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<th>Table of Contents</th>
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How To Guide: A Resource Manual for Student Groups
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REGISTER WITH ORGSYNC
**Create an OrgSync Account for yourself**
(you will create your group in the proceeding steps)

Go to www.orgsync.com/login  
Under “Choose your Community” select “UCLA”  
Click on: “Sign in with your Campus ID” and use your UCLA login.  
When completed you should see: “Your profile has been successfully updated”

---

**Welcome to OrgSync**

Once you complete your account, you will automatically be part of the SOLE OrgSync Portal.  
Use the “Organizations” Tab on the top to see what groups you are apart of OR join other groups.
FUNDING
WHAT DO YOU NEED?

MONEY FOR AN EVENT?
- ASUCLA BOD
- USA Programming Fund
- Contingency
- ASUCLA Student Union Event Fund
- Student Wellness Programming Fund

ADVOCACY
- Associate Vice Chancellor for Student Activity Fund
- CS Mini Fund
- CAC Mini-Fund
- CPC Fund
- EVP Grant
- SIAC Community Activities Committee Mini-Fund

MONEY FOR SUPPLIES?
- SGOF
- SOOF
- Contingency
- Capital Contingency
- Student Risk Management Fund

ACADEMIC SUCCESS?
- AAC Mini Grant
- Academic Success Referendum Fund

GREEN PROJECT?
- The Green Initiative Fund

FOR MORE INFORMATION VISIT WWW.USAC.UCLA.EDU
<table>
<thead>
<tr>
<th>SOURCE</th>
<th>TYPE</th>
<th>RANGE</th>
<th>CONTACT</th>
<th>DEADLINE</th>
<th>LINE ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
# Programming Funds Directory

<table>
<thead>
<tr>
<th>Source</th>
<th>Community Service Mini Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Funding for community service programming</td>
</tr>
<tr>
<td>Range</td>
<td>Up to $3500 per student group</td>
</tr>
<tr>
<td>Line Items</td>
<td>Transportation, Food, Supplies, Admissions tickets</td>
</tr>
<tr>
<td>Contact</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Deadline</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Contingency Programming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Supplemental funding for programming events</td>
</tr>
<tr>
<td>Range</td>
<td>Determined by USA Finance Committee</td>
</tr>
<tr>
<td>Line Items</td>
<td>Advertising, Graphics, Facilities, Honorarium, Supplies, Food, Transportation, Incentives</td>
</tr>
<tr>
<td>Contact</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>Deadline</td>
<td>At least 21 days prior to program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>ASUCLA Board of Directors Programming Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Funding for large-scale programs events</td>
</tr>
<tr>
<td>Range</td>
<td>Determined by Budget Review Committee</td>
</tr>
<tr>
<td>Line Items</td>
<td>Advertising, Graphics, Honorarium, Supplies</td>
</tr>
<tr>
<td>Contact</td>
<td>Budget Review Director</td>
</tr>
<tr>
<td>Deadline</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>ASUCLA Student Union Event Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Funding for ASUCLA facilities</td>
</tr>
<tr>
<td>Range</td>
<td>Determined by type of facility/equipment</td>
</tr>
<tr>
<td>Line Items</td>
<td>UCLA facilities limited to Kerckhoff and Ackerman</td>
</tr>
<tr>
<td>Contact</td>
<td>Events Manager A-262 Ackerman Union</td>
</tr>
<tr>
<td>Deadline</td>
<td>Preset deadlines according to day of event</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>The Green Initiative Fund (TGIF)/Mini Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Funding for sustainable projects at UCLA</td>
</tr>
<tr>
<td>Range</td>
<td>No maximum amount/ Mini Fund- $500 Maximum</td>
</tr>
<tr>
<td>Line Items</td>
<td>Initiatives or physical materials that promote sustainability</td>
</tr>
<tr>
<td>Contact</td>
<td>Patty Zimmerman</td>
</tr>
<tr>
<td>Deadline</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Associate Vice Chancellor’s Student Activities Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Funding for student programing</td>
</tr>
<tr>
<td>Range</td>
<td>Varies</td>
</tr>
<tr>
<td>Line Items</td>
<td>Risk Management Expenses, On Campus Facilities, On Campus Advertising, other publicity and graphic services, Food/Meal Services, Disposable supplies, Honorarium, Incentives</td>
</tr>
<tr>
<td>Contact</td>
<td>Debra Geller, Student &amp; Campus Life</td>
</tr>
<tr>
<td>Deadline</td>
<td>At least 14 days prior to event</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Campus Programming Committee: Regular Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Funding for programs open to all UCLA students</td>
</tr>
<tr>
<td>Range</td>
<td>$1,000 – $8,500</td>
</tr>
<tr>
<td>Line Items</td>
<td>Honorarium, Facilities, Supplies, Advertising, Graphics, Transportation, Food</td>
</tr>
<tr>
<td>Contact</td>
<td>Melissa Veluz-Abraham, CSP</td>
</tr>
<tr>
<td>Deadline</td>
<td>Six funding cycles per year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Campus Programming Committee: Mini-Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Funding for programs open to all UCLA students</td>
</tr>
<tr>
<td>Range</td>
<td>$1000</td>
</tr>
<tr>
<td>Line Items</td>
<td>Honorarium, Facilities, Supplies, Advertising, Graphics, Transportation, Food</td>
</tr>
<tr>
<td>Contact</td>
<td>Melissa Veluz-Abraham, CSP</td>
</tr>
<tr>
<td>Deadline</td>
<td>2nd-8th week of each quarter</td>
</tr>
</tbody>
</table>
### Community Activities Committee: General Funding

