	College of Engineering	Sandy Jacobs-Tolle / 924-3806
Engineering Room 285/287	100	College of Engineering	924-3800
Event Center Arena	4500	SU Event Center	Yavik Kapadia / 924-6365
Spartan Recreation and Aquatic Center		SRAC	Elizabeth Gomez / 924-6325
Moris Dailey Auditorium	853	SU Event Services Office	Leanne LoBue / 924-6300
Music Concert Hall	500	School of Music & Dance	Lucy Yamakawa-Cox / 924-4676
7th Street Plaza		FD&O	Cynthia Soto / 924-1927
Science Lawn	700	FD&O	Cynthia Soto / 924-1927
Smith/Carlos Lawn Area	300	FD&O	Cynthia Soto / 924-1927
South Campus Fields		SU Event Services Office	Leanne LoBue / 924-6300
Spartan Stadium		Athletic Department	924-1200
Spartan Memorial	100	SU Event Services Office	Leanne LoBue / 924-6300
Spartan Complex Gyms	100	SU Event Services Office	Leanne LoBue / 924-6300
Student Union Ballroom	962	SU Event Services Office	Leanne LoBue / 924-6300
Student Union Ballroom A	224	SU Event Services Office	Leanne LoBue / 924-6300
Student Union Ballroom B	448	SU Event Services Office	Leanne LoBue / 924-6300
Student Union Ballroom C	224	SU Event Services Office	Leanne LoBue / 924-6300
Student Union Meetings Rooms		SU Event Services Office	Leanne LoBue / 924-6300
Student Union Theater	312	SU Event Services Office	Leanne LoBue / 924-6300
7th Street Plaza Tabling	55 spaces	SU Event Services Office	Leanne LoBue / 924-6300
Tower Lawn		FD&O	Cynthia Soto / 924-1927
University Theater	400	Television, Radio, Film, & Theater	James Culley / 924-4530

**Event Estimate**

<b>Event Name</b> Greeks Got Ability	<b>Dates</b> 11/8/2018	<b>Organization</b> Pi Kappa Phi
<b>Event Location</b> Morris Dailey Auditorium	<b>Event #</b> 	<b>Tech Ready:</b> 5:00pm <b>Event Time:</b> 6:30pm 10:00pm

Contact Information			
<b>Name:</b>	Mayes, Sam	<b>Phone 1:</b>	
<b>Address:</b>	One Washington Square San Jose, CA 95192	<b>Phone 2:</b>	
<b>Email:</b>	sam@meves.com	<b>Ext. Zip</b>	

Equipment				
Equipment	Qty	Rate	Adjust	Sub-Total
Concert PA	1.00	\$ 250.00		\$ 250.00
MDA Video Projector	1.00	\$ 75.00		\$ 75.00
MDA Basic Lighting	1.00	\$ 50.00		\$ 50.00
	0.00	\$ -		\$ -
	0.00	\$ -		\$ -
<b>Equipment Total</b>				<b>\$ 375.00</b>

Labor					
Labor	Call Times	Hrs.	Qty	Rate	Sub-Total
Technician Prep	9:00am - 11:00am	2.00	2.00	\$18.00	\$ 72.00
Technician Load-in	3:00pm - 6:30pm	3.00	2.00	\$18.00	\$ 108.00
Technician All Day	3:00pm - 11:00pm	8.00	5.00	\$18.00	\$ 720.00
Technician OT	11:00pm - 12:00pm	1.00	5.00	\$27.00	\$ 135.00
Event Operations	5:30pm - 10:00pm	4.50	2.00	\$18.00	\$ 162.00
Technician Load-out	10:00pm - 1:00am	3.00	4.00	\$18.00	\$ 216.00
<b>Labor Total</b>					<b>\$ 1,413.00</b>

A FINAL INVOICE will be issued post event.

Checks should be made payable to **Student Union Inc.**

Person in charge agrees to be financially responsible for any loss or damage to all equipment and accessories, and agrees to pay all expenses associated with the event if services are cancelled with less than five business days notice. Payments may be dropped off at the Event Services office in the Student Union.

<b>Equipment</b>	\$ 375.00
<b>Labor</b>	\$ 1,413.00
<b>Vendor</b>	\$ -
<b>Grand Total</b>	<b>\$ 1,788.00</b>

Filed By: Ace Seradilla  
(408) 924-6365 Ace.Seradilla@sjsu.edu

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# FOOD QUOTE



# Catering Contract

Client/Organization College of Engineering	Event Date 4/3/2019 (Wed)	Booking Contact Guna Selvaduray	Booking Tel (408) 924-3874	Event # E24365
Address 0080, ,		Booking Fax (408) 924-3818	Sales Rep Hannah Jeon	Act Guests 400
Event Name Biomedical Device Conference 2019		Billing Client College of Engineering	Category On Campus Organization	

Date	Deliver To	Guests	Service Timeline			Description	Setup Style
			Setup Complete	Start	End		
4/3/2019-Wed	Ballroom A-C	275 (Act)	7:30 am	7:45 am	10:00 am	Breakfast	Buffet Attended

**Setup Notes**

- \*(2) identical double-sided buffets
- \*please be quiet when setting up and breaking down; conference will be in session
- \*consolidate and leave any remaining pastries
- \*please provide signage with allergy information

Food/Service Items	Qty	Unit	Price	Total
Fresh Whole Fruit	125	Each	\$1.49	\$186.25
Assorted Fresh Danishes	7	Dozen	\$18.89	\$132.23
Assorted Bagels and Cream Cheese	6	Dozen	\$19.89	\$119.34
Freshly Baked Croissants	5	Dozen	\$18.89	\$94.45
Assorted Freshly Baked Muffins	6	Dozen	\$18.89	\$113.34

Subtotal	\$645.61
Tax	\$68.68
Service Charge	\$96.84
Balance	\$811.13

Your business and satisfaction with each event is our ultimate goal. Please communicate any changes from your original order to your sales representative as soon as possible. Minimum guaranteed attendance must be received within three (3) business days of the event to ensure we are able to provide you with seamless service.

Should attendance fall below the guaranteed number, you will be charged for the guaranteed number booked in your original order. We recognize that changes may occur therefore, requests that may require additional labor or ordering specialty items, including an increase in the guest count requested after the three (3) business day cutoff will be handled on a case by case basis, and will incur an additional 20% service fee if fulfilled.

Spartan Catering will have your event setup prior to the scheduled time of service listed on your contract. Our staff will return at the scheduled time listed on the contract to pick up all remaining food and service items. Should your event run late and our staff is required to make an additional trip, a \$20 charge will be added to your bill for each return trip.

The Client is responsible for the safekeeping of all catering equipment dropped off at their event. Equipment lost, damaged or not available at the designated pick up time will result in a replacement fee.

Due to State Health Code Regulations, perishable food ordered but not consumed at the event cannot be removed from the location in which it is served. No outside food and/or beverage is allowed unless approved by Spartan Catering.

2/1/2019 - 4:33:34 PM

Chartwells Higher Education ~ One Washington Square, San Jose, CA 95192-0153 ~ Sales: (408) 924-1756

Page 1 of 2



EVENT CENTER

**EVENT CENTER AT SAN JOSÉ STATE UNIVERSITY  
STUDENT ORGANIZATION USAGE AGREEMENT**

This Agreement mad on January 29<sup>th</sup>, 2018, between the Student Union, Inc. of SJSU, a non-profit California Corporation, One Washington Square, San José, California 95192-0201, hereinafter referred to as "EVENT CENTER", and:

**Name:** Melissa Gaffney (Advisor), Vicki Gerentes (Advisor), Kimmy Dinh  
**Student Organization:** Kappa Delta Sorority  
**Extended Zip:** Student Involvement - 0038  
**Phone:** (415) 715-9859  
**FAX:** N/A  
**Associated Students Account Number:** 220357

hereinafter referred to as "UNIVERSITY".

WITNESSETH

In consideration of the following mutual promises, covenants, and conditions, the EVENT CENTER and UNIVERSITY hereby agree as follows:  
EVENT CENTER hereby grants to UNIVERSITY permission to use the Property known as Event Center at San José State University ("PROPERTY") for the following purpose:

**Event:** Shamrock Showcase 2019  
**Date:** Friday, March 22, 2019  
**Time:** 7:00pm – 10:00pm  
**Doors Open:** 6:00pm  
  
**Set-up Date:** Friday, March 22, 2019  
**Set-up Time:** 12:00pm

Spaces utilized for the above stated purpose will be as follows:  
Event Center Arena including adjacent hallways, production offices, green room, dressing rooms, locker rooms, and kitchen.

UNIVERSITY has use of PROPERTY on the event day of this Agreement from **12:00pm – 10:30pm**.

