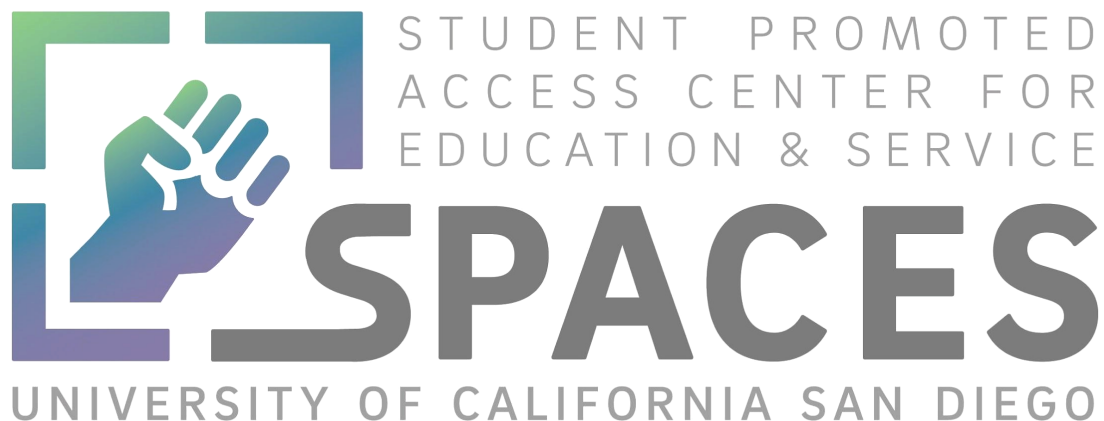




2024-2025 SPACES Funding & Operations Manual

All policies are subject to change.

Last Updated: 10/23/2024

IMPORTANT INFORMATION FROM UC SAN DIEGO

SPACES is not responsible for any changes that may occur from time of proposal to execution of proposed event. Work with your Advisor for any updated policies and campus guidelines for both on- and off-campus events and programs. All events on campus must adhere to campus mandates.

TABLE OF CONTENTS

- I. Introduction
 - A. [Land Acknowledgement](#)
 - B. [Our Story and Mission](#)
 - 1. SPACES (Student Promoted Access Center for Education and Service)
 - 2. SIPHR (Student-Initiated Programs for Holistic Retention)
 - 3. SIAPS (Student-Initiated Access Programs and Services)
 - 4. SPICEE (Student Programs Ignited for Community Engagement & Education)
- II. [Funding Timeline for 2024-2025](#)
 - A. Fall Quarter 2024
 - B. Winter Quarter 2025
 - C. Spring Quarter 2025
- III. [What We Fund](#)
 - A. Sponsorship
 - B. Co-Sponsorship
- IV. [Funding Guidelines](#)
 - A. Rate Guidelines
 - B. Utilizing SPACES Funds
 - 1. Appeal/Request for Additional Funds
 - 2. Rescheduled Events
 - 3. Canceled Events
- V. [What We Do Not Fund](#)
- VI. [Post-Program Report](#)
- VII. [Operations](#)
 - A. Hours of Operation
 - 1. Room Designations
 - 2. Reservation Guidelines
 - 3. Grab n' Go Program
 - 4. Borrowing/Using SPACES Materials
 - B. Resources/Communication
 - C. Position Requirements
 - D. Working During Finals Week & School Breaks
- VIII. [Professionalism in the Space](#)
- IX. [Additional Resources](#)
 - A. Contact Information
 - B. Job Cards



LAND ACKNOWLEDGEMENT

(adapted from the UC San Diego Intertribal Resource Center)

The UC San Diego community holds great respect for the land and the original people of the area where our campus is located. The university was built on the unceded territory of the Kumeyaay Nation. Today, the Kumeyaay people continue to maintain their political sovereignty and cultural traditions as vital members of the San Diego Community. We acknowledge their tremendous contributions to our region and thank them for their stewardship.



OUR STORY AND MISSION

SPACES MISSION STATEMENT:

The mission of the Student Promoted Access Center for Education and Service (SPACES) is to act as an empowering dynamic on campus where UCSD students collaborate to achieve greater educational equity. This encompasses equal access to higher education, undergraduate retention and graduation, and matriculation to graduate and professional schools.

SPACES values the power of student-initiated action and organizing by providing an environment for student growth and development and thus is a foundation to create leadership and unity through community engagement.

SPACES shall serve as the center for student-initiated access and retention projects at the university. Student-Initiated Access Programs and Services (SIAPS) shall exist as the “access” component to SPACES. Student-Initiated Programs for Holistic Retention (SIPHR) shall exist as the “retention” component to SPACES. Student Program Ignited for Community Engagement and Education (SPICEE) shall exist as the “community” component to SPACES.

OUR STORY:

The story of SPACES dates back generations of student activists who have dedicated their time, effort, and love to the student movement. These activists had the vision to dream of a recruitment and retention center at UCSD so that all students would have access to higher education, as well as the resources to help them succeed once they got here.

In the spring of 2003, the \$39/per student per quarter University Centers Expansion Referendum was proposed by the Associated Students. Through protest and struggle, student activists ensured there was a home for the student-run recruitment and retention center (now called SPACES), as well as a new SAAC Lounge and a permanent space for the Cross-Cultural Center. Although students had been guaranteed such a space, there were no fixed, allocated funds for the center’s operations.

In the spring of 2005, student activists banded together to obtain funding for the impending student recruitment and retention center. The DOORS referendum



received well over the 50% minimum of voting students in support of the action, but due to an insufficient amount of total student votes, the referendum did not pass.

In the spring of 2007, the member organizations of the Student Affirmative Action Committee (SAAC), Student-Initiated Access Programs and Services (SIAPS, also formerly known as Student-Initiated Outreach and Recruitment Commission) and the Student-Initiated Programs for Holistic Retention (SIPHR, also formerly Academic Success Program), banded together to demand that the university prioritize student retention and access to higher education. The result of these efforts culminated in the \$7/per student per quarter Promoting Understanding and Learning through Service and Education (PULSE) Referendum.

With the vote of 22% of the student body, 56% of students said YES to the PULSE Referendum, establishing guaranteed funding for ASP and SIAPS as well as mandating the creation of a new center, SPACES, that would serve as a support organization for student-initiated access and retention programs and services.

SIPHR

MISSION:

Student-Initiated Programs for Holistic Retention (SIPHR) is a student-initiated and student-run service that functions to increase the retention rates of University of California, San Diego undergraduates. SIPHR will be proactive at preventing academic probation, disqualification, and drop-out within underserved and underresourced communities including students from low income, first generation, nontraditional, undocumented, disabled communities of color. SIPHR's goals are to:

- Bridge educational disparities and challenges by providing programming and resources that promote the academic success of students from underresourced and underserved backgrounds.
- Enrich underresourced and underrepresented students' sense of belonging and undergraduate experiences by building emotionally supportive relationships between undergraduates, staff, faculty, and alumni.
- Connect underresourced students to culturally effective resources and programs that support their academic, personal, and professional growth.
- Strengthen preparedness for graduating students in constructing their post-graduation objectives and developing their career pathways.

Through this, SIPHR will address educational inequity within the university system by providing academic assistance, facilitating student enrichment, and countering financial and food insecurity. SIPHR is committed to serving and fostering a sense of belonging to historically underrepresented and marginalized student populations.

