



ASSOCIATED STUDENTS UCLA
 UNDERGRADUATE STUDENTS ASSOCIATION

Organization Space Allocation Application

APPROVAL AND COVER PAGE
 2024-2026

STUDENT ORGANIZATION

[Type Here]

APPROVALS

SIGNATURES AND DATE

- **Must be SOLE requested signatory**

OFFICER NAME (LAST, FIRST)	SIGNATURE OF OFFICER	DATE
OFFICER POSITION		
OFFICER PHONE #		
OFFICER EMAIL		

1 ST ALTERNATE CONTACT	
1 ST ALTERNATE PHONE #	
1 ST ALTERNATE EMAIL	

2 ND ALTERNATE CONTACT	
2 ND ALTERNATE PHONE #	
2 ND ALTERNATE EMAIL	

OSAC CHAIR Giovanni Prudente	OSAC CHAIR SIGNATURE
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[TYPE ORGANIZATION NAME HERE]

OSAC- Office Space Allocation Committee

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

CHECKLIST

- _____ APPROVAL AND COVER PAGE (DOUBLE CHECK CONTACT INFO)
- _____ ORGANIZATION GENERAL INFORMATION
- _____ SPACE-SPECIFIC INFORMATION
- _____ DESCRIPTION OF NEED
- _____ FOR MAILBOXES: ATTACH ALL SUPPORTING DOCUMENTATION
- _____ E-MAIL AN ELECTRONIC COPY TO osac@usac.ucla.edu
- _____ MEETING WITH THE SOLE ADVISOR (RECOMMENDED BUT NOT REQUIRED)

DEADLINE FOR SUBMITTING ALL PROPOSALS	TIME STAMP (ORIGINAL DOCUMENT)
NO LATER THAN March 15th, 2024 SUBMIT A PRINTED COPY TO USAC FAC's Mailbox AND AN ELECTRONIC COPY TO osac@usac.ucla.edu <u>No late proposals will be accepted. No exceptions!</u>	

General Information and Eligibility

The Office Space Allocation Committee (OSAC) is constituted to oversee and administer the periodic reallocation of organizational space within Kerckhoff Hall. It governs how organizations receive office, locker, and mailbox spaces.

Because office space is at a premium on campus, the committee is tasked with periodically reviewing and reallocating office space assignments after the space allocation has expired.

To qualify, you must be a UCLA registered student organization with Student Organizations, Leadership and Engagement (SOLE). Additionally, a Statement of Non-Discrimination must be signed and on file at the SOLE. Please contact your SOLE advisor for more information.

In addition, multiple organizations may apply for space using the same application [e.g. if the organization(s) fall(s) under an umbrella organization], but no organization can be listed on more than one (1) submitted application.

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

2024-2026 ASUCLA Undergraduate Students Association Organization Space Allocation Application

In order to qualify for specific space(s), organizations must meet the following criteria:

- For Mailboxes: the organization must have been registered with SOLE for at least one (1) year.
- For Locker Space (when available): the organization must have been registered with SOLE for at least two (2) consecutive years.
- For Offices (must fit all 3 criteria):
 1. The organization must have been registered with SOLE for at least two (2) consecutive years.
 2. The organization must have applied for campus funding (from any source) for at least one (1) year in the past two years.
 3. The organization must have reserved and utilized campus facilities for at least once (1) each year for at least two (2) consecutive years.

**Exceptions will be made for groups that have (at some point in time) been ineligible for registration, funding, and/or use of facilities due to legal restriction.

Finally, organizations may only apply and receive a space type that they do not already currently receive in any university-owned building.

Failure to meet any of these requirements will result in disqualification.

Application Guidelines

- Your application must be typed in Times New Roman and Size 12 Font.
- Delete the sections of the application that are not used for the purposes of the space you are applying for.
- Please submit a signed copy of your application to the FAC mailbox (#15) no later than the deadline indicated on the cover page (March 15th, 2024 at 5PM).
- In addition to the print copy submitted to FAC, please submit an electronic copy of your application to osac@usac.ucla.edu no later than the deadline indicated on the cover page.
- We recommend that you meet with your SOLE advisor before submitting an application. Though this is not required, your SOLE advisor can assist you in refining your application. OSAC will be hosting office hours and application workshops during Winter quarter and all student organizations are encouraged to attend to ask questions.

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

Page 3 of 9

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

The officer(s) of the organization (as indicated on the cover page) may be contacted for a hearing shortly after the hearing schedule has been determined by the committee. Every effort will be made to accommodate the time necessary for a hearing. Please reply promptly to confirm.

Please note that OSAC reserves the right to audit any information provided during the application process. Any false or misleading information that is provided during the application process may result in the revocation of the right for an organization to obtain space in that allocation process (*Organization Space Allocation Guidelines, Section III.*)

Please refer to the [“OSAC Guidelines”](#)

For any other questions or concerns, please email the OSAC Chairperson at osac@osac.ucla.edu.