- **Type**: Funding for off-campus services for economically disadvantaged communities
- **Range**: Up to $10,000
- **Line Items**: Advertising, Clerical Supplies, Facilities, Equipment, Food, Honorarium, Postage, Printing, Special Supplies, Telephone, Transportation
- **Contact**: Melissa Veluz-Abraham, CSP | 105 Kerckhoff Hall | mveluz@saonet.ucla.edu | www.studentactivities.ucla.edu >> funding
- **Deadline**: Annually in August

### Community Activities Committee: Mini-Fund

- **Type**: Funding for off-campus services for economically disadvantaged communities
- **Range**: Max $1,800
- **Line Items**: Advertising, Clerical Supplies, Facilities, Equipment, Food, Honorarium, Postage, Printing, Special Supplies, Telephone, Transportation
- **Contact**: Melissa Veluz-Abraham, CSP | 105 Kerckhoff Hall | mveluz@saonet.ucla.edu | www.studentactivities.ucla.edu >> funding
- **Deadline**: Quarterly

### Academics Affairs Commission: Academic Success Referendum

- **Type**: Funding for programs that promote educational reform and academic support
- **Range**: Up to $2,000
- **Line Items**: Supplies, Graphics and Honorarium
- **Contact**: Academic Affairs | 310 Kerckhoff Hall | aacgrants@gmail.com | www.students.asucla.ucla.edu >> funding >> programming
- **Deadline**: At least 14 days prior to program

### Academics Affairs Commission: Mini-Grants

- **Type**: Funding for programs that promote educational reform and academic support
- **Range**: Up to $1,000
- **Line Items**: Supplies, Graphics and Honorarium
- **Contact**: Academic Affairs Commissioner | 310 Kerckhoff Hall | aacgrants@gmail.com | www.students.asucla.ucla.edu >> funding
- **Deadline**: At least 14 days prior to event

### EVP Advocacy Grant

- **Type**: Funding for programs that support social justice
- **Range**: Maximum of $500
- **Line Items**: Registration, Accommodations, Facilities, Transportation, Publicity, Supplies
- **Contact**: ucla.evp.grant@gmail.com
- **Deadline**: At least 21 days prior to event

