2023-2024
Student Organization Policies

Table of Contents

Policies

Appendices

Thank you for your contributions to the vibrant student life at the

University of San Francisco School of Law!

Your leadership and the work that you do to create a community within and among the Student Bar Association and student organizations enriches the lives of your classmates, faculty, and staff.

The policies contained in this document apply to the Student Bar Association, all student organizations, and individual students planning to engage in any activities.

The Office of Student Affairs is here to support your organizations' endeavors! Please reach out to us for support throughout the year as you build your student organizations, plan events, fundraise, and more!

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I. Student Organization Policy

All members of the student organizations, which includes the Student Bar Association (SBA), are expected to read, understand, and comply with the policies contained in this document, as well as all other University and School of Law policies, including the Non-Academic Student Conduct Code. A violation of any of these written policies may result in sanctions.

The events and activities that student organizations host on or off campus are extensions of the University and the School of Law and are thus subject to the policies governing University events and activities.

To be recognized as a student organization at the University of San Francisco School of Law, student organizations must register their student organization with the Office of Student Affairs, receive confirmation from the Office of Student Affairs, and attend the mandatory student organization leadership retreat.

Guidelines for starting a new student organization can be found at the following web address: https://myusf.usfca.edu/law/student-organizations/start

To register a student organization for the upcoming academic year, see the following web address: https://myusf.usfca.edu/law/student-organizations/registration

The members and officers of student organizations and the SBA must be affiliated with USF in the following ways:

> ● **Student Organization Members:** must be enrolled at the School of Law or a dual degree program at USF.
> ● **Elected or Appointed Student Organization Officers:** must be matriculating and currently enrolled at the School of Law or a dual degree program at USF.
> ● **Presidents, Co-Presidents, Vice Presidents, Co-Vice Presidents, and Similarly Situated Student Organization Officers:** must be matriculating, currently enrolled at the School of Law, and in good academic standing.
> ● **SBA Elected Officers:** must be matriculating, currently enrolled at the School of Law, and in good academic standing.
> ● **Student Representatives on Standing Faculty Committees:** must be matriculating, currently enrolled at the School of Law, in good academic standing, and approved by the Faculty Committee Chairs.

The Office of Student Affairs will review student academic records regularly throughout the academic year. If a student does not meet the affiliation or academic standard requirements, the Assistant Dean for Student Affairs will notify that student and ask them to step down from the position.

Student organization officers are responsible for the success of their student

organization and must meet the following expectations:

- Have knowledge of all organizational activities and student organization policies;
- Be accountable for all financial situations that pertain to their organization;
- Make efforts to recruit and retain members of the organization;
- Communicate regularly with the Office of Student Affairs and notify the Office of any changes in organizational leadership; and
- Abide by the bylaws and terms outlined in the organization's constitution

If a student organization intends to spend funds from its University account, at least two elected or appointed officers must agree to do so (e.g. president and treasurer).

The University of San Francisco is a 501(c)(3) nonprofit organization. Under the Internal Revenue Code, all section 501(c)(3) organizations are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. As a result, student organizations are subject to the same prohibitions.

II. Room Reservation Policy

Before reserving event spaces, please make sure that you have gone through the event conflict check process by checking the 2023-24 Law Student Planner Calendar (bit.ly/lawstudentplanner) for any potential conflicts and filling out the events conflict check google form (bit.ly/eventsconflictcheck). Make sure that your event date, time, and location is approved by the SBA Secretary (usflawsec@gmail.com) and Office of Student Affairs before reserving a space or advertising.

Up to two board members from each student organization will undergo the mandatory Canvas training for the Events Management System (EMS).

- Once they have completed EMS training, they must notify the Deans' Office via email at lawstudentaffairs@usfca.edu.
- The two board members that have undergone the mandatory EMS training will have the authority to reserve spaces or rooms on behalf of their student organization.
- Students may not book rooms for any other purpose. Please review the Event and Room Request System Instructions (available on Canvas and the appendices of this document) for information about how to use the EMS system.
- Student organizations may not promote a meeting or event in a location that has not been reserved by the sponsoring student organization.
- Student organizations may begin promoting its events only after it has received confirmation that the reservation has been approved by the law registrar's office and has been added to the Law Student Planner google calendar by the law student affairs office.

Responsibility of Reserved Spaces

All reserved spaces must be left in the condition that they were found by the student organization. Failure to return the space to its original condition may result in the revocation of reservation privileges and the student organization may be charged cleaning and facilities fees. Additionally, all fire safety rules and regulations must be adhered to at all times.

Events & Spaces Requiring Faculty or Staff Supervision
<u>Please Note</u>: The Terrace Room & other public spaces listed cannot be booked by students. For booking these rooms please contact the Office of Student Affairs or the Registrar's Office

- **Zief Law Library Managed Rooms: Conference Study Rooms**

  Zief Law Library Conference Study Rooms are available for reservation online via the library's website: https://usfca.law.libcal.com/reserve/groupstudy. If pre-booking is required outside of the normal booking window, please email the request to zieffrontdesk@usfca.edu.

- **The Law Registrar's Office Managed Rooms: Classrooms**

  Approved students can book the following rooms using EMS: Rotunda Classrooms (Room 100, 101, 102, 103, 104, 105), Moot Court Room (200), Conference Rooms (240, 301, 340), and Zief Classrooms (Zief 002, 012, 017).

- **The Law Registrar's Office Managed Rooms: Terrace Room & Other Public Spaces**

  The Law Registrar manages the reservations for the Terrace Room and other public spaces, which includes the Student Lounge, the Atrium (the space in the Kendrick entryway before the Student Lounge), the Rotunda (the common space on the 1st, 2nd, and 3rd floors), Kendrick 212, and Zief Plaza (the outdoor patio space between the Zief Law Library and Kendrick Hall).

  This also includes our 101 Howard branch campus. These spaces are available on a limited basis for special events that are open to the law school community.

Student organizations that would like to use one of these spaces must have a faculty or staff member both reserving the space and supervising the event.

Once you have a faculty or staff supervisor, they must email lawstudentaffairs@usfca.edu to book any of the above rooms on behalf of the student organization. A forwarded supervisor email will not be accepted.

"Supervising the event" requires that the faculty or staff supervisor commit to the following responsibilities:

- receive express permission via email directly from the Assistant Dean for Student Affairs to use the requested space;

5

- reserve the space on behalf of the student organization;
- oversee the event set up and clean up;
- **remain in the event space for the duration of the event**; and
- ensure that the space is left in the same condition it was found before the event.

It is the responsibility of the student organization to communicate the responsibilities to the faculty or staff supervisor.

University & Law School Space for External Audiences

Student organizations that would like to reserve a space at the University or the law school for an event or conference in which an external audience is invited to attend or participate must have a faculty or staff member supervising the event. "Supervising the event" requires that the faculty or staff supervisor commit to the responsibilities outlined previously.

Facilities Needs in Reserved Rooms

Students may not remove or move furniture for meetings or events. If the event is in the Terrace Room or at the law school, student groups *may* be able to move furniture.

If furniture is being moved, recruit student volunteers and get permission from lawstudentaffairs@usfca.edu at least **three** weeks before the event.

To move any furniture at the law school, a faculty or staff supervisor must be present at all times. If the event is on main campus or any of the other branch campuses, furniture is required to be moved by facilities and this request will be done through Events Management & Guest Services (EM&GS). Please give several weeks of advanced notice to EM&GS and the Student Affairs Office when planning events.

Student organizations must submit a Facilities Request at least **three** weeks in advance. Facilities charges are incurred *hourly* and are costly. EM&GS will give you an estimated cost of the facilities charge before the event. Student organizations that incur facilities charges are required to pay those charges using their organization's funds

Special Rules

Special Rules for the Terrace Room: The faculty or staff member supervising an event in the Terrace Room is responsible for picking up and returning the Terrace Room keys to the Deans' Office and ensuring that the window blinds closest to the bookshelves remain lowered to protect the rare books on display.

Special Rules for the Rotunda: Due to noise, the Rotunda cannot be reserved when classes are in session.

Special Rules for 101 Howard: Due to noise, some of the spaces in 101 Howard may

not be able to be reserved when class is in session. If you would like to have an event at 101 Howard, please work with the Office of Student Affairs to confirm a time and space for the event.

Once you have a faculty or staff supervisor, they must email lawstudentaffairs@usfca.edu to book any of the above rooms on behalf of the student organization. A forwarded supervisor email will not be accepted.

Room Reservation Confirmation & Building Access

Once a room reservation request has been made through EMS, the Law Registrar's Office usually confirms room requests within two business days. However, it will take three to five business days to confirm room requests that are made during the first and last two weeks of the semester and during final exams.

Kendrick Hall is only accessible via swipe card/Onecard Mobile access. Please provide contact information to all visitors to facilitate entrance to the building.

The Zief Law Library classrooms remain unlocked Monday through Thursday from 8:30 am–11:00 pm, Friday from 8:00 am–9:00 pm, Saturday from 8:00 am–9:00 pm, and Sunday from 10:00 am–11:00 pm. Please check with the Zief Library as building hours change throughout the term. For current hours, please check the Zief Law Library's website: https://www.usfca.edu/law/library.

To obtain access to student organization offices, the current student organization president should email the Office of Student Affairs at lawstudentaffairs@usfca.edu with the names and CWIDs of the students needing access.