Thank you for your cooperation.

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

Page 4 of 9

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

Organization General Information

This section is to provide a brief overview of your organization. Answer each question sufficiently and informatively. Please keep your answers concise.

Statement of Purpose

1. State the purpose and/or mission of your organization. Include general goals and objectives.

General Structure of Organization

2. What is the size of your Executive Board? How frequently does the Executive Board meet?

3. How are general members structured? How frequently do the general members meet?

4. How many student members does your organization currently have? How many are active? What, if any, are the eligibility requirements for membership in your organization?

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

Engagement with Campus Community and Social Media Presence

5. How does your organization contribute to the campus?

6. What role does your organization play in your members' life? Why do people join your organization?

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

7. List your organization's major activities or programs that have been conducted over the past year (Winter 2023 through Winter 2024) that were open to the university community and/or general public. Please list future events with projected outcomes/results.

a) Name of Event Date Location # of Students Served Co-Sponsor(s)

- b) Briefly describe the value of these programs.

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

8. Are there any groups your organization sponsors or co-sponsors? If so, briefly describe.

9. How does your organization prioritize and contribute to equity and inclusion on campus?

10. Please provide a list of links to your organization's social media (Facebook, Twitter, Instagram, Websites, etc.).

Stability and History on Campus

11. What has your organization achieved in the last two (2) to five (5) years?

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

12. Where do you see your organization going in the next two (2) years?

13. Ideally, what will your organization be doing in five (5) years?

Utilization

14. How will your organization directly utilize the space (to assist in programs, activities, events, etc.)? Be specific.

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

15. Are there any special safety, security, or accessibility concerns for your organization? If so, elaborate.

16.

Miscellaneous

17. Are there any concerns regarding shared space with any particular organization on campus? If so, which organizations and why (e.g. contentious history, etc.)?

18. Is there anything else that you feel the committee should know? Please keep this answer to no more than a paragraph or two. Leaving this question unanswered will not affect your application.

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

Space-Specific Information

Please rate in descending order which type of space you want to receive with 1 being the highest priority. If there is a space you DO NOT want, mark it with an 'X'.

Rank	Type of Space
	Office
	Locker
	Mailbox

Description of Need

All Applicants:

The efficiency of space use is something that must be considered given the scarcity of available allocations. Describe how you will ensure your space is most efficiently used and employed for the purposes that you propose. What steps will you take to ensure that your space is used efficiently and effectively?

Space-Specific:

(only answer for spaces you are applying for)

[Office Space]

1. Why do you need an office space? What will be the primary use(s) of the space? Provide supporting documentation.

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

2. Are there any special needs for the office space? Are you planning on putting something particularly valuable in your office space? If so, what?

3. If you are given a communal office space, how do you plan on communicating/sharing/etc with the other organizations?

Please note: Organizations that currently have or share an office in Kerckhoff Hall, will have their audit ratings taken into consideration for allocation. Audits are taken once a quarter.

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

[Locker Space]

1. Why do you need a locker space? What will be the primary use(s) of the space?

2. Are there any special needs for the locker space? Are you planning on putting something particularly valuable in your locker space? If so, what?

[Mailbox Space]

___ Place an 'X' if a mailbox is needed.

In order to receive a mailbox, a group must demonstrate that they receive at least three pieces of the following mail categories:

- Subscriptions to magazines, newsletters, etc. (that are directly related to the organization's mission)
- National organization materials
- Corporate sponsorship materials
- Off-campus bank account statements
- Other postal mail items that promote the need for a consistent mailing address

Groups seeking mailbox space should attach supporting documentation to the application.

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

**2024-2026 ASUCLA Undergraduate Students Association
Organization Space Allocation Application**

Please note: In the case where the number of applicants exceeds mailbox availability, OSAC will reach out to applications with follow up application questions to inform decision making.

Thank you for submitting your application!

As a reminder, please be sure to submit a paper copy of your application to the Facilities Commission (FAC) mailbox and email an electronic copy of your application to osac@usac.ucla.edu by the deadline indicated on the front cover page. **[MARCH 15th, 2024]**

The committee may contact you after your application has been submitted in order to arrange a hearing time. Organizations will be given the opportunity to make a presentation to OSAC of up to ten minutes. Additional time will be allowed for OSAC to ask questions as it deems necessary. It is important that the contact information provided on the cover page is accurate.

Please refer to the ‘Organization Space Allocation Guidelines’ as posted on the USAC website under [‘Guiding Documents’](#) for more information.

Feel free to contact osac@usac.ucla.edu if you have any other questions or concerns.

[TYPE ORGANIZATION NAME HERE]

OSAC Office Space Allocation Committee

Page 14 of 9