UNIVERSITY agrees to use PROPERTY covered by this Agreement only for the purpose specified above and agrees to pay EVENT CENTER:

**Hourly Overhead Rate:** \$160/hr, plus Direct Costs  
**Box Office Fee:** \$200 Administrative Fee, plus Ticketmaster fees and reimbursable costs

for the spaces utilized and services outlined in this Agreement for the above stated purpose.  
UNIVERSITY agrees to pay invoices for all fees, including Minimum Direct Costs, in Net 30.  
Cancellations must be made 30 days prior to the event. In the event of a cancellation less than 30 days prior to the event, EVENT CENTER reserves the right to charge UNIVERSITY the base rental fee.

UNIVERSITY shall hold harmless, indemnify, and defend the Student Union of San Jose State University and Spartan Shops, Inc. and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the UNIVERSITY of the PROPERTY for this event. UNIVERSITY shall also name the Student Union of San Jose State University and Spartan Shops, Inc. and the officers, employees, volunteers and agents of each of them as additional insureds in regards to the event noted above.

**EVENT CENTER**

**Organization:** Kappa Delta Sorority  
Student Involvement - 0038  
(415) 715-9859

**Event:** Shamrock Showcase 2018

**Date Scheduled:** Thursday, March 22<sup>nd</sup>, 2019 (7:00pm event, 6:00pm doors)

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**Date Due:** 30 days within invoice

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**Hourly Overhead Rate:** \$160/hr, plus Direct Costs below

**Minimum Direct Costs**

Operations & Janitorial	\$1,250.00	
University Police	N/A	**
Security	\$550.00	
Technical Services	\$6,000.00	***
Technical Package	\$2,275.00	***
<b>Minimum Direct Costs Total</b>	<b>\$10,075.00</b>	
Hourly Overhead Rate (\$160 x 12 hours)	\$1,920.00	
Box Office Administrative Fee	\$200.00	
<b>Minimum Event Costs Total</b>	<b>\$12,195.00</b>	

*\* Note: Total fee (\$1,000) is divided between events requiring the floor conversion. Cost to may be reduced pending the scheduling of additional events.*

*\*\* To be contracted by organizer directly, if applicable*

*\*\*\*Does not include cost of union labor or materials and equipment rented by or requested by organizer*

**MINIMUM BOX OFFICE FEES:**

\$200 flat Box Office Administrative Fee (included in Direct Costs), plus Ticketmaster fees and reimbursable costs

**NOVELTY SALES REVENUE TO EVENT CENTER**

N/A

**PAYMENT:**

University departments paying with a SJSU Purchase Order are to include a copy of the Rental Agreement with their requisition; the Purchase Order shall be the financial binding document.

**[SEE NEXT PAGE]**

**EVENT CENTER**

**APPROVED FOR CONTENT:**

**KAPPA DELTA SORORITY OF  
SAN JOSÉ STATE UNIVERSITY**

Kimmy Dinh

DocuSigned by:  
By: Kimberly Dinh  
Date: 2/18/2019

The signing parties below hereby agree to the terms of this Agreement.

**STUDENT UNION, INC. OF  
SAN JOSÉ STATE UNIVERSITY**

DocuSigned by:  
By: [Signature]  
Date: 2/26/2019

**KAPPA DELTA SORORITY OF  
SAN JOSÉ STATE UNIVERSITY**

Advisor, Melissa Gaffney

DocuSigned by:  
By: [Signature]  
Date: 2/24/2019

**KAPPA DELTA SORORITY OF  
SAN JOSÉ STATE UNIVERSITY**

Faculty/Staff Advisor, Vicki Gerentes

DocuSigned by:  
By: Vicki Gerentes  
Date: 2/26/2019



**SAN JOSE STATE UNIVERSITY / MOSS LANDING MARINE LABS (MLML)  
MOSS LANDING MARINE LABORATORIES OPEN HOUSE  
SPECIAL EVENTS PROPOSAL**

**EVENT DATE:** April 26, 27, 28, 29, 2019  
**EVENT LOCATION:** 8272 Moss Landing Road, Moss Landing CA

**COMMERCIAL GENERAL LIABILITY**

**INSURANCE COMPANY:** Evanston Insurance Company

**A.M. BEST GUIDE RATING:\*** A(Excellent); Financial Size Category XV (\$2 Billion or greater) as of December 20, 2017

**GENERAL LIABILITY LIMITS:**

\$2,000,000	General Aggregate
\$1,000,000	Products / Completed Operations Aggregate (food products only)
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence
\$ 100,000	Fire Damage
\$ 5,000	Medical Payments

All Aggregates apply separately

**COVERAGE:** Combined Single Limit of Liability for Bodily Injury and Property Damage Per Occurrence and Aggregate as shown above. Coverage Includes:

- Event Holder as Named Insured
- Venue Owner as Additional Insured
- Liquor Liability (only if coverage is purchased)

**DEDUCTIBLE:** None

**MAJOR EXCLUSIONS:** (Including but not limited to)

- Automobile Liability
- Aircraft / Watercraft Liability
- Property Damage to Entity Premises
- Property of Others in the Care, Custody and Control of the Insured
- Workers' Compensation
- Collapse of Tents and Concert Limitations
- Attendance Limitation Exclusion
- Outdoor Concerts Limitation Exclusion
- Seating, Glass & Fixtures Exclusion
- Fireworks, Pyrotechnics, Explosives and Flashbox Exclusion
- Exclude Specific Performances (without prior company approval)

*\*See last page for additional information*

**Alliant Insurance Services, Inc.**  
1301 Dove Street, Suite 200, Newport Beach CA 92660-2511 ♦ 949-756-0271  
Lic #0C36861 ♦ [www.alliantinsurance.com](http://www.alliantinsurance.com)

**SAN JOSE STATE UNIVERSITY / MOSS LANDING MARINE LABS (MLML)  
MOSS LANDING MARINE LABORATORIES OPEN HOUSE  
SPECIAL EVENTS PROPOSAL**

**MAJOR EXCLUSIONS:** • Bodily Injury, Property Damage, Personal and Advertising Injury to any entertainer, stage hand, crew, independent contractor, audience member, patron or customer of the insured as a result of participating in a demonstration or show. Damage to property or equipment belonging to entertainer, stage hand, crew, independent contractor, audience member, patron or customer of the insured.  
**(Including but not limited to)**  
**CONT:**

- Assault and Battery
- Terrorism
- Punitive Damages
- Unmanned Aircraft
- Marijuana Exclusion
- Organic Pathogen and Legionellae Exclusion) Assault and Battery
- Terrorism
- Punitive Damages

**EXCLUDED EVENTS:** • Circus and Carnivals including Rides  
• Mechanical Amusement Devices  
• Motorized Sporting Events  
• Tractor/Truck Pulls  
• Boxing, Wrestling, Hockey, Contact Karate Events (including practice)  
• Rodeos and Roping Events (including practice)  
• Aircraft and Balloon Events  
• Professional Sporting Events  
• Pyrotechnical Uses / Fireworks Shows (does not apply to spectators)  
• Heavy Metal, Alternative Music, Hip-Hop and Rap Concerts (without prior underwriter approval)  
• Moonbounces, Trampolines and Inflatable Amusement Devices  
• Obstacle Course, Races and Mud Runs  
• Veterinary Legal Liability (NO animals)

**PARTICIPANTS:** • Not covered unless specifically approved by the carrier  
• Not approved for this event

**ENDORSEMENT & EXCLUSIONS:**  
**(Including but not limited to)**  
**Please see the policy for the full description of each exclusion**

- Suicide or any attempt at suicide or intentionally self-inflicted injury...
- Sickness, disease, mental incapacity...
- Insured's commission of or attempt to commit a crime
- Infections of any kind regardless of how contracted...
- Declared or undeclared war...
- Participation in any team sport or any other athletic activity, except participation in a Covered Activity
- Full-time active duty in the armed forces...
- Travel or flight in or on...
- Insured being under the influence of intoxicants while operating any vehicle or means of transportation or conveyance



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**SAN JOSE STATE UNIVERSITY / MOSS LANDING MARINE LABS (MLML)  
MOSS LANDING MARINE LABORATORIES OPEN HOUSE  
SPECIAL EVENTS PROPOSAL**

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**ENDORSEMENT & EXCLUSIONS:**  
(Including but not limited to)  
Please see the policy for the full  
description of each exclusion  
(COND)

- Medical or surgical treatment of sickness, disease, mental incapacity or bodily infirmity whether the loss result directly or indirectly from the treatment
- Stroke or cerebrovascular accident or event...
- Workers' Compensation Act or similar law...
- Insured riding in or driving any type of motor vehicle as part of a speed contest, scheduled race...
- Any loss incurred while outside the US, its Territories or Canada