OUR STORY:

1997: Alex T. Tom stumbled upon some notes from the 1980's about a joint task force between the Associated Students and the Chancellor's concerning the outstanding number of low student satisfaction at UC San Diego. The recommendation from that committee suggested creating some type of student group to tackle this growing issue. Alex, the Associated Students Vice President of External Affairs at the time, then sparked from these notes the idea of the Academic Success Program.

1998: ASP became officially established. Throughout the years, the members of the Academic Success Program continued to tackle these issues as they noticed common links connecting the low student satisfaction rates to UC San Diego's annual dropout rate of 25%. The four pioneering first year students of AASU (now known as BSU), APSA, MEChA, and KP, helped initiate and implement services that shaped the mission statement of ASP to help students stay in school. Although initially supported, a lack of attention and funding towards the cause resulted in the program nearly failing. Due largely to the efforts of a few pioneering student



leaders, and at times just one individual, ASP stayed alive and was able to make itself known to the campus community

2001: The leaders at ASP pressed on and managed to re-introduce the referendum on the 2001 Associated Students ballot. Receiving overwhelming support and a sufficient amount of total student votes, the referendum passed and ASP started receiving sufficient funding to help UCSD students.

2016: The Academic Success Program was renamed the Student-Initiated Programs for Holistic Retention (SIPHR) to promote student retention through several means. Along with academic support, SIPHR develops programs that aim to retain students through career preparation, mentorship, wellness/self-care, leadership development, and sociopolitical empowerment.

SIAPS

MISSION:

The Student-Initiated Access Programs and Services (SIAPS) is a component of SPACES that promotes access and outreach projects and services to higher education and graduate school serving communities in the San Diego region, the state of California, and current undergraduates of the University of California San Diego. Through Student-Initiated and student run programs, the Student-Initiated Access Programs and Services (SIAPS) of SPACES seeks to:

- Empower students to engage in critical pedagogies around structures of education
- Promote a pathway for traditionally marginalized communities to access higher education and post-baccalaureate programs
- Work with community members to provide resources to students to engage in critical knowledge production.
- Create a space that allows students to recognize cultural influences in higher education

OUR STORY:

2002: First Summer Summit; First Overnight Program

2003: First SAAC All People's High School Conference

2004: UCOP cuts funds for SIO stipends for any students; SAPEP Report was used as measurements for state funds; First QPOC High School Conference

2005: DOORS Referendum failed by 2% margin; UCOP cuts all SIO funds; each high school conference receives a max of \$5000 for their event; UC-wide SIO Directors attend UCOP meeting & CA Senate hearing to address Prop 209 and Native American identity; SIO directors are threatened by Gov. Schz to be sued

2006: AS referendum policy changes from 20% minimum vote, to majority vote; PULSE Referendum passes; Steering Committee for SPACES established; Women's Center coordinates first high school conference for teenage female students; MSA hosts first high school conference; KP high school conference reaches over 1000 participants and was threatened by the university to be closed because of capacity

2007: SIORC changes to SIAPS due to UCOP policy against the term "outreach"; SPACES officially is created; Agreement for center is reached by steering committee and University Centers; Cycle 1 Job Cards are created



2011: First Black Overnight Program with SIAPS Overnight Program; MSA becomes SAAC organization

2012: Jacobs School of Engineering joins Overnight Program

2015: First College Tour Program to Southern California universities

2016: UCSD Overnight Program becomes official title to encompass all three yield programs; MSA officially hires one access and one retention Coordinator; SPACES Advisors are hired to oversee the three components of SPACES - Access, Retention, & Community

2017: SPACES expands to add 14 new student Coordinator positions; Creation of Pacific Islander Access Coordinator; 15th Annual Summer Summit expands to 1 week and invites over 70 high school students that is recognized by both CA Assembly and CA Senate; Creation of pipeline Coordinator for Summer Summit high school student participants; Creation of Parent Program & Transfer Outreach Coordinator; Creation of Matriculation & Data Analyst.

SPICEE

MISSION:

The Student Programs Ignited for Community Engagement and Education (SPICEE) is a student-initiated and student-run component of SPACES that functions to empower our community through the acquisition of political knowledge, personal identity exploration and formation, and engagement in social justice and activism. As a result of participating in SPACES Community Programs:

- Students will cultivate their understanding of social justice and analyze how their background and perspectives shape their understanding of the world.
- Students will experience personal development and formulate an understanding of their individual and collective responsibility to create equitable and inclusive communities.
- Students will develop the capacity to express themselves and recognize methods of advocating on behalf of their communities through art, culture, and media.
- Students will be able to identify and describe 3-5 available campus resources that facilitate their academic and personal growth.

OUR STORY:

In 2017, SPICEE was created to combine education and engagement. First composed of communications project group: Directors, Collective Voice Coordinators, Web and Marketing Coordinator, and Practicum Coordinators. The component's basic mission was to increase marketing efforts within SPACES. It soon became a community component group with the addition of Alternative Groups. This component serves to meet the needs of under-resourced students that are not addressed in retention and access.



FUNDING TIMELINE FOR 2024-2025

2024-2025 SPACES [Program Proposal](#) Deadlines

Fall Quarter 2024		
Deadline to Submit*	Event/Program Dates	Funding Presentation*
Tuesday, September 24, 2024	October 27 - November 2, 2024 FA24 Week 5	Tuesday, October 1, 2024
Tuesday, October 1, 2024	November 3 - November 9, 2024 FA24 Week 6	Tuesday, October 8, 2024
Tuesday, October 8, 2024	November 11 - November 16, 2024 FA24 Week 7	Tuesday, October 15, 2024
Tuesday, October 15, 2024	November 17 - November 23, 2024 FA24 Week 8	Tuesday, October 22, 2024
Tuesday, October 22, 2024	November 24 - November 30, 2024 FA24 Week 9	Tuesday, October 29, 2024
Tuesday, October 29, 2024	December 1 - December 7, 2024 FA24 Week 10	Tuesday, November 5, 2024
Tuesday, October 29, 2024	January 5 - January 11, 2025 WI25 Week 1	Tuesday, November 5, 2024
Tuesday, November 5, 2024	January 12 - January 18, 2025 WI25 Week 2	Tuesday, November 12, 2024
Tuesday, November 12, 2024	January 19 - January 25, 2025 WI25 Week 3	Tuesday, November 19, 2024
Tuesday, November 19, 2024	January 26 - February 1, 2025 WI25 Week 4	Tuesday, November 26, 2024
Tuesday, November 26, 2024	February 2 - February 8, 2025 WI25 Week 5	Tuesday, December 3, 2024 **Last FA24 Steering**
** No events for Winter Break **		



