Campus Showcase Information Packet
Open House 2019
New Student & Transition Programs
Table of Contents

I. Introduction .................................................. 3
II. Important Dates and Contacts ......................... 4
III. Participation Requirements Overview ............. 6
IV. Participation Fees and Fines .......................... 9
V. Open House Weekend Instructions .................. 11
Introduction

Cal Poly Open House: April 11, 12, 13
New Student & Transition Programs and the Open House Committee proudly present Cal Poly’s 26th Annual Open House. Prospective students, the community, and alumni are invited to explore the university and San Luis Obispo. This packet will overview the rules, regulations, and procedures for Clubs and Organizations to participate in Campus Showcase. Campus Showcase, taking place April 13, 2019, hosts over 200 clubs and organizations. We are excited to provide a forum for clubs and organizations to engage with campus guest and showcase Mustang pride and our Learn by Doing mantra. Please read this packet in entirety and attend all meetings to ensure your club and organization understands all steps in order to participate.

For digital copies of all paperwork, instructions, and mandatory meeting materials, visit: orientation.calpoly.edu/clubs

Mandatory Meetings *Attendance WILL Be Taken*, must complete sign-in with Open House Committee at each meeting to count as attended
Thursday, January 24 11:00 a.m. @ Chumash Auditorium
Thursday, February 21 11:00 a.m. @ Chumash Auditorium
Thursday, March 14 11:00 a.m. @ Chumash Auditorium
Thursday, April 11 11:00 a.m. @ Chumash Auditorium

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 meeting and follow guidelines and processes in this packet
• Campus departments / department-hosted organizations (ie WOW Team) need only to attend/follow these procedures if the following:
  o Food handling and/or the selling food/merchandise
  o Requesting use of additional booth spaces or electricity
  o If none of the above applies, OR if a Professional Staff Member organizes booth, you will be able to participate by contacting orientationresources@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, Friday Nite Invite, and hosting a Special Event, contact to participate in these events is on Page 5
• This packet contains requirements for participation in Campus Showcase on Saturday April 13th, 2019, 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
### Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, January 25</td>
<td><strong>Club Intent Form</strong> due at 5:00 PM ONLINE</td>
</tr>
<tr>
<td>Friday, February 8</td>
<td><strong>Campus Showcase Agreement form</strong> due at 5:00 PM IN PERSON</td>
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<tr>
<td></td>
<td>• Must sign up for one-on-one when agreement form is turned in</td>
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<tr>
<td></td>
<td>• HARD COPY to New Student &amp; Transition Programs Office (Bldg. 52, Room E-10)</td>
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<tr>
<td>February 25 through March 1</td>
<td><strong>Club One-on-Ones</strong> Due at time of meeting:</td>
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<tr>
<td></td>
<td>• Completed deposit slips, paid in full</td>
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<td></td>
<td>• Completed Food Waiver/Donation Form</td>
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<tr>
<td>Thursday, April 11</td>
<td><strong>Campus Preview Night at Farmers’ Market</strong></td>
</tr>
<tr>
<td></td>
<td>6 PM - 9 PM</td>
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<td></td>
<td>• Final Mandatory Meeting and Booth Permit</td>
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<tr>
<td></td>
<td>Pick-Up, 11:00 AM @ Chumash Auditorium</td>
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<tr>
<td>Friday, April 12</td>
<td><strong>Admitted Students’ Discovery Day</strong></td>
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<tr>
<td></td>
<td>• Campus Showcase setup and check-in</td>
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<tr>
<td></td>
<td>6:00 PM – 8:00 PM (set-up ends at dusk)</td>
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<tr>
<td></td>
<td>• Friday Night Invite 7:30 PM – 10:00 PM</td>
</tr>
<tr>
<td>Saturday, April 13</td>
<td><strong>Poly Royal Celebration</strong></td>
</tr>
<tr>
<td></td>
<td>• Campus Showcase setup resumes at dawn, must be complete by 9:30 AM</td>
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<tr>
<td></td>
<td>• Poly Royal Parade 10 AM – 11 AM</td>
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<td></td>
<td>• Campus Showcase 11:30 AM – 3:00 PM</td>
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<td></td>
<td>• Dexter Stage 11:30 AM – 2:30 PM</td>
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<tr>
<td></td>
<td>• Awards 2:30 PM</td>
</tr>
<tr>
<td></td>
<td>• Club clean-up &amp; removal 3:00 PM – 5:00 PM</td>
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<tr>
<td></td>
<td><em>(if after 5:00 PM, club subject to fine)</em></td>
</tr>
</tbody>
</table>