**PREMIUMS:**

<b>ATTENDANCE PREMIUM:</b>	3,000	\$398.00
<b>GL ADDITIONAL INSUREDS:</b>	None	
<b>GL EXHIBITORS INCLUDED:</b>	None	
<b>GL CONCESSIONAIRES INCLUDED:</b>	None	
<b>GL LIQUOR COVERAGE INCLUDED:</b>	None	
<b>PROPERTY DAMAGE:</b>	No	
<b>TOTAL EVENT PREMIUM:</b> (Includes Taxes and Fees)		\$398.00
<b>MINIMUM RETAINED PREMIUM:</b>	Event Premium is Fully Earned	
<b>QUOTE VALID UNITL:</b>	April 24, 2019	

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Alliant Insurance Services, Inc.  
1301 Dove Street, Suite 200, Newport Beach CA 92660-2511 ♦ 949-756-0271  
Lic #0C36861 ♦ [www.alliantinsurance.com](http://www.alliantinsurance.com)



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**SAN JOSE STATE UNIVERSITY / MOSS LANDING MARINE LABS (MLML)  
MOSS LANDING MARINE LABORATORIES OPEN HOUSE  
SPECIAL EVENTS PROPOSAL**

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Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at [www.alliant.com](http://www.alliant.com). For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

\*Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at [www.ambest.com](http://www.ambest.com). For additional information regarding insurer financial strength ratings visit Standard and Poor's website at [www.standardandpoors.com](http://www.standardandpoors.com)

#### **NY REGULATION 194 DISCLOSURE**

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

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Lic #0C36861 ♦ [www.alliantinsurance.com](http://www.alliantinsurance.com)

## Event Services Payment Form

### Customer Information

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

---

### Method of Payment

Total Amount Due: \$ \_\_\_\_\_

(Check one)

Cash: \_\_\_\_\_ Check: \_\_\_\_\_ (payable to Student Union, Inc.) VISA \_\_\_\_\_ MasterCard \_\_\_\_\_  
Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV #: \_\_\_\_\_  
Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

By mail: Attention Leanne LoBue

Student Union, Inc.  
Event Services Office  
Student Union Building  
One Washington Square  
San José, CA 95192-0155

(Credit Card Only)

Attn: Event Services Office  
Leanne LoBue  
(408) 924-6300  
leanne.lobue@sjsu.edu

- 
- **Must receive payment 30 days prior to event date. Reservation will be confirmed once payment has been processed.**
- 

Office Use Only: Confirmed Reservation: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_



# Example Letter



STUDENT LIFE CENTER GROUP · SAN JOSÉ STATE UNIVERSITY BOX #32 · SAN JOSÉ, CA 95192-0038

February 23, 2017

**TO:** Student Union Event Services

**FROM:** Josephine Smith  
Recognized Student Officer Position, Student Organization Name

**RE:** Use of (Classroom, Lawn Areas, Spartan Memorial, Gyms)

Our organization/department would like to request the use of (insert requested area) on May 25, 2017 for our Annual Researchers Award show. The show will involve the SJSU campus as well as guests from other campuses. We are expecting 300 people from off-campus and will have 150 people from on-campus attending. I understand that the event and those attending will be my responsibility and will be on-site for the length of the show. If I am unable to attend, I will have another faculty member attend in my place.

There will be no admission fee for this event. We will need to use the (insert requested area) from 8:00 am until 5:00 pm (including set-up and clean-up). This show has become the finale for the Researchers Trade Show, which takes place at a nearby facility. We will require technical assistance, with lighting and sound. We understand that no tacks, tape, nails, or other adhesives are allowed to attach the decorations within the (insert requested area) and are thinking up creative decorating solutions. Also, we will not be offering any refreshments.

We thank you for your consideration in this matter. If you need further information or have questions, please contact me at (408) 924-5555. If we need to cancel the event, we will contact you at least 2 weeks in advance to avoid the cancellation fee.



**STUDENT UNION, INC. of SJSU**  
**Food & Beverage Approval Form**  
(2/22/18)

The Student Union, Inc. is responsible for ensuring that all food & beverage served at events in the Diaz Compean Student Union is served in an efficient, healthy, and safe manner. All organizations wishing to have food & beverage at an event in the Diaz Compean Student Union must, therefore, purchase such food & beverage through Spartan Catering or another caterer on the current SJSU Approved Caterer List, must adhere to the rules listed below, and are subject to the Service Fees on this form associated with provision of food & beverage:

1. Catered events in the Student Union may take place only in areas of the building that have been scheduled by the Event Services Office.
2. No liability will be assumed by the University, the Student Union, Inc., or Spartan Shops, Inc. for any food & beverage brought into the Student Union by a sponsoring organization.
3. To be used for provision of food & beverage at an event in the Student Union during a fall semester (September 1 - December 31), a caterer must be current on the most recently posted SJSU Approved Caterer List as of April 15 of that year. To be used for provision of food & beverage at an event in the Student Union during a spring semester or summer (January 1- August 31), a caterer must be current on the most recently posted SJSU Approved Caterer List as of November 1 of the previous year.
4. To be used for provision of food & beverage at an event in the Student Union, a caterer on the most recently posted SJSU Approved Caterer List must have on file in the Event Services Office thirty (30) days prior to the event date a Certificate of Insurance listing the Student Union of San Jose State University, Inc., Spartan Shops, Inc., San Jose State University, the State of California, the Trustees of the California State University and the officers, employees, volunteers and agents of each of them as additional insured's.
5. Caterers on the SJSU Approved Caterer List other than Spartan Catering (or other Spartan Shops, Inc. food & beverage providers) may provide only food prepared off site which can be served, then cleaned up and carried off site along with all catering-related items.
6. Use of Spartan Dining Services kitchens or equipment, or use of Student Union restrooms for cleaning of catering equipment by an outside caterer is prohibited.
7. No entity or individual is permitted to supply additional food or beverage at any event for which service is provided by Spartan Catering.
8. Due to state health code regulations and liability issues, food ordered for but not consumed at a catered function cannot be removed from the location in which it is served. This policy is standard for the catering industry and is in effect for the protection of organizations and their guests, as food that is mishandled can be very susceptible to food borne contaminants and illness.
9. Cleanup of all food & beverage and/or related items in Student Union locations other than the ballroom or any section thereof is the responsibility of the sponsoring organization. Failure to clean may result in appropriate cleanup charges in addition to the Service Fees on this form.
10. Damages incurred during an event may result in appropriate charges to the sponsoring organization.
11. "Pot Luck" type events represent the greatest food safety and health risks to organizations and their guests and will not be allowed except in the rarest circumstances.
12. Alcohol service for scheduled events in the Student Union will be subject to SJSU policies regarding Alcoholic Beverage and Bar Services. Event Organizers should contact Spartan Catering for details.
- 13. Alcohol is not permitted at student organization events.**

(see reverse)

14. On behalf of the sponsoring organization, my signature below indicates that I have read and agree to comply with these rules and any regulations of the Santa Clara County Department of Environmental Health contained herein.

**\*Failure to comply with these rules may result in the following consequences:**

- removal of food, and written warning accompanied by an appropriate fee determined by Student Union management, and/or
- removal of group from building, and suspension of scheduling privileges for a period of time to be determined by Student Union management.

Guidelines for bringing food & beverage into events in the Diaz Compean Student Union are detailed on the reverse of this page. The Service Fees below will apply for events which choose to have approved food & beverage.

Food Type	Description	Service Fee
Level 1	<b>Perishable or Non-Perishable, Pre-Packaged, Food &amp; Beverage or Catered Meals for &lt; 60 People</b> Examples: Muffins, Cookies, Chips, Granola Bars, Candy, Peanuts, Sodas, Pizza, Egg Rolls, Sandwiches, Chicken Wings, Nachos	up to \$35
Level 2	<b>Perishable or Non-Perishable Food &amp; Beverage, or Catered Meals</b> Anything intended for 60 – 100 people or Food Types outside Level 1.	up to \$100
Level 3	<b>Perishable or Non-Perishable Food &amp; Beverage, or Catered Meals</b> Anything intended for 100 + people or Food Types outside Level 1.	up to \$500

**Appropriate fees may be assessed any time food & beverage provided are not what was approved.**

The following information must be completed by an authorized representative of the sponsoring organization. It should be approved and on file in the Event Services Office **15 calendar days prior to the event.**

Name/Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Room(s): \_\_\_\_\_ Attendance: \_\_\_\_\_

Where Food to be Purchased: \_\_\_\_\_

Item(s) to be Served: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Organization or Department: \_\_\_\_\_

Address/ Student Organization Box #: \_\_\_\_\_

\_\_\_\_\_

I have read and agree to the terms contained herein:

Printed Name: \_\_\_\_\_ Position in organization: \_\_\_\_\_

Phone (required): \_\_\_\_\_ Email (required): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Services: \_\_\_\_\_ SU Associate Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Santa Clara County Department of Environmental Health  
Food Preparation, Serving, and Storage Guidelines**