### Cultural Affairs Programming Mini-Fund

- **Type**: Supplementary funding for cultural programming
- **Range**: Up to $1,000
- **Line Items**: Honorariums, Supplies, Venues
- **Contact**: Cultural Affairs Commissioner | 311 Kerckhoff Hall | 825-6564 | usacac@asucla.ucla.edu
- **Deadline**: At least 21 days prior to the program

### Student Initiated Access Committee: Mini-Fund

- **Type**: Community service projects that conduct outreach
- **Range**: Up to $500
- **Line Items**: Advertising, Clerical Supplies, Equipment, Facilities, Food, Honorarium, Insurance, Postage, Printing, Special Supplies, Telephone, Transportation
- **Contact**: 105 Student Activities Center | 267-4349 | usacac@gmail.com
- **Deadline**: Quarterly

### Capital Contingency

- **Type**: Funding for large and/or expensive office supplies
- **Range**: Up to $1500
- **Line Items**: Computer and peripherals, furniture
- **Contact**: usacac@gmail.com
- **Deadline**: At least 21 days prior to purchase

### Student Wellness Programming Fund

- **Type**: Supplemental funding for health oriented programs and/or events
- **Range**: $500
- **Line Items**: Supplies, Facilities, Honorariums
- **Contact**: usaswc@asucla.ucla.edu
- **Deadline**: At least 14 days prior to event
STUDENT ORGANIZATION OPERATIONAL FUND (SOOF)

SOURCE
Student Organization Operational Fund (SOOF)

TYPE
Funding for year long organizational expenses

RANGE
Up to $3000 a year

LINE ITEMS
Retreats, Food, Graphics, Stipends, Advertising, T-shirts, Supplies

CONTACT
Budget Review Director at usabudgetreview@gmail.com

DEADLINE
Quarterly

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

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

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

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

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

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

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

8. Once USAC approves the allocations, the organization signatory will receive an email stating that the funds are available.
If you want a purchase order:

1. Make sure your vendor accepts purchase orders.
2. Fill out a requisition form (from the SGA Office, Kerckhoff 332) and indicate purchase order in the check box.
3. Include an estimate on your requisition form for your purchase order.
4. Submit requisition form & documentation to the Finance Committee Chairperson’s mailbox (#58, 3rd floor Kerckhoff).
5. Give your vendor the purchase order.
6. An invoice should be sent from the vendor to the SGA. If an invoice is given to you, be sure to forward it to SGA.
7. SGA will pay the vendor with your purchase order.

TIP: Remember purchase orders need prior approval and adequate time, so plan accordingly.

WAYS TO ACCESS YOUR FUNDING

If you want a cash advance:

1. Fill out a requisition form (from the SGA Office, Kerckhoff 332) and indicate cash advance in the check box.
2. Attach all necessary documentation (quotes/invoices) for services or products you plan to purchase with the cash advance.
3. Submit a requisition form with documentation to the finance committee chairperson’s mailbox (#58 3rd floor Kerckhoff).
4. Allow the check two weeks to process.
5. Pick up your cash advance check from the SGA Office.
6. Lastly, submit proof of payments of approved items you purchased with the cash advance. If there are left over funds, write a check out to ‘ASUCLA’ for the balance. If you don’t complete this process within 2 weeks, you may have academic penalties inflicted on your record.

If you want a reimbursement:

1. Fill out a requisition form (from the SGA Office, Kerckhoff 332) and indicate reimbursement in the check box.
2. Attach all necessary documentation (proof of payment/receipt) for approved items you purchased.
3. Submit a requisition form with documentation to the finance committee chairperson’s mailbox (#58, 3rd floor Kerckhoff).
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Student Government Accounting processes requisitions, manages the USAC budget, and maintains transparency of funding transactions on campus. The Budget Review Director, Financial Committee Chairperson, CS Mini Fund Chair, and TGIF Grant Chair work hand in hand with SGA to get student groups their money after applications and requisitions have been handled.

