



CAL POLY

New Student & Transition Programs

Campus Showcase Information Packet

Open House 2024

New Student & Transition Programs

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Introduction

Cal Poly Open House: April 11th - 13th, 2024

New Student & Transition Programs and the Open House Committee proudly present Cal Poly's 31st Annual Open House. Prospective students, the community, and alumni are invited to explore the university and San Luis Obispo. This packet will give an overview of the rules, regulations, and procedures for clubs and organizations to participate in Campus Showcase. Campus Showcase, taking place April 13th, 2024, hosts over 200 clubs and organizations. We are excited to provide a forum for clubs and organizations to engage with campus guests and showcase Mustang pride and our *Learn by Doing* mantra. Please read this packet in its entirety and attend all meetings to ensure your club/organization understands all steps in order to participate.

For digital copies of all paperwork, instructions, and mandatory meeting materials, visit:
<https://now.calpoly.edu/organization/orientation>

Mandatory Meetings ***Attendance WILL Be Taken***, must complete sign-in with Open House Committee at each meeting to count as attended.

Thursday, February 1
Thursday, February 23
Thursday, April 4

11:00 a.m. @ Spanos Theatre
11:00 a.m. @ Spanos Theatre
11:00 a.m. @ Spanos Theatre

Meeting attendance and sign-ins are required for participation. Missed meetings/ failure to sign-in may result in fine and/or inability to participate.

Who must attend mandatory Club Meetings?

- Any Club/Organization wanting to participate in Campus Showcase must attend all meetings and follow guidelines and processes in this packet
- Campus departments / department-hosted organizations (ie ASI Executive Cabinet) need only to attend/follow these procedures if the following:
 - Food handling and/or the selling food/merchandise
 - Requesting use of additional booth spaces or electricity
 - If none of the above applies, OR if a Professional Staff Member organizes booth, you will be able to participate by contacting orientationclubs@calpoly.edu

What are other ways to participate?

- There are many ways to engage with students/guests at Open House including: Farmers' Market, Poly Royal Parade, Dexter Stage, and hosting a Special Event. The contact information to participate in any of these events is on Page 5.
- This packet contains requirements for participation in Campus Showcase on Saturday April 13th, 2024. If a club/organization chooses to participate in the other events listed above, they may be subject to additional requirements, regulations, and processes.

For more, visit orientation.calpoly.edu/clubs or email orientationclubs@calpoly.edu

I. Important Dates and Contacts

II. Important Dates

Thursday, February 23 rd	Open House Request Form due at 5:00 PM Cal Poly Now
February 27 th through February 29 th	Club One-on-Ones Due at time of meeting: <ul style="list-style-type: none"> Completed deposit slips, paid in full Completed Clubs risk assessment
Thursday, April 4 th	Final Mandatory Meeting and Booth Permit Pick-Up <ul style="list-style-type: none"> 11:00 AM @ Spanos Theatre
Thursday, April 11 th	Campus Preview Night at Farmers' Market 6:00 PM – 9:00 PM
Friday, April 12 th	Admitted Students' Discovery Day <ul style="list-style-type: none"> Campus Showcase setup and check-in 6:00 PM – 8:00 PM (set-up ends at dusk) Friday Night Invite 7:30 PM – 10:00 PM
Saturday, April 13 th	Poly Royal Celebration <ul style="list-style-type: none"> Campus Showcase setup resumes at dawn (approx. 6:45 AM), must be complete by 9:30 AM Poly Royal Parade 10 AM – 11 AM Opening Ceremonies 11 AM – 11:30 AM Campus Showcase 11:30 AM – 3:00 PM Dexter Stage 11:30 AM – 2:30 PM Campus Showcase Awards 2:30 PM Club clean-up & removal 3:00 PM – 5:00 PM *(if after 5:00 PM, club subject to fine)

Open House Committee Contacts

Open House Club Leads (Campus Showcase) Ashley Rodriguez Oliver Khachikian Zoila Kanu	orientationclubs@calpoly.edu 805-756-2400 Bldg. 52, Room E10
New Student & Transition Programs Dale Stoker, Director Olivia Hayes, Program Coordinator Amy Saldaña, Program Coordinator	orientation@calpoly.edu 805-756-2014 805-756-2075 805-756-2057
Poly Royal Parade Contact Gabriella Knudson Priscila Quirarte	gaknudso@calpoly.edu pquirart@calpoly.edu
Dexter Ceremonies Contact Colette Quaas	cquaas@calpoly.edu
Preview Night at Farmers' Market Contact Elise Parrott	emparrot@calpoly.edu
Transfer Liaison Tobey Lee	tlee169@calpoly.edu
Booth Judging Coordinator Charlotte Chung	cchung36@calpoly.edu

Important Campus Contacts

Campus Dining Russel Monteath Cynthia Stocker	rmonteat@calpoly.edu, 805-756-1178 cstocker@calpoly.edu, 805-756-1173
Facility Services Stacy Hruby	shruby@calpoly.edu 805-756-5231
Office of Trademark Licensing Sasha Palazzo	sapalazz@calpoly.edu 805-756-7155
Contracts & Procurements/ Risk Management Mike Morgan Emily Rutherford	riskmanagement@calpoly.edu 805-756-6755
Environmental Health & Safety (Food Safety) Fire Extinguishers: Jensen Aquino Temporary Food Facility Permit: Sarah Hawkins	jjaquino@calpoly.edu clubs@calpoly.edu 805-756-7009