**General Rules for Handling Food**

- Store raw and ready to eat products separately
- For food delivery, use insulated food containers capable of maintaining food at 135°F or higher, OR 41°F or lower
- Label food with use-by date, and time and reheating instructions
- Place garbage containers away from food preparation and serving areas
- Practice good personal hygiene
- Proper hand washing is essential to keep food safe

**General Rules for Serving Food**

- Serve cold food in containers on ice or in chilled, gel filled containers
- Use clean and sanitized utensils for serving
- Use separate utensils for each food item
- Minimize bare hand contact with ready-to-eat food
  - Use tongs, deli sheets, or gloves

**General Rules for Holding Food**

- Check the internal temperature of food using a thermometer
- Check food temperatures at least every four hours
  - Hot food must be held at an internal temperature of 135°F or higher
  - Cold food must be held at an internal temperature of 41°F or lower
- Only use hot-holding or cold-equipment that can keep food at the proper temperatures
- Cover food and provide sneeze guards to protect food from contamination

**Holding Food Without Temperature Control**

**Cold Food**

- Hold food at 41°F or lower before removing it from refrigeration
- Label the food with the time it was removed from refrigeration, and the time it must be discarded
  - Six hours from the time it was removed from refrigeration
- Food cannot exceed 70°F while it is being served
- Sell, serve, or discard the food within six hours

**Hot Food**

- Hold food at 135°F or higher before removing it from temperature control
- Label the food with the time it was removed from temperature control, and the time it must be discarded
  - Four hours from the time it was removed from temperature control
- Sell, serve, or discard the food within four hours

**Special Rules for Cooking Food at BBQ Areas**

- Use insulated containers to hold foods. Raw meat should be wrapped and stored on ice
- Store raw and ready to eat products separately
- There must be safe, potable water available for dishwashing and handwashing
- Place garbage containers away from food preparation and serving area

## Student Union Meeting Room Rules Agreement Form

In order to create a quality meeting experience for all users, please adhere to the following  
**Student Union Meeting Room Rules:**

- Only persons allowed to use Meeting Room Projector and/or Screen Controls are SU AV Technicians assigned to Meeting Rooms by request.
- Meeting Room attendance must be within- posted Fire Code maximum capacities for whatever style room is set to accommodate.
- Furniture should be replaced to original position (at start of meeting) prior to departure after meeting.
- Meeting Room furniture is not to be moved into adjacent hallway(s) and furniture in hallway(s) is not to be moved into Meeting Room.
- Meetings where food or beverages will be consumed must have a Food and Beverage Approval Form on file in Event Services Office and approval should be indicated on Meeting Room Door Card.
- Helium filled balloons present a fire hazard and are not allowed in the Student Union.
- Air Horns are not allowed in the Student Union.
- Thumbtacks or pushpins may not be used on any Meeting Room wall.
- Items may not be affixed to Meeting Room walls except with blue "painters tape".
- **Do not apply pressure to any acoustic-paneled walls.**
- Standing on tables and chairs is not allowed.
- Use of glitter, glitter glue, and/or confetti is not allowed.
- Groups must leave room at scheduled meeting end time to allow for refresh or reset of room prior to next scheduled use, and/or to facilitate building closing procedures.

Violation of any of these rules will be reported to Event Services Office and result in a written warning, which may include assessment of post-use set up, clean up, and/or other fees. Second violations, or delayed payment of assessed fees may result in loss of scheduling privileges.

Name/Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Room(s): \_\_\_\_\_ Attendance: \_\_\_\_\_

Name of Organization or Department: \_\_\_\_\_

Address/Student Organization Box #: \_\_\_\_\_

I have read and agree to the terms herein:

Printed Name: \_\_\_\_\_ Position in Organization: \_\_\_\_\_

Phone (required): \_\_\_\_\_ Email (required): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Services: \_\_\_\_\_ Date: \_\_\_\_\_

**Morris Dailey Auditorium**  
Student Union, Inc. of San José State University

**Reservation Form of Non-Academic Events**

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Must be present during the entire use of Morris Dailey Auditorium)  
Primary Contact \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Event Details**

Event Title: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
Access Time: \_\_\_\_\_ Doors: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Please provide a brief description of the event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Admission Fee: \$ \_\_\_\_\_ Monetary Transactions: Yes No

Technical Services: Yes No If yes, please list provider: \_\_\_\_\_

**Reminder: FOOD/DRINKS ARE NOT ALLOWED IN THE AUDITORIUM AND FOYER.  
PLEASE KEEP ALL FOOD AND DRINKS OUTSIDE OF THE BUILDING.**

Client agrees to indemnify, defend and hold harmless the Student Union, Inc. of San José State University, San José State University, the Trustees of California State University and the State of California, their officers, agents and employees from any and all liability, claim, loss, cost or obligations on account of or arising out of injury, death or damage to persons or to property from whatever cause where such injury, death or damage is connected with the event, use or services scheduled.

By signing below, I understand that I must contact the Technical Production Lead at (408) 924-6365 to coordinate the operations of the facility. Failure to do so at least 21 DAYS prior to the event, will lead to a cancellation of the event. I also understand that by law, at least ONE authorized representative of Student Union, Inc. must be present for every 250 people within the facility (including members of the organization, guests, patrons and volunteers) for crowd management.

I understand that no food or beverages are permitted in the auditorium.

**I, on behalf of, and as an authorized agent of the above named organization, agree to abide by the policies of the San José State University and the Student Union, Inc. regarding the use of the facilities. I have read and understand all policies regarding fees, cancellations, and no shows.**

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

THIS SECTION BELOW IS TO BE COMPLETED BY ADMINISTRATION ONLY

\_\_\_\_\_  
Student Union Event Services Signature

\_\_\_\_\_  
Date

Approved/Denied

Additional Requirements: \_\_\_\_\_

## Example Letter for Morris Dailey Auditorium

STUDENT INVOLVEMENT • SAN JOSÉ STATE UNIVERSITY BOX #32 • SAN JOSE, CA 95192-0038

February 23, 2019

TO: Student Union Event Services

FROM: Josephine Smith  
Advisor, (name of) Organization/Department

RE: Use of Morris Dailey Auditorium

Our organization/department would like to request the use of Morris Dailey Auditorium on January 1, 2020 for our Annual Researchers Award show. The show will involve the SJSU campus as well as guests from other campuses. We are expecting 300 people from off-campus and will have 150 people from on-campus attending. I understand that the event and those attending will be my responsibility and will be on-site for the length of the show. If I am unable to attend, I will have another faculty member attend in my place.

There will be no admission fee for this event. We will need to use the Morris Dailey Auditorium from 8:00 am until 5:00 pm (including set-up and clean-up). This show has become the finale for the Researchers Trade Show which takes place at a nearby facility. We will require technical assistance, with lighting and sound. We understand that no tacks, tape, nails or other adhesives are allowed to attach the decorations within the (Auditorium) and are thinking up creative decorating solutions.

We thank you for your consideration in this matter. If you need further information or have questions, please contact me at (408) 924-5555. If we need to cancel the event, we will contact you at least 2 weeks in advance to avoid the cancellation fee.

**(Please note: If you are a student organization that is requesting the use of Morris Dailey Auditorium, please identify your organization as being registered with the Student Life Center, include your mailbox # and your ASBO account # if applicable)**

**\* Make sure your letter is signed by the advisor!\***



**STUDENT UNION  
TABLE SPACE REQUEST FORM**  
(Effective 1/1/19)

<input type="checkbox"/> TABLE #(s) _____	FROM	TO	DAY(S)* OF WEEK	DATE(S)*
	AM PM		AM PM	

Organization: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name) \_\_\_\_\_  
Title

Address \_\_\_\_\_

City State Zip

( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Office phone Cell Phone

Email \_\_\_\_\_

**\*NOTE:** Table spaces are scheduled on a weekly basis. Following a one-week reservation, **you may reapply at noon on the fifth day to schedule for another week.** Reservation limit will be five (5) consecutive days. Until further notice, only student organizations and campus departments are allowed to reserve table spaces.

TABLE SPACE(S) WILL BE USED FOR: (e.g., recruitment, advertisement of an event, bake sale, etc.)

TABLE SPACE(S) ASSIGNED: \_\_\_\_\_

I, on the behalf of, and as an authorized agent of the above named organization, agree to abide by University policies and Student Union policies regarding use of these facilities.

\_\_\_\_\_  
Signature of Person in Charge \_\_\_\_\_  
Date

\_\_\_\_\_  
Event Services Approval \_\_\_\_\_  
Date

**STUDENT UNION, INC.**  
**TABLE SPACE RESERVATION POLICIES**  
(Effective 1/1/19)

**Table Scheduling Policy:**

The only locations on campus that may be reserved and have tables placed on them by student organizations and campus departments are the numbered locations on 7th St. Plaza (Paseo de Cesar Chavez). Recognized student organizations and campus departments may schedule one or two of these locations free of charge. **All table spaces must be reserved through the SU Scheduling Department** in the SU Event Services Office on Level 2 (upper level) of the Student Union Main building. A maximum of two (2) table space reservations for **no more than five (5) consecutive days each** may be made by an organization at one time.

