

University of Guam's 57th Student Government Association

CHARTER DAY 2019 PACKET

PARA HULO'

Information about the University of Guam's 51st Charter Day, the 57th Student Government Association's activities, and Blue Night for potential sponsors, interested businesses, government agencies, student organizations, performers, and much more.



Table of Contents

TABLE OF CONTENTS	1
CHARTER DAY OVERVIEW	2
SGA INFORMATION	3
CHARTER DAY SCHEDULE	4
DEMONSTRATIONS AND PERFORMANCES	5
CENTER COURT STAGE	5
CENTER COURT LAYOUT	6
HUT DISPLAY INFORMATION	7
MONETARY PRIZES	7
MOST CULTURAL	7
VENDOR RULES AND REGULATIONS AGREEMENT	8
REGISTRATION	8
HUT POLICY	8
BOOTH SET UP AND TIMEFRAME POLICY	9
REQUIRED PERMITS	10
VENDOR OPERATING POLICY	11
ZERO WASTE 2019	13
INFORMATION AND AGREEMENT FORM	15
DATES TO REMEMBER	16



Charter Day Overview

The University of Guam (UOG) celebrates its 51st Charter Day on Tuesday, March 12, 2019. Opening ceremonies begin at 9:00am at the Center Court stage with activities that run throughout the day until 5:00pm.

UOG Charter Day will showcase a multitude of other activities and events including entertainment and games, food booths, live performances, hut displays, and games for all ages. Past Charter Day celebrations have included ROTC tactical demonstrations, Chemistry Titration High School Competition, Isla Center for the Arts Exhibit, Marine Laboratory presentations, WERI information displays, Biology Laboratory tours, UOG Theatre acts, School of Nursing and Health Sciences free basic health screenings, and RFK Library tours.

The finals for the 6th Annual President's Cup Competition will also be held; the tournament includes students, alumni, and UOG employees that compete in numerous events such as basketball, volleyball, badminton, table tennis, and dodgeball.

Along with all the University activities, there are a variety of booths located throughout the center court of the campus. Concession vendors include an array of food, assortment of beverages, local merchandise, and novelty items. These vendors include information booths and spectacles of creative arts and craftsmanship.

UOG Student Organizations also take the opportunity to fundraise by providing different services or activities for our visitors; oftentimes they provide booths with games, photo booths, or inflatable jumpers for the children.

More information will be provided on the UOG website and the UOG Facebook page as planning progresses.



Student Government Association Overview

The 57th Student Government Association (SGA) is a fifteen-member (15) council, along with an office manager, recreations manager, and a number of student volunteers, under the umbrella of the Enrollment Management and Student Success Division (EMSS). We are located in the Student Center and can be reached at (671) 735-2222 and uog_sga@triton.uog.edu

We represent the interests of our fellow students while protecting and preserving the traditions of the University. We aim to recruit more students through outreach endeavors and activities. We support our student organizations academically and through community events.

The 57th SGA is responsible for the following Charter Day services:

- Trash/Waste Disposal and Recycling
- Bathroom Facilities
- DPHSS Permits
- Business Licenses
- GFD Permits
- UOG Compliance
- Vendors
- Center Court Activities
- Entertainment, Performances, and Demonstrations
- Traditional Hut Displays
- Blue Night



Charter Day Schedule

The 57th Student Government Association aims to make Charter Day 2019 a memorable event; SGA would like to highlight the different cultures represented on campus and provide a platform to showcase a talented student body. This year, the schedule is open to all groups in the community (including Tritons, Student Organizations, Triton alumni, schools, colleges, cultural groups, dance troupes, government agencies, and etc.) who want to perform, educate, or enlighten our guests.

If there is any interest in partaking in the Charter Day 2019 activities through a demonstration or performance, please contact UOG SGA at (671) 735-2222 and uog_sga@triton.uog.edu.