**Requisition Form: Instructions**

- **SECTION 1:** Basic Info
  - Date
  - Prepared by
  - Telephone
  - E-mail
  - Date

- **SECTION 2:** Info regarding the person or vendor the check will be made out to
  - Vendor
  - Address
  - City
  - State
  - Telephone
  - Fax

- **SECTION 3:** Filled out by SGA
  - Dept. Name
  - Dept. Number

- **SECTION 4:**
  - Dept. Name: group’s name as it is registered with CSP
  - Dept. Number: found on the USAC website under SGA > Resources & Forms

- **SECTION 5:** Honorarium contract & W-9 form must be filled out for payments to a performer for services rendered. Honorarium contract should be signed by a signatory.

- **SECTION 6:** Leave blank. Orders must be shipped & delivered to the SGA office as indicated on the Purchase Order (PO):
  - Purchase Order No.
  - Purchase Order Date
  - PO Amount
  - PO Date

- **SECTION 7:** “IMPORTANT” section that dictates whether a Purchase Order (PO) or a check is made
  - Itemized list of purchases or reason for check/PO. Include location, start and end times, and date.

- **SECTION 9–12**
  - Please provide the event name:
  - Date
  - Location
  - Start Time
  - End Time

- **SECTION 13:** account number found on the USAC website under Funding > SGA > Budget Report or ask for an encumberance budget report at SGA

**APPROVALS:**

- Project Director: the person filling out the requisition
- Commissioner: the person authorizing the expenditure. Must be a signatory.

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

Located in Kerckhoff 332, with customer service hours from 11pm-5pm.
Create a New Organization

Registration for new student organizations happens quarterly.
Fall Quarter Registration: Early October
Winter Quarter Registration: Early January

What are the Requirements of Starting a Registered Organization (RCO)
Each RCO needs 3 signatories. Signatories are the authorized representatives of the RCO. Signatories can be any UCLA student, faculty, and/or staff.
Each RCO is required to have a constitution on their group’s OrgSync-portal.

Discuss with your SOLE Advisor

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

Contact information for SOLE Advisors:

- Mike Cohn - mcohn@saonet.ucla.edu
- Pam Cysner – pcysner@saonet.ucla.edu
- Kristopher Kaupalolo – kkaupalolo@saonet.ucla.edu
- Orlando Luna – oluna@saonet.ucla.edu
- Carissa Requejo – crequejo@saonet.ucla.edu
- Terry Saunders – tsaunder@saonet.ucla.edu
- Melissa Veluz-Abraham – mveluz@saonet.ucla.edu
GETTING TO KNOW

YOUR SOLE ADVISOR
STUDENT ORGANIZATIONS
LEADERSHIP
AND ENGAGEMENT

Empowering students through organizational development, fostering leadership and active engagement

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

For more information visit www.studentactivities.ucla.edu
CONTACTS

SOLE Main Office
105 Kerckhoff Hall
(310) 825-7041

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Pam Cysner  pcysner@saonet.ucla.edu
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Fraternity & Sorority Relations (FSR)
105 Kerckhoff Hall
(310) 825-6322

Mande Adams (IFC/GAMMA) madams@saonet.ucla.edu
Troy Bartels (Panhel/Asian Greek Council) tbartels@saonet.ucla.edu
Carissa Requejo (Latino Greek Council/National Panhel) crequejo@saonet.ucla.edu

Bruin Leaders Project
105 Kerckhoff Hall
(310) 206-5071
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Program Activities Board (PAB)
105 Kerckhoff Hall
Melissa Veluz-Abraham  mveluz@saonet.ucla.edu
Introducing asucla creative services

let us help!