**Table Scheduling Procedures:**

A Table Space Request Form, along with a signed copy of these table policies, must be on file in the Event Services Office in advance of use. Requestors will be given a table space confirmation and a **table space reservation permit** for each table location reserved. **The permit for each table space must be on display at the table on day of use. Groups that establish a table space without having an approved reservation, or that violate any of the policies below, will lose table space scheduling privileges for the remainder of the semester.**

**Table spaces on 7<sup>th</sup> Street Plaza will be scheduled providing the following conditions are met:**

- \_\_\_\_\_ 1. Locations on 7<sup>th</sup> St. Plaza will be assigned by number, and locations will be granted on a first come – first served basis.  
Initial
- \_\_\_\_\_ 2. The size of a table space may not be larger than 8 ft. x 8 ft. (and fit under a 10 ft. x 10 ft. canopy).  
Initial
- \_\_\_\_\_ 3. A maximum of only two (2) 8 ft. x 8 ft. table space(s) may be in use by any single organization at any one time.  
Initial
- \_\_\_\_\_ 4. Student organizations and/or campus departments will need to bring their own table(s) and chair(s) to establish a table space.  
Initial
- \_\_\_\_\_ 5. Tables may not be brought into the Student Union building.  
Initial
- \_\_\_\_\_ 6. Canopies and umbrellas no larger than 10 ft. x 10 ft. are generally allowed at all table spaces.  
Initial
- \_\_\_\_\_ 7. For food safety reasons, the only items allowed for food sale fund-raisers are pre-packaged and/or baked goods. Groups selling other food will lose table space scheduling privileges for the remainder of the semester.  
Initial
- \_\_\_\_\_ 8. Use of power without appropriate permission is prohibited. Groups pulling power without appropriate permission will lose table space scheduling privileges for the remainder of the semester.  
Initial
- \_\_\_\_\_ 9. The flow of traffic through the 7<sup>th</sup> St. Plaza table area may not be disturbed by the actions of those at the table space. Individuals passing by may be attracted only in a passive, non-disturbing manner.  
Initial
- \_\_\_\_\_ 10. No backup location is provided in case of rain. Another day may be scheduled if it rains within four (4) hours of scheduled use time.  
Initial
- \_\_\_\_\_ 11. Amplified sound (i.e., microphones, radios, radio stations or DJ's) is generally allowed only in accordance with Academic Senate Policy S15-2.  
Initial
12. No circulation of false, misleading, or illegal advertising is allowed.
13. All University and Student Union Policies must be observed as applicable.
14. All required paperwork must be on file in the Event Services Office five (5) working days prior to space use or the reservation will be canceled.
15. A non-SJSU affiliated entity wishing to reserve a table space must submit a Facility Use Application, proof of insurance, and pay appropriate fees (if requested use is approved) at the office of FD&O 30 days prior to intended date of use.

**Please contact the Event Services Office at (408) 924-6300 for further information.**

## Student Union, Inc. of SJSU

Search SJSU

[JSU Home](#)>[Student Union, Inc. of SJSU](#)>[Diaz Compean Student Union](#)>[Student Union Event Services](#)>[Rates & Fees](#)

## Rates & Fees

Below are lists of hourly indirect overhead fees (campus departments) and off-campus room rental rates for event spaces, along with additional fees for equipment and services. Because events have different needs, groups are encouraged to contact the Event Services Office to discuss services, spaces, and costs.

Co-sponsorships are allowed. All fees subject to change at any time. Additional fees may apply. Please contact Event Services at [408.924.6300](tel:408.924.6300) or [scheduling.office@susjsu.com](mailto:scheduling.office@susjsu.com) for quotes and more information.

Following is the Student Union policy for fees related to use of the SU Ballroom, Theater, and Meeting Rooms by student organizations, campus departments, and off-campus groups.

**Student Organizations:** Pay event-related direct costs only

**Campus Departments:** Pay event-related direct costs, plus hourly indirect overhead fees

**Off-Campus Groups:** Pay event-related direct costs, plus room rental rates (which include hourly indirect overhead fees)

## Hourly Indirect Overhead Fees\*

### SJSU Campus Departments Only)

Room	Cost
Ballroom ABC	\$80 per hour
Ballroom AB or BC	\$58 per hour
Ballroom B	\$36 per hour
Ballroom A or C	\$22 per hour
SU Theater	\$37 per hour
Meeting Room 1A & B	\$15 per hour
Meeting Room 2A & B, 3A & B, 4A & B	\$10 per hour
Meeting Room 1A	\$8 per hour
Meeting Room 1B, 2A or B, 3A or B, 4A or B	\$5 per hour
Faculty/Staff Dining Room	\$5 per hour

\* reviewed annually

## Audio Visual Equipment Fees

\*No charge for student organizations and campus departments

### Rental Space

### Daily Rate

### Theater

Microphone Package (includes two microphones)

No Charge

**Additional  
Service Fees**

**Ballroom**

Microphone Package (includes two microphones)	No Charge
Ballroom LCD Projector (A, or B, or C)	\$100
Ballroom LCD Projector (D) — for large screen on west wall	\$150
Additional AV equipment for major events determined per event)	

**Meeting Rooms**

Microphone Package (includes two microphones)	No Charge*
LCD Projector	No Charge*

**Fee Type**

**Cost**

**Set-up Fees and/or Strike Fees**

Theater or Meeting Room	\$35 (one-time fee)
Ballroom	\$18 per hour

**AV Technician**

\$18 per hour

**Food and/or Beverage Fees\***

Service Fees (Ballroom and Meeting Rooms only)	\$35 (one-time fee)
Clean-up Fee (Ballroom and Meeting Rooms only)	\$35+ (one-time fee)

**After Hours Fees\*\***

Student Organizations and Campus Departments	\$37.50 per hour
Off Campus	\$75.00 per hour

**Cancellation and/or No-show Fees**

Varies

Food and/or beverage not allowed in Theater

\*If space(s) utilized before or after normal business hours

**Sample Ballroom set-up fees:**

Theater for 962, Dining for 450, or Classroom for 360 = \$288 (4 staff x 4 hours)

**Off-Campus Room Rental Rates**

Room	4 Hour Minimum	8 Hour Minimum
3U Ballrooms (A, B, & C)	\$3,300	\$4,000
3U Ballrooms (A & B, or B & C)	\$2,350	\$2,900
3U Ballroom (B only)	\$1,700	\$2,000
3U Ballroom (A or C)	\$1,050	\$1,250
3U Theater	\$1,400	\$1,650
Meeting Room (1)	\$750	\$900
Meeting Room (1A)	\$535	\$640
Meeting Room (1B)	\$370	\$440
Meeting Room (2, 3, or 4)	\$550	\$650
Meeting Room (2A or B, 3A or B, 4A or B)	\$320	\$390
Meeting Room (5)	\$220	\$275



# **STUDENT ORGANIZATION CODE OF CONDUCT**

**Office of Student Conduct and Ethical Development**

Administration Building 218

One Washington Square

San José, CA 95192-0031

(408) 924-5985

[http://www.sa.sjsu.edu/student\\_conduct/index.html](http://www.sa.sjsu.edu/student_conduct/index.html)

**San José State**  
UNIVERSITY

## **Standards for Student Organization Conduct**

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Student organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

## **Student Organization Member Responsibilities**

Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and university; to be civil to one another and to others in the campus community; and to contribute positively to student and university life.

San José State University has established the following Student Organization Code of Conduct to ensure that all student organization officers and members understand and

accept responsibility for the actions of themselves, their members and guests.

## **Application of This Code**

The Office of Student Conduct and Ethical Development will exercise jurisdiction over recognized student organizations and member conduct, including fraternities, sororities and club sports. Action by the Office of Student Conduct and Ethical Development does not preclude action by one of the four Greek Councils, the Club Sports Council, or other governing bodies.

Sanctions for the conduct listed below may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, is within the

jurisdiction of this Code, regardless of whether it occurs on or off campus. Nothing in this code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

The Office of Student Conduct and Ethical Development has responsibility for adjudicating cases based on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint. When the Office of Student Conduct and Ethical Development receives a report of a student organization's alleged misconduct, an investigation will occur, and if warranted, the office will send the president of the student organization a letter to schedule an informal conference as well as to notify the president of the alleged charges. The Student Conduct Administrator will meet with the president of the organization to discuss the allegations. If the organization is found responsible for the alleged misconduct, the president will be issued a sanction. It is the president's right to accept or reject the sanction. If the president believes his/her due process rights have been violated or the informal sanction was too excessive, he/she may submit a written request to the Associate Vice President for Campus Life within five days of the notice of sanctions, to have the case reviewed by the Associate Vice President for Campus Life. The president of the organization will be notified of the University's final decision within 10 working days.

