

Advanced booking/fee waiver Board Requests

<u>Dept./Group Name</u>	<u>Event Name</u>	<u>Date/s</u>	<u>Room/s</u>	<u>Request</u>	<u>Total fees deducted</u>	<u>Event Description</u>
A) Asian Pacific Student Programs	"GenerAsian Conference"	02.09.19	268 260 265	Adv. Booking		APSP's API Women's Collective presents: the annual GenerAsian Women's Conference! The GenerAsian Women's Conference is a FREE one-day event that provides a safe environment where participants can engage in gendered specific issues that are prevalent in the API
B) ASUCR	"Beyond R' Margins"	04.05.19	302 355 367 379 260 265 268 269	Adv. Booking		Beyond R'Margins is a one-day conference hosted by ASUCR. It will have a main event with break-out sessions throughout the day. The event provides an inclusive platform from which the marginalized communities of UC Riverside can educate others on their respective struggles and unite on a mutual front for social justice.
C) CARE Advocate	"Evening with Tarana Burke"	04.23.19	269	Adv. Booking		We will be hosting Tarana Burke, founder of the #MeToo movement on campus this day. We will be hosting a meet/greet with her and students in this space. It's from 6-6:45. We just need time to set up catering and take down.

D)	Career Services	"Entertainment Industry Day"	03.07.19	302	Adv. Booking		Every two years we host an Entertainment Day. Stacy Milner author of Leveraging Up! Will bring her entertainment conference to UC Riverside.
E)	CNAS Dean's Office	"CAFÉ Winter Conference and Endowed Chair Celebration"	01.24-25.19	302	Adv. Booking and Fee waiver	\$1,700.00	<p>This is the annual conference of UCR's California Agricultural Food Enterprise Center which includes a conference, student presentations and displays, and will include a VIP ceremony acknowledging Distinguished Professor Norm Ellstrand as the Johnson Chair.</p> <p>Primary audience is UCR staff, faculty, students AND researchers outside UCR, as well as the general community.</p>
F)	Education Abroad	"Visiting Speaker: Colin Wright, Global Nomad"	03.05.19	302 355	Adv. Booking		Visiting Speaker: Colin Wright had it all – a great career in Los Angeles and more success than he envisioned after college. He left it all to travel abroad. 65 countries later, he shares his thoughts about funding travel through entrepreneurship and living with intention. (This event will be open to the UCR campus and other local institutions)

G1) Financial Aid	"FA101 Transfer Workshop"	10.03.18 10.09.18	269 268	Fee Waiver	\$137.50	Fall Financial Wellness Workshops for our current students
G2) Financial Aid	"FA102 Budgeting Workshop"	10.10.18 11.01.18 11.28.18	367 260	Fee Waiver	\$150.00	Fall Financial Wellness Workshops for our current
G3) Financial Aid	"Searching for Scholarships Workshops"	11.07.18	265	Fee Waiver	\$37.50	Fall Financial Wellness Workshops for our current students
H1) Graduate School of Education	"GSOE Undergraduate Gathering"	10.03.18	302	Fee Waiver	\$550.00	Undergraduate Programs will be hosting a breakfast event for our new and current majors. Addressing college policy changes and academic advising procedures. Faculty and staff join to welcome our new fall cohort.
H2) Graduate School of Education	"GSOE Mock Interview 2019"	02.08.19	302 S	Adv. Booking		A series of mock interviews will be taking place for students to observe and ask questions. This event will consist of standard set up with stage, podium, av, etc. and light refreshments through an online campus caterer

11) LGBT Resource Center

"Gender Health Conference"

03.27.19

302

Adv. Booking and

\$2,850.00

355

Fee Waiver

367

The Gender Health Conference will provide a platform for transgender community members and medical providers to educate, navigate, and advocate Gender Health. Speakers, panelists, and presenters will focus on transgender cultural competency, access to medical care for transgender people, and sharing resources in the Inland Empire area.

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This event is very important to UCR students because even though USHIP and GSHIP covers transgender health such as hormones replacement therapy, surgeries, and counseling, UCR students have a very difficult time accessing proper medical care near Riverside. They often must travel to L.A. or Orange County for care. Our hope is that this conference will educate not only UCR students, but other college students and community members on their health options, as well as increase the number of medical providers cultural competent to provide health services to transgender people. This event will also be a potential professional development opportunity for UCR staff from CAPS and the Student Health Center, as well as UCR School of Medicine students and faculty.