### Open House Committee Contacts

Phone: 805-756-7576 | orientation.calpoly.edu/clubs
1 Grand Avenue | Building 52, Room E10 | San Luis Obispo | CA | 93407-0208
Open House Club Leads (Campus Showcase)
Alisha Solis
Amber Sylvester
orientationclubs@calpoly.edu
805-756-7576
Bldg. 52, Room E10

New Student & Transition Programs
Nate Alcorn, Open House Pro Staff Advisor
nalcom@calpoly.edu
805-756-2400

Poly Royal Parade Contact
Christina Silva
csilva22@calpoly.edu

Friday Night Invite Contact
Kaycee Greene
khgreene@calpoly.edu

Dexter Stage Contact
Komal Mittal
komittal@calpoly.edu

Campus Preview Night at Farmers’ Market Contact
Eve Sumpster
esumpste@calpoly.edu

Open House Special Events Contact
Sujata Chowdhury
suchowdh@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
Don Popham
dpopham@calpoly.edu
805-756-5515

Office of Trademark Licensing
Sasha Palazzo
sapalazz@calpoly.edu
805-756-7155

Contracts & Procurements/ Risk Management
Melissa Swanson
mswanson@calpoly.edu
805-756-6755

Environmental Health & Safety (Food Safety)
Food Safety: Kim Porter
Fire Extinguishers: Jensen Aquino
environmental-health-safety@calpoly.edu
805-756-6665
jjaquino@calpoly.edu

II. Participation Requirements Overview
There are three major steps that must be completed in order 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 in order for a club to participate in Open House:

1. Complete “Club Intent Form” (online), due January 25 at 5:00 PM
2. Complete “Campus Showcase Agreement Form” (hard copy to NSTP office) AND sign-up for Club One-on-One, due February 8 at 5:00 PM
3. Complete Club One-on-One, 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 Intent Form” (online), due January 25 at 5:00 PM
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” (hard copy to NSTP office), due February 8 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 hard copy to the New Student & Transition Programs office, Bldg. 52, Room E10. Clubs will be given a copy of the signed form once the Open House Advisor has signed at their Club Rep One-on-One. 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 with the 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 completed.
submitted and received. Club Reps will be able to sign-up for One-on-One’s as they turn in the “Campus Showcase Agreement Form” January 31st-February 8th. One-on-Ones occur February 25th through March 1st. Forms and information needed to complete a One-on-One include:

- “Campus Showcase Agreement Form”
- “Open House Deposit Slip” w/ participation fees paid in full
- If selling/providing food or beverage:
  - “Application for Temporary Food Permit” AND
  - “Catering Waiver Application Form”
  - “Catering Donation Request Form” (if food is donated from outside entity)

“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 if the club is making a financial deposit to participate. Deposit Slips indicate that a club requiring any additional amenity for Campus Showcase (additional booth space, electricity, etc.) and the payment method via the University Cashiers Office confirming payment. If a club is not paying for any additional amenities, complete the Deposit Slip and mark a grand total of $0. There are three layered copies to 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 payee if seeking reimbursement

Once payment is received, clubs must request two receipts. Original copy for the payee and reprint copy must be turned in with 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 planning on selling or providing food as part of their booth. Visit https://afd.calpoly.edu/ehs/foodsafety.asp to review processes and procedures. Document must be completed electronically, saved and sent to environmental-health-safety@calpoly.edu. Once received, Environmental Health & Safety will review. If approved, the food handlers will be assigned training via PolyLearn and the requestor will receive Temporary Food Facility Permit via e-mail. This permit must be displayed in your booth on the day of the event. Form must include the names/Cal Poly e-mail addresses of ALL food handlers – each club is required to have at least three food handlers. Training AND form must be completed and reviewed by Environmental Health and Safety at time of your one-on-one. Process for food permits will be completed during February 21 meeting.