Winter Quarter 2025		
Deadline to Submit*	Event/Program Dates	Funding Presentation*
Tuesday, January 7, 2025	February 9 - February 15, 2025 WI25 Week 6	Tuesday, January 14, 2025
Tuesday, January 14, 2025	February 16 - February 22, 2025 WI25 Week 7	Tuesday, January 21, 2025
Tuesday, January 21, 2025	February 23 - March 1, 2025 WI25 Week 8	Tuesday, January 28, 2025
Tuesday, January 28, 2025	March 2 - March 8, 2025 WI25 Week 9	Tuesday, February 4, 2025
Tuesday, February 4, 2025	March 9 - March 15, 2025 WI25 Week 10	Tuesday, February 11, 2025
Tuesday, February 4, 2025	March 30 - April 5, 2025 SP25 Week 1	Tuesday, February 11, 2025
Tuesday, February 11, 2025	April 6 - April 12, 2025 SP25 Week 2	Tuesday, February 18, 2025
Tuesday, February 18, 2025	April 13 - April 19, 2025 SP25 Week 3	Tuesday, February 25, 2025
Tuesday, February 25, 2025	April 20 - April 26, 2025 SP25 Week 4	Tuesday, March 4, 2025
Tuesday, March 4, 2025	April 27 - May 3, 2025 SP25 Week 5	Tuesday, March 11, 2025 **Last WI25 Steering**
Tuesday, April 1, 2025	May 4 - May 10, 2025 SP25 Week 6	Tuesday, April 8, 2025

Spring Quarter 2025		
Deadline to Submit*	Event/Program Dates	Funding Presentation
Tuesday, April 8, 2025	May 11 - May 17, 2025 SP25 Week 7	Tuesday, April 15, 2025
Tuesday, April 15, 2025	May 19 - May 24, 2025 SP25 Week 8	Tuesday, April 22, 2025



Tuesday, April 22, 2025	May 25 - May 31, 2025 SP25 Week 9	Tuesday, April 29, 2025
Tuesday, April 29, 2025	June 1 - June 7, 2025 SP25 Week 10	Tuesday, May 6, 2025
** No events for Summer Break **		

Deadlines on Tuesdays are 11:59PM

Program proposals are due 5 calendar weeks before the event/program. Only events/programs that fall with the date ranges for each respective deadline will be accepted. Deadlines are hard due dates; one can submit a program proposal or conduct a funding presentation earlier than the deadlines provided. Late submissions of program proposals will NOT be accepted. **Failure to submit your post-program report within the 14-day deadline will affect funding for future programs.** Funding proposals of new events/programs for respective student organizations and/or student staff members will not be accepted until the post-program is received.

Dates are subject to change.

WHAT WE FUND

SPACES provides support for a number of programs that support the larger mission of achieving educational equity. SPACES funding is subdivided into three components: SIAPS (Access), SIPHR (Retention), and SPICEE (Community). **For any program, event, or co-sponsorship to be considered for SPACES funding, the event must reflect, align, and/or pertain to the overall SPACES Mission and Learning Outcomes.**

Altogether, SPACES funds a broad range of programs and services. However, all events should consist of one or more of the required 10 program aspects:

1. Create awareness about social justice and educational equality.
2. Promote community engagement and practice principles of community.
3. Reflect student and community empowerment.
4. Promote a positive impact on student life.
5. Integrate affirmative values.
6. Explore the meaning and impact of self-identities.
7. Develop leadership skills.
8. Cross-collaboration with other student organizations, centers, and departments.
9. Provide information and referral support systems and services.
10. Encourages long-term participation for future services and events.

Sponsorship

The following are the different types of programs that each component funds for sponsorship programs. Sponsorship programs are defined as programs that are directly access, retention, or community related and proposed by SPACES Core Org Coordinators.

SPACES Student Staff Internal Programs

SPACES student staff members have the ability to develop and coordinate programs that fall within their specific job responsibilities. They also have the ability to create programs that support the overall mission statement. Volunteers who are associated with a core organization and correspond with the goals of their position are funded through SIPHR, SIAPS, or SPICEE. Self-initiated programs that address overall educational equity issues and are not associated with a core organization are funded through the respective component that the student staff is under.

SIPHR Proposed Program Types:

- Academic support
 - Booklending, study jams, study & exam supplies, academic conferences



- Career & postgraduate preparation
 - Career/post-grad workshops, alumni panels, life skills programs
- Mxntorship & networking
 - Mxntorship programs from SPACES CORE organizations, student/staff/faculty mixers, peer counseling programs, mxntor/mxntee trainings
- Wellness/self-care
 - De-stressing events, mindfulness resources, community breakfasts
- Socio-political empowerment
 - Awareness weeks, identity-based conferences, book talks, leadership training
- Alumni engagement
 - Alumni panels, alumni conference, mxntorship, job shadowing
 - Geared towards career fields or post-graduate life (not graduate school)

SIAPS Proposed Program Types:

- Educational support and success
 - Tutoring, test prep (SAT, ACT, MCAT, GRE, LSAT, etc.)
 - college readiness workshops
 - Graduate school preparation and panels for undergraduate students
 - SAT, ACT, GRE, or AP test prep (seminars, classes, or sessions)
 - Testing support
- Socio-political empowerment
 - Workshops and/or guest speakers at access programs high school conferences, on-sites
 - Identity workshops, educational interests
 - Socio-political empowerment through panels, workshops, and guest speakers
- Community Engagement
 - Panels, guest speakers, and workshops around social justice and educational equity
 - Community-focused programming targeted for K-12, community college, parents/guardians, educators
- Matriculation and College Access
 - College tours such as the Spring College Tour with UCLA, UCI, SDSU, and CSULB
 - On-sites, shadow days, and/or overnights for high school students
 - Undergraduate students serving as hosts or volunteers for high school conferences, shadow days, or overnights
- Student Support and Mxntorship
 - Mxntorship programs for peer support and mutual aid

- Leadership and Professional Development
 - Leadership development through volunteering at high school conferences, shadow days, or overnights
 - Professional development through hosting, coordination, and mentoring opportunities
- Operations Guidelines
 - Coordination with SIAPS Advisor for on-site/off-UCSD programs and purchases
 - Purchases must be arranged at least 14 days in advance
 - Food and materials must be approved by hosting site/school

SPICEE Proposed Program Types:

- Community Empowerment Programs
 - Overnight on-campus program for high school students
 - Leadership development through mentorship at overnight
- Community Education Programs
 - Education on the art and student voice at UCSD through TCV issues
 - Dialogue about the alternative history of UCSD through Alternative Tours
 - Discussion on the higher education experience through Alternative Panels
 - SPACES-wide workshops and trainings
- Community Engagement Programs
 - Creative opportunities with zines, open mic nights, art submissions, etc.
 - Promotion of SPACES programming through online media
 - Collaborations with BOD, resource centers, other organizations, etc.
- Cultural Events
 - CORE org cultural celebrations, performances, and banquets

Co-Sponsorship

Co-Sponsorship programs are defined as programs that are 1) not directly access, retention, or community related or 2) is a program proposed by non-SPACES Core Org Coordinators.

Core Organization Co-Sponsorship Programs

SPACES core organizations have the ability to request funding for programs or events through SPICEE if the program or event aligns with the overall mission of SPACES and the respective component. SPACES has 8 current core organizations which include:

- Asian Pacific Islander Student Alliance (APSA)
- Black Student Union (BSU)



- Kaibigang Pilipino (KP)
- Movimiento Estudiantil Chicanx por Activismo (MEChA)
- Muslim Student Association (MSA)
- Native American & Indigenous Student Alliance (NAISA)
- Pacific Islander Student Association (PISA)
- Queer & Trans People of Color (QTPOC)
- Student with Disabilities Collective (SDC) [*inactive*]

Registered UCSD Student Organization Programs (Non-Core Orgs)

Registered UCSD student organizations have the ability to request funding for programs as a co-sponsorship through SPICEE as long as they are aligned with the mission of SPACES and the respective component mission. Generally, programs that target K-12 students, including community college students receive funds through SIAPS, while programs that target undergraduates receive funds through SIPHR. Community engagement or education programs are funded through SPICEE. Based on the objectives, goals, and target participants of the program, the funding source is to be determined by the SPACES Co-Directors. There is a funding limit of 75% of the program up to \$1,000 per program or event for co-sponsorships.