Tentative Schedule

9:00am – 9:30am	Opening Ceremony
9:30am – 10:00am	Announcement of Campus Activities
10:00am – 10:30am	Hut Judging and Competition
10:30am – 11:00am	Performance #1
11:00am – 11:30am	Games
11:30am – 12:00pm	Performance #2
12:00pm – 12:30pm	Games
12:30pm – 1:00pm	Performance #3
1:00pm – 1:30pm	Raffle Prize
1:30pm – 2:00pm	Performance #4
2:00pm – 2:30pm	Performance #5
2:30pm – 3:00pm	President’s Cup Challenge #1
3:00pm – 4:00pm	President’s Cup Challenge #2
4:00pm – 4:15pm	Performance #6
4:15pm – 4:30pm	Hut Competition Announcements
4:30pm – 5:00pm	Performance #7
5:00pm – 5:30pm	Closing Remarks
5:30pm – 10:00pm	Removal of Canopies and Trash Disposal



Demonstrations and Performances

Every year, ROTC puts on demonstrations of cadets that will display their experiences of real terrain navigation through combat exercises. These UOG Triton Warriors come blazing in uniforms with smoke and conflict weaponry. If your department or agency has interest in being part of the Charter Day experience, the schedule has room for other informative demonstrations.

With the theme *Para Hulo'*, the campus community is encouraged to showcase their Triton spirit through different talents and demonstrations. Much like previous years, the community enjoys the different cultural performers who take the opportunity to illustrate their pride for their culture with traditional and modern dances of courting and warfare.

A stage performing and a backline band set will be available for your convenience. If you have any questions or would like more information, please contact Irish Oftana at (671) 735-2222 or email the 57th SGA ATTN: Irish Oftana at uog.sga@triton.uog.edu