## **Governance**

All student organizations are required to be recognized by the University through the process administered by Student Involvement. Recognized student organizations are subject to University governance and are responsible for the conduct of their members. Governance pertains to University policies and procedures, including local, state, and federal laws, to which student organizations, including fraternities and sororities and club sports (hereinafter referred to as groups in this section), are held responsible. Policies and procedures developed by the four Greek Councils and Club Sports Council are managed as outlined in the respective constitutions and do not preclude action by the Office of Student Conduct and Ethical Development.

## **Unacceptable Student Organization/Member Behaviors**

The following behavior is unacceptable and subject to disciplinary sanctions:

### **(1) Aiding and Abetting**

- (A) A student organization that assists a group that has lost University recognition, or facilitates the existence of a group that does not have University recognition,
- (B) A student organization aiding and abetting another person or group in violation of a University policy or procedure or local, state, or federal law,
- (C) Encouraging, permitting, or assisting another to do any act

that could subject him or her to discipline.

**(2) Alcohol**

A copy of the University's Alcohol Policy shall be provided to each student organization president and must be followed. The University's Alcohol Policy is in compliance with California Law, which prohibits the sale or giving of any alcoholic beverage to any person under the age of 21. Student organizations are in violation of University policy if any individuals under the age of 21 are in possession of alcoholic beverages at an activity sponsored/hosted by the student organization and/or if intoxicated individuals consume alcohol. All student organization presidents must sign an agreement to abide by and uphold the University's Alcohol Policy as well as present an alcohol awareness program to their organizations (should be pre-approved by the Prevention Education Program Center) or arrange for an alcohol awareness program approved by the Prevention Education Program Center. Student organizations sponsoring events are responsible for following the appropriate procedures to prevent underage drinking, including providing alternatives to alcohol.

**(3) Damage to Property**

Willful or careless destruction, defacement of, or tampering with University property, or the property of others.

**(4) Discrimination**

Discrimination is prohibited on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other university living groups.

**(5) Disorderly Conduct**

- (A) Any offensive or disorderly act or display which interferes with the rights of others,
- (B) Harassment, threats, physical abuse, intimidation or the threat of physical abuse, including bias-related incidents.
- (C) Excessive noise which is disruptive to the campus or surrounding community

**(6) Drugs**

- (A) Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs,
- (B) Sponsoring/hosting an activity at which substances noted above are used.

**(7) Endangerment**

Reckless or intentional acts which endanger the welfare of group

members or others as well as compromising the security measures of the campus.

**(8) Failure to Comply**

- (A) Failure to comply with the directions of University officials acting in the performance of their official duties,
- (B) Resisting or obstructing University officials acting in the performance of their official duties,
- (C) Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities and sororities, as outlined in the *Student Organizations Handbook*,
- (D) Failure to follow all policies and procedures established by the University pertaining to club sports, as outlined in the *Club Sports Handbook*.

**(9) False Alarms and Fire Safety**

Initiating false fire alarms or tampering with fire alarm devices or fire equipment.

**(10) Falsification of Information**

- (A) Willful falsification of information on University records, to University officials, or to local government officials,
- (B) Willfully providing false information for the purpose of obtaining services,

- (C) Unauthorized presentation of oneself and one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods or services,
- (D) Possession, manufacture or distribution of false or altered instruments of identification,
- (E) Initiating or causing to be initiated any false report, warning or threat.

**(11) Firearms, Fireworks, Weapons and Explosives**

- (A) It is prohibited to carry or contain firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, guns of any kind, knives, replicas or other weapons, dangerous chemicals, or explosive materials, except as authorized in supervised academic programs, on campus or at group sponsored events off-campus,
- (B) Possession or use of fireworks on campus or at group sponsored events off-campus.

**(12) Guests**

Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s).

**(13) Harassment and Abusive Behavior**

Conduct that threatens or endangers the health or safety of



any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct is prohibited.

**(14) Hazing**

*Hazing in every form, or conspiracy to haze is prohibited. San José State University takes a zero tolerance approach to hazing.* Commission of hazing can be considered either a misdemeanor or a felony, punishable by up to one year in jail and up to a \$5000 fine. Participation in a hazing practice may result in both individual and organizational disciplinary action. Hazing is defined in Section 41301 of Title 5 of the California Code of Regulations as “any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily danger to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6) and in addition, any act likely to cause physical or mental harm, to any former, current, or prospective student of any school, community college, college, university, or other educational institution; the term ‘hazing’ does not include customary athletic events or school sanction events. Neither the express or complied consent of a victim of hazing, nor the lack of active participation in a particular

hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.”

**The following non-exhaustive list of activities meet this criterion,; accordingly, they are considered forms of hazing:**

- (A) Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress,
- (B) Abduction or involuntary transportation of individuals or leaving individuals at off-campus locations and requiring them to find their way home,
- (C) Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids,
- (D) Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage; or any items individually or in combination that may or could induce vomiting, psychological abuse and/ or humiliation,
- (E) Requiring individuals to walk, march, or run in single file against their will.

- (F) Dress in revealing, embarrassing, or uncomfortable clothing or any type of uniform,
- (G) Exposing individuals to extremely uncomfortable or dangerous environments (e.g., too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger,
- (H) Intense interrogation of pledges; name calling or screaming at individuals and/or prolonged periods of enforced silence or use of gags,
- (I) Requiring individuals to perform any act(s) which are construed to be humiliating or degrading in nature,
- (J) Inability to talk to members of the opposite gender,
- (K) Peer pressure to engage in activities against the individual's will,
- (L) Carrying or wearing any item(s) setting pledges/new members apart from the members. It is acceptable for new members to wear a pledge pin; however, it should be noted that members also have membership badges/pins that should be worn simultaneously,
- (M) Forced servitude such as shining shoes or boots; cleaning rooms, apartments, houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members; requiring individuals to purchase items or services for other members,

- (N) Required activities that are prohibited by law or University policy or procedure, such as trespassing, stealing of any item(s), including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior,
- (O) Requiring activities that interfere with academic studies, assignments, or classes such as awakening individuals in the night for organizational activities, interfering with normal sleep or study schedules, food or sleep deprivation; requiring "take home" assignments that interfere with academic work; serenading or addressing houses/apartments. At no time may a group violate the City noise ordinance.

**(15) Misuse of Computer Facilities or Resources**

The following behaviors pertaining to misuse of computer facilities or resources are prohibited.

- (A) Unauthorized entry into a file, for any purpose,
- (B) Unauthorized transfer of a file,
- (C) Use of another's identification or password,
- (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community,

- (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages,
- (F) Use of computing facilities and resources to interfere with normal University operations,
- (G) Use of computing facilities and resources in violation of copyright laws. Downloading of any copyright protected material, including literary works, musical works, dramatic works, graphic art works, sound recordings, motion pictures, pictorials, and software is prohibited,
- (H) Violation of a campus computer use policy.

**(16) Obstruction of University Activities**

Behavior which disrupts or interferes with normal University or University sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, University administration, public safety, fire, police or emergency services, or other authorized activity. Such behavior includes abridgement of rights to freedom of speech and expression.

**(17) Pledging and New Member Intake**

Student organizations that are not in compliance with pledging/new-member education requirements as outlined in their *local and national constitutions and/or by-laws*.

**(18) Risk Management of Events**

- (A) Failure to adhere to event start and end times

- (B) Failure to adhere to guest lists
- (C) Failure to check identification.
- (D) Failure to provide adequate Security Officer coverage
- (E) Failure to complete disclosure of all marketing materials, along with how and where distributed

**(19) Sexual Misconduct**

Sexual misconduct includes but is not limited to, sexual activity forced on another person against his or her will, either by physical or psychological force. Sexual misconduct also includes sexual harassment, obscene phone calls, and indecent exposure.

**(20) Theft**

- (A) Theft of property or services on the University campus or at sponsored events,
- (B) Removal of University property from common use areas,
- (C) Removal of books or other items from University facilities without following prescribed procedures,
- (D) Possession of property illegally procured is prohibited.

**(21) Trespass**

Entering any University facility, except in accordance with established policies and procedures.

**(22) Use of the University Name**

Use of the name or marks (logo, seal, graphics, etc.) of the University is prohibited, unless specifically authorized in writing by the

President of the University, or designated representative.

**(23) Violation of Student Organization Conduct Procedures and Sanctions including:**

- (A) Falsification, distortion, or misrepresentation of information related to a discipline matter,
- (B) Disruption or interference with the orderly progress of a student organization discipline proceeding,
- (C) Initiation of a student organization discipline proceeding in bad faith,
- (D) Attempting to discourage another from participating in the student organization discipline matter,
- (E) Attempting to influence the impartiality of any participant in a student organization discipline matter,
- (F) Verbal or physical harassment or intimidation of any participant in a student organization discipline matter,
- (G) Failure to comply with the sanction(s) imposed under a student organization discipline proceeding which may result in further disciplinary action and/or additional sanction(s).