III. Participation Requirements Overview

There are three major steps that must be completed for a club to participate in Open House. Please review the timeline and descriptions below for what your club must do to participate in Open House. Failure to complete any aspect of these forms, missed deadlines and meetings, or incorrect/inaccurate/incomplete forms may result in a fine or the inability to participate in Open House. Fines past due from previous years may also result in inability to participate in Open House. **All forms and procedures may be found at orientation.calpoly.edu/clubs.**

Overview of Required Steps and Forms

The following steps must be completed and received by the Open House Committee for a club to participate in Open House:

1. **Complete “Campus Showcase Agreement Form” (Cal Poly Now due February 23rd 5:00 PM)**
2. **Due at time of One-on-One (hard copy):**
 - a. “Open House Deposit Slip” w/ participation fees paid in full
 - b. “Request to use Cal Poly name” (if selling merchandise with Cal Poly name)
 - c. If selling/providing food or beverage:
 - i. “Application for Temporary Food Permit” AND
 - ii. “Catering Waiver Application Form”
 - iii. “Catering Donation Request Form” (if food is donated from outside entity)

Description of Required Steps and Forms:

“Club Request Form” (online), due February 23rd at 5pm

This form is part 1 of 2 of a club’s binding agreement to participate in any capacity in Open House. Information needed to complete this form includes:

- Type of booth (Concession or Informational)
- Booth description
- Product list of all merchandise/food/beverage (if applicable) being sold including ingredients, place of purchase, and details about the transportation, handling, and storage
- Electricity needs (not guaranteed) and with description of equipment needing electricity
- Club contact information of the Open House Club Representative, Advisor, President, and Treasurer

“Campus Showcase Agreement Form” Cal Poly NOW: due February 23rd at 5:00 PM

This is Part 2 of 2 of a club’s binding agreement to participate in any capacity in Open House. This form is turned in via Cal Poly Now Form section on the New Student & Transition Program Cal Poly Now page. Information needed to complete this form includes:

- Signatures of the Open House Club Representative and Advisor
- ASI Account Number (still needs to be done even if it is only an informational booth), ISO name, Fund/Dept. ID/Account/Program numbers as applicable

Club Rep One-on-One

This meeting is required for all clubs participating in Open House Campus Showcase. These meetings are between a club’s designated Club Open House Rep and an Open House Committee representative to do a final review of all necessary paperwork and steps. A One-on-One is not marked as complete until all steps and forms have been submitted and received.



Club Reps will be able to sign-up for One-on-One's at the end of Clubs meeting 2. One-on-Ones occur **February 27th – February 29th** Forms and information needed to complete a One-on-One include:

- “Campus Showcase Agreement Form”
 - Completed via Cal Poly Now
- “Open House Deposit Slip” w/ participation fees paid in full
- If selling/providing food or beverage:
 - Approval email from Cal Poly Now

“Open House Deposit Slip” - due at time of One-on-One

All clubs are required to turn in a Deposit Slip at their One-on-One regardless of if the club is making a financial deposit to participate. Deposit Slips indicate 1) that a club requires additional amenities for Campus Showcase (additional booth space, electricity, etc.) and 2) confirm the payment method via the University Cashiers Office. If a club is not paying for any additional amenities, no deposit slip needs to be presented at time of One-on-One. There are three layered copies of the Deposit Slip:

- White – Turned in to Open House Committee at time of one-on-one
- Yellow – Kept by the Club for records
- Pink – Personal copy kept by payee if seeking reimbursement

Once payment is received, clubs must request two receipts. 1) the (pink) original copy for the payee and 2) the (white) reprint copy that must be turned in with the Deposit Slip to Open House Committee at time of one-on-one.

- For Clubs with an ASI account, the Deposit Slip along with a personal check/cash must be taken to Cashiers Office. Club Reps/payee must request a reimbursement via club PRF with original Cashiers Office receipt and submitted to ASI Club Services.
- For other campus organizations, clubs must provide a chart field string for payment or club check, personal check, or cash.

“Application for Temporary Food Permit” – **completed by time of One-on-One**

Required for all clubs who will be **preparing** food to sell or give away at their booth. The Application must be submitted via Cal Poly Now Club Risk Assessment. The club must print the approved application and display it at their booth on the day of the event. The application must include the names/Cal Poly email addresses of ALL food handlers (each club is required to have a minimum of three food handlers). The training and application must be completed and reviewed by Clubs & Organizations before the time of your one-on-one.

“Food Waiver Application” – **due at time of One-on-One**

Required for all clubs planning on selling or providing food as part of their booth. This form is necessary for clubs to complete so that they may sell food during Open House not from University Catering.

“Trademark Licensing Request Form” – **due to University Marketing prior to items produced**

Must be completed by clubs who plan to sell merchandise with any version of the Cal Poly name or logo.

