

The logo features the letters 'U' and 'D' in white, separated by a white triangle pointing downwards. This is set against a background of horizontal rainbow stripes: purple, blue, green, yellow, and orange. The entire logo is framed by a white border.

U D

**LGBT CAMPUS
HISTORICAL
COLLECTION**

APPENDIX

**LGBA Resource
Guide**

**Annotated Materials
from Robert Nguyen**

**1998–99 LGBTA
E-Newsletters**

XIX



**LGBT CAMPUS HISTORICAL
COLLECTION AND PROJECT**

UNIVERSITY OF CALIFORNIA, SAN DIEGO

LGBTQA Resource Guide (1997)

**LESBIAN
GAY
BISEXUAL
ASSOCIATION
Resource Guide**

“A Principle Member’s Best Friend”

Lesbian Gay Bisexual Association
University of California, San Diego
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INTRODUCTION

The Lesbian Gay Bisexual Association (LGBA) was established at the University of California at San Diego on November 17, 1977 as the Lesbian and Gay Organization. LGBA is a social/educational organization founded to increase the awareness and education of LGBT issues on campus.

This guide was put together on September 1, 1997 by Robert Nguyen, LGBA principle member from 1994 to 1997. If you have any questions concerning this guide or any other matter, he can be reached at

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FALL QUARTER

EVENTS :

- Registration
- Weekly Meetings
- Fall Festival On the Green (FFOG)
- National Coming Out Day (NCOD)
- Dances (2)
- Movie Night

REGISTRATION

Registration is the most important thing you will ever do! LGBA has been a registered student organization at UCSD since November 17, 1997, making us one of the oldest student organizations on campus. Let's not break our record by forgetting to register our organization at the beginning of the year. If we do not turn the required papers in on time, we may lose our space and not be eligible for funding for the rest of the year.

What to Do :

- Marcia Strong is our advisor. She can be found on the 3rd floor of the Price Center. If you have any questions, she's the one you go to and you don't have to be scared. She's there to help us, not hurt us. When you want to see her, ALWAYS make an appointment. Marcia can be reached at 534-0496.
- If a registration package is not in our mailbox (B18), request one from Marcia. You may not have to make an appointment for this. Make sure that you receive a copy of last year's Constitution.
- Fill out the forms completely with the chosen principle members for that school year. Principle members must be registered students at UCSD. There must be four (4) principle members for the organization to be registered. Others may be added throughout the year.
- Draw up a new Constitution. You may copy last year's Constitution or make ammendments to it for the new one.
- In the registration package, there will be a selection of dates for registration sessions. At least half (1/2) of the total principle members must attend one of the sessions. This is imperative! Don't screw this one

up! If you have to miss a class, then do it. It's been done before by past members. Not all principle members have to attend--just half, though it would be nice to have all of them there to understand the dynamics of student organizations at UCSD. There's an incentive: free refreshments!

MEETINGS

LGBA meetings are held every Monday at 7 p.m. at the Graduate Student Association (GSA). The first meeting of the year is always the most crowded. It is difficult to run a meeting with so many people. What's more difficult is giving them a reason to return every week. (See Appendix)

What to Do :

- First, ask the GSA if it's okay for us to use their space again for our weekly meetings. They will most likely say yes if we remind them that they allowed us last

- year to hold our meetings there.
- Update the answering machine (if it works). Keep to the point but with a friendly voice by saying
 - ~ Who we are
 - ~ Where we are
 - ~ When our meetings are
 - ~ Where our meetings are
 - ~ Upcoming events.
 - Publicize the meetings by posting flyers, banners, etc. (See Appendix)
 - Before the meeting starts, encourage/force people to introduce themselves to each other. Be casual and friendly.
 - One of the LGBA traditions is to have an ice breaker question to start the meeting. Make it fun but tasteful; we don't want to scare people away. Everyone is at a different comfort level with being out. For the first meeting, refrain from asking "What did you do this summer?" You can ask that on a following week.
 - Pass around a sign-in sheet
 - Go through business quickly. Don't let it drag or members will get bored. Make sure everyone knows of up-coming events.
 - Ask people to sign-up for office hours

- Think of an activity or presentation that everyone can participate in whether it's a discussion or viewing an interesting video.
- Important note: Make sure there is no CLIQUE-ING. This makes many people uncomfortable, especially new ones who may not know anyone in the room. (This may be a big problem at the first meeting of the year.) We want everyone to be friends.

FALL FESTIVAL ON THE GREEN (FFOG)

The Fall Festival On the Green (FFOG) is one of the campus-wide events that can be used to publicize LGBA and our events.

What Do To :

- Fill out forms that should be available on the third floor of the Price Center if it's not found in our mailbox.
- Turn the forms in on time! Early is good
- During the meetings, influence members to volunteer at

our table by passing around a sign-up list. Asking people in person will also help in addition to the sign-up list.

NATIONAL COMING OUT DAY (NCOD)

National Coming Out Day (NCOD) is a national gay holiday that occurs every October 11. It was established in 1988 after a man who participated in the 1987 March on Washington discovered that not many people were out at home or at work. LGBA has been celebrating NCOD annually since the late '80's. This is one of our biggest and most important events of the year.

What to Do :

- Fill out and turn in blue forms EARLY! Usually, Price Center reservations requests that blue forms be turned in a month in advance. Because it is the beginning of the year, we will get an extension but turn it in early anyway.
- While you are in the Price Center, you might as well put

- in a request to display the NCOD event on the Price Center Theater marquee at the Reservations desk located on the second floor of the Price Center.
- Make and post flyers. Don't forget the ASUCSD logo because it is their money that is paying for the audio equipment.
 - Make arrangements for inspiring speakers to come to the event.
 - Call local San Diego TV and print news media and ask if they would cover the event. News coverage is good. Call early so that they can schedule their camera persons. Also, don't forget the gay press, i.e. Gay and Lesbian Times, Update.
 - Do you have a door that would be representative of a closet door? Theater major people may be able to pull some strings. 1996's door was borrowed from the Communication department because I was part of the department. Be responsible!

DANCES

Our "non-sexist" dances are the most social activities that LGBA sponsors. They are called "non-sexist"

because there is no worry of gender or orientation.
Dances are open to everyone and are free!

What to Do :

- Reserve the Pub early! The reservation dates go fast and other student organizations sometimes aren't too nice when it comes to giving up their reservation. (We really can't complain; we do the same.) You can make reservations at the Student Center Office which is located on the other side of the Grove Cafe.
- Turn in blue forms and alcohol permits two (2) weeks before the event. Make copies for the Student Center and for our own records. We may need them to prove that we have reservations for the space and permission to have alcohol on the premises.
- Recruit volunteers at meetings to sign up for
 - ~Check ID's
 - ~Serve Beer (21+)
 - ~Pick Up Beer (21+)
 - ~Set Up (8 p.m.)
 - ~Clean Up
 - ~Refreshments
- Post flyers, banners, etc. to publicize the event. (See Appendix)

- Call other campuses and all members to remind them of the dance and, if needed, ask them if they could help volunteer at the dance.
- Don't forget to pick up alcohol bands from Marcia Strong. Pick them up on the Friday preceding the Saturday dance. Ask for at least 120 bands. Without wristbands, we cannot tell who drinking beer is 21 or not.
- The LGBA tradition at dances is that the last song for the night is Sister Sledge's "We Are Family".

MOVIE NIGHT

Movie night is meant to be a night of entertainment for LGBA members and the rest of the UCSD campus, including staff and faculty. The movies have either a lesbian or gay theme, with the theme alternating each quarter so that there is an equal representation of both women and men. Don't worry about the restriction at the beginning of the movie. When you show the movie on campus, it is considered private viewing so we don't have to pay royalties or a fee (except for the movie rental). Movies are free.

What to Do :

- First, you need to reserve a space to show the movie.
Before, we've held them in the Warren Lecture Halls.
We can also show them at the Price Center Theater.
- Blue forms are due two (2) weeks before the event if not held in the Price Center Theater. Otherwise, blue forms are due four (4) weeks in advance if the movie will be shown in the Price Center Theater.
- Make flyers and post them. Utilize other publicity opportunities. (See Appendix)
- Don't forget to mention it at the meeting. Encourage the members to bring their friends and roommates.

BUDGET REQUESTS

Yes, it's a bitch but we have to fill these babies out every quarter. Budget request forms are available on the third floor of the Price Center on the wall across from Yvonne, the Student Organizations and Leadership Opportunities (SOLO) receptionist. She's very kind so treat her nicely! Turn these in on time! Don't forget to

request for all the needed events for the following quarter. Everything should be turned in at one time. If you turn these in late, there may be no funds for LGBA for the following quarter. Also make an appointment for a budget hearing. (See Appendix)

WINTER QUARTER

EVENTS :

- Meetings
- Drag Show
- Dances (2)
- Movie Night

MEETINGS

After a month-long break, members will want to catch up on news on each other. However, this would still be CLIQUE-ING. There may be new members at this meeting. Remember--coming out is an on-going process. Not a day goes by without someone coming out of the closet. Encourage people to talk to new people. They need to feel needed just like you and I.

What to Do :

- You need to fill out a new listin in *The Guardian*.

- Post flyers to publicize the meetings and try all the other ways of publicity. (See Appendix)
- Ask people to sign-up for office hours since their schedules will be different.

DRAG SHOW

LGBA has been holding drag shows fo many, many years and each year they get better. Our drag shows have the highest non-gay attendance of any LGBA event. For the past few years, we've called the show "Divas in Denial" because we couldn't top that theme the following year. So, we've started another tradition!

What to Do :

- Reserve the Price Center Theater early!
- Turn in blue forms a month in advance. Remember that blue forms for Price Center events are due four weeks before the event.
- Find performers! Professional drag queen performers are fine. It has been more fun in the past when the

members perform on stage because their peers are shocked (a good kind of “shocked”) when they see someone they know looking so FABULOUS! Also, we continually try to get women to perform in the drag shows so that our show is fair. The last time a woman performed was in 1994. She was a butch lesbian who performed in female drag.

- make flyers and post them and use other publicity methods (See Appendix)
- Contact *The Guardian* to have them cover the drag show.

DANCES

Dances during Winter Quarter may be cold because of, obviously, the Winter. By this time, people will have spread the word about last quarter’s dances. Hopefully the word is positive.

What to Do :

- Basically the criteria here are pretty much the same from

Fall's dances. (See Appendix)

- You can also publicize upcoming events at dances.
- Did you reserve the Pub? Remember, it's pretty hard to get a reservation if other people got htere before you did.
- Blue forms due two (2) weeks before the event.

MOVIE NIGHT

Either a lesbian movie or a gay movie will be shown depending on what was shown the quarter before.

What to Do :

- Same criteria as Fall Quarter's.
- Publicity is the key!
- Don't forget the reeservations!
- Remember that if you decide to show the movie at the Price Center Theater, the blue forms are due a month in advance.

BUDGET REQUEST

Again, you must fill out budget request forms every quarter for the following quarter. Turn them in on time and ask for what we need and if we aren't given what we need first, then go to the appeals meeting. Try every method possible to get our events the funding they need.