

Class FB Page	Never	Class specific announcements only	Never	Never	Never	Never	Never	Whenever, as long as it is not an announcement on behalf of an org / elective
ASSP Bolus	Submit via bolus spreadsheet	Submit via bolus spreadsheet	Submit via bolus spreadsheet	Use Google form on ASSP Website	Never	Use google form on website	Submit via bolus spreadsheet	Never
Class Listservs **Please notify ASSP Secretary (elizabeth.nguyen5@ucsf.edu) before use ** Always CC ASSP President (Wendy.Rivera@ucsf.edu) and ASSP Secretary (elizabeth.nguyen5@ucsf.edu)*	When necessary for student body wide announcements , NOT event announcement	When necessary for class wide announcements	1 announcement per SCHOOL YEAR addressing entire student body in one email (must include P1, P2, and P3 when applicable)	Never	Class specific announcements only	1 announcement via James Ferguson	1 announcement per school year	Never
ASSP RCO Announcements FB	Whenever							
Class Bolus	Class specific announcements only - work with Class Cabinet							

ASSP RCOs

All ASSP RCOs have access to the Bolus Form for each quarter. The Bolus Form submissions are due the Friday before the next Weekly Bolus is to be released. The form submissions will be included in/on the:

1. ASSP Weekly Bolus of Events email – sent out on Sundays
2. ASSP Website – updated on Sundays
3. ASSP Calendar

Non-ASSP RCOs

For all non-ASSP RCOs (to include UCSF departments, programs, electives, or other non-ASSP bodies): Please submit all announcements to this [google form](#).

Flyers, images, or documents can be sent directly to the ASSP Secretary Elizabeth Arden Nguyen (elizabeth.nguyen5@ucsf.edu) for inclusion in the ASSP Weekly Bolus and Calendar respectively.

Even if the Friday deadline is missed, please submit the form. While it may not make it onto the next ASSP Weekly Bolus of Events, your announcement will be posted to the ASSP Website and Calendar.

Class Listservs

1. ASSP's Weekly Bolus of Events email will highlight deadlines for your RCO. If there is thought to be a time-sensitive aspect to the announcement that is not approved below, contact ASSP President Wendy Rivera (Wendy.Rivera@ucsf.edu) for guidance. In addition, class listservs are not for individual use. If an individual wants to make an announcement to their class or others, first discuss with the respective class leaders and, if needed, with ASSP Secretary Elizabeth Arden Nguyen (elizabeth.nguyen5@ucsf.edu).
2. **Approved reasons for class listserv emails:**
 - a. Cancellations of events.
 - b. Room/location changes.
 - c. Unexpected circumstances.
3. For fraternities and RCOs: ONE email at the beginning of the academic year (usually summer quarter) may be sent to the student body for recruitment and to garner interest. Please include, "Details for this and future events can be found on the ASSP website (<http://www.ucsf.assp.com/>)" along with submitting relevant information to ASSP Webmaster Diana Tsang (diana.tsang@ucsf.edu)
 - a. NOTE: Elective email announcements should now go through James Ferguson (james.ferguson@ucsf.edu). Please contact James at the provided email for guidance - this way we won't duplicate emails to students
4. Keep the emails short. Added details regarding the event may be found on the ASSP website through collaboration with ASSP Webmaster Diana Tsang (diana.tsang@ucsf.edu)
5. Recommended alternative if sending a detailed email is desired: CampusGroups listserv emailing/messaging feature that will email students who have joined your respective organization on CampusGroups
 - a. NOTE: CampusGroups listserv can be used at the RCO's discretion

For detailed instructions on how to utilize the listservs, contact ASSP Secretary Elizabeth Arden Nguyen (elizabeth.nguyen5@ucsf.edu)

Publicizing on Facebook Pages

1. "UCSF ASSP RCO Events" Opt-In FB Group
 - a. All RCOs, Class Cabinets, non-SOP RCO leaders, SOP and non-SOP program or department representatives, elective coordinators, or individual students can announce and advertise their event or opportunity on this page
2. "Class of (Official and Unofficial)" Facebook Pages
 - a. DO NOT USE these pages (Official or Unofficial) for SOP or non-SOP RCO, elective, program, or department announcements regarding events, fundraisers, or opportunities. Consider utilizing the RCO Events page and pertinent information can be posted on the ASSP website as submitted by the organization to ASSP Webmaster Diana Tsang (diana.tsang@ucsf.edu).

- b. These pages are used for the respective Class-specific needs. Class cabinets and individual students may use these pages to make announcements that are not on behalf of an organization or elective and are for class-associated events, or class-directed opportunities, information, or discussion (ex: internship opportunities from upper classes, housing opportunities, etc)
 - i. Class Cabinets should still submit the RCO Announcements form for their events in order to have it included on the ASSP Calendar, Bolus, and Website
 - ii. Details for this and future events can be found on the ASSP website (<http://www.ucsfassp.com/>), should be included in the post (where submitted information will be posted)
 - c. ASSP actively monitors the RCO Events and Class FB pages, but class cabinets should manage their respective pages (official and unofficial) as well.
3. RCO-Specific Facebook Pages or Groups
- a. This is at the RCO's discretion
 - b. If an elective is associated with an RCO, information about the elective is free to post on these pages.
 - c. As above, "Details for this and future events can be found on the ASSP website (<http://www.ucsfassp.com/>)", is appreciated so ASSP may provide information on all RCO events

In-Class Announcements

- 1. Physical Classroom
 - a. Announcements are permitted but must be done with respect to class times.
 - b. First obtain permission from the faculty members/lecturer of the class your announcement will take place in .
 - c. A maximum of 3 announcements per class within the allotted break period may be made in order to remain respectful of class and lecturer time.
 - i. If needed, make a short sign up list on the whiteboard at the beginning of each class with 3 slots where announcers (that have been given permission by the lecturer) may sign up.
 - d. If announcements bleed into lecture time, or more than 3 announcements are made before class or during a break, the faculty may stop allowing any in-class announcements.
- 2. Remote (Zoom) Classroom
 - a. Announcements by non-class participants are not allowed.
 - i. To uphold the security of UCSF Zoom sessions, we are not permitting announcements to be made during other (not the announcer's) class' remote sessions.
 - b. Announcements by class participants are allowed.
 - i. The announcer must receive the faculty member/lecturer's permission, the announcement should be kept short (no more than one (1) minute in length), and the announcement should be made before the designated session start time (e.g. if a session starts at 9:10AM, announce before that time) or during a session break.

Repercussions

Please be reminded that we expect all ASSP RCOs, Non-ASSP RCOs, SOP-related fraternities, UCSF program, department, and elective representatives, volunteer/work opportunities, and individuals reaching out to SOP students to follow these guidelines. For ASSP RCOs, repeat non-compliance will result in decreased funding for the non-compliant RCO. After three (3) violations, 10% funding will be deducted and an additional 10% for any recurring violation thereafter. A violation is defined as the use of any of the aforementioned platforms in a manner that does not follow its guideline. This includes, but is not limited to, refraining from using the class listservs and Class pages to advertise for events. If you prefer to use email as your primary form of communication with students interested in your organization, we recommend that you use the listserv function available in CampusGroups.

If you are not an ASSP-recognized organization, violations of these Guidelines will be taken into consideration regarding any future requests to ASSP (e.g. funding, ASSP-recognition).

Revised March 22nd, 2024 by Wendy Rivera, ASSP President 2024-2025