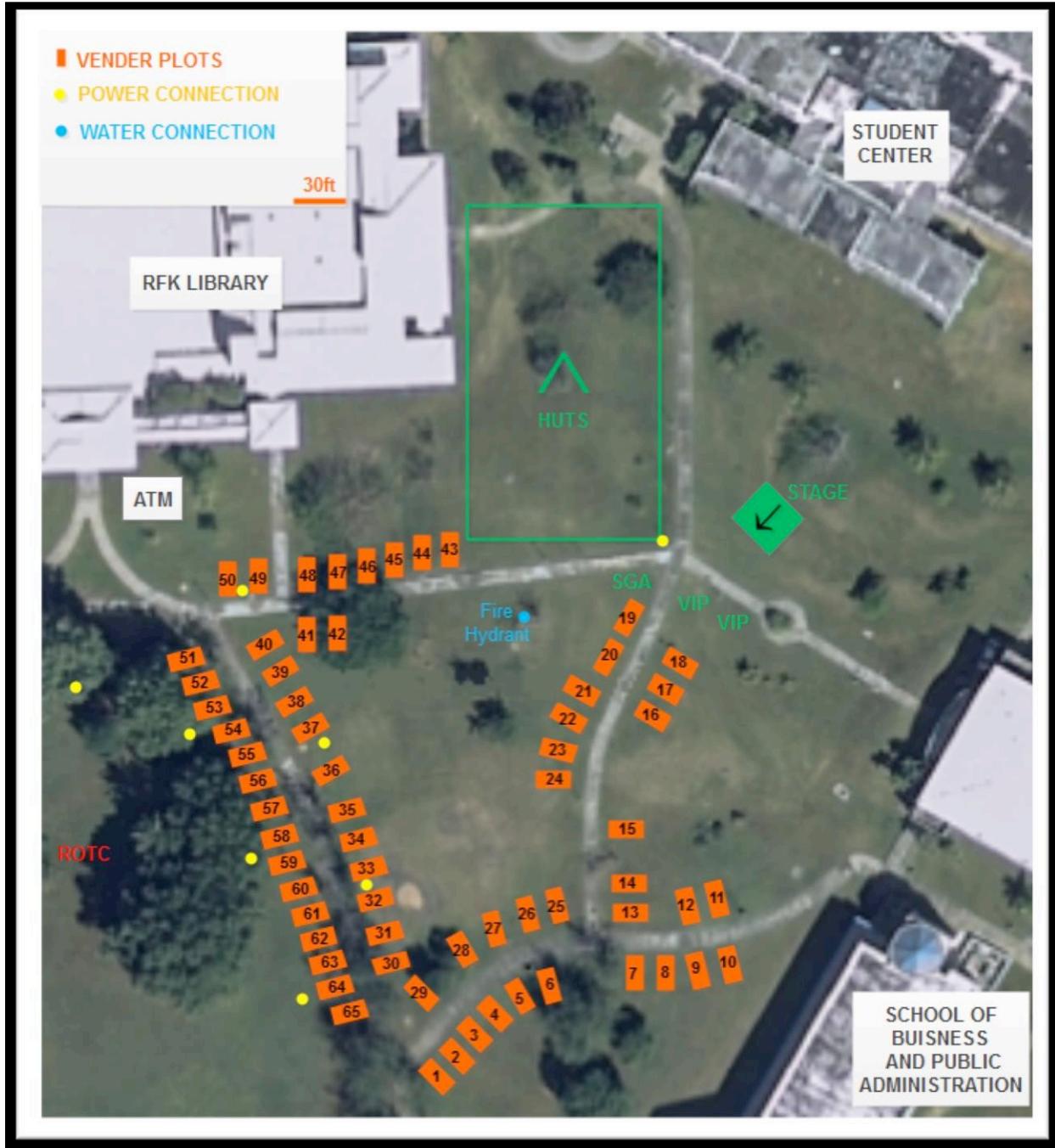
Center Court Stage

In commemoration of the establishment of Guam's first university, and in conjunction with the annual event, the focus of Charter Day will be centered on or around the main stage. The Center Court Stage will house many activities such as cultural performances, demonstration, and games. Banners from sponsors will also decorate the area for the Charter Day spectators to see.

Lights and stage are projected to be 18' by 18' or larger, holding backline equipment for hands or performances and possibly a DJ that will play music between intervals. In essence, equipment will be available to any who wish to perform at Charter Day. Canopies will be present near the stage to house special guests and visitors who have come to observe the festivities.



Center Court Layout





Hut Display Information

Every year, student organizations (SO's) are encouraged to participate in a hut-building competition in the spirit of promoting the cultural heritage of the different students represented on campus. About three to six SO's have participated in this event, including the Yap Student Organization, and Chuukese Student Organization, and the Pohnpei Student Organization. All chartered UOG Student Organizations are encouraged to participate. In continuing the tradition, SO's who are interested in participating are invited to partake in this culturally memorable event. Members of the SO's participating in the competition are allowed to enter huts, although bystanders are welcome to view the huts along the boundary. The huts will be situated near the center courts throughout the day.

Monetary Prizes

The top three winning huts will be given monetary prizes for their efforts:

1st Place:	\$400.00
2nd Place:	\$300.00
3rd Place:	\$100.00
Most Cultural:	\$100.00

Most Cultural

Each Participating SO must select a culture they wish to represent. On the day of the voting, there must be a representative present to describe the cultural representation of the hut to the judges.





Vendor Rules and Regulations Agreement

1. Vendor meetings will be held on Wednesday, February 20 and 21, 2019. Only one meeting attendance is required.

Registration

2. In order for vendors to sell items, conduct games, or provide entertainment, they must register with the 57th Student Government Association **no later than Friday, February 15, 2019.**

3. Each lot is 10' by 20' in size. Lot locations are reserved on a first come first serve basis of lot fee payments.

4. Vendors may only purchase at MOST two (2) side-by-side lots.

5. All storage of building materials, construction activity, and items to be sold must take place within the boundaries of the assigned lot.

6. The registration fees are as follows:

Vendor Type		Lot Fee	Trash Fee	Total
Concession	Food	\$45.00	\$45.00	\$90.00
	Non-Food	\$40.00	\$25.00	\$65.00
Information		\$40.00	NO FEE	\$40.00
Student Organization		STUDENT ACTIVITY FEE	\$40.00	\$40.00
Hut Display		STUDENT ACTIVITY FEE	\$25.00	\$25.00

7. MAKE CHECKS PAYABLE TO UOG SGA.

Hut Policy

8. Applications are due no later than Friday, February 8, 2019 at 5:00pm with a nonrefundable deposit of \$25.00.

9. Huts must be completed by Tuesday, March 12, 2019, at 10:00am for judging. Only the participants' members are allowed in huts; the public at-large is not allowed to enter. They are, however, permitted to observe the display from a safe distance.