Departmental Co-Sponsorship Programs with SPACES

Departments, Resource Centers, and Collectives have the ability to request funding for programs or events through SPACES if the program or event aligns with the overall mission of SPACES. Based on the objectives, goals, and target participants of the program, the funding source is to be determined by the SPACES Co-Directors. There is a funding limit of 75% of the program up to \$1,000 per program or event for co-sponsorships.

FUNDING GUIDELINES

RATE GUIDELINES

As you prepare your budget, please keep the rate guidelines in mind. Funding Committees are composed of three types: SPICEE steering committee, SIPHR steering committee, and SIAPS steering committee. Events/Programs that exceed these rate guidelines may only be partially funded. SPACES may fund up to the cap rates as indicated below. These rates include tax. Exceptions can be made at the discretion of a SPACES Co-Director.

Line Item Requested	Cap Rate
Contracts	
Speaker, DJ, and/or Entertainer, etc.	up to \$1000 total/quarter
ASL interpreters (for events that are more than 30mins, 2 interpreters are needed)	\$100/hr
Food (for in person events only) Prices include pre-meal items (e.g., beverages and hors d'oeuvres), meal, labor, gratuity, sales tax, delivery charges, and other service fees.	
Events for more than 6 hours may include up to 3 meal types.	
Light Snacks & Beverages	up to \$22/participant
Breakfast	up to \$31/participant
Lunch	up to \$54/participant
Dinner	up to \$94/participant
Utensils (pre-packaged; not individual)	Work with Advisor on rates
Printing	
Imprints	\$250/program
Supplies	
Butcher paper, posters, name tags, etc.	up to the discretion of the respective funding committee
T-shirts SPACES Logo must be imprinted on t-shirts. (Suggested printing companies: CollegeWear, CustomInk)	up to the discretion of the respective funding committee
Transportation	
Bus To be used for local San Diego and UCSD students only. In-state only. (Suggested Vendors: SunDiego, Never Tardy, SureRide)	up to the discretion of the respective funding committee
Airline Tickets Conference Delegations traveling by plane	up to \$250/person one way or \$400 roundtrip up to 15 persons/conference
Lodging	

Hotel

Before taxes and mandatory hotel fees

up to \$333/night

Food/Catering

As per the [University Regents Policy 5402](#), the following process must be followed when having an event with food/catering:

- 1) Any on-campus events that will require **full-service** catering will be through [UCSD Housing, Dining, & Hospitality](#) (UCSD HDH).
 - a) Full-service catering refers to any time a caterer is on-campus performing any type of services, including but not limited to, setting up, tearing down, serving food, preparing food.
 - b) A request must be made a minimum of two weeks prior to the event.
 - c) UCSD HDH will either approve or deny the request
 - i) If approved, UCSD HDH will work to get quote for catering
 - ii) If denied, a form will be given to requestor(s) giving approval to use other vendors for full-service catering.
- 2) Using on-campus vendors (restaurants)
 - a) Obtain a quote using funding guidelines with chosen vendor
 - b) Submit quote to TAP
 - c) Once approved
 - d) If denied, coordinate with your Advisor for next option
- 3) UCSD Approved Vendors (those on TAP list)
 - a) Pick from approved vendors on TAP
 - b) Obtain quote using funding guidelines with chosen vendor
 - c) Submit quote to TAP

Performance Agreements

All inclusive contract (including travel, lodging, performance fee, etc.) up to \$1,000 per program. There is a \$15 fee for any contract below \$1000, and a \$20 fee for any contract \$1000 or more.

Current undergraduate and graduate students of any UC are not eligible as performers/speakers. Staff and faculty of any UC must get approval from their department HR and chair/director to be contracted. An approval must be obtained prior to the funding proposal with attached emails. No international speakers outside of Canada allowed.



ASL Interpreters

Please work with your Advisors for this service. Please note that any event that is more than 30mins requires two (2) interpreters. If it is an on-campus event, remember to consider parking and meals as part of their service.

Conferences/Large Events/Large Programs

Student Organizations requesting funding from SPACES for conferences, large events, and large programs must request funding from AS and/or other entities, when the purpose and goals of the program align with the funding policies of other entities. We encourage all staff members to look into multiple sources of funding on-campus and off-campus to gather support for your efforts from the larger community for events. A large event is considered large when there are 75 or more attendees. For events off campus, a travel request form must be submitted. This needs to be started seven weeks in advance and submitted with your program proposal.

Travel To-Do List (for SIPHR programs)

- Starting the process and program proposal 8 weeks in advance is recommended, six weeks in advance minimum. (Forms have to go to several departments before it can be approved).
- Submit proposed number of participants at least 5 weeks in advance to the SIPHR Advisor.
 - Note: A list of participants' names and information is not required at this time.
 - Mode of transportation needs to be solidified at this time
- Submit all quotes (food, lodging, transportation, etc.) at least four weeks in advance.
- Fill out and submit a Triton Activities Planner (TAP) for Environmental Health & Safety (EH&S) at least three weeks in advance.
- Submit a finalized list of delegation travelers at least two weeks before the conference/event/program.
 - Include delegation group name, first and last names of travelers, PID's, contact information, emergency contact information, dietary restrictions, allergies, and accommodations.
- Sign group and individual waiver, and submit at least two weeks before the conference to the SIPHR Advisor
 - You may want to do this at your delegation meeting as well as go over delegation rules.

- If travelers do not participate in delegation meeting and sign waivers, they will be dropped from the delegation. Additional travelers will be chosen from the overflow list.

Note: When locating quotes for flights/travel, make sure to include the flight number or any other detailing information that would be necessary. When picking lodging, the conference host site is preferred; if for any reason that is unattainable, we may approve a hotel that is within walking distance of the conference site. If travel logistics change, email the SPACES SIPHR Advisor and AS Administrative Assistant immediately.

Travel To-Do List (for SIAPS and SPICEE programs)

- Starting the process and program proposal 8 weeks in advance is recommended, six weeks in advance minimum. (Forms have to go to several departments before it can be approved).
- Submit proposed number of participants at least 5 (five) weeks in advance to SPACES - SIAPS Advisor
 - Note: A list of participants' names and information is not required at this time.
 - Mode of transportation needs to be solidified at this time
- Submit all quotes (food, lodging, transportation, etc.) at least five weeks in advance.
- Fill out and submit a Triton Activities Planner (TAP) for Environmental Health & Safety (EH&S) at least three weeks in advance.
- Submit a finalized list of delegation travelers at least 2 (two) weeks before the event
 - For undergraduate students - a list with first and last names, PID, contact number, and email address needed
 - For minors - a list first and last names, school, grade, gender, contact number, email address, and emergency contact
 - For non-UCSD adult (18+ students) - a list with first and last names, college, contact number, college email, personal email, and emergency contact
- Sign group and individual waiver, and submit at least one week before the conference to SIAPS Advisor
 - Waiver forms per each participant must be completed and submitted to SIAPS Advisor
 - SIAPS Emergency Contact Form
 - UCSD Event Waiver Form
 - UCSD Media Release form
 - You may want to do this at your delegation meeting as well as go over delegation rules.