To obtain access to the co-curricular program offices (Law Review and Moot Court Programs) students should email Kenji Quijano, Director for Moot Court and Co-Curricular Programs at kaquijano@usfca.edu.

III. Catering & Alcohol Policy
Catering Policy

The University has an exclusive contract for catering services with Bon Appétit Catering for all events at the Hilltop Campus (including the Law School). At the 101 Howard Campus, the University has an exclusive catering contract with Peninsula Catering & Events. If there are extenuating circumstances that require an alternative to Bon Appétit or Peninsula Catering—such as religious or cultural reasons—please contact the Assistant Dean for Student Affairs to assist you before placing a catering order.

For periodic club meetings that are closed to the public you may bring baked goods, popcorn, soda, candy, and ice cream. At no other time should you bring any other food/beverage from a grocery store, restaurant, or other food provider. Potlucks or bringing other home-cooked food is also not allowed with the exception of fundraisers

located in the Student Boulevard of Kendrick Hall. If you have questions about this policy, please contact the Assistant Dean for Student Affairs.

Student organizations receive a 25% discount on their catering orders. Orders must be placed at least three full business days in advance, otherwise a fee will be incurred. Student organizations can order from the Bon Appétit or Peninsula Menu, which can be found here:

http://bit.ly/bonapp-menu

http://bit.ly/peninsula-menu

Orders must be placed with EM&GS by emailing eventsmanagement@usfca.edu or calling 415.422.6166. If you have questions or problems with your catering order, please contact lawstudentaffairs@usfca.edu.

EM&GS will email the final invoice, which will include all catering and facility charges to the student who placed the order a few weeks after the event is over. In rare cases, student organizations will need to pay for its catering services via cash, credit, or check. Your Event Manager from EM&GS will be able to process this form of payment. If your student organization has a FOAP or you have received funding from a USF administrative office, the student organization Treasurer should work with the Office of Student Affairs to transfer the necessary funds to pay for the invoice via lawstudentaffairs@usfca.edu by providing the appropriate FOAP number to charge for the event costs.

The final invoice also includes a link to a satisfaction survey related to the quality of food and service that Bon Appétit or Peninsula Catering* has provided for the event.

*Peninsula Catering is for 101 Howard campus events only.

Alcohol Policy for Student-Sponsored Events

In accordance with Section 6.2(A) of the University of San Francisco Non-Academic Student Conduct Code (the "Conduct Code"), alcohol shall not be permitted at student-sponsored events held on campus at the University of San Francisco. **However, alcohol may be permitted at a student-sponsored event on campus at the University of San Francisco School of Law if one of the following exceptions applies**:

1. A School of Law faculty or staff member agrees to supervise the event. "Supervising the event" requires that the faculty or staff supervisor commit to the following responsibilities:

>   **a**. receive express permission from the Assistant Dean for Student Affairs to use the requested space via email;
>   **b.** reserve the space on behalf of the student organization;

c. oversee the event set up and clean up;

d. remain in the event space for the duration of the event;

e. ensure that the space is left in the same condition it was found before the event;

f. supervise the alcohol service to ensure responsible alcohol consumption; and

g. ensure that any unused alcohol, which has been donated or purchased, is stored at the School of Law for a future event for that student organization

2. The student organization is able to provide adequate funds to serve alcohol at events due to the high costs associated with having alcohol at events.

A student or student organization that plans to serve alcohol or actually serves alcohol at an event not in accordance with this policy may be in violation of the Conduct Code and may be subject to sanctions.

Costs associated with alcohol consumption at events

There are large costs associated with serving alcohol at events on campus. Below are the minimum costs (not including alcohol) to serve alcohol at an event on campus through EM&GS:

- Bartender minimum cost of $250 per bartender for 4 hours
- Bar set up fee of $75 for beer and wine, $150 for full bars
- ID Checker at 31.20/hr

Bookings / Details	Quantity	Price	Amount
Thursday, April 04, 2019			
5:00 PM - 8:00 PM — Terrace Room			
Conference Style for 9			
Liquor:			
Rocky_Hill_2011_Red_Wine	2	$13.00	$26.00
Callaway_Chardonnay	1	$13.00	$13.00
Lagunitas	15	$3.00	$45.00
Lillies_Sauvingnon_Blanc	1	$15.00	$15.00
Catering:			
Bon_Appetit_Catering 58631	1	$534.22	$534.22
Professional Services:			
ID Checker(3 hours @ $31.20/hr)	1	$93.60	$93.60
	Catering		$534.22
	Liquor		$99.00
	Professional Services		$93.60
	Subtotal		$726.82
	Grand Total		$726.82

We discourage student organizations from serving alcohol at on campus events. Alumni and other external constituents do not expect alcohol to be served at these events. If you must serve alcohol at your event, email lawstudentaffairs@usfca.edu to ensure your organization has adequate funds to do so.

IV. Finance Policy

University Accounts

Any recognized student organization has the opportunity to create and maintain a self-funded financial account with the University through the Office of Student Affairs. A self-funded account means that any funds in the account will be raised by your organization through fundraisers, dues, or other means. Any student organization maintaining funds must have them housed within the University. Off campus accounts for student organizations are not permitted.

All student organization finances shall adhere to the Accounting and Business Services (ABS) office policies and procedures: https://myusf.usfca.edu/abs/policies

It is the responsibility of the Student Organization Treasurer or assigned board member to be familiar with all finance policies and communicate as a representative on behalf of your student organization members.

1. The SBA manages the funds generated from the mandatory SBA fee paid by all law students in its own University account ("FOAP"). The SBA provides funding to student organizations for its events according to its policies and procedures.
2. Some student organizations maintain their own FOAPs because they have collected and spent a significant amount of money throughout the academic year, i.e., more than $500, or a restricted donation made to the student organization in the past. These student organizations include APALSA, BLSA, LLSA, PILF, Pride Law, SELA, SILSA, and WLA. If your student organization does not already have a FOAP but would like one, please contact the Office of Student Affairs.
3. Student organizations may not open or maintain off-campus bank accounts.
4. The Deans' Office/Student Affairs provides general oversight of the SBA account and student organization FOAPs. To request your current budget, please email lawstudentaffairs@usfca.edu

Fundraising

Fundraising is any plan to raise money through coordinated efforts, both on and off campus, in which the exchange of money takes place.

This includes, but is not limited to:

- Collection of dues
- Any transaction through an organization's online payment portal
- Payment for membership transactions
- Contributions to apparel

- Funds raised through sale of products (e.g. bake sale, etc.)
- Coordination with local business where student organization receives a percentage of profits

Common fundraisers:

- Boba - Little Sweet is our preferred vendor.
- Chipotle - Can be set up online for a specific location and day for a 4 hour time slot.
- Panda Express - Same as Chipotle, set a location, day, and time online.
- Krispy Kreme - Digital dozens or an on campus sale.

All fundraising initiatives must be reported to the Office of Student Affairs and approved, **at least one week prior to the planned event.** If any type of on campus reservation is required (e.g., tabling or space reservations) the confirmed space reservation must be made through EMS, the room reservation portal.

Collection of Funds

Student organizations may not be in possession of more than $500 in cash or checks. If a student organization expects to collect more than $500 in cash or checks for any single event, the student organization must notify the Assistant Dean for Student Affairs to receive approval for such activity.

Student organizations collecting $500 or more of cash and checks on campus for student-related activities, purchases, or donations must bring the money to the Deans' Office on the same day at the end of each business day, or if the Deans' Office is closed, the following business day. The Deans' Office will securely store the money until it can be deposited into the proper account.

The university's business office does not allow the use of Venmo in conjunction with student organization finances on campus. Students can "pool" their personal contributions through Venmo as long as it's clear to donors that it is being handled that way (and not through the organization). Venmo, Square, Eventbrite, and many other online payment platforms do not meet USF's security standard for credit card transactions, so please be aware of potential financial risk for yourselves as well as your members and guests. There can also be financial risk for a student who receives or deposits funds in their personal bank account when those funds are intended for the student organization.

There are only two acceptable methods for the collection of funds as outlined by university policy: Cash or CASHNet.

CASHNet is a credit/debit card payment system implemented by the University of San Francisco. All payments made through CASHNet are deposited directly to student organization FOAPs.

To set up your CASHNet webpage, please email esprague@usfca.edu and lawstudentaffairs@usfca.edu. Student Organizations without FOAP accounts cannot accept Venmo as a method of payment. Student organizations who would like a FOAP account for this purpose, please email lawstudentaffairs@usfca.edu.

When the Deans' Office deposits funds into FOAP on behalf of a student organization, specific accounting practices must be followed. These accounting practices require that the student organization obtain the following information in an itemized spreadsheet:

1. Name of person paying or donating
2. Item being purchased (if applicable)
3. Price paid
4. Name of person receiving the money
5. Date payment was received
6. Payment Type (cash, check, etc.)
7. Documentation that explains the reason or purpose for the collection of funds, i.e., please provide any flyers or promotional emails about the activity related to your collection of funds

Contracts

Students are not allowed to sign contracts on behalf of student organizations at the University of San Francisco School of Law due to liability. Student organization leaders interested in utilizing an outside vendor or independent contractor for an event must make an appointment at least eight weeks in advance of the proposed event date with the Assistant Dean of Student Affairs and supply contracts eight weeks in advance to go through the proper university channels for approval and payment disbursal. Email lawstudentaffairs@usfca.edu to schedule an appointment to discuss the purpose, budget, process and requirements of a contract proposal. The contract proposal, once submitted by the student organization leader, takes eight weeks to be approved by the Deans' Office, University General Counsel, and University Risk Management.