10. All SO's who want their huts to be considered for the competition must meet the deadline.
11. All SO's must provide the materials needed to construct their hut.
12. All SO's must provide a fire extinguisher for their hut (for safety purposes).
13. All SO's must adhere to a maximum area of 20' by 20' for their huts.
14. All SO's must provide a boundary for the surrounding area of their huts.
15. On the day of the voting, there **must** be a representative present to describe the cultural representation of the hut to the judges. If no member is present during judging, that judge will not be able to give them a score and will result in zero (0) points.
16. All SO's must agree to take down and remove their debris from the courtyard grounds by Sunday, March 17, 2019 at 10:00pm.
17. SO's that do not remove their hut by this time will automatically forfeit their prize and will be charged a penalty fee of \$25 and \$10 for each week it is not taken down after March 22, 2019.
18. No smoking and/or drinking will be allowed for any reason. Any SO found drinking and/or smoking in/near their huts will be charged \$50. They will also no longer be part of the judging if the judging is still taking place and/or the hut will no longer allow members inside.

Booth Set Up and Timeframe Policy

19. Vendors must set up their canopy (if needed) beginning on Monday, March 11, 2019 at 5:00pm until Tuesday, March 12, 2019 no later than 8:00am. Vehicles must be off center court grounds by 7:00am.
20. Canopies must be safely secured. **Hollow/cinder blocks and stakes in the ground are strictly prohibited.** Alternatives that have been effective in the past include: filled 5-gallon water bottles and covered 5-gallon sand/cement-filled buckets.
21. All vendors must include a "No Smoking" sign within their booth, visible to the public.



22. Booths may close early, but vehicles will not be permitted on center court grounds until the end of Charter Day activities at 5:00pm.

23. Vendors must remove their canopies no later than 10:00pm on Tuesday, March 12, 2019.

24. Each lot will be assigned by a number by the 57th Student Government Association. Each lot is in 10' by 20' in size. **Penalties will be charged at \$50.00 for violating the size and area for each lot.**

Required Permits

25. **Vendors are required to obtain ALL necessary permits with the Department of Public Health and Social Services (DPHSS) and the Guam Fire Department (GFD) prior to the event.** Vendors will not be able to operate without the necessary permits (i.e.: business license, peddling license, health certificates, sanitary permits). DPHSS and GFD will be on site. **Vendors must provide a copy of the permits to the 57th Student Government Association no later than 7:00pm on Friday, February 22, 2019.**

Permits Needed	Food	Non-Food	Information
Peddler/Mobile Business License	X	X	
Sanitary Permit	X		
Health Certificate	X		
Fire Permit	X	X	X

*Permits must be obtained specifically for Charter Day
*Health Certificates must be for each person serving food
*Management certificate for all vendors is required

26. Food and non-food vendors are required to have a valid temporary business license, mobile business, or peddlers permit from Guam Revenue and Taxation. If the vendor has a mobile business permit, the mobile vehicle must be present and in use.

27. Vendors cooking with low pressure gas are required to have an LP gas inspection certificate.

28. As per the requirement of DPHSS, **all vendors selling food must provide a pallet or any substitute permitted by DPHSS**, which shall be used as flooring for their canopy; the disposal of such flooring is the responsibility of the vendor, as it is not included in the trash fees.



