

Guidelines for Student Organizations Sponsoring Employment Related Activities on Campus:

The primary source of employer-related activities on a college campus is the Career Center, or on the CSUDH campus, the Student Development Office.

It is highly recommended that student organizations contact the Student Development Office and speak to the director or associate director regarding any employment related events you intend to sponsor. The Student Development Office has full-time professionals experienced in program planning and employer outreach. Through one phone call, you can:

- Explore options for a sponsorship with the SD Office, and referrals to employer prospects that already have a recruiting relationship with SD Office.
- Collaborate to take advantage of marketing resources within SD Office

If the SD Office cannot help you in this manner, you still would/could:

- Avoid duplication of effort
- Avoid conflict with existing programs taking place on the SD calendar
- Avert a decision on behalf of your organization that would not serve your membership's short term and long range professional goals appropriately, or uphold the professional image of the campus

Guidelines for presenting employment related information to your student organization:

A review of employer guidelines re: eligibility for use of services of the CSUDH Student Development Office is a beginning point for how to approach sponsorship of an employment related event. Here is the policy:

Only employers offering paid employment opportunities or volunteer or paid internships are eligible to use the employment programs of the Student Development Office. Such programs include, but are not limited to, Job Fairs, On-Campus Interview Program, Outreach Tables and Information Sessions.

Excluded activities at all employment events sponsored by Student Development include: Recruitment for direct sales/home based business/franchise or distributorship opportunities; sale of merchandise, services or products; polling or surveying of students; fundraising or petition drives; recruitment of students for educational programs outside of CSUDH. (Representatives of graduate and professional school programs are encouraged to attend our annual Graduate School Fair, or contact the Loker Union for a vendor table).

The Student Development Office is not inferring that something is wrong with the above opportunities/organizations, but only that they are not appropriate matches for the employment services we provide. We emphasize career-track opportunities and full-time positions requiring a degree, or part-time or internship positions leading to a degree required opportunity *that do not require a financial investment on the student's part.*

It is highly recommended that student organizations avoid sponsorship of employers representing:

- *Independent contractor positions - Freelance assignments:* Student is self-employed, and has agreed to provide a service to a client for a set fee.
- *Independent contractor positions - Direct sales positions:* Employers such as Amway, Tupperware, Creative Memories, and Mary Kay offer sales reps incentives for selling, and recruiting other sellers. Recruits may need to make an initial investment to attend an orientation or training session, and/or purchase a starter kit. Direct salespersons are typically compensated on a commission basis.
 - Because these organizations frequently combine the sale of products with their efforts to recruit, Student Development considers such organizations "vendors" and they are referred to Loker Union to pay for a vendor table if they wish to sell their opportunities.
- *Multi-level marketing opportunities.* Companies like Herbalife and Prepaid Legal Services hire contractors to sell services or a product, but also to recruit others to sell a product and thereby earn commissions on their own sales as well as those of their recruits.

Student organizations should not bear or take on the responsibility for evaluating such organizations and their value to students, nor endorsing their employment opportunities. Refer all such organizations to the Student Development Office.

Never sponsor the following:

- Pyramid schemes: Masquerading as a multi-level marketing opportunity, pyramid scheme organizations share one overriding characteristic: They promise consumers or investors *large profits* based primarily on recruiting others to join their program, not based on profits from any real investment or real sale of goods to the public. Some may say they are selling a product, but there are 2 tell tale signs: incentive programs forcing recruits to buy more products than they could ever sell, often at inflated prices AND lack of retail sales (only people inside the pyramid are buying)