The LGBT Resource Center is partnering with the following community organizations: Foothill Aids Project, Borrego Health, TruEvolution, Inland Empire Health Plan, Riverside-San Bernardino County Indian Health, Inc., LGBT Center San Bernardino, Transgender Community Coalition, and Rainbow Pride Youth Alliance.

This events will be FREE to all to attend. I've marked "Off-Campus/Community" as the primary audience because I expect UCR students to be outnumbered by other guests, but the primary audience is all: UCR Students, UCR Staff/Faculty, and Off Campus/Community.

12) LGBT Resource Center	"Presente conference Advertising"	Week of 01.14.19	Concrete Display Wall	Adv. Booking	<p>We just want to advertise for the conference for 2 separate events at 2 different times.</p> <p>Print HUB Kiosk/Banner Posters for Registration: ready for January 28 reservation (2 weeks) HUB Kiosk/Display Case Posters - larger sizes of marketing cards/posters</p> <p>Print HUB Kiosk/Banner Posters for Opening Performer: ready for February 18 (2 weeks) HUB Kiosk/Display Case Posters - feature free Friday opening performance</p>
13) LGBT Resource Center	"National Black AIDS/HIV Awarness"	Week of 02.04.19	Concrete Display Wall	Adv. Booking	<p>We just want to advertise for the conference for 2 separate events at 2 different times.</p> <p>Print HUB Kiosk/Banner Posters for Registration: ready for January 28 reservation (2 weeks) HUB Kiosk/Display Case Posters - larger sizes of marketing cards/posters</p> <p>Print HUB Kiosk/Banner Posters for Opening Performer: ready for February 18 (2 weeks) HUB Kiosk/Display Case Posters - feature free Friday opening performance</p>

J1)	Native American Student Programs	"Healing the Earth Conference"	04.21.19	302 S 355 367	Adv. Booking	The Healing the Earth Conference is an annual conference held by the UCR American Indian Science and Engineering Society in collaboration with California Center for Native Nations, and the Rupert Costo Chair Endowment in American Indian Affairs. The conference hosts notable keynote speakers and small workshops around a theme or topic that deals with Healing the Earth. The conference's topics have included decolonizing ecology and decolonizing education. The event ends with a film screening. The event averages around 50-70 attendees. Food will be catered by a UCR approved vendor.
J2)	Native American Student Programs	"Gathering of the Tribes Summer Residential Program"	07.01-05.19	260 268	Adv. Booking	Every year Native American Student Programs host 40 middle and high school students for a week long summer program aimed at increasing the number of Native students in college. During the week we host classes and lectures in the HUB that include personal statement writing, Native American Studies, and guest speakers. UCR Students serve as residential advisors for the summer program through out the week.

J3) Native American Student Programs"	"Native American Student Programs Graduate Banquet"	06.03.19 or 06.06.19 (Client deciding on date)	302 S 302 N	Adv. Booking	Native American Student Programs hosts a graduation banquet for all graduating students. At the program students will be honored with a blanket, symbolic of the communities support and love for the student. The event will be catered with a UCR approved vendor. We will decorate the room as well. we anticipate having around 90 people for this event.program through out the week.
K) Recreation Center	"UCR Student Management Conference"	08.15.18	302 S 269 268 260 265	Fee Waiver	\$1,082.50
<p>Conference for career staff who supervise student employees on campus to grow and develop their skills to bring back to the workplace.</p> <p>Why Are We Having Event: For a little over two (2) years, a group of UCR staff members from units across the campus have been analyzing the on-campus student employment experience. We have found some large gaps in this experience for career staff who supervise students, as well as students in on-campus jobs. This conference is the first step in a larger picture to help develop career staff who supervise students. This development will focus in areas specific to on-campus student employment, such as work study, mentoring, etc. This conference is only open to UCR staff and faculty, but it is for the benefit of students. We want student employees to have the best experience possible when working on campus. That begins with us training and developing the career staff who supervise these students.</p>					