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

at a glance

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

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

for detailed instructions and request form:
http://asucla.ucla.edu/event-services/student-groups/creative-services/
The UCLA Daily Bruin is the #1 way to reach students on campus. The Daily Bruin prints 10,000 papers Monday through Thursday and 5,000 papers on Fridays. The Daily Bruin also provides online options for advertising on Bruinview.com as well as flyering. Daily Bruin reps are trained to give you advice in ad layout, positioning and planning to give you the most effective ad.

How do I publish an ad?
Just get the USAC requisition to the Daily Bruin Advertising Office and they will take care of your request!

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

<table>
<thead>
<tr>
<th>Ad Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL PAGE</td>
<td>$1020</td>
</tr>
<tr>
<td>HALF PAGE</td>
<td>$510</td>
</tr>
<tr>
<td>QUARTER PAGE</td>
<td>$255</td>
</tr>
<tr>
<td>EIGHTH PAGE</td>
<td>$130</td>
</tr>
</tbody>
</table>

*NOTE: Additional charge for color: $150

Who do I contact? There are three options.

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

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

What kind of impact will this make?
The UCLA Daily Bruin is the #1 way to reach students on campus. The Daily Bruin prints 10,000 papers Monday through Thursday and 5,000 papers on Fridays. The Daily Bruin also provides online options for advertising on Bruinview.com as well as flyering. Daily Bruin reps are trained to give you advice in ad layout, positioning and planning to give you the most effective ad.
There’s no better way to publicize events than through the OCHC because:

- 95% of freshmen
- 75% of sophomores
- 50% of juniors

LIVE ON THE HILL

That’s over 10,000 students!

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

THEN, attend an OCHC meeting and bring fliers your event (Tuesdays at 8:00pm).

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

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

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

RECRUITMENT

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

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

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

The more exposure you get, THE BETTER.
EVENT PLANNING

SOLE ADVISOR:
Consult with your SOLE advisor to review the various details of your event. You can find out who your SOLE advisor is on the first floor of Kerckhoff or sign up using www.OrgSync.com. After this, you’re free to begin making your room reservation!

ROOM RESERVATIONS:
The signatory of your organization, either the person who founded the student group or a person specifically granted signatory power, is the only one qualified to make the reservation. Once the signatory has completed a tentative reservation at least five days in advance and an online application, the applicant can then electronically submit it to Events Online. An advisory notification will go out to your group’s SOLE advisor, and other departments as appropriate. Finally, the applicant will receive notification via email on whether or not the application is approved.

RESERVE ON A ONE-TIME BASIS:
You can view a listing of available venues and rooms on the “Event Services” section of the ASUCLA website. Once you’ve selected the appropriate venue, contact an event planner at (310) 206-0832. Another way is to visit www.studentactivities.ucla.edu/cspstaff.html for further information regarding SOLE contacts.

RESERVE FOR THE QUARTER:
If you’re looking to reserve a room for an entire quarter, your group must enroll in the room lottery during Monday through Wednesday of seventh week of each quarter. All submitted groups are randomly assigned appointment times, which are posted on Thursday of seventh week. During the appointment, groups may reserve up to two hours of meeting room space and one week of banner space for the following quarter.

FOOD:
Another important aspect of your event is food, which can be arranged through ASUCLA Catering: (310) 206-0735, Ackerman Union, Room 390, catering@asucla.ucla.edu.
The Office of the Internal Vice President is one of the three executive offices in USAC, UCLA’s student government. The IVP is the executive liaison among our dynamic community of 28,000 undergraduates, over 1000 student organizations, administration, and campus entities. The IVP Office works to increase transparency of USAC, expand campus safety resources, connect students and student groups to campus resources, and advocate for students at an administrative level. For more information, please contact the IVP at usaivp@asucla.ucla.edu.

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

We can help your student groups with the following services:
- USAC funding process
- Connecting with administrators
- Co-programming with other related campus organizations.
- Contacting different entities within USAC.
- Connecting student groups with marketing resources.
- Assisting student groups with leadership development within the organization.

contact us at: usacsgl@gmail.com