**(24) Violations of Civil or Criminal Law**

Student organizations in violation of local, state or federal law are in violation of the University Code of Conduct. University sanctions for such violations may be imposed independent of and prior to the

disposition of any legal proceeding in a civil or criminal justice case.

Approved on behalf of the University:

---

Veril L. Phillips, Vice President for Student Affairs

---

Date

San José State University  
Student Organization On-Campus Events

**POLICIES and PROCEDURES**

(8/25/03)

**Scheduling**

1. Events must be scheduled in the appropriate office at least 45 days in advance of the event date.
2. All required scheduling forms indicated below must be completed and submitted to the appropriate office at least 30 days in advance of the event date.
  - a. Facilities Request Form
  - b. Event Description Form (including goals and objectives of the event, publicity plan with copies of all fliers, posters, banners, tickets, etc., and projected revenue)
  - c. Independent contractor agreements for all service providers for the event, even if the services will be provided for free
  - d. Copies of all Purchase Orders from the Associated Students General Services Office for all service providers for the event
  - e. Copies of all publicity, advertising and tickets
  - f. Certificate of Insurance
3. Student organizations wishing to use an academic facility for an event must follow the procedures above, and the event must be approved prior to the academic facility use approval.
4. The University does not permit the use of campus facilities by student organizations for fund raising purposes if the funds will enrich an individual or commercial sponsor.
5. The use of promoters for student organization events is not permitted.
6. The University will not schedule social events for student organizations to extend past midnight.
7. Alcohol is not permitted at student organization events.
8. The Event Sponsor must be currently registered through the Student Life Center.
  - a. The Student Life Center will distribute to scheduling offices as soon as possible after the start of each semester a list of currently registered student organizations.
9. The Event Sponsor must have a current account at the Associated Students General Services Center. Purchase Orders may be obtained from the General Services Center after an account is opened.

- a. The Associated Students General Services Center will distribute to scheduling offices as soon as possible after the start of each semester a list of currently registered student organizations which have a current account.
10. For any event that is determined to be outside of normal meeting room use, the Event Sponsor must have a SJSU faculty or staff representative, who must sign on the reservation materials and agree to be present for the entire duration of the event.
11. Food and/or food sales must be approved by Spartan Shops, and evidence of such approval submitted to the appropriate scheduling entity 7 days prior to the date of event. The organization must retain a copy of the approval, and it must be made available during the event.
12. Student organizations may only schedule large outdoor (entertainment and/or festival type) events through the sponsorship, and assistance, of Associated Students and/or other appropriate campus departments. Procedures for scheduling and approval of such an event may be obtained from the appropriate scheduling office.
13. Events are not considered confirmed until the appropriate parties representing the Event Sponsor have met with the appropriate scheduling office personnel, all required paperwork has been submitted, and all 30-day deadlines have been satisfactorily met.

### **Publicity/ Advertising**

1. All publicity, advertising, or tickets should accurately represent the event, must be in good taste (as determined by the appropriate scheduling office), and must be approved 30 days in advance of the event date by the appropriate office. Use of unauthorized/unapproved advertising (including internet websites) will result in cancellation of the event.
2. Publicity may not be sponsored by, or make any reference to, alcohol or tobacco products, nor may it allude in any way to illicit/illegal substances. Discovery of such advertising will result in cancellation of the event.
3. All publicity, advertising, and any pre-sold tickets must contain the following information:
  - a) All events
    - Start and end time of event
    - All ticket prices ("in advance", "at the door", discounts, etc.)
    - "doors close by 9:30pm" (or earlier)
  - b) Dances/Concerts
    - SJSU student I.D. required, or
    - 18 and over with photo I.D.
4. Publicity, advertising, or decorations may not be hung or posted in campus facilities without prior approval by the appropriate scheduling office. Any resulting damage will be charged to the Event Sponsor.

### **Admission/Guests**

1. For admittance to dances/concerts a valid college I.D. (from SJSU or other college) with

photo is required. Each SJSU attendee may sponsor one guest (18 years of age or older) with valid photo identification, and both the student and guest must arrive at the admission/entry point together. Attendees from other colleges may not sponsor a non-college guest.

2. Any guest list (for complimentary guests) to dances/concerts must be submitted to the Associated Students General Services Center no later than 12 noon on the day of the event. Complimentary guests must present valid photo identification. Guests not on the complimentary list must pay for admission, and all other Associated Students policies for admission and guests must be adhered to.
3. There will be no "in and out" privileges at dances or concerts.
4. The maximum capacity for dances/concerts may not exceed the capacity outlined for the facility by the appropriate scheduling office.

### **Tickets**

1. Ticket sales in advance of an event must not commence until event approval has been granted by the appropriate office, may only be sold through approved locations/procedures, and must comply with all Associated Students ticket-selling policies. Tickets being sold through unapproved locations/procedures, or prior to approval, will result in cancellation of the event.
2. Associated Students ticket sellers must be contracted to sell tickets for any event at which tickets will be sold at the door. This service is provided free to Associated Students funded events, and at a fee for non-Associated Students funded events. A minimum of two (2) ticket sellers must be hired for all events where tickets are sold at the door, and a maximum of 400 tickets can be sold with two ticket sellers. Additional ticket sellers may be necessary as determined by the Associated Students Cashier. Associated Students has additional ticket selling policies that must be followed. Consult with the Associated Students General Services Center to contract ticket sellers, or for other information on Associated Students ticket-selling policies.
3. Ticket sellers must be arranged at least 30 days in advance of the event date.
4. Ticket sales and admission must conclude by 9:30 p.m. on the date of the event.
5. All ticket prices ("in advance", "at the door", discounts, etc.) must be published on all event publicity/advertising.
6. Ticket prices may not vary at any time from those approved and published in event publicity/advertising.

### **Insurance and Liability**

1. General Liability and Property Damage Insurance, or Special Event Liability Insurance is required for all events determined to be outside of normal meeting room use. The appropriate scheduling office will provide information on insurance requirements and may direct organizations to the University Human Resources Office to meet their event insurance needs. Proof of insurance is due to the appropriate office at least 30 days prior to the event date.

2. Information on, and application for Special Event Liability Insurance for campus organizations is available online at the Safety and Risk section of the University Human Resources website ([http://www.sjsu.edu/hr/safetyrisk/risk\\_manage.html](http://www.sjsu.edu/hr/safetyrisk/risk_manage.html)) under Special Events Liability Insurance Guidelines and Forms, or at the University Human Resources Office.
3. Special Event Liability Insurance should be requested 14 days prior to the date it must be provided to the appropriate scheduling office (30 days prior to the event date). To meet this requirement, it is recommended that student organizations begin this process 6 weeks prior to the event date.
4. The sponsoring organization will be held fully responsible for any costs incurred by the campus facility or the University as a result of the event. This includes damage to or destruction of University property, or of property on University premises belonging to others.

## Security

1. All events sponsored by student organizations that are open to the public or that are expected to have a large attendance may require the presence of security personnel.
2. The University Police Department must have received and signed off on the Event Description Form for the event at least 30 days prior to the event date.
3. Level of security required for an event will be primarily determined by the type and time of event, location, expected attendance (and whether the event is closed, or open to the public), entry fee, anticipated level of impact on the campus and surrounding community, expected level of risk to the safety and well being of participants, staff, University Police and community members, and historical documentation for similar events, and/or previous events put on by the Event Sponsor. Other factors may also be considered.
4. A meeting must occur between the appropriate representatives of the University Police Department, the appropriate scheduling office, and the Event Sponsor at least 30 days prior to the event date, during which the level of security for the event will be determined.
5. The appropriate scheduling office will contract any required security personnel, and will invoice the Event Sponsor for those costs. The Event Sponsor is never allowed to directly contract any security.
6. For dances/concerts and other high risk events, a security meeting must be held no later than thirty (30) minutes prior to the scheduled event starting time, with the following mandatory attendees:
  - a. Event Sponsor representative in charge of event
  - b. Highest ranking officer of Event Sponsor
  - c. Event Sponsor's faculty or staff representative
  - d. All UPD personnel
  - e. All private security personnel
  - f. All volunteer (student) security personnel
  - g. Associated Students ticket sellers
  - h. I.D. checkers
  - i. Campus facility staff



7. Metal detection may be required for any non-seated, general admission event with a capacity set for over 400 and open to the public. It may also be required for other events if deemed necessary by the appropriate scheduling office and/or University Police Department. The Event Sponsor will be responsible for all associated costs.
8. The University Police Department has the right to cancel any event at any time if they feel that safety is at risk.
9. Any attendee (including guests) who appears to be visibly under the influence of alcohol/drugs will be removed from the event, and subject to University disciplinary procedures, and/or criminal prosecution.
10. The Event Sponsor is responsible for the behaviors of their crowd/guests until their crowd/guests have cleared University grounds. University Police will remain until they are satisfied that the University is clear of crowds following events. The University Police are not responsible for clearing the University.
11. Incidents of behavior unacceptable to the campus facility staff and/or the University Police will result in the Event Sponsor being subject to the designated judicial process of the University and may result in restriction of privileges granted to the organization by the University or suspension of University recognition and/or loss of organizational scheduling privileges for the remainder of the current and the next full academic semester.