M1) Staff Assembly	"Staff Assembly Fall General Meeting"	11.07.18	302	Fee Waiver	\$600.00	<p>Quarterly Staff Assembly meeting and awards presentation. Room set up in long orientation with screen down. Will need audio.</p> <p>Doors for event open at 11:45-ish, but room should be ready by 11:15 am</p>
M2) Staff Assembly	"Staff Assembly Holiday Party"	12.14.18 12pm-6pm	302	Special Request & Fee waiver request	\$1,000.00	<p>Staff Assembly is requesting to reserve HUB 302 for their event on the last date of Fall Qt. Finals. HUB rooms are blocked out on these dates as study rooms. If approved they are also seeking a fee waiver for the room.</p>
M3) Staff Assembly	"Staff Assembly Winter General Meeting"	02.06.19	302	Adv. Booking and Fee Waiver	\$600.00	<p>Quarterly Staff Assembly meeting and awards presentation. Room set up in long orientation with screen down. Will need audio.</p> <p>Doors for event open at 11:45-ish, but room should be ready by 11:15 am. Students may attend but are not the primary audience.</p>

M4) Staff Assembly	"Communtiy Partner Fair"	04.10.19	302 355	Adv. Booking and Fee Waiver	\$1,550.00	<p>The annual UCR Staff Assembly Community Partner Fair, which is open to students, staff and faculty.</p> <p>Event hours are 10:30 a.m. to 1:30 p.m., but we will need HUB 302 at 6:00 a.m. for pipe and drape setup. Teardown may begin immediately at the end of the event.</p> <p>HUB 355 will be used as a green room/lunch meal area.</p>
M5) Staff Assembly	"Staff Assembly Spring general Meeting"	05.22.19	302	Adv. Booking and Fee Waiver	\$600.00	<p>Quarterly Staff Assembly meeting and awards presentation. Room set up in long orientation with screen down. Will need audio.</p> <p>Doors for event open at 11:45-ish, but room should be ready by 11:15 am. Students may attend but are not the primary audience.</p>
N1) Student Mental Health	"Wellness Wednesday"	Every Wed. Winter Qt. 01/09-03.13.19	269	Adv. Booking		<p>Wellness Wednesday is a weekly series hosted by The WELL and other campus partners. These events offer education, resources and activities for campus wellness.</p>

N2) Student Mental Health	"Wellness Wednesday"	Every Wed. Spring Qt. 04.03-06.05.19	269	Adv. Booking		Wellness Wednesday is a weekly series hosted by The WELL and other campus partners. These events offer education, resources and activities for campus wellness.
O) UCOP Office of the President	"UCOP"	10.23-24.18	302	Fee Waiver	\$1,850.00	Our event is on Oct. 24. We would like access to the venue the day before to set up for the event. The venue is not available until 7:00pm. We would like to come in and set-up then and were hoping to received at least a reduction of fees if not the dismissal of fees for this set-up time, since no one is using the venue, I would appreciate a response. If I can answer any questions you might have, please ask. This is a bi-annual event and other campuses have granted us permission to set up free of charge. Lisa Walke suggested I contact your department. This event is for IT employees and Fellows from every UC campus.
P) Undergraduate Admissions	"2019 UMOJA Summer Leadership Conference"	08.03.19	302	Adv. Booking and Fee Waiver	\$1,232.50	UMOJA Summer Leadership Symposium is a 3 Day conference held at UCR for members of the UMOJA organization. Programming includes Workshops, Key note Speakers, Information Sessions, Student Panel, Organization presentations, Overnight Stay and Dinning. Event is for off campus/Community.

Q1	Undergraduate Education	"Winter Undergraduate Fair"	01.08.19	302	Adv. Booking and Fee Waiver	\$750.00	Winter Undergraduate Resource Fair - anticipating 300 student attendee's. Please note: The program director has requested this event be scheduled the same day as the Academic Merit Celebration for Fresh/Sophomores, and that event room request was submitted just prior to this one. Please contact me if you have any questions or need clarification on request.
Q2)	Undergraduate Education	"Academic Merit Celebration (Frosh/Soph)"	01.08.19	355	Adv. Booking and Fee Waiver	\$120.00	Program Director requesting to have room set up w/ Chancellor's high cocktail tables for event w/ estimated attendee's of 120. Tables to be ordered through Physical Plant for this event.
Q3)	Undergraduate Education	"Undergraduate Education Research Symposium"	05.14-15.19	302 355 379 367	Adv. Booking and Fee Waiver	\$3,700.00	2 day (all day) event - 302 set up for posters w/ poster boards and 2 6' food tables; 355,367, and 379 set up theatre style with 2 6' panel tables for Oral presenters in each room.
Q4)	Undergraduate Education	"Scholarship Luncheon"	05.31.19	355	Adv. Booking and Fee Waiver	\$160.00	UE Scholarship Luncheon - anticipated participation of 50 students. Room set up - 2 6' tables for food set up and Round tables to accommodate up to 50 seated guests.