Check Requests and Off-Campus Invoices

When student organizations need to request a check or pay an invoice for an event off campus, such requests for payment must be made to the Deans' Office at least four weeks in advance of the event by emailing lawstudentaffairs@usfca.edu.
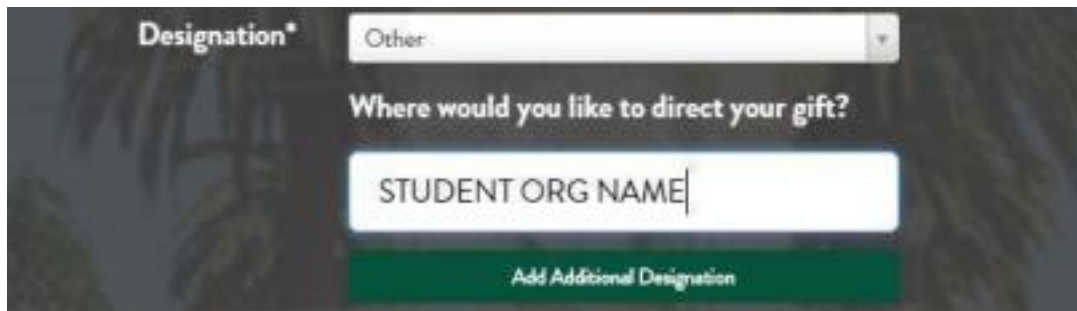
Donations

If your student organization plans to seek donations outside of the School of Law for an event, you *must* contact both the Assistant Dean for Student Affairs (lawstudentaffairs@usfca.edu) and the Office of Development and External Relations (lawdevelopment@usfca.edu) before contacting potential donors.

We want to ensure all gifts made to your student organization are able to be deposited and are tax deductible for the donor. This is unable to happen if these policies are not followed.

Donations to student groups cannot be done in exchange for services (for example the ticket price of an event is NOT a tax deductible donation) nor can they be received via Venmo or CashNet.

Donations made online at https://www.usfca.edu/makeagift/law must have the student organization as the designation or else the funds will not be deposited into your account.

Donations made via check must be made out to "USF School of Law" with the student organization name in the memo line. If a check is not made out to "USF School of Law", it cannot be deposited. If a check does not have the name of the student organization in the memo line, it will not be deposited into your account. For the checks to be deposited, they must be returned to the Office of Student Affairs.

Cash gifts should be made via envelopes provided by the Office of Development and External Relations and must include Name, CWID, Designation, and Amount. To retrieve these envelopes, please email lawdevelopment@usfca.edu. For the gifts to be deposited, the envelopes must then be returned to the Office of Student Affairs. Failure to do any of the

above will not allow us to deposit these gifts.

Raffles for fundraising purposes are in violation of the School of Law policy and are therefore not allowed. Instead, we recommend a silent auction. The Office of Development and Alumni Relations is more than happy to help facilitate donation items.

If you have any questions about the above policies, please contact the Office of Development and Alumni Relations at lawdevelopment@usfca.edu.

Failure to adhere to proper protocol regarding handling of donations may constitute an Honor Code violation.

Reimbursements

Any student who has been approved for funding by the SBA or the School of Law will be paid through reimbursement only.

This means that individual Student Organization accounts cannot transfer funds between accounts, nor can the Office of Student Affairs reimburse Student Organization Accounts (FOAPS) via account transfers. Similarly, a student organization cannot use cash from their organization's cashbox to pay an expense that will require reimbursement from the Office of Student Affairs or their organization's account (FOAP).

Please Note: If your student organization needs to make a large purchase (ex. Over $100 or more), rather than splitting the cost between students and then requiring several reimbursements, please contact the Office of Student Affairs to make the purchase on the organization's behalf. The Office of Student Affairs will then make the charge to the student organization's account.

Student organization Treasurers are responsible for submitting all reimbursement requests on behalf of other student organization members.

Student organizations who have been approved for funding by the SBA should refer to the SBA Funding Policies and Procedures for information about requesting reimbursements from the SBA. Reimbursement requests for incurred costs approved by the SBA must include written confirmation from the SBA for the amount of funding approved.

Student organizations that receive funding from a USF administrative office must receive written confirmation from that office about the amount of funding and the restrictions for that funding before the event. This information must then be forwarded to lawstudentaffairs@usfca.edu for the invoice to be paid. Treasurers requesting reimbursement for approved purchases must follow the requirements listed below. Failure to follow these requirements may result in a delay or denial of your request for reimbursement.

> **1**. Complete the Expense Report for Non-Employees and Direct Deposit form on the

Student Services website: https://lf.usfca.edu/Forms/SOL-Expense-Request

2. Collect and attach original, itemized receipts for each expense to the online form. General credit card receipts that indicate the total amount spent are insufficient.

4. Please fill out the W9 document linked in the form and attach a completed copy before submitting.

Treasurers submit your members' Expense Report, Direct Deposit form, itemized receipts, and W9 via the online form within two weeks of the event. You may submit these documents to the Deans' Office in Kendrick 328 or preferably via email to lawstudentaffairs@usfca.edu.

Reimbursements typically take 1-2 weeks to be processed and deposited into bank accounts as they must be approved by several campus offices.

We are not able to reimburse the following expenses:

- Anything from USF Bookstore
- Gift Cards
- Alcohol
- Gas for a member's personal vehicle

V. Calendar Listing & Advertising Policy

Calendar Listing

The Office of Student Affairs and the Student Bar Organization (SBA) handles the calendar for student organizations. If your student event is exclusive to law students or a particular group of law students, your event will appear on the "Law Student Planner" google calendar visible to all law students and can be requested to appear in the SBA Weekly Newsletter.

If your student event is open and of interest to the entire Law School Community and you would like it to appear on the Law School Staff and Faculty "Confirmed Events" google calendar and in the "This Week at USF Law" newsletter, you may indicate this in the events request / conflict check google form managed by the SBA secretary or by emailing the Office of Student Affairs at lawstudentaffairs@usfca.edu.

External USFCA Calendar

The external marketing calendar is for calendar entries posted on the usfca website. The audience for this calendar is prospective students, alumni, and the general public. It is important to note that not all events should be added to this calendar, but events that show the life and culture of the law school are important to include. For example, student

organization meetings should not go on the external website, but events like the Black History Month Reception, the Judges of Color Panel, or the WLA Tea should. This must be done **three weeks** before an event. To get your event on the usfca external marketing calendar, please email webservices@usfca.atlassian.net. Your email must include the following information:

> ● Event Name (please note the reservation name in EMS *must* be the same as the event title, if it is not please change it or email eventsmanagement@usfca.edu to change it)
>
> ● Description (this includes headshots of panelists, bios, event details like date, time, location)
> ● RSVP link
> ● Person or email alias to contact if there are any questions with their contact information

Advertising

Student organizations are prohibited from advertising their events until a room reservation has been made and a space has been approved for use. For example, a request to use the Terrace Room does not mean that you have been approved to use the Terrace Room. Put another way, you cannot advertise an event that you hope to organize in the Terrace Room unless you have received confirmation that you are entitled to use that space. Only events that have gone through the conflict check process and have been approved can be advertised and appear on the "Law Student Planner" and / or "Confirmed Events" google calendars.

Once an event is confirmed, students should begin advertising their event as early as possible to provide sufficient notice to the entire law school community.

Flyers

Student Organizations are responsible for printing their own posters, flyers, and programs.

Events, meetings, and activities may be promoted by posting flyers on the School of Law Announcements and Events bulletin boards. Flyers cannot be posted on columns, walls, or classroom doors. Flyers must comply with the following requirements, or they will be removed and discarded.

- ● Flyers must include information about the event's university affiliation, School of Law affiliation, or student organization affiliation.

- ● Flyers must include the event date, a deadline to RSVP if required, and contact information (name and email address).

● Flyers must include the following messaging regarding disabilities:

    o "If you need disability accommodations, please contact the Assistant Dean for Student Affairs office at lawstudentaffairs@usfca.edu at least seven days in advance of the event."

● Flyers may only be posted on a student organizations' own bulletin board or the two Deans' Office Bulletin boards located on the first floor of Kendrick Hall (Student Boulevard and Student Lounge).

● Student organizations may also ask administrative offices, faculty, and other student organizations to post flyers on their bulletin boards.

Posters

In addition to the flyers, student organizations may have one poster mounted on an easel for an event. The SBA has four easels for student organizations' use. Please contact the SBA to reserve an easel for your event. If all of the SBA easels are being used, please email either lawstudentaffairs@usfca.edu or lawcareer@usfca.edu to inquire about an available easel.

Posters must comply with the following requirements, or they will be removed and discarded:

● You may have a maximum of one poster on an easel per event, meeting, or activity.

● Posters may be posted on student org bulletin boards in the Student Boulevard. They cannot be posted on walls, columns, class / office doors in Kendrick Hall

● The maximum size for all posters is 2' x 3'.