29. The food service area must have overhead protection such as a canopy, tent, etc.
30. The facility must have sufficient equipment to maintain food temperatures: cold foods $\leq 45^{\circ}\text{F}$, hot foods $\geq 140^{\circ}\text{F}$, frozen foods $\leq 0^{\circ}\text{F}$.
31. A hand-washing sink must be available on site. Hand sanitizing solution cannot be used as a substitute for hand-washing.
32. **All storage and preparation of foods, with an exception of the BBQ area, must be conducted in an area with overhead protection.**
33. Ice used to cool food containers cannot be served to customers.
34. DPHSS may apply further requirements to the operation of a temporary food service establishment to ensure the protection of the public.
35. Vendors are required to provide a fire extinguisher for their lot.
36. Vendors cooking with deep fat fryers, solid fuels (i.e. wood or charcoal) or any other method that produces grease laden vapors are required to have an additional class K type extinguisher within 30ft of cooking operations.
37. Combustible materials shall not be stored within the booth area and must be removed daily.
38. Cooking shall not be allowed within 20ft of any combustible structure, open canopy or vehicles.
39. Surge protectors shall not be connected down circuit (female end) of an extension cord.
40. GFD will be inspecting all grounds 1 hour prior to the event.

Vendor Operating Policy

41. The University of Guam, as a whole, is not responsible for the loss or damage to personal items and/or items related to concession activities.



- 42. No pets are allowed on campus during Charter Day activities.
- 43. A replacement fee will be charged for any UOG property damage caused by recklessness on campus, which includes, but is not limited to: damages to electrical spider boxes laid out for Charter Day, landscaping, trees, benches, and/or water spouts.
- 44. Vendors must maintain cleanliness in and around booth at all times. Dispose of waste in the appropriate trash and recycling bins provided by the University.
- 45. Do not overload outlets within the area in order to prevent any power fluctuations. Each vendor may use no more than two sockets in their appropriate area's power box.
- 46. The University of Guam has established a strict policy prohibiting the use of Styrofoam products. All student organizations, non-profit organizations, and concession vendors must ensure that all paper products are made of recyclable material and/or must be recyclable. Sign up with Phillip Cruz at 735-2918 for a recyclable program. **No Styrofoam or non-recyclable plastic materials of any form will be permitted during Charter Day.**
- 47. The University of Guam is a tobacco-free institution. **Smoking and/or chewing tobacco products are prohibited everywhere on campus;** this also pertains to any form of vaping.
- 48. Alcoholic beverages cannot be sold on campus.**
- 49. Violation of any of these rules shall be grounds for a vendor's removal from the Charter Day site and forfeiture of any fees.** The 57th Student Government Association will terminate activities and Campus Security or the Guam Police Department may be called to enforce this policy.

By signing below, I acknowledge that I have fully read and understood the rules and regulations of the University of Guam's Charter Day 2019.

Company Name

Vendor Representative Print/Signature Date



Zero-Waste Agreement Charter Day 2019



Provided by
UNIVERSITY OF GUAM
CENTER FOR ISLAND SUSTAINABILITY

Håfa Adai, Vendor!

Si Yu'os Ma'åse' for your interest in participating at UOG's 51st Charter Day celebration! To demonstrate our commitment to protecting our environment this will be a Zero-Waste event.

The goal at a Zero-Waste event is to have vendors only distribute materials that are either locally accepted for recycling or compostable (not materials that will end up in the landfill). As a vendor distributing products at this event, you are the key to the success of our Zero Waste goal.

We have included guidelines to assist you with determining what items are acceptable for our event. There may be some exceptions if a vendor has absolutely no other alternative.

Here are the guidelines for vendors for a successful Zero-Waste event:

Acceptable Containers and Service Ware	Unacceptable Containers and Service Ware*
Certified compostable containers including plates, bowls, cups, etc. Waxed paper products, where you can scratch the coating off with your fingernail.	Foam products (aka "Styrofoam" or expanded polystyrene). These are <u>not recyclable</u> .
Certified compostable cutlery (lids, spoons, forks, knives, straws)	Plastic cutlery (lids, spoons, forks, knives, straws)
Wooden chopsticks, skewer sticks, or toothpicks	Plastic sticks or toothpicks with decorative plastic tops
Paper napkins and paper towels	
Paper bags	Plastic bags (even if it says "biodegradable" or "recyclable")
Plastic #1 and #2 cups and containers (number found inside recycle symbol)	Plastic #3, 4, 5, 6, or 7 or unmarked plastic products
Aluminum foil	Plastic wrap (cellophane aka "Saran Wrap")
Aluminum cans (preferred item)	
Glass bottles	

***Please note that vendors will be asked to remove any non-recyclable or non-compostable items. If vendors continue to distribute unacceptable items, they may be asked to close.**

Here are some ideas to help you contribute to a Zero-Waste event:

- Whenever possible, offer finger foods that require little or no utensils.