- If undergraduate travelers do not participate in training meeting(s) and sign waivers, they will be dropped from the delegation.
- If a minor or non-UCSD traveler does not turn in waivers 4 (four) days prior to the trip, they will not be able to attend the event.

Note: When locating quotes for travel, make sure to include the bus itinerary (Addresses included) and contact number or any other detailing information that would be necessary. When picking lodging, please consider proximity to event(s); share accommodation for all participants. If for any reason that is unattainable, we may approve a hotel that is within walking distance of the conference site. If travel logistics change, email the SPACES SIAPS Advisor and AS Administrative Assistant immediately.

On-Campus Events

All on-campus events must adhere to university protocols with a Triton Activities Planner completed and approved.

Off-Campus Events (for SIAPS and SPICEE programs only)

All on-site / off-campus events must adhere to school and district policies. A signed approval from the school principal and/or district representative must be submitted to SIAPS Advisor at least one (1) week prior to first site visit. As per CA policy on working with minors, proper vaccination must be submitted to SIAPS Advisor.

Online / Remote Events

All events must follow SPACES funding timeline and guidelines. Events must be TAPed within the approved timeframe. Distribution of food and supplies are not funded for online / remote events. SPACES will not pay for individual or organization Zoom account expansion.

UTILIZING SPACES FUNDS

If you have been granted full or partial funding from SPACES, the funding that is being provided to you has been approved under the purpose, goals, and conditions that were outlined in your Program Proposal and meeting with the respective funding body. In order to have access to the funding that was provided by SPACES, Program Coordinators have been entrusted by the respective funding body to utilize the funds in an appropriate manner as detailed in the budget and in the description of the program.

Appeal/Request for Additional Funds

If you were granted partial funding, no funding, and/or need additional funding for your event/program, you may submit an appeal and/or request for additional funds in compliance with the funding deadlines. For appeals, a revised program proposal must be submitted. To request for additional funds, please submit a new detailed budget requesting the additional funds along with a narrative explaining the request to the SPACES Advisor and SPACES Director of Financial Affairs.

Rescheduled Events/Programs

In the case that a Program Coordinator needs to reschedule their event/program, they may do so as long as the event/program is rescheduled at least 3 weeks (21 days) in advance and remains within the same academic quarter that the funds were originally requested for. If the event needs to be rescheduled to a different quarter, the Program Coordinator must resubmit their program proposal for review. Program Coordinators are responsible for notifying a SPACES Advisor and the Director of Financial Affairs when an event/program has been rescheduled and changing the date within TAP, if it is an on-campus event.

Canceled Events/Programs

Program Coordinators should plan ahead and allow at least 5 weeks to sufficiently plan their program. Events must be canceled at least 72 hours (3 days) of the projected event/program date. Program Coordinators are responsible for notifying the SPACES Program Assistant Director of Financial Affairs immediately when an event/program has been canceled. They must also cancel the event on TAP, if it is an on-campus event.

Program Coordinators must contact their vendor(s) to cancel any orders that have been placed. If possible, Program Coordinators must request for a refund to be issued. If a refund cannot be issued, then the next preferred method is credit from the vendor. If any funds that SPACES provided was spent for a canceled event, the

Program Coordinator and/or student organization of the respective event is responsible for ensuring these funds are returned to SPACES.

WHAT WE DO NOT FUND

SPACES Funding Disclaimer: Restricted Funding Guidelines

SPACES does not fund any programs, events, or student organizations that do not pertain or align with the Mission and Learning Outcomes of SPACES. In addition, we do not fund any programs or events that promote the marginalization of underserved communities as well as any type of xenophobia or rhetoric that might imply and/or continue the institutional oppression of underserved communities. In addition, SPACES does not fund any research, projects, events, or programs that are not student-initiated or student-run.

Restricted Line Items

SPACES will not provide funding for the items listed below (exceptions to these rules may apply to SPACES Internal Programs with the approval of the SPACES Advisor).

- | | |
|---|--|
| 1. Any guest speaker/performer that: | fees |
| a. Has not made an initial commitment to the requested event | 8. Insurance/damage waiver |
| b. Who is an alumni of UCSD that is not separated from the university for a minimum of 1 (one) year | 9. Membership fees for organizations |
| c. Who is a UCSD staff, faculty, current undergraduate and graduate student | 10. Newspaper or other forms of social media advertising |
| 2. Any non-verified price quote | 11. Permanent equipment or maintenance of equipment |
| 3. Awards and honors | 12. Postage/Shipping Costs* |
| 4. Banners | 13. Uniforms or club apparel |
| 5. Decorations* | 14. Online Zoom expansion (for remote / online events) |
| 6. Film, video, and film/video processing/purchase* | 15. Individual meals outside of program participation |
| 7. Instructors, referees, or umpire | 16. Rental vehicles without a designated driver that is 21+ years of age, with current driver's license and proof of insurance |
| | 17. Personal apparel and supplies |
| | 18. Gift cards |
| | 19. Salary (outside of contract) |



Restrictions may be waived upon approval of SPACES Advisor(s); please coordinate meeting with designated Advisor (SPACES Advisor will work with CSI Advisor for these exceptions)

Restricted Events/Programs

- Any event at which any revenue is collected, including but not limited to “suggested donations” or sliding-scale fees
- Student Organizations’ Off-Campus events
 - Exception only for SIAPS school on-site programs and SPACES staff proposed programming
- Any overnight Off-Campus event
 - Exception only for SIAPS and SPICEE programs (ie. College Tour and Experience UC San Diego)
- Closed events: All events must be open to all students
 - Exception may be made on certain circumstances; please coordinate with SPACES Advisor on stipulations

POST-PROGRAM REPORT

Future SPACES funding is dependent on the successful and thorough completion of the [2024-2025 Post-Program Report](#), which helps SPACES track metrics around who is utilizing SPACES resources and funding. This is due within 14 calendar days of the ending date of the program. Failure to submit your post-program report within the 14-day deadline will affect funding for future programs. Funding proposals of new events/programs for respective student organizations and/or student staff members will not be accepted until the post-program is received.

SPACES

OPERATIONS

Hours of Operation

Operating hours for the 2024-2025 academic year is Monday to Friday from 10am to 3pm, excluding University holidays and closures. The opening shift is from 9:30am-10am and the closing shift is 3pm-3:30pm. These operating hours are accessible to all students and non-UCSD affiliates during these hours.

Room Designations

The rooms within SPACES should be utilized as follows:

- Kitchen
 - **SPACES staff only**. Fridge and storage space only for staff to use. Meals and snacks are only for staff to consume. If SPACES Coordinators wish to store food and drinks in the kitchen for future programming, these must be clearly labeled with the Coordinator's position, event, and event date on post-it notes.
 - Staff are allowed one meal per day.
 - Staff are allowed one to two snacks per day.
 - If a CORE org has storage/office space, please move snacks and materials into that space instead of the kitchen, due to limited kitchen space for all SPACES positions.
 - If a coordinator does need to keep snacks or materials in the space, please communicate with a co-director and label the items with the CORE org, program name, and program date.
 - If there is any leftover catering in the fridge from a SPACES program, please dispose of it 24 hours after the event to prevent rotting. It is the responsibility of the coordinator who purchased the catering to dispose of it.