● Posters on easels can be displayed for a maximum of one week.

● Posters must include information about the event's university affiliation, School of Law affiliation, or student organization affiliation.

● Posters must include the event date, a deadline to RSVP if required, and contact information (name and email address).

● Posters must include "If you need disability accommodations, please email lawstudentaffairs@usfca.edu at least 7 days before the event."

Student organizations must promptly remove all flyers and posters once the event has concluded. If a student organization seeks an exception to this policy, please contact the Assistant Dean of Student Affairs.

Electronic Email Invitations and Registration Pages

Electronic email invitations are used for events that have an external audience (i.e.

alumni). To send out an electronic email invitation, you must have a registration page that is created by the university through CVent. This must be done **SIX WEEKS** before an event. In order to send an electronic email invitation you must have your own distribution list. If you need help creating a constituent list or have any questions, email lawalumni@usfca.edu. To begin the process of creating a registration page and/or sending an electronic email invitation, email to ecommunications@usfca.edu with lawstudentaffairs@usfca.edu cc'd with the following information:

> ● Event Name (please note the reservation name in EMS *must* be the same as the event title, if it is not please change it or email eventsmanagement@usfca.edu to change it)
>
> ● Description (this includes headshots of panelists, bios, event details like date, time, location)
> ● Person to contact if there are any questions with their contact information
> ● Request for registration page- we will create a custom rsvp link

If you are unable to provide a distribution list, but require a registration page, we may be able to add your event to the newsletter that goes out to all law alumni. With this, you are required to have a calendar entry on the external usfca calendar (see above).

Email ecommunications@usfca.edu to get your event on the external marketing calendar.

For standards and helpful tips on emailing to an audience of over 40 please see the USF Email Communications Standards page: https://myusf.usfca.edu/marketing-communications/resources/email-resources/email-standards

This Week at USF
If your event is relevant and open to the entire Law School community (incl. faculty, staff, students) and you would like it to be shared in This Week at USF, please submit your event to This Week at USF: https://bit.ly/ThisWeekatUSF

Make a submission no later than Thursday at 12:00PM so your announcement can be included in the following week's edition of *This Week at USF* which is sent every Monday to students, staff, and faculty.

Requirements for Event Announcements:
> ○ Title of Event
> ○ Sponsoring Student Organization
> ○ Date
> ○ Time
> ○ Location
> ○ Audience for the event (note if faculty, Deans, etc. presence is requested)

○ Link to RSVP (if any)
○ Flyer
○ Email for point of contact for any event questions

SBA Newsletter

If the audience for your event or announcement is mainly or exclusively students and you would like it to be shared in the SBA Newsletter sent every week on Sunday, **please either**

(a) Indicate that you would like your event advertised in the SBA newsletter when you go through the events conflict check process for student organization events. Here is the google form: bit.ly/eventsconflictcheck

OR

(b) Make a submission to the SBA Secretary at usflawsec@gmail.com no later than Thursday at 12:00PM to include in the SBA Newsletter. Please include all relevant information (use This Week at USF requirements for reference) regarding your event and if you wish to include a flyer or photo, please make sure it is in jpeg. format.

Appendices
Appendix 1: Events Planning Checklist

The following templates are step by step guides for planning your events. The templates are categorized by type of event: student organization meeting, on-campus panel with an internal audience, on-campus panel with an external audience, on-campus student-alumni mixer, and off-campus event. It is your responsibility to be the point person for logistics for your event, this guide gives you the resources for what services you may need.

If something is not covered by this checklist, please make sure to check the Student Organization Event Planning Guide, Student Organizations Policy Guide, Student Bar Association Policy Guide. For further questions, please email lawstudentaffairs@usfca.edu and you will be directed to the appropriate party or information.

Event Planning Timeline (from the Student Organization Event Planning Guide)

Different types of events will require different planning timelines your organization should adhere to. Planning events with too short of a timeline can negatively impact the event's overall effectiveness and success. If you are not sure how much anticipation an event should be planned with, contact us and we can help determine an appropriate timeline. The timelines below apply to both virtual and in person events.

8+ WEEKS OF PREPARATION

- Large scale events
- Events requiring contracts
- Events requiring risk management review
- Events requesting main campus Graduate Student Senate or Student Leadership & Engagement funding

3-4 WEEKS OF PREPARATION

- Smaller scale events
- Events requiring catering
- Events requiring purchases

1-2 WEEKS OF PREPARATION

- Meetings
- Small scale events that don't require purchases

Our overall suggestion when it comes to planning events is the further in advance, the better. Please note that purchases of items that are custom made may require more than four weeks to process and thus, more than four weeks of preparation.

Student Organization Meeting[1]

Consider the timeline for providing sufficient notice to your members & relevant offices

- ☐ Conflict Check
    - o Check the current Student Planner Google Calendar (bit.ly/lawstudentplanner)
    - o Fill out the Student Org Event Conflict Check Google Form with your proposed event information
        - ▪ Student Org Event Conflict Check Google Form (bit.ly/eventsconflictcheck)
        - ▪ Email usflawsec@gmail.com with questions, concerns, or updated information
- ☐ Room Reservation
    - o EMS system for registrar managed rooms
    - o Faculty/Staff Supervisor email lawstudentaffairs@usfca.edu for Deans' Office Managed Rooms
- ☐ Funding and Budgeting
    - o Email lawstudentaffairs@usfca.edu to check your FOAP (account) for budgeting purposes
    - o Email usflawtreasurer@gmail.com to request supplemental budget from SBA
- ☐ Advertising
    - o Submit announcement by email to the SBA Secretary at usflawsec@gmail.com by 12PM Thursday or indicate interest in advertising event in the conflict check google form
    - o Submit announcement to This Week at USF at https://bit.ly/ThisWeekatUSF by 12PM Thursday if relevant to the entire Law School community
    - o Email lawcareer@usfca.edu to include in OCS Newsletter and social media

On-Campus Panel with an Internal Audience[2]

Consider the timeline for providing sufficient notice to your members & relevant offices; at least four weeks in advance of the event

- ☐ Conflict Check
    - o Check the current Student Planner Google Calendar (bit.ly/lawstudentplanner)
    - o Fill out the Student Org Event Conflict Check Google Form with your proposed event information
        - ▪ Student Org Event Conflict Check Google Form (bit.ly/eventsconflictcheck)
        - ▪ Email usflawsec@gmail.com with questions, concerns, or updated information
- ☐ Department Check-in
    - o Email OCP Liaison to set up an appointment to discuss career-related event
    - o Email lawstudentaffairs@usfca.edu to discuss mission-related event
    - o Email kaquijano@usfca.edu to request MCLE credit for event (before email, discuss with OCP Liaison)
- ☐ Room Reservation
    - o EMS system for registrar managed rooms
    - o Faculty/Staff supervisor email lawstudentaffairs@usfca.edu for Deans' Office Managed Rooms
- ☐ Confirm speaker(s)
    - o Email lawcareer@usfca.edu for introductions to speakers, panelists, or external bar associations in relation to the topic
    - o Get biography and headshot from the speaker(s) for advertisement

At least three weeks in advance of the event

- ☐ Funding and Budgeting
    - o Email lawstudentaffairs@usfca.edu to check your FOAP (account) for budgeting purposes
    - o For additional funding:

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[1] This includes student focused events like study sessions.

[2] For on campus events that have an internal target audience (students, faculty, and staff). This checklist can also apply to other events that target an internal audience like speed-networking events

- Email lawcareer@usfca.edu for financial assistance up to $200 per academic year for each student organization for event related expenses
- Email lawalumni@usfca.edu for limited financial assistance if your event involves a significant number of alumni
- Email lawstudentaffairs@usfca.edu for financial assistance if the event promotes the law school's mission
- Email usflawtreasurer@gmail.com to submit request for supplemental funding from the SBA
- Email gss@usfca.edu to request supplemental funding from main campus' Graduate Student Senate if your event is relevant to the broader USF student and campus community

☐ Catering Requests
  o Email eventsmanagement@usfca.edu

☐ Facilities Requests
  o Email Donna Creasman dlcreasman@usfca.edu

☐ Advertising
  o Submit announcement by email to the SBA Secretary at usflawsec@gmail.com by 12PM Thursday or indicate interest in advertising event in the conflict check google form
  o Submit announcement to This Week at USF at https://bit.ly/ThisWeekatUSF by 12PM Thursday if relevant to the entire Law School community
  o Email lawcareer@usfca.edu to include in OCS Newsletter and social media
  o Email webservices@usfca.edu to add an event to the usfca external marketing calendar *(include registration link, description-with bios/headshots, and point of contact)*

☐ Name badges and Tent Cards
  o Email lawalumni@usfca.edu to request name badges for attendees and tent cards for panelists-must send names of registrants[3] **3 business days** before the event

☐ If event is in the Terrace Room and reservation confirmation has been received
  o Notify Zief Law Library if event is in the Terrace Room
    - Email Shannon Buchard, burchards@usfca.edu, that an event will be held in the Terrace Room on this date at this time
    - If furniture is being moved, recruit student volunteers and get permission from lawstudentaffairs@usfca.edu

At least three business days in advance of the event

☐ Parking Passes
  o Email parking@usfca.edu and copy lawstudentaffairs@usfca.edu to request parking passes to be picked up at UC 5 (can request up to 3 for non-USF affiliated guests)
  o Need more than 3 passes? Request 3, then email lawcareer@usfca.edu for additional passes