“Catering Waiver Application Form,” 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.

“Catering Donation Request Form,” due at time of One-on-One
Required for all clubs planning on selling or providing food as part of their booth. “Donation Request Form” must be completed by clubs who will have food donated to them for use at Open House. This form is for food items only and may only be used at Open House. The donation must come from a retail food establishment with a valid health permit. If a donation is in a monetary form, the moneys donated must be used to purchase food products needed for Open House from Campus Catering per Campus Administration Manual section 241. It states: “Campus food sales/service and related facilities are the exclusive privilege of the Corporation. The Corporation is assigned this responsibility by the University to facilitate adherence to applicable policies, ordinances, and laws, and for the continuity of the total food service program from the University Community.”

“Student and Internal Request to use the Cal Poly Name,” 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/

III. Participation Fees and Fines

*Club will be unable to participate in Open House 2019 if 2018 Open House fines have not been paid. *

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 have the ability to 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

<table>
<thead>
<tr>
<th>Fees for Participation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Booth Space</td>
<td>$0</td>
</tr>
<tr>
<td>Additional Booth Space (after 1st)</td>
<td>$15 per space</td>
</tr>
</tbody>
</table>
### IV. Open House Weekend Instructions

**Thursday, April 11**
- 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.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Selling Fee (Food only or Food and Merchandise)</td>
<td>$50</td>
</tr>
<tr>
<td>Merchandise Selling Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Electricity</td>
<td>$20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missed Meeting / Missed Sign-in</td>
<td>$20</td>
</tr>
<tr>
<td>Incomplete/Unfinished Environmental Health &amp; Safety Course</td>
<td>Unable to participate</td>
</tr>
<tr>
<td>Missed Two Meetings / Sign-ins (any)</td>
<td>Unable to participate</td>
</tr>
<tr>
<td>Missed Meeting / Sign-in for Meeting 4: Check-in for the weekend/getting permits (late permit pick-up)</td>
<td>$100</td>
</tr>
<tr>
<td>Late, Missing, or Incomplete Paperwork</td>
<td>$50</td>
</tr>
<tr>
<td>Late Booth Check-In (after Friday, April 12 at 8:00 PM)</td>
<td>$50</td>
</tr>
<tr>
<td>Having a car in Campus Showcase setup on Saturday (April 13) morning after 8:00 a.m.</td>
<td>$200</td>
</tr>
<tr>
<td>Selling, vending, or passing out food products outside booths</td>
<td>$200</td>
</tr>
<tr>
<td>Unapproved advertising or signs for outside businesses</td>
<td>$50</td>
</tr>
<tr>
<td>Use of non Coca-Cola Affiliated Products</td>
<td>$75</td>
</tr>
<tr>
<td>Late Tear Down: Booth not picked up by Saturday, April 13 at 5:00 p.m.</td>
<td>$100</td>
</tr>
<tr>
<td>Early Tear Down: Booth picked up early before 3:00 p.m. on Saturday, April 13 (see Open House Weekend Instructions on pg 11)</td>
<td>$100</td>
</tr>
<tr>
<td>Environmental, Health, and Safety Violation</td>
<td>$100</td>
</tr>
<tr>
<td>Violation of Zero Waste Initiatives/Regulations</td>
<td>$50</td>
</tr>
</tbody>
</table>
There will be NO Saturday check-in to pick up permits. Upon check-in, you will receive your Permit to Operate.

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 8:00 AM and will not be allowed on campus after 8:00 AM.
- Booths must be completely set up and staffed by 8:30 AM.
- Poly Royal Parade starts at 9:00 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 10:30 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 close 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 by 5:00 PM, Saturday, April 13th. A $100 fine will occur if the booth is not removed.
- Failure to remove items (booth, supplies, etc.) will result in loss of items.

Failure to follow Campus Showcase procedure may incur fines.