- Workroom
 - Dynamic work and study space. Open to the public, who are defined as current undergraduates and graduates, staff, and faculty. Can be reserved for meetings after operating hours.
- Library
 - Quiet study/work room. Only SPACES Staff can reserve during operating hours. Can be reserved for meetings after operating hours.
- Itzcali Lounge
 - Quiet study/work room. Can be reserved by Core Org board members and SPACES affiliates during operating hours EXCEPT during ASP distribution times.

Reservation Guidelines

- Internal Room Reservations are only for staff use. Staff must be present for the reservations that they book, unless reservations are for After-Hours use or Itzcali use during operating hours. Staff must book reservations on behalf of Core Org board members and SPACES affiliates.
 - Itzcali may be reserved during operating hours for Core Org board members and SPACES affiliates.
- The workroom and library cannot be reserved during the general operating hours 10:00 AM to 3:00 PM. They may only be reserved after operating hours, i.e. after 3 PM on Mondays, Wednesdays, and Fridays and after 5 PM on Tuesdays and Thursdays. Regardless of reservation start time, all reservations must end by 10PM.
- Any reservations that are not defined as personal or staff must require some form of written notification to a Co-Director or an Advisor through Slack with an intended purpose of the room.
 - Personal: Only available for staff use. Relates to increasing wellbeing, independent or small group study, or private matters.
 - Staff: Relates to 1:1s or 2:1s, independent or group staff work, or the execution of responsibilities detailed in staff job cards.
- Reservations are limited to 4 hours at a given time.

After-Hours Use

- SPACES Staff have access to the space after regular operating hours. SPACES staff will be required to utilize the staff only door code when entering the space.
- Community members and affiliates of SPACES will be required to utilize the community door code when entering the space. This code will be usable from 10am to 10pm.

Grab n' Go Program

- Provides the following materials and resources to current undergraduates and graduate students:
 - Blue Books (Up to 3 per person per day)
 - Scantrons (Up to 3 per person per day)
 - Tampons, Pads, and Menstrual Items (Up to 3 per person per day)
 - Condoms and Lubricants (Up to 3 per person per day)
 - Snacks at the Front Desk (Up to 1 per person per day)
 - Printing Services in B/W or Color (Up to 10 pages per person per day)
- Unlisted materials and resources can be borrowed or given away at the discretion of the Operations and Volunteer Coordinator or with written permission of a Co-Director.

Borrowing/Using SPACES Materials

- Only SPACES Staff have access to borrowing or using materials that are in SPACES, if they notify the #cycle18-equipment-check-out Slack channel or inform the Operations and Volunteer Coordinator. This includes but is not limited to materials such as:
 - Carts, Wagons, Dollies, etc.
 - SPACES tent and tabling materials
 - Supplies found in the Workroom, Library, and Itzcali rooms
 - Materials that can be used for programming
- If borrowing materials, please return items and materials back to where they were previously stored within one business day, unless otherwise communicated.
- If any supplies for the space are depleted, please let the Operations and Volunteer Coordinator know.

Resources / Communications

A. Slack

Slack is a messaging app used by SPACES staff that is the main source of communication between Advisors, Coordinators, and Co-Directors. It is recommended that staff download the mobile app onto their phone for quicker response times. Slack is unique in the way that it allows communication between staff or various groups (SPICEE, SIAPS, SIPHR, etc.). These “channels” can be used as a discussion board/chat server for announcements, meetings, zoom links, etc. Any SPACES staff member is able to make any announcements or ask questions via the “All Staff channel”. Work hours are still in place so please respect people’s response hours. All official business like timesheet changes, absences, missing/unrecorded hours, etc. must happen via Slack or email unless told otherwise.

B. SPACES Email

It is essential to utilize the SPACES or non-school email for communication with outside organizations. To maintain clear communication, please reach out to UCSD admin, other organizations, faculty, and staff should be done with this email. Each Coordinator position should have an email assigned to the position (outlook or gmail). Please inform a Co-Director/Advisor if you have issues with accessing these accounts. If needed, please loop in the Advisors on any communication on utilizing a SPACES email.

C. Padlet

Padlet is the primary platform used for quick access to the majority of SPACES files and resources. On Padlet you can access:

- Contact Information
- Accounts and Codes*
- SPACES Internal Links
- SPACES Programming Resources
- Component Specific Information
- Training Slideshows/Recordings
- Announcements

*Be mindful to keep SPACES staff accounts information and the door code within staff ONLY.

D. Kronos

Kronos is the timekeeping platform used to keep track of hours worked by SPACES staff. The deadline to approve your inputted hours for the pay period is the 12PM of the last Friday of a pay period. The directions to clock-in/out are as follows:



- A. Step 1:
Go to ucsd.kronos.net
- B. Step 2:
Log in with UCSD credentials using AD
- C. Step 3: Clocking in
 - Click on appropriate box (“In” column w/ Date of the week) (if applicable)
 - Record Timestamp
- D. Step 4: Clocking out:
 - Click on appropriate box (“Out” column w/ Date of the week) (if applicable)
 - Record Timestamp
 - Press “Save”
- E. Step 5: Ensure all your hours are accurate
 - Click “Save”
 - Click “Approve Timecard”
 - A yellow shade on timesheet = Approved Hours

The maximum hours that one can clock in in a day is 8 hours. Maximum hours in a week are dependent on the position job card. If clocking in more than 5 hours, it is mandatory to clock out for a 30 min unpaid lunch break (and do not work when you are on break!).

If there are any timesheet errors, immediately reach out to an Advisor to fix. In communications, please include what day(s) did the error occur, how many hours were worked and at what time (ex. 10am-11am, 1 hr long), and communicate this prior to the 12PM of the last Friday of a pay period. If other issues arise that SPACES staff cannot assist with (such as Kronos not working as intended), please reach out to SLHR for more assistance by submitting a ticket to SLHR via slhrticket@ucsd.edu or joining HR’s zoom office hours located on their website.

Position Requirements

Coordinators:

Student staff Coordinator positions are specific to three focus areas which provide an experience to develop specific knowledge and skills that are adaptable to any work environment. The access positions will fall under our SIAPS component, retention positions will fall under SIPHR, and community-education and communication positions will fall under the SPICEE component. Though many of the student staff positions entail working with certain communities, experiences will be taken into consideration, but also commitment and the ability for growth since SPACES student staff positions allow individuals the opportunity for self-reflection, growth, and raising consciousness within themselves. Each Coordinator at SPACES is required to coordinate a minimum of two programs per quarter which focuses on increasing access to higher education, improving retention in higher education and encouraging matriculation to graduate/professional school. All student staff are expected to work in a highly collaborative manner in order to collectively improve campus climate and our connection with the San Diego community and beyond.

Co-Directors:

The Co-Directors will oversee the programmatic structure and execution of the student Coordinators under their component. The Co-Directors are responsible for facilitating inter-group discussions, program mentoring and advising, as well as conflict resolution within the Component. Co-Directors are the lead contact for all yield and community programs for the Center. The SIPHR, SIAPS, and the SPICEE Co-Directors will collaboratively work to properly fund Coordinators and organizations' program request, assess and evaluation programs, manage center usage and resources, coordinate meetings with Board of Directors and other UCSD student organizations and departments, participate in state-wide and UC-wide meetings and conferences, attend UCSD meetings with administration, work with local schools and districts, foster relationship with local business and organizations, and submit annual reports to the VC of Student Affairs and UCOP.