☐ Audio/Visual Requests
  o Email itshelp@usfca.edu for any AV requests

☐ Pop up banner and tablecloth
  o Email lawalumni@usfca.edu to reserve a pop up banner and tablecloth, once confirmed, pick up at Kendrick Hall Room 338

☐ Write Thank You card to speaker(s)
  o Email lawalumni@usfca.edu to get a card(s) and gifts from Kendrick Hall Room 338 and give to speaker(s) at the event

One day after the event

☐ Return pop up banner and tablecloth to Kendrick Hall Room 338

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[3] The list sent must include the following: first name, last name, graduation year, employer (applicable for alumni)

☐ Return name badges to Kendrick Hall Room 338
☐ Pay EMS invoice by providing appropriate FOAP(s) (account) number for charges
  o Takes 1-2 months to be sent

On-Campus Panel with an External Audience[4]

At least eight weeks in advance of the event
☐ Conflict Check
  o Checking the current Student Planner Google Calendar (bit.ly/lawstudentplanner)
  o Fill out the Student Org Event Conflict Check Google Form with your proposed event information
    ▪ Student Org Event Conflict Check Google Form (bit.ly/eventsconflictcheck)
    ▪ Email usflawsec@gmail.com with questions, concerns, or updated information
☐ Department Check-in
  o Email OCP Liaison to set up an appointment to discuss career-related event
  o Email lawstudentaffairs@usfca.edu to discuss mission-related event
  o Email kaquijano@usfca.edu to request MCLE credit for event (before email, discuss with OCP Liaison)
☐ Room Reservation
  o EMS system for registrar managed rooms
  o Faculty/Staff supervisor email lawstudentaffairs@usfca.edu for Deans' Office Managed Rooms
☐ Confirm speaker(s)
  o Email lawcareer@usfca.edu for introductions to speakers, panelists, or external bar associations in relation to the topic
  o Get biography and headshot from all speaker(s) for advertisement and programs
☐ Funding and Budgeting
  o Email lawstudentaffairs@usfca.edu to check your FOAP (account) for budgeting purposes
  o For additional funding:
  o Email lawcareer@usfca.edu for financial assistance up to $200 per academic year for each student organization for event related expenses
  o Email lawalumni@usfca.edu for limited financial assistance if your event involves a significant number of alumni
  o Email lawstudentaffairs@usfca.edu for financial assistance if the event promotes the law school's mission
  o Email usflawtreasurer@gmail.com to submit request for supplemental funding from the SBA
  o Email gss@usfca.edu to request supplemental funding from main campus' Graduate Student Senate if your event is relevant to the broader USF student and campus community
☐ Registration Page
  o Email webservices@usfca.edu to have a registration page made for the event. You must have all of the speakers with their bios and headshots to do this and this must be done **8 weeks** in advance of the event
☐ Electronic Email Invitation
  o Email ecommunications@usfca.edu to create an electronic invitation to be sent out for the event. You must have all of the speakers with their bios and headshots. This must be done **8 weeks** in advance of the event. Additionally, you must already have the list of constituents[5] to reach out to.
At least three weeks in advance of the event

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[4] For larger on campus events with an external audience. Examples include the Judges of Color Panel and WLA Tea
[5] We will not create an email list for you. Many student organizations that have already worked to compile emails lists for external constituents for this purpose.

☐ Catering Requests
  o Email eventsmanagement@usfca.edu
☐ Facilities Requests (see Part 5 of the Student Organization Event Planning Guide)
  o Email Donna Creasman dlcreasman@usfca.edu
☐ Advertising
  o Submit announcement by email to the SBA Secretary at usflawsec@gmail.com by 12PM Thursday or indicate interest in advertising event in the conflict check google form
  o Submit announcement to This Week at USF at https://bit.ly/ThisWeekatUSF by 12PM Thursday if relevant to the entire Law School community
  o Email lawcareer@usfca.edu to include in OCS Newsletter and social media
  o Email webservices@usfca.edu to add the event to the usfca external marketing calendar *(include registration link, description-with bios/headshots, and point of contact)*
☐ Name badges and Tent Cards
  o Email lawalumni@usfca.edu to request name badges for attendees and tent cards for panelists-must send names of registrants[6] **3 business days** before the event
☐ If event is in the Terrace Room and reservation confirmation has been received
  o Notify Zief Law Library if event is in the Terrace Room
    ▪ Email Shannon Buchard, burchards@usfca.edu, that an event will be held in the Terrace Room on this date at this time
    ▪ If furniture is being moved, recruit student volunteers and get permission from lawstudentaffairs@usfca.edu

At least three business days in advance of the event
☐ Parking Passes
  o Email parking@usfca.edu and copy lawstudentaffairs@usfca.edu to request parking passes to be picked up at UC 5 (can do up to 3)
  o Need more than 3 passes? Request 3, then email lawcareer@usfca.edu for additional passes
☐ Audio/Visual Requests
  o Email itshelp@usfca.edu and/or work with EM&GS
☐ Print Programs
  o Email lawcareer@usfca.edu with your event program and the number of copies that are needed, this has to be done 3 days in advance
☐ Pop up banner and tablecloth
  o Email lawalumni@usfca.edu to reserve a pop up banner and tablecloth, once confirmed, pick up at Kendrick Hall Room 338
☐ Write Thank You card to speaker(s)
  o Email lawalumni@usfca.edu to get a card(s) from Kendrick Hall Room 338 and give to speaker(s) at the event

One day after the event
☐ Return pop up banner and tablecloth to Kendrick Hall Room 338
☐ Return name badges to Kendrick Hall Room 338
☐ Pay EMS invoice by providing appropriate FOAP(s) (account) number for charges
  o Takes 1-2 months to be sent

On Campus Student-Alumni Mixer

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[6] If a registration page has been created, you do not need to send the list of attendees. If not, the list sent must include the following: first name, last name, graduation year, employer (applicable for alumni)

At least eight weeks in advance of the event

☐ Conflict Check
  - o Checking the current [Student Planner Google Calendar](bit.ly/lawstudentplanner) (bit.ly/lawstudentplanner)
  - o Fill out the Student Org Event Conflict Check Google Form with your proposed event information
    - ▪ [Student Org Event Conflict Check Google Form](bit.ly/eventsconflictcheck) (bit.ly/eventsconflictcheck)
    - ▪ Email usflawsec@gmail.com with questions, concerns, or updated information

☐ Department Check-in
  - o Email OCP Liaison to schedule an appointment to discuss career-related event

☐ Room Reservation
  - o EMS system for registrar managed rooms
  - o Faculty/Staff supervisor email lawstudentaffairs@usfca.edu for Deans' Office Managed Rooms
  - o Remember to mark the event to be on the USF calendar when making the reservation

☐ Funding and Budgeting
  - o Email lawstudentaffairs@usfca.edu to check your FOAP (account) for budgeting purposes
  - o For additional funding:
  - o Email lawcareer@usfca.edu for financial assistance up to $200 per academic year for each student organization for event related expenses
  - o Email lawalumni@usfca.edu for limited financial assistance if your event involves a significant number of alumni
  - o Email lawstudentaffairs@usfca.edu for financial assistance if the event promotes the law school's mission
  - o Email usflawtreasurer@gmail.com to submit request for supplemental funding from the SBA
  - o Email gss@usfca.edu to request supplemental funding from main campus' Graduate Student Senate if your event is relevant to the broader USF student and campus community

☐ Registration Page
  - o Email ecommunications@usfca.edu to have a registration page made for the event. This must be done **8 weeks** in advance of the event. We would prefer to manage registration for these events and will be able to provide updates

☐ Electronic Email Invitation
  - o Email ecommunications@usfca.edu to create an electronic invitation to be sent out for the event. You must have all the event details to do this must be done **8 weeks** in advance of the event. Additionally, you must provide a list of constituents[7] to email.

At least three weeks in advance of the event

☐ Catering Requests
  - o Email eventsmanagement@usfca.edu

☐ Facilities Requests (see Part 5 of the Student Organization Event Planning Guide)
  - o Email Donna Creasman dlcreasman@usfca.edu

☐ Advertising
  - o Submit announcement by email to the SBA Secretary at usflawsec@gmail.com by 12PM Thursday or indicate interest in advertising event in the [conflict check google form](#)
  - o Submit announcement to [This Week at USF](https://bit.ly/ThisWeekatUSF) at https://bit.ly/ThisWeekatUSF by 12PM Thursday if relevant to the entire Law School community
  - o Email lawcareer@usfca.edu to include in OCS Newsletter and social media

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[7] We will not create an email list for you. Many student organizations that have already worked to compile emails lists for external constituents for this purpose.