303 University Drive, UOG Station, Mangilao GU 96923 Tel. (671) 735-2222 E-mail. uog.sga@triton.uog.edu

A U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges

The University of Guam is an Equal Opportunity Employer and Provider.



- Paper napkins are completely compostable and are cheaper than foam or paper plates.
- If you must use plates, bowls, cups, cutlery, etc., DO NOT use “Styrofoam” or other plastics. Use the recyclable or compostable alternatives listed previously.
- Recyclable and compostable materials can be purchased from local vendors or online.

At your booth area, you should have three waste containers/bags: one for compostable waste, one for recyclable waste, and one for landfill waste. If all three bags are sorted well, you can take the compostable and recyclable waste to one of the recycling stations in your area or to the recycling volunteers at the end of the event.

This agreement must be signed by the Zero-Waste Coordinator (or other designated staff) and returned to SGA no later than February 15, 2019 for your business to participate. Please call ahead of time to schedule an appointment with the Zero-Waste Coordinator.

Upon submitting your application, there is a \$45.00 fee for food & beverage vendors that will go towards recycling, composting, and waste disposal. **Please note that there is a \$100.00 fine for vendors who do not comply with the guidelines described above.**

We look forward to working with you to make this a successful Zero-Waste event. Please contact our Zero-Waste Coordinator Phil Cruz from the UOG Center for Island Sustainability at 688-4732 or philcruz@uog.edu.

As a vendor participating at the 2019 UOG Charter Day, I agree to distribute my products in locally recyclable or compostable containers as much as possible. I also agree to sort my waste (recyclable/compostable/landfill waste) at my booth before delivering it to a recycling station.

Vendor Name: _____

Representative Name & Title: _____
(print name & title)

Signature: _____ Date: ___ / ___ /19

_____ Date: ___ / ___ /19
Zero Waste Coordinator



Information and Agreement Form

FOR SGA USE ONLY:

Date: _____	LOT NUMBER: _____
Initials: _____ (FINANCE COMMITTEE)	Payment Type: _____ Cash
_____ (EXECUTIVE OR SENATOR)	_____ Check No.
	TOTAL Amount: \$ _____

Company Name: _____

Point of Contact: _____

Contact Information: Cell: _____ Office: _____

Other: _____

Email Address: _____

I acknowledge that the above information is correct and valid.

Signature

Date

Type of Vendor:

___ Food and Drinks

___ Information

___ Sale of Items (non-perishable)

___ Entertainment/Demonstration

___ Games

___ Hut Display

Items to be sold/ Topic of Information material/ Performance Type/ Game Type:

Utilities Needed:

___ Water

___ Electricity

___ Other (please specify)



Dates to Remember

Monday, January 21, 2019	Charter Day Application will be Accepted	Monday – Friday 9:00am – 7:00pm University of Guam Student Center: SGA
Friday, February 8, 2019	DEADLINE: UOG SO Application	7:00pm University of Guam Student Center: SGA
Friday, February 15, 2019	DEADLINE: Vendor Application	7:00pm University of Guam Student Center: SGA
Wednesday, February 20, 2019 Thursday, February 21, 2019	Vendor and UOG SO Meeting	7:00pm University of Guam Student Center Rotunda
Friday, February 22, 2019	ALL REQUIRED DOCUMENTS DUE	7:00pm University of Guam Student Center: SGA
Monday, March 11, 2019	Vendor Set-Up	5:00pm – 11:00pm University of Guam Center Court
Tuesday, March 12, 2019	Charter Day	9:00am – 5:00pm University of Guam Center Court

Important People You May Contact

Public Health (DPHSS)
EVAN LUM
671.300.9581
evan.lum@dphss.guam.gov
Dededo, GU

Guam Fire Department (GFD)
B/C RONALD M. CASTRO
gfdprevention@gmail.com
Upper Tumon, GU