Advisors:

Advisors assists the 3 components of SPACES by planning long-term goals and assisting the respective programs. There is an Advisor for SPICEE, SIPHR, and SIAPS.



Weekly SPACES Staff Tasks

A. Center Hours (5 hours)

Center hours are shifts in which staff members are physically present in the space during operating hours to assist guests, oversee resources open to the public for use, and ensure that the space is functioning as intended. You are also required to clean and assist any students visiting the spaces via SL Scanner, Grab-n-Go, and Front Desk.

In addition to overseeing the space, center hours are your primary time to work on your SPACES programs.

1. Shifts are defined as 30-minute periods where staff are in the Workroom, aware of any cleaning duties or visitors that need to be signed in and assisted.
2. Each staff member in SPACES is required to take at least two Front Desk shifts. Front Desk responsibilities include scanning SPACES staff and student IDs of those entering the space, answering questions or redirecting to appropriate resources, and staying at the front desk for the entirety of their shift.
3. Each staff member in SPACES is required to take either an opening shift from 9:30am to 10am, or a Friday shift unless an arising conflict such as class or high precedent commitment is communicated to the Co-Directors.

B. Field Hours (3.5 - 6 hours)

Field hours encompass additional time coordinators spend outside of their mandatory 5 center hours to work on programming or to attend any SPACES events that they or other SPACES staff have coordinated, including but not limited to:

- Attending SPACES Programs
- Set-Up/Tear Down of SPACES events
- SPACES Tabling and Outreach Events
- SPACES Committee Meetings
- Core Org Executive Board Meetings (30 minutes MAX)
- High School/Community College On-Site Visits
- SPACES/Core Org Related Conferences
 - Must be working the event to some capacity (Presenting, Facilitating, or Volunteering)

Keeping this in mind, Field Hours do not include the following*:

- Non-SPACES Events
 - Working or contributing to any event that does not receive SPACES funding



- Work that is through one's capacity as a general board member, general member, for another job, etc.
- Personal Activities

If your field hours are for the former, that is they are additional hours spent on programming outside of your center hours, these hours can be done either in-person or virtually.

*If you are unclear if an event counts as field hours or not, please consult a co-director.

C. 1:1s or 2:1s (2 hours)

1:1s or 2:1s are meetings for Coordinators to meet with an assigned Coordinator, Co-Director, or Advisor. These meetings will be assigned at random, with the expectation of completing one meeting in fall quarter, three meetings in winter quarter, and three meetings in spring quarter. Additional meetings are at the participants' discretion. These meetings are meant to be a check-in, provide space to seek support, assist with SPACES responsibilities, and connect with one another outside of the workplace. The 1:1 or 2:1 setup, goals, and intention for the meeting will be set at the discretion of the staff members involved.

D. Steering/All-Staff Meetings (3 hours)

Steering committee meetings are meant for updates/discussions pertaining to each particular component. These meetings, consisting of program proposals, passion projects, bonding activities, and general announcements, are held every Tuesday from 3:30-4:50pm. All-Staff meetings are held with all of SPACES staff together. These meetings are meant for bonding and important announcements for all staff to know which are held every other Thursday from 3:30-4:50pm.

Working during Finals Week & School Breaks

Every quarter, staff members have the option to work during either finals week or during the upcoming school break (excluding summer break), but they are not required to and *are discouraged from doing so* unless they will be working on an event that is rapidly approaching. Additionally, you may only choose to work during one of the two designated periods. For example, if a staff member chooses to work during winter break, then they may not work during finals week of fall quarter.

If you need to work during **both** of these designated periods, please reach out to an Advisor first and then your Co-Directors. Exceptions to the above policy require an Advisor's approval.

Regardless of the designated period chosen, coordinators may work at maximum 15 hours total during the period they choose, and Co-Directors may work at maximum 20 hours total during the period they choose.

a. Working during Finals Week

If you intend to work during finals week, you do *not* need to notify an Advisor first or your Co-Directors that you plan to work during Finals Week. You may work as you would normally during the quarter.

b. Working during a School Break

If you intend to work during a school break, you **must** communicate this to an Advisor and your Co-Directors **by Friday of Week 10**. In your message, you must detail the following:

1. The number of hours you intend to work during the break
2. The tasks and activities you plan to work on

You **must receive an Advisor's approval** in order to work during the break.

Additionally, if you are working during the break, you may **not** work or clock in on the following public holidays:

- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Jr (MLK) Day
- President's Day
- Caesar Chavez Day



- Memorial Day
- Juneteenth
- Independence Day
- Labor Day

PROFESSIONALISM IN THE SPACE

One of the purposes of SPACES is to dismantle societal constructs centered around white professionalism while uplifting the voices of minoritized communities and identities. It is important to define what professionalism is within the context of SPACES and what its missions, values, and goals are.

Communication:

Slack and Email would be the best way to communicate between staff. There shall be no more than 72 business hours turnaround time.

Music and Media:

Only NON-EXPLICIT music and media are allowed in the space. Please be aware of sensitive topics and potential trigger warnings within any media that is used by SPACES staff.

Attendance, Late, and Absence Policy:

Attendance for office hours and meetings are required and mandatory for any SPACES staff member unless previously excused by an Advisor or Co-Director. The expectation of all staff members is to arrive on time for their shift, office hours, steering, all-staff, meetings, and other job responsibilities. If a staff member is arriving late, it is important to communicate the expected late arrival time. An example of communication includes slacking in the #cycle18-runninglate channel with staff member's name, if they are on front desk duty, and expected late arrival time e.g., "Joe, front desk, is running 10 minutes late."

Late Arrival

If a staff member arrives more than **10 minutes late** without prior communication, a warning will be issued. After being late by more than **15 minutes on three separate occasions**, the staff member will have a restorative meeting with Co-Directors and Advisors will be scheduled to review expectations and next steps. Each situation will be assessed on a case by case basis.

If a staff member arrives more than 10 minutes late without prior communication, a reminder will be given, encouraging reflection on the situation. After three instances of being more than 15 minutes late without communication, a **restorative meeting** with the Co-Directors and Advisors will be held. The meeting will focus on understanding any underlying challenges, reviewing expectations, and collaboratively deciding next steps. Each case will be evaluated individually, prioritizing collective care and support, rather than punitive actions.



Absences

Attendance is required for all shifts, office hours, and meetings unless excused by a Co-Director or Advisor. Staff members must notify a Co-Director at least **24 hours in advance** if they need to miss a shift or meeting for an excused absence or an unexcused absence.

Excused absences include:

- Illness or medical emergencies
- Family emergencies
- Personal emergencies, including mental health needs that require time away to ensure well-being (i.e. therapy)

Unexcused absences include:

- Forgotten appointments
- Non-urgent personal matters

A Co-Director will inform you in the format: “this is your second unexcused absence”. After **three unexcused absences**, a meeting will be arranged to explore support or potential solutions. A third unexcused absence may result in further action based on restorative justice principles and to see if further action should be taken. Each situation will be assessed on a case by case basis.

Shift Covers

If a staff member is unable to fulfill their shift, they are responsible for arranging shift coverage by communicating their unavailability in the #cycle18-shiftcover channel. A shift cover includes a staff member that is not currently working during the allotted time. If a staff member is unable to find a shift cover after exhausting all options, it is important to notify a Co-Director as soon as possible.