Clubs and organizations planning to create or use products with the Cal Poly name or logos must complete the one-page

“Student and Internal Request to use the Cal Poly Name” from which **can be found online** at

universitymarketing.calpoly.edu/resources/trademark-licensing/request-form.

[Source: universitymarketing.calpoly.edu/resources/trademark-licensing/groups/](http://universitymarketing.calpoly.edu/resources/trademark-licensing/groups/)



IV. Participation Fees and Fines

Fines and Fees

- Fees: costs to participate in Open House
- Fine: a violation of Open House/University rules or regulations
- Club/Organization must have all fines and fees paid prior to participating in Open House or WOW
- If a Club/Organization incurs a fine before Open House Weekend, they will be contacted via email from orientationclubs@calpoly.edu within 5 business day after missed meeting or deadline with nature and amount of fine
- If a Club/Organization incurs a fine during Open House Weekend, they will be contacted via email from orientationclubs@calpoly.edu within 7 business days after Open House with nature and amount of fine
- All Clubs/Organization that incur a fine during or before Open House can appeal via responding directly to the notification email from orientationclubs@calpoly.edu within 5 business days from when notification email is sent
 - Successfully appealed fines will be waived
 - Upheld fines will be billed via the Cashier's Office

Fees for Participation	Fee
First Booth Space	\$0
Additional Booth Space (after 1 st) (Up to 7 additional spaces)	\$15 per space
Food Selling Fee (Food only or Food and Merchandise)	\$50
Merchandise Selling Fee	\$20
Electricity	\$20

Fines for Violating Rules and Regulations	Fine
Missed Meeting / Missed Sign-in	\$20
Incomplete/Unfinished Environmental Health & Safety Course	Unable to participate
Missed Two Meetings / Sign-ins (any)	Unable to participate
Missed Meeting / Sign-in for Meeting 3: Check-in for the weekend/getting permits (late permit pick-up)	\$100
Late, Missing, or Incomplete Paperwork	\$50
Late Booth Check-In (after Friday, April 14 at 8:00 PM)	\$50
Having a car in Campus Showcase setup on Saturday (April 15) morning after 8:00 a.m.	\$200
Selling, vending, or passing out food products outside booths	\$200
Unapproved advertising or signs for outside businesses	\$50
Use of non Coca-Cola Affiliated Products	\$75
Late Tear Down: Booth not picked up by Saturday, April 15 at 5:00 p.m.	\$100
Early Tear Down: Booth picked up early before 3:00 p.m. on Saturday, April 15 th (see Open House Weekend Instructions on pg 10)	\$100
Environmental, Health, and Safety Violation	\$100
Violation of Zero Waste Initiatives/Regulations	\$50

V. Open House Weekend Instructions

Thursday, April 4

- Final mandatory meeting and permit pick-up.
- If permit is not picked up during the meeting, it must be picked up by 5:00 p.m. from our office, 52-E10.
- There will be **NO Saturday check-in to pick up permits**.

Friday, April 12

Set-up:

- Set-up begins when parking lots close and booth zones have been chalked, around 6:00 PM. Please do not start setting up until your booth space is chalked.
- All setup must end by dusk. Valuables and food items can be brought Saturday morning. Even if your booth is just a table, you still must check in on Friday. Please do not leave valuables or breakable items unattended overnight. The Open House Committee is not responsible for anything lost or stolen.

Saturday, April 13

Set-up:

- Booth set-up may resume/begin at dawn.
- Vehicles used to enter lots/areas for setup must display parking permit on dash to enter and may be granted designated parking
- Vehicles must be removed from inner campus by 9:00 AM and will not be allowed on campus after 9:00 AM
- Booths must be completely set up and staffed by 9:30 AM
- Poly Royal Parade starts at 10:00 AM
- If you are selling concessions, have a locked cash box and designate a cash handler.

Operation:

- Clubs must have *Campus Showcase Permit to Operate* displayed. You cannot participate without one.
- Booth operation begins at 11:30 AM **after** the Opening Ceremonies conclude. You may not start operating earlier as there are events taking place on Dexter lawn.
- The Open House Committee, University Police, and Environmental Health and Safety will examine every booth and shut down any booth not following the Open House and the University's participation agreement or rules and regulations.
- During Open House, advertising for concessions, exhibits, or events is permitted only on the premises of that concession, exhibit, or event. Any other advertising will be removed immediately, and no wandering vendors or promoters will be allowed.
- Prices may be reduced after 2:00 PM to sell extra stock, but no earlier.
- Even if goods are sold out before 3:00 PM on Saturday, booths may not be taken down until clearance by the University Police Department is given. Vacated or unmanned booths or cleared booths prior to clearance by UPD will incur a \$100 fine.

Clean-up:

- Vehicles may not re-enter campus until the University Police approve clearance at approximately 3:00 PM
- Booths and equipment must be removed between 3:00 PM and 5:00 PM, Saturday, April 13th. A \$100 fine will occur if the booth is not removed by 5:00 PM.
- Failure to remove items (booth, supplies, etc.) will result in loss of items.

Failure to follow Campus Showcase procedure may incur fines.