- o Email webservices@usfca.edu to add your event to the usfca external marketing calendar *(must have a registration link, description, and point of contact)*
- ☐ Name badges and Tent Cards
    - o Email lawalumni@usfca.edu to request name badges for attendees and tent cards for panelists-must send names of registrants[8] **3 business days** before the event
- ☐ If event is in the Terrace Room and confirmation email has been received
    - o Notify Zief Law Library if event is in the Terrace Room
        - ▪ Email Shannon Buchard, burchards@usfca.edu, that an event will be held in the Terrace Room on this date at this time
        - ▪ If furniture is being moved, recruit student volunteers and get permission from lawstudentaffairs@usfca.edu

At least three business days in advance of the event
- ☐ Parking Passes
    - o Email parking@usfca.edu and copy lawstudentaffairs@usfca.edu to request parking passes to be picked up at UC 5 (can do up to 3)
    - o Need more than 3 passes? Request 3, then email lawcareer@usfca.edu for additional passes
- ☐ Audio/Visual Requests
    - o Email itshelp@usfca.edu and/or work with EM&GS
- ☐ Pop up banner and tablecloth
    - o Email lawalumni@usfca.edu to reserve a pop up banner and tablecloth, once confirmed, pick up at Kendrick Hall Room 338
- ☐ Create and distribute an FAQ to registrants (see Student Organization Policy Guide Appendices)

One day after the event
- ☐ Return pop up banner and tablecloth to Kendrick Hall Room 338
- ☐ Return name badges to Kendrick Hall Room 338
- ☐ Pay EMS invoice by providing appropriate FOAP(s) (account) number for charges
    - o Takes 1-2 months to be sent

Off-Campus Event[9]
At least eight weeks in advance of the event
- ☐ Conflict Check
    - o Checking the current Student Planner Google Calendar (bit.ly/lawstudentplanner)
    - o Fill out the Student Org Event Conflict Check Google Form with your proposed event information
        - ▪ Student Org Event Conflict Check Google Form (bit.ly/eventsconflictcheck)
        - ▪ Email usflawsec@gmail.com with questions, concerns, or updated information
- ☐ Secure a Venue
    - o Email kkoul@usfca.edu if you want a law firm to host your event
        - ▪ When a law firm hosts, they pay for the costs of food and beverages
        - ▪ Law firms generally host panels and mixers
    - o If your event requires a contract, see the Student Organization Requirements for Vendor Contracts section. Contract approval must be done at least **8 weeks** in advance or sooner if vendors require immediate payment since approval goes through several main campus departments and offices. Immediately email lawstudentaffairs@usfca.edu to notify them of your request.

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[8] For these events we ask that you have us create a registration page so we can do this for you.

[9] This includes student-alumni mixers, speed-networking events, panels, events held at an external venue, and more. Examples of this include ELSAS Student-Alumni Mixer held at Hanson Bridgett, APALSA's Banquet held at Pa'ina Restaurant & Lounge, and more.

At least eight weeks in advance of the event

☐ Funding and Budgeting
- o Email lawstudentaffairs@usfca.edu to check your FOAP (account) for budgeting purposes
  - ▪ If you are serving alcohol you must have adequate funds to do so
- o For additional funding:
- o Email lawcareer@usfca.edu for financial assistance up to $200 per academic year for each student organization for event related expenses
- o Email lawalumni@usfca.edu for limited financial assistance if your event involves a significant number of alumni
- o Email lawstudentaffairs@usfca.edu for financial assistance if the event promotes the law school's mission
- o Email usflawtreasurer@gmail.com to submit request for supplemental funding from the SBA
- o Email gss@usfca.edu to request supplemental funding from main campus' Graduate Student Senate if your event is relevant to the broader USF student and campus community

☐ Registration Page
- o Email webservices@usfca.edu to have a registration page made for the event. This must be done **8 weeks** in advance of the event.

☐ Electronic Email Invitation (Both internal and external constituents)
- o Email ecommunications@usfca.edu to create an electronic invitation to be sent out for the event. You must have all the event details to do this must be done **8 weeks** in advance of the event. Additionally, you must provide a list of constituents[10] to email.

At least three weeks in advance of the event

☐ Catering Requests
- o These will be done through the venue. A law firm will order catering accordingly. If you are using an outside venue, then you will work with them to order accordingly

At least three weeks in advance of the event

☐ Facilities Requests
- o These will be done through the venues.

☐ Advertising
- o Submit announcement by email to the SBA Secretary at usflawsec@gmail.com by 12PM Thursday or indicate interest in advertising event in the conflict check google form
- o Submit announcement to This Week at USF at https://bit.ly/ThisWeekatUSF by 12PM Thursday if relevant to the entire Law School community
- o Email lawcareer@usfca.edu to include in OCS Newsletter and social media
- o Email lawalumni@usfca.edu to add your event to the usfca external marketing calendar *(include registration link, description, and point of contact)*

☐ Name badges and Tent Cards
- o Email lawalumni@usfca.edu to request name badges for attendees and tent cards for panelists-must send names of registrants[11] **3 business days** before the event

☐ Audio/Visual Requests
- o This will be done by the venue when communicating about the food.

☐ Write Thank You card to speaker(s)/sponsor(s)

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[10] We will not create an email list for you. Many student organizations that have already worked to compile emails lists for external constituents for this purpose.

[11] For these events we ask that you have us create a registration page so we can do this for you.

o Email lawalumni@usfca.edu to get a card(s) from Kendrick Hall Room 338 and give to speaker(s) at the event

At least three business days in advance of the event
- ☐ Pop up banner and tablecloth
  - o Email lawalumni@usfca.edu to reserve a pop up banner and tablecloth, once confirmed, pick up at Kendrick Hall Room 338

At least three business days in advance of the event
- ☐ Print Programs
  - o Email lawcareer@usfca.edu with your event program and the number of copies that are needed, this has to be done 3 days in advance
- ☐ If the event is at a law firm they will need a security list
  - o This list includes everyone who is attending an event
- ☐ Catering Count
  - o Both law firms and external venues will need a final count for food
- ☐ Parking
  - o Use Parkopedia to find the nearest parking garages to include in your FAQ
- ☐ Create and distribute an FAQ to registrants (See Student Organizations Policy Guide Appendices)

One day after the event
- ☐ Return pop up banner and tablecloth to Kendrick Hall Room 338
- ☐ Return name badges to Kendrick Hall Room 338
- ☐ Pay invoice (if applicable)
  - o Usually outside vendors send invoices within two business days of your event

Appendix 2: Sample Catering Budgets

ELSAS Panel 2019: Budget Reception

EVENT INFORMATION:

Event Name	ELSAS Presents: Carbon Neutrality by 2045
Event Date	4/2/2019
Event time	5:30 PM
Catering Ready Time	5:00 PM
Catering Cleanup Time	8:00 PM
Guest Count	40
Event Type	3-Dinner
Service Style	Compostable
Building	Zief Law Library
Floor/Room	201 - Terrace room

CONTACT INFORMATION:

Contact Name	Sergio Esteve Leal
Email	eventsmanagement@usfca.edu
Phone	415-422-6166
Fax	

DELIVERY INFORMATION:

Address	2130 Fulton St
City	San Francisco
State/Province	CA
Zip/Postal	94117

Event Instructions
None

Special Comments
None

Order Number: 58752

Product Name	Comments	Qty	Price	Total
5:00 PM - 8:00 PM budget reception	Cheese board, featuring brie, fresh mozzarella, and ch?vre served with crackers. Fresh and grilled vegetable platter served with ranch. Spinach and artichoke dip served with sliced baguettes. Goat cheese and fig jam flatbread served with balsamic reduction. Include fruit-infused water.	40	$13.00	$520.00
Student Org Discount- 25% off	Discount on on food and beverages order. Can not be used for linen and/or rentals orders. Taken After the Event.	1	$0.00	$0.00
			Subtotal:	$520.00
			Tax:	$44.20
			Total:	$564.20

Student organizations receive a 25% discount on their catering orders. The invoices on document do not reflect the dollar amount in the total, but will reflect it in a real invoice.

WLA Womens Attorneys and Business Owners 2019: Frommer's Reception

Product Name	Comments	Qty	Price	Total
5:15 PM - 7:30 PM the Fromm-ers reception	cheese board, featuring brie, fresh mozzarella, and ch?vre served with sliced baguettes. Seasonal fruit platter, spinach and artichoke dip served with sliced baguettes, mini smoked turkey and grilled vegetable focaccia sandwiches, buffalo chicken wings served with blue cheese dipping sauce. Served buffet-style and include fruit-infused water.	22	$15.50	$341.00
Student Org Discount- 25% off	Discount on on food and beverages order. Can not be used for linen and/or beverage orders. Taken After the Event.	1	$0.00	$0.00
			Subtotal:	$341.00
			Tax:	$28.99
			Total:	$369.99

Judges of Color 2018: Customized Catering

Judges of Color- It is costly to order individually and recommend doing reception packages on the Bon Appetit Catering Menu.

