USC Campus Activities

What We Do
Campus Activities coordinates activities and events to educate and entertain; promotes diversity, inclusion, and cultural awareness; and establishes safe environments to build healthy, social relationships.

Our Mission
To build community and foster leadership development through co-curricular opportunities that enhance the Trojan experience.
Campus Activities Overview

- Late Night ‘SC
- Volunteer Center
- Veterans Resource Center
- Undergraduate Student Government & Graduate Student Government
- OrgSync - Recognized Student Organizations (RSOs)
Relevant SCampus Policies

SCampus Part G: Student Organizations

Recognized student organizations provide opportunities for students and other members of the university community to explore their academic, professional, political, social, recreational, artistic, cultural, spiritual or community service interests.

Reminder:

Membership in an RSO must be broadly open and welcoming to all USC students that are interested in supporting the mission of the RSO. RSOs are expected to develop recruitment and membership practices that are open and complement the university’s mission.

Advisor must be a full-time faculty or staff

https://policy.usc.edu/scampus-part-g/
Classroom Scheduling

● To schedule a classroom space for your organization, please follow the form on our website or at https://usccampusactivities.wufoo.com/forms/m1oqgbrw1uzhtxn/

● Email: classroom.scheduling@usc.edu

● Phone: (213) 740-4612 // Fax: (213) 821-3756

● Campus Activities does NOT oversee the scheduling of classrooms - if you have questions, reach out to schedulers via the links above

● If you want to book space in Campus Center or Bovard, contact Trojan Event Services
OrgSync

- New platform we are using for all organizations
- A central place for you to hear important updates from our office & share information with your members
- All organizations that are re-recognized will get a profile page of their own where they can post pictures, videos, events, polls, etc. to members
OrgSync - Registration

- Log in to OrgSync with your SHibboleth credentials: [https://orgsync.com/login](https://orgsync.com/login)
- On the home page for USC, click Organizations
  - → Register New Organization
- Find a detailed explanation of this procedure [here](#)

Additional Notes:
- Complete form and click submit (note: there is not an option to save)
  - Must have at least five student on roster
  - Updated Constitution
  - Must have a full-time faculty/staff Advisor
  - Must agree to all USC SCcampus and Campus Activities Policies
- Advisors: All the steps need to be completed by the student group. Once student submits the OrgSync profile the Advisor will receive an automated email with a link from OrgSync to confirm Advisor status.
OrgSync Recognition FAQs

- I made an error on my application - how do I fix it?
  - Email stuacts@usc.edu and we will re-open your application

- How can I tell if my advisor approved?
  - We will contact you if we are still waiting for approval

- What if I don’t have my organization’s constitution from last year?
  - Make a new one! You can find the sample constitution under ‘FILES’ on Orgsync

- Do I need my entire organization listed on the roster?
  - No, you only need 5 individuals, preferably in leadership

- How will I know the status of my application?
  - Do NOT contact us regarding this. If there is an issue, we will let you know.
OrgSync - Page Tools

- Once you have been recognized, your organization gets its own page under “Organizations”
- Please click through the links below to learn how to use your page:
  - From there, you can add members
  - Create an email list
  - Post organization news
  - Create polls to figure out member preferences
    - Use polls or forms for elections
  - Create events
    - Can be open to just your organization, or all of USC depending on the settings you choose
OrgSync - Page Tools (continued)

- Additional links to use for reference:
  - Track event participation
  - Create forms
  - Upload files
  - Upload photos
  - Upload videos

For additional OrgSync help, please use the other articles found here
Accounts

**USC Credit Union**

- Purpose: deposit organization income & expenses
- To create an account, you need an EIN
  - [www.irs.gov](http://www.irs.gov) and search “EIN”
  - Apply for new EIN online
  - Apply online now
  - Begin application
  - View additional types
  - PTA/PTO or School Organization
  - I am a third party applying for an EIN on behalf of this organization

**Authorized Signers**

- Best practice: choose two
  - Two students, student and advisor, etc.
- Outline who makes financial decisions in constitution
Risk Management & Insurance

Gail Starks, Director of Risk Management
Jaime Aquino, Sr. Risk Analyst
Who are we?

The Office of Risk Management has responsibility for preserving the human and physical assets of the University. We rely on departmental assistance to preserve those assets within their control, correct situations where possible, alert us to hazards that need attention and report all incidents and potential claims when they occur. Risk Management involves identifying, evaluating and controlling loss exposures to minimize the adverse effects of unpredictable events and assist departments in their recovery efforts.

We oversee a variety of University insurance programs, including automobile, general liability, medical malpractice, property, fine arts & a variety of other policies to assist in covering the University’s exposure.
Services we offer:

- Contract Review
- Certificates of Insurance
- Special Events evaluations
- Insurance Coverage
Off Campus Field Trips

• Develop a detailed itinerary of the trip. Meet with all participants ahead of time to familiarize them with the itinerary as well as any expectations you have of them and specific risks associated with the trip.