#### **Fees**

1. The Event Sponsor must have a current account at the Associated Students General Services Office, with a sufficient fund balance to cover the pre-event cost requirements of the event: Purchase Orders can be obtained from the General Services Office after an account is opened.
2. A Purchase Order, or deposit equal to 50% of the estimated facility cost, plus the total projected security costs, must be presented to the appropriate scheduling office at least 30 days prior to the event date. The appropriate scheduling office will determine the required amount of the Purchase Order. Any event cancelled with less than 14 days notice will result in loss of deposit, or a cancellation fee charged to the Event Sponsor.
3. The appropriate scheduling office may arrange for professional cleaning service at the conclusion of all events. The Event Sponsor will be invoiced for the cleaning. The Event Sponsor is not permitted to do their own cleaning to avoid these charges.
4. Full payment for all costs associated with the event must be made within 14 days after the event date. Failure to pay in a timely manner will result in loss of scheduling privileges for the remainder of the current and the next full academic semester.

#### **Event Production**

1. DJ's or other hired entertainment, or other service providers, must follow all setup and equipment rules provided by the campus facility or appropriate scheduling office.
2. All services provided to the Event Sponsor must be arranged for on independent contractor agreements, which can be obtained from the Associated Students General Services Center, and a copy of such agreements(s) must accompany the Facilities Request Form.

## **Cancellation**

Any of the following may constitute cause for immediate and non-negotiable cancellation of the event:

- Failure to have UPD sign off on Event Description Form 30 days prior to event date.
- Failure to have publicity, advertising and tickets approved 30 days prior to event date.
- Use of unauthorized/unapproved publicity, advertising, tickets.
- Selling tickets through unauthorized/unapproved locations/procedures, or prior to approval.
- Failure to arrange for A.S. ticket sellers 30 days prior to event date.
- Failure to obtain and produce insurance 30 days prior to event date.
- Failure to meet with UPD and appropriate scheduling personnel 30 days prior to event date.
- Failure to submit PO to appropriate scheduling office for 50% of projected facility costs and total projected security costs 30 days prior to event date.
- Food and /or food sales agreement/approval not obtained 7 days prior to event date.
- Failure to attend security meeting (dances, concerts, and other high risk events) 30 minutes prior to the event.
- Failure to have faculty or staff representative present for duration of event.
- Any crowd behavior deemed by UPD to put safety at risk.

## **Appendices:**

1. Campus Facility Capacities and Scheduling Contacts
2. Event Description Form
3. Special Event Liability Insurance Guidelines and Request Forms
4. Associated Students General Services Office Ticket Selling Policies
5. UPD Special Event Security Policy
6. Event Deadline Checklist

STUDENT ORGANIZATION EVENT SIGNATURE FORM

Event \_\_\_\_\_ Location \_\_\_\_\_

Event Sponsor \_\_\_\_\_ Date \_\_\_\_\_

As president of record for at least the past six (6) weeks, and as SJSU faculty or staff representative, and authorized agent(s), and on behalf of the sponsoring organization, I/we agree to abide by these and all policies of the campus facility being used by the organization, and San Jose State University. I/We understand that failure to comply with any policy or failure to meet any deadline will result in non-negotiable cancellation or termination of the event. I/We further understand that our attendance is required for the full duration of the event and that our organization is responsible for the behavior of our crowd/guests, and that incidents of behavior unacceptable to the campus facility staff and/or the University Police will result in this organization being subject to the designated judicial process of this University and may result in restriction of privileges granted to the organization by the University or suspension of University recognition and/or loss of organizational scheduling privileges for the remainder of the current and the next full academic semester.

REQUIRED SIGNATURES:

President of Record (for at least the past six weeks)

(Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

SJSU Faculty/Staff Representative

(Printed) \_\_\_\_\_

SJSU Dept. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**S12-6, Policy Recommendation, Advertising Campus Events:  
Flyers, Banners, Chalking, etc.**

**Legislative History:**

The list of approved bulletin boards and kiosks and protocols for paper based advertising as stated in PD-2001-1 is outdated. At its meeting of May 14, 2012, the Academic Senate approved the following policy recommendation presented by Senator Gleixner for the Instruction and Student Affairs

**Action by University President:**



**12-2012**

**Policy Recommendation  
Advertising Campus Events: Flyers, Banners, Chalking, etc.**

Whereas The list of approved bulletin boards and kiosks and protocols for paper based advertising as stated in PD-2001-1 is outdated, and

Whereas Political advertising is regulated by CA Education Code 66607 and described in the CSU's Handbook of Elections, and

Whereas Broader access to non-paper based advertising techniques would facilitate communication for campus events and be more environmentally friendly than traditional flyers, therefore be it

Resolved

**A. General Advertising Guidelines**

1. Members of the SJSU community (faculty, staff, and recognized student organizations) can advertise campus and broader community events and activities in University controlled spaces. This policy applies to postings in University controlled spaces, not individual, department, or College controlled spaces.
2. As affirmed by PD 2009-1, free speech will be respected in these advertisements. However, content that is not aligned with the University as an educational

institution is prohibited. This includes advertising for alcohol and illegal drugs, obscene language and/or images, and derogatory or inflammatory language and/or images.

3. Advertisements for commercial services or products are not allowed unless approved by the University.
4. All event advertising must include an accessibility statement with contact information.

#### **B. Advertising Locations and Protocol List**

1. The Office of Student Involvement will establish an Advertising Location and Protocol List. This list will be reviewed annually by Student Union Event Services Office, Facilities Development and Operations (FD&O), University Police Department, and Associated Students.
2. This list will include
  - a. Locations of bulletin boards and kiosks open to the SJSU community with contact information on how to get access
  - b. Locations where posters can be affixed with tape, including instructions on allowed types of tape
  - c. Locations of electronic screens open to the SJSU community with contact information on how to get access
  - d. Locations of classrooms with extra white boards and chalk boards that could be used for advertising
  - e. Banner locations and contact information for hanging the banners
  - f. Chalking locations and protocols
  - g. A-frame locations and protocols

#### **C. Flyers and Posters**

1. Postings must be 11" x 17" or smaller. All postings must be dated with the date of posting, sponsoring organization, and accessibility statement with contact information.
2. Posting shall be by thumbtack or staples only with the exception of locations on Student Involvement's Advertising Location and Protocol List that explicitly allow for tape.
3. Restrictions on bulletin boards may be placed by specific entities such as departments. If a specific location requires approval, the contact for the approval must be listed on the board.
4. Removal of postings, other than by the posting party or University personnel acting pursuant to their duties, is prohibited unless the posting: has been posted for seven calendar days, announces an event which has passed, is larger than 11" x 17", or is duplicated on the same bulletin board. The posting of users not designated in Section A.1. are subject to removal at any time.
5. Section C does not apply to signs, pictures, notices, transparencies, or advertisements posted by the University, nor to notices of Associated Students

elections posted pursuant to Title 5, California Code of Regulations, Section 41402.

6. Posting in residential halls and residential dining halls is not governed by this policy. Posting in these locations is regulated by University Housing.
7. Posting of temporary outdoor direction signs must be removed within 1 day of the event.

**D. A-frame Boards**

1. A-frames (Sandwich Boards) must not block pathways, building entrances, or ramps.
2. Specific rules on locations and protocols of A-frames will be designed by the Office of Student Involvement as stipulated in B.1.

**E. Chalking**

1. No liquid or aerosol spray-on "contractor's type" chalk is allowed.
2. The sidewalk area containing the chalk advertising must be cleaned within 7 days.
3. Specific rules on locations and protocol of chalking will be designed by the Office of Student Involvement as stipulated in B.1.

Financial Impact: None

Workload Impact: Added workload to Student Involvement in establishing and reviewing the Advertising Location and Protocol List.

Approved: 4/23/12

Vote: 13-0-0

Present: Stephen Branz (non-voting), Bill Campsey, Yan Yin K. Choy, Victor Culatta, Caroline Fee, Stacy Gleixner, Gordon Haramaki, Rich Kelley, Art King, Marian Sofish, Vivian Souliotis, Katrina Swanson, Sheryl Walters, Ken Wharton

Absent: Arlando Smith