The only exception for needing a shift cover is when there are at least 5 people still on shift for the times the staff member is missing. In that case the staff member will not need to find cover, but will still need to communicate in the slack channel that they will be absent. If a staff member needs to miss a shift, and there will be less than 5 people on shift in their absence, they will need to find a shift cover.



If multiple staff members need to miss, and there will be less than 5 people because multiple people are absent, those who communicated last will have to find a shift cover if they are the fifth or lower person missing. Those who communicated first will not need a cover if there are 5 other staff members working or finding cover.

Work Environment

Community Guidelines

- Using Inclusive Language
- Holding Community Accountable
- Make Space and Take Space
- What happens in Vegas stays in Vegas, what is learned here leaves
- Brave Space; Empowerment
- Don't Yuck My Yum
- Bubble Rule; Descalation of a situation
- Embracing Growth Mindset
- One Mic, One Star
- Challenge the idea not the person

These community guidelines were made during Summer All Staff training through the input of all staff members. This is an example of community guidelines but not limited to only these ideas as the guidelines are ever growing.

Community SafeGuard Agreement

The Community Safeguarding Agreement is a shared commitment within SPACES to create a safe, inclusive, and respectful environment. Drawing on principles of collective responsibility, the agreement ensures that everyone, especially vulnerable groups, is protected from harm. It emphasizes the importance of using inclusive language, holding each other accountable, and fostering a brave space where individuals feel empowered. By promoting ideas like "Make Space, Take Space" and "Challenge the idea, not the person," the agreement encourages open dialogue while reducing microaggressions and harmful behaviors. It also advocates for de-escalation, growth, and mutual respect, ensuring that the lessons learned here support community well-being and personal development.

Microaggressions

Microaggressions are verbal, behavioral, or environmental actions (whether intentional or unintentional) that communicate hostility toward oppressed or targeted groups including people of color, women, LGBTQ persons, persons with disabilities, and religious minorities. These actions include potentially harmful jokes and remarks to other employees that may negatively impact the individual. It's vital for SPACES staff to understand the importance of the verbiage and words used



within the space. Because SPACES seeks to assist and guide students from all identities and cultural backgrounds, it's vital that SPACES staff be considerate of the words used about another's appearance, identity, and ethnicity within the SPACE. The use of inappropriate language (derogatory terms, slurs, etc.) will not be tolerated, and actions taken in response will be guided by restorative justice practices to address harm and promote healing. This may include a meeting with a Co-Director/Advisor(s) to discuss expectations, community guidelines, and next steps.

Anti-Blackness

Professionalism as a practice is often used against communities of color, especially Black communities, to deny access and respect within and outside of the workplace. It is incredibly important to reflect upon the ways that Anti-Blackness shows up in the workplace, interpersonal relationships, language, and within the structures that SPACES is situated in. SPACES staff and affiliates must be oriented towards anti-racism against Anti-Blackness and other forms of oppression in everything that we do. Anti-Blackness in the space will not be tolerated and will result in a meeting with a Co-Director/Advisor(s) to discuss expectations, community guidelines, and next steps.

ADDITIONAL RESOURCES

Questions? Please contact the appropriate emails below:

Contact Information

Directors of SIPHR:

- Brianne Beckom and Josue Vega Jungo | spacesretention@ucsd.edu

Directors of SIAPS:

- Karen Hurtado-Mendez and Michelle Griffith | spacesaccess@ucsd.edu

Directors of Internal Affairs:

- Shruthi Venkatesh and Joshua Aquino | spacesinternal@ucsd.edu

Director of External Affairs:

- Veronica Liu | spacesexternal@ucsd.edu

Director of Financial Affairs:

- Jacqueline Ng | spacesfinance@ucsd.edu

SIPHR - Retention Advisor:

- Noodle Bagaporo | nbagaporo@ucsd.edu

SIAPS - Access Advisor:

- DJ Aniciete | daniciete@ucsd.edu

SPICEE - Community Advisor:

- Andra Allen | asallen@ucsd.edu

SLBO Fund Managers:

Anna Dickson → SPACES Programs → aldickson@ucsd.edu

Brendan Mahoney → Associated Students & SSSC → bmahoney@ucsd.edu

Alma Gallegos Osorio → Student Orgs A-F Fund Manager → agg024@ucsd.edu

Kevin Antonelli → Student Orgs G-O Fund Manager → kantonelli@ucsd.edu

Johnny Ha → Student Orgs P-Z Fund Manager → joh027@ucsd.edu



If you are a Greek organization, please work with your respective Greek Life Advisor for TAP and Funding.

Associated Students Resources:

AS Administrative Assistant → Andres Hernandez → adh003@ucsd.edu

AS Associate Director → Nicolette Solarez → nasolarez@ucsd.edu

Center of Student Involvement:

One Stop | onestop@ucsd.edu



Job Cards

- SIPHR Coordinators (12)
 - [APSA Retention In Solidarity Empowerment Coordinator](#)
 - [BSU Kujichagulia Retention Coordinator](#)
 - [EA'OPE \(PISA\) Retention Coordinator](#)
 - [KP Student Teaching Academic Retention \(STAR\) Coordinator](#)
 - [MEChA SIGUE Retention Coordinator](#)
 - [MSA SPIRIT Retention Coordinator](#)
 - [NAISA Community Retention Coordinator](#)
 - [QTPOC Retention Coordinator](#)
 - [ASP Resource Co-Coordinator \(4\)](#)
- SIAPS Coordinators (12)
 - [APSA LEAP Coordinator](#)
 - [BSU Kujichagulia Access Coordinator](#)
 - [KP Community Outreach to Realize Empowerment \(CORE\) Coordinator](#)
 - [MEChA Xoxotlani Access Coordinator](#)
 - [MSA SPIRIT Access Coordinator](#)
 - [NAISA Community Access Coordinator](#)
 - [PISA Empowerment Coordinator](#)
 - [QTPOC We Are Family \(WAF\) Access Coordinator](#)
 - [Data Analyst & Matriculation Coordinator](#)
 - [Engagement Programs & Initiatives Coordinator \(EPIC\)](#)
 - [Targeted Access & Resource Outreach \(TARO\) Co-Coordinator \(2\)](#)
- SPICEE Coordinators (12)
 - [Campus Diversity Engagement \(CDE\) Co-Coordinator \(2\)](#)
 - [Media: Graphic Design Co-Coordinator \(2\)](#)
 - [Media: Web Design & Marketing Coordinator](#)
 - [Operations and Volunteer Coordinator](#)
 - [Overnight Program and Transition Co-Coordinator \(2\)](#)
 - [The Collective Voice Archival \(TCV\) Coordinator \(2\)](#)
 - [The Collective Voice Community \(TCV\) Coordinator \(2\)](#)
- Co-Director Positions (8)
 - [Student-Initiated Program for Holistic Retention \(SIPHR\) Director \(2\)](#)
 - [Student-Initiated Access Programs and Services \(SIAPS\) Director \(2\)](#)
 - [Director of Internal Affairs \(2\) \(SPICEE\)](#)
 - [Director of External Affairs \(SPICEE\)](#)
 - [Director of Financial Affairs \(SPICEE\)](#)

For reference; last updated during the 2023-2024 academic year.