• If any trip activities require special skills, be sure to provide the necessary orientation and training to the participants.

• Have all participants sign an appropriate Release Form (see packet).
Off Campus Field Trips

• Obtain from all participants before the trip the names of emergency contacts to call should an emergency occur and a list of participants’ medical conditions which might require emergency care or special treatment. Trip leader should keep a copy of this list and the emergency contact names and one copy should remain with someone on campus who has a copy of your itinerary and would know where to locate you if necessary. Bring along a cell phone.

• Report all incidents of injury to DPS.
Signed Waivers

• Where are they stored?
• How are they stored?
• How long do you store?
Dealing with Minors

- All programs dealing with minors must be registered with the Office of Equity & Diversity
  http://policy.usc.edu/protecting-minors/
Renting Vehicles

- No rentals of 15 passenger vans is allowed due to rollover

- Student Organizations using/driving rental vehicles must purchase the rental agency insurance coverage on the rental.
What to do in case of an incident:

• DEPARTMENT OF PUBLIC SAFETY EMERGENCY PHONE NUMBERS

  For 24 hour assistance or to report a crime:
  UPC: 213-740-4321
  HSC: 323-442-1000

• If the incident involves a non-USC guest or minor, notify DPS first, then notify Risk Management by completing the Risk Management incident form found on our website
Contact Information:

Gail Kaufman-Starks, A.R.M.
Director of Risk Management and Insurance
3434 S. Grand Avenue, CAL 120
Los Angeles, CA 90089
Office (213)740-7518| Cell (213) 590-9977
GStarks@usc.edu

Jaime Aquino, A.R.M
Senior Risk Analyst
Department of Risk Management and Insurance
3434 S. Grand Avenue, CAL 120
www.risk.usc.edu
USG and GSG: Funding
USG Funding Opportunities

Funding Boards:
- Discretionary
- Discretionary Start-Up
- Leadership
- Philanthropy
- Professional
- Academic

Max Amounts:
- $4,100
- $500
- $3,600
- $5,000
- $2,500 per semester
- $1,000

How to Apply:
- Have official invoices and numbers for your event
- Submit an application online
- Present to your respective board
  - Example presentation is on our website
- Maintain 48 hour response time with email communication

General Notes:
- Discretionary Start-Up is reserved for RSOs within 3 semesters of FIRST being recognized
- Funding cannot cover security deposits and durable goods (Start-Up exempt)
- Attend a Funding Workshop to increase your max by $200 (Start-Up exempt)
- Please note that funding is never guaranteed and can be revoked under multiple circumstances

Our application is available at usg.usc.edu/funding.
Read more about each board under the Learn More section on usg.usc.edu/funding.
Contact usgfunds@usc.edu with any questions.
GSG Funding Opportunities

RSO Event Funding:

- Discretionary
- Volunteer
- Social Justice
- Joint
- Umbrella

$2500 Limit per Fund;
First Come, First Served;
Events “open” to all grad students
Limited to “Umbrella” RSOs as defined by GSG

Funding is available based on:

- Expected graduate student attendance
- Item and allocation restrictions
- Community impact
- The Finance Committee reviews applications weekly.

Funding is not guaranteed, even if an event has been funded in the past, and may be revoked in response to policy violations.

How to Apply:

1. Complete online GSG Finance Orientation
2. Sign up for the Finance Newsletter for updates
3. Have event details and formal vendor quotes ready
4. Make an account on Pluto to apply within our deadlines (follow our calendar!)

Fall Application Period is OPEN;
Spring Application Period opens October

Other GSG Programs:

- UPASS Transit Program
- Childcare Subsidy Grants
- Graduate Research Symposium
- Travel Grants
- Legal Services
- Emergency Fund

These and other resources are available at gsg.usc.edu.
Contact gsgfinea@usc.edu with any questions.
IgniteSC

(click to view website and info.)
Contact:
Iyoni Rice
Executive Director of University Annual Giving
University Advancement
irice@usc.edu
IMPORTANT REMINDERS

● Do not contact our office for status updates. If there is an issue, we will let you know

● It is on YOU to update the leadership contact information on your page after you elect new members
  ○ If you fail to do this, your future leaders will not receive updates from our office about re-recognition, the involvement fair, etc.
Next Steps

- Please complete quiz: [https://goo.gl/forms/3tLufLpmK2icNAX83](https://goo.gl/forms/3tLufLpmK2icNAX83)
- Must pass with a 90% or higher
- Fill out OrgSync Profile
- Advisor will receive email from OrgSync to approve Status
- Final Deadline to complete all steps is **October 14th**