Food and Beverage			
Item	Qty	Amount	Total
Finger Sandwiches	100	$1.75	$175.00
assortment of cucumber/cream cheese, chicken curry, turkey with cranberry cream cheese			
budget reception	80	$13.00	$1,040.00
*REVISED: goat cheese and fig jam flatbread served with balsamic reduction.			
fresh fruit platter	75	$4.00	$300.00
traditional cookies	50	$1.75	$87.50
traditional cookie			
assortment	50	$0.00	$0.00
Java & tea service	30	$2.50	$75.00
Half coffee and Half tea			
china- coffee cup, saucer, teaspoon	30	$0.00	$0.00
Gallons of Iced Water	7	$0.00	$0.00
Linen Service – per linen	10	$6.00	$60.00
white for rounds			
Specialty Linen (120" Round- Floor Length)	6	$0.00	$0.00
White for high boys			
Custom Menu	100	$1.00	$100.00
bamboo plates			
Wait Staff	6	$40.00	$240.00
1 staff to bus and replenish buffet			
Bartender	1	$165.00	$165.00
Bar Set Up Fee	1	$75.00	$75.00
Alcohol from EMGS	1	$0.00	$0.00
Student Org Discount- 25% off	1	$0.00	$0.00
specialty cookies	50	$2.25	$112.50
specialty cookies			
assortment	50	$0.00	$0.00
black & white	25	$0.00	$0.00
madeline	25	$0.00	$0.00
Canned Sodas (12oz size)	36	$2.75	$99.00
1/2 diet			
		Sub Total	$2,529.00
		Service Fee	$0.00
		Tax	$214.97
		Total	$2,743.97

Appendix 3: Student Organization Constitution Template
Constitution for [Name of Law Student Organization]
USF School of Law

Article I.   Name

Insert the name of the organization

Article II.   Purpose and/or Mission Statement

What is the purpose and aim of the group?

Article III.   Membership

Section 1.   Membership in [Law Student Organization] will be limited to USF School of Law student, faculty and alumni.

Section 2.   [Law Student Organization] does not discriminate on the basis of race, sex, religion, age, or physical or mental handicap in the admittance of its members.

Section 3.   Active membership in [Law Student Organization] is determined by [provisions regarding what designates an active member].

Article IV.   Officers

Section 1.   The officers of [Law Student Organization] shall consist of [list all officer titles], which shall serve as the Executive Board.

Section 2.   Elections

A. All officers shall be elected in the spring [timing of election, eligibility for voting].
B. All officers shall be elected by majority vote [how votes will be taken, how votes will be counted, who will count the votes, who will release the results].

Section 3.   Officer Duties [provide the term of each office]

A. The President shall [preside at all meetings, appoint all committee chairpersons, create new committees, and act as a spokesperson for the organization.]
B. The Vice President shall [preside at all meetings in the President's absence, and upon the resignation of the President, shall become the President for the duration of the term. The Vice President will support the president in all special projects.]
C. The Secretary shall [keep a record of all business and correspondence, including but not limited to: recording minutes, keeping up to date records of membership, and information members of all meetings and events.]
D. The Treasurer shall [handle all financial transactions including but not restricted to the collection of dues, applications for funding through the Student bar Association, keep diligent records of all financial transactions.]

Article V.   Faculty/Alumni Advisor

A Faculty/Alumni Advisor to [Law Student Organization] may be nominated by the Executive Board and approved by a majority vote of active members. The Advisor shall serve as a liaison with the School of Law, and agree to the terms outlined in the Guidelines for [Law Student Organization]'s Advisor.

Appendix 4: FAQ for Registrants Email Example

From: University of San Francisco School of Law: **[Name of Student Organization]**
Reply-to Email Address: **[Student Org Email Alias]**
Subject: **[Title of Event FAQ]**

USF School of Law Evening Program Alumni-Student Mixer: What You Need to Know

The USF School of Law Evening Program Alumni-Student Mixer is today **Friday**, **Feb. 1**, and we want to remind you of a few essential details about the event.

When and where is the USF School of Law Evening Program Alumni-Student Mixer?

The USF School of Law Evening Program Alumni-Student Mixer is today at the University of San Francisco **Downtown Campus,** 101 Howard Street Street, room 154, San Francisco. The event begins at 5:30 p.m.

Can I still RSVP for a guest?
Yes, please email **[Student Org Email Alias].**

Where can I park?
There are many parking garages within walking distance.

> 201 Spear Street Garage
> Address: 201 Spear St, South Beach, San Francisco, CA 94105
> Phone: (415) 398-1900
> Hours: Monday-Sunday 7 a.m. to 8 p.m.
>
> Rincon Center
> Address: 121 Spear St, South Beach, San Francisco, CA 94105
> Phone: (415) 882-9468
> Hours: Monday-Sunday 6 a.m. to 8:30 p.m.
>
> More parking options >>

Is the location accessible?
The site is wheelchair accessible and staff will be available to assist with access.

Need more information?
Please email **[Student Org Email Alias]**

Appendix 5: Event & Room Request System

USF School of Law — Office of the Registrar

University of San Francisco ✦ School of Law
Law Registrar's Office
Kendrick Hall 220 • (415) 422-6778 • lawregistrar@usfca.edu

Event & Room Request System
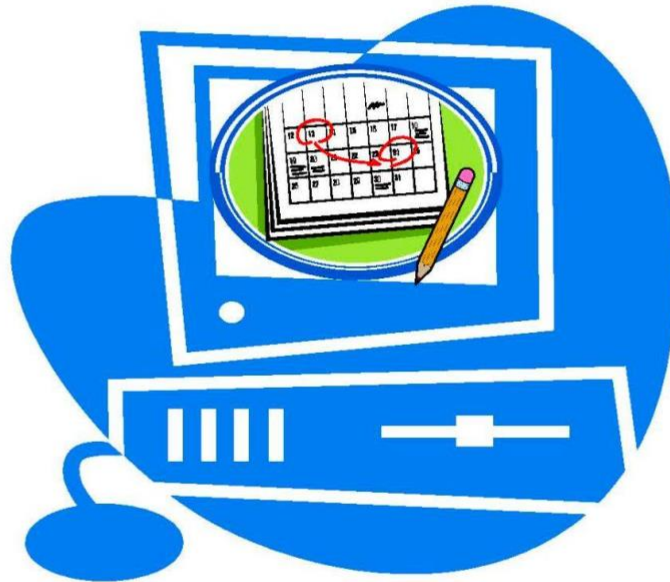
Updated Fall 2022

Event Planning Process: Start to Finish Overview:

1. Submit a room request on the Event and Room Request System
2. Wait for a USF email confirmation for your space (Q's contact Reg. Office)
3. Send an email to the Program Assistant for Student Affairs (Iman Nasser) with the event title and a description of the event. This will publish your event to the School of Law Events Calendar.
4. Completing step 4 will also ensure that your event is added to "This Week's Events" email.
5. Advertise (notify others about) your event!

Page **1** of **7**

USF SCHOOL OF LAW ROOM DESCRIPTIONS AND POLICIES

LAW SCHOOL ROOMS				
BUILDING	**CLASSROOMS**	**CAPACITY**	**ROOM TYPE**	**WHO APPROVES**
Kendrick Hall	100	115	Lecture / Classroom	Registrar's Office
Kendrick Hall	101	83	Lecture / Classroom	Registrar's Office
Kendrick Hall	102	75	Lecture / Classroom	Registrar's Office
Kendrick Hall	103	61	Lecture / Classroom	Registrar's Office
Kendrick Hall	104	42	Lecture / Classroom	Registrar's Office
Kendrick Hall	Moot Court (No food allowed)	60	Classroom /Courtroom	Registrar's Office
BUILDING	**SEMINAR CLASSROOMS**	**CAPACITY**	**ROOM TYPE**	**WHO APPROVES**
Kendrick Hall	105	8 -12	Seminar Classroom	Registrar's Office
Kendrick Hall	240	22	Seminar Classroom	Registrar's Office
Kendrick Hall	301	22	Seminar Classroom	Registrar's Office
Kendrick Hall	340	12	Seminar Classroom	Registrar's Office
Zief Library	012	19	Seminar Classroom	Registrar's Office
Zief Library	017	24	Seminar Classroom	Registrar's Office
BUILDING	**COMPUTER LABS**	**CAPACITY**	**ROOM TYPE**	**WHO APPROVES**
Zief Library	105 North	12	Computer Lab	Registrar's Office
Zief Library	105 South	12	Computer Lab	Registrar's Office
BUILDING	**LAW FACULTY MEETING ROOMS**	**CAPACITY**	**ROOM TYPE**	**WHO APPROVES**
Kendrick Hall	212	12	Law Faculty Meeting	Registrar's Office
Zief Library	Terrace Room	35	Law Faculty Meeting	Registrar's Office
BUILDING	**PUBLIC SPACES**	**CAPACITY**	**ROOM TYPE**	**WHO APPROVES**
Kendrick Hall	Atrium (1st Floor entryway)*	TBD	Public Space	Registrar's Office
Kendrick Hall	Rotunda 1st Floor*	TBD	Public Space	Registrar's Office
Kendrick Hall	Rotunda 2nd Floor*	TBD	Public Space	Registrar's Office
Kendrick Hall	Rotunda 3rd Floor*	TBD	Public Space	Registrar's Office
Kendrick Hall	Student Boulevard (1st floor Hall)*	TBD	Public Space	Registrar's Office
Patio between Kendrick & Zief	Zief Plaza	TBD	Public Space	Registrar's Office

*Not available when classrooms are in use. Law School use only.

All classrooms are ADA compliant and are equipped with A/V technology (excluding KN 105 and KN 340; these rooms have no technology) which includes (DVD, VDR), computer, projector screen, and a telephone. The lecture rooms contain a wireless microphone and a fixed microphone in the podium.

Questions: Room Questions? Please contact the appropriate office:
Law Registrar's Office: Email: lawregistrar@usfca.edu

Room Request Restrictions --Students are subject to the following room restrictions:
Room 100:   Cannot be reserved more than a week in advance.
Moot Courtroom: There is **NO** food allowed. Groups that host events with food in the Moot Courtroom will be banned from the room for the remainder of the academic year.
Time-Frame: Student groups may only submit requests through the current year (fall 21, spring 22, and summer 22 only)

Priority:
Once a reservation request has been submitted, use of classrooms and seminar rooms will be scheduled according to the following priority:
1. Regularly scheduled semester-long or 7 week law school courses;
2. Tutorial sessions scheduled by the Academic Support Program;
3. Final examinations for law school courses;
4. Make-up classes scheduled by law school faculty;
5. Review sessions for final examinations scheduled by law school faculty;
6. Single session or multiple session events in support of the academic program scheduled by law school administrative offices (i.e. Admissions, Office of Career Planning, Dean's Office, Development, etc.);
7. Student groups.

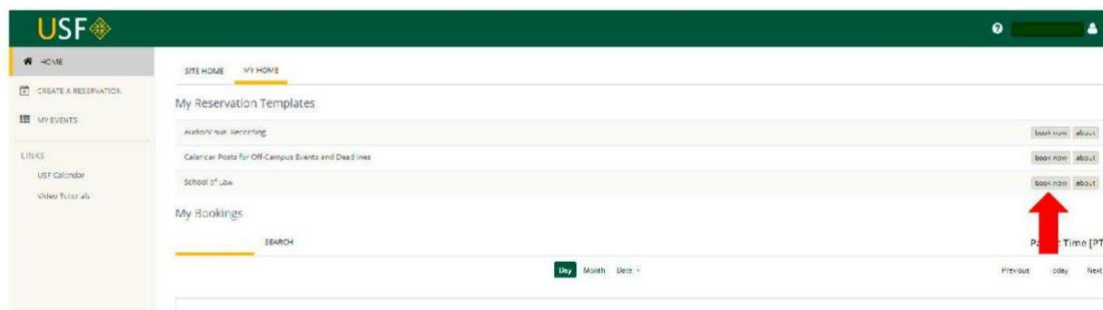## Step 1: Log into Virtual EMS & Enter School of Law Reservation System

1. Go to http://ems.usfca.edu/
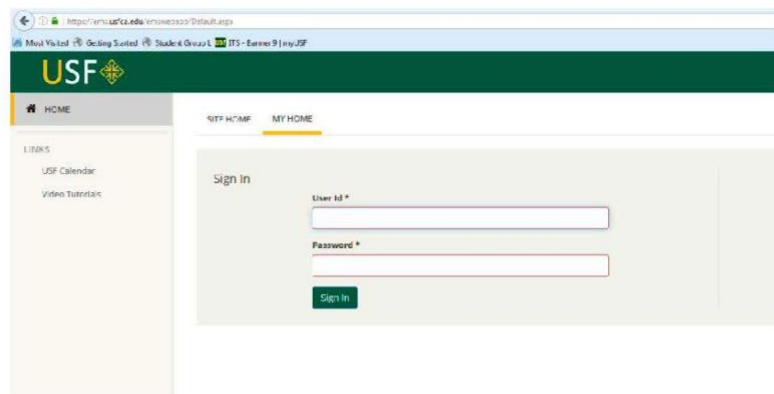
2. Sign In:
   - User ID = myUSF username
   - Password = myUSF password

3. In the top left hand corner select **Create a Reservation**. Under *My Reservation Templates* select:
   "Book Now" icon to the right of **School of Law** (to book rooms at the law school).

Step 2: Create & Submit your Request

1. Enter or select the event **date.** If it's a re-occurring meeting, click on "**Recurrence**;" otherwise you can select the date manually. *Remember that all users of this system cannot schedule more than one year in advance.*
2. Enter the **start and end times.** *All reservations must end 10 minutes before the hour/half-hour* (Ex. 1:00pm-2:30pm becomes 1:30pm-2:20pm).
3. Under **Locations**, select **Kendrick Hall** or **Zief Library**
4. Enter the estimated **Attendance.** (*Note: the system will only populate available rooms based on the attendance count.*)
5. List of rooms will populate. Two red lines indicate the time you are requesting.
6. Select the plus sign next to the **Room(s)** that you wish to request.
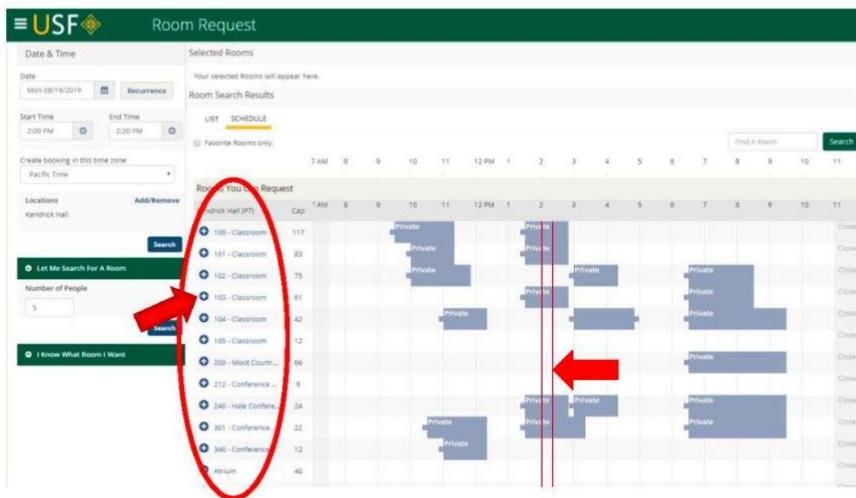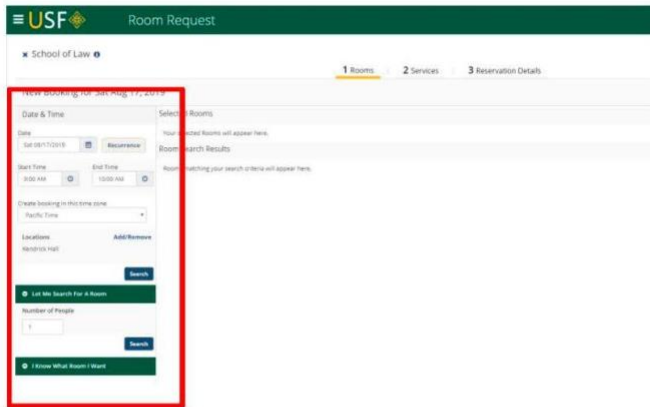
7. A pop-up screen will populate confirming the number of attendees. Click **Add Room**. You will return to the main page. At the top right corner click the blue **Next Step** button. The next screen will populate a message. Hit the blue **Next Step** button again at the top right corner.

8. Type the **Event Name**: Please write a short but descriptive Event Name so that users from the community will be able to understand the nature of the event/meeting. <u>You must enter the student group/class name in the title.</u>

9. Select one of the following appropriate **Event Types** (use only these options):
   → Student Organization Event
   → Student Organization Meeting

10. The system knows what group you belong to due to your log-in. The **Group** will automatically populate.

11. Select the **Contact Person. *Note: If no contact name is entered your reservation will be canceled!***For reporting purposes, this should be for whom the reservation was made. **Students:** *The phone number we use is the SBA phone & e-mail address will automatically populate from the information we receive from the Deans' Office.*

12. Under **Additional Information**, enter:

Examples of Event Names
- <u>SBA</u>: 1st General Meeting
- <u>PILF</u>: Auction Event

- **Food/Beverage** – indicate if you will be having food or beverages at your event. (Note: *there is no food/drinks allowed in Moot Courtroom.*) If you select "Yes" to this question it will alert Bon Appetit. Do not choose "Yes" unless you plan to order from Bon Appetit.
- **Include your event in the USF Calendar** – This will indicate if you would like your event to be featured on the calendar. **You cannot change this once you've made a selection!** If you decide later that you would like to add your event to the USF calendar after the initial reservation you will need to cancel that reservation and make a new room request.
- **Actual Start and End Times** – you may include any additional information that we may need to know here (such as if your room is reserved from 2-5pm, but your event will actually start at 3pm., etc.).
- **Classroom Technology Assistance** – Any additional assistance (A/V set-up, etc.) is needed, if applicable. If you need assistance with classroom technology, please contact the ITS Help Desk at itshelp@usfca.edu. Please note that **1 week** advance notice is required.
- Select green **Create Reservation** button.

- The message **Reservation Created** will populate. Under that it will say it has been reserved.
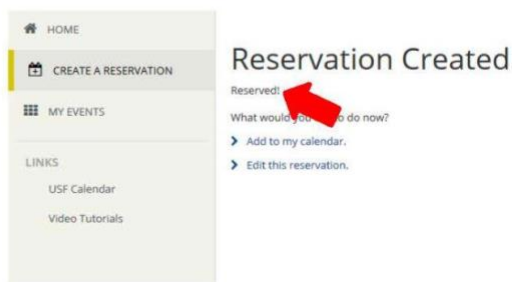
NOTE: As soon as a request is submitted, the space will be "held" in the room schedule system until confirmed or denied. Other users will be able to see that the space is not available.

Confirmations

Confirmations will be sent to the USF email address on file for the Event Contact from the approving office.

Approving Office	Spaces	Approving Office	Confirmation Duration	Questions?
Registrar's Office	KN 100 – 105, 240, 301, 340, Moot Court, Zief 002, 012, 017, 105 (lab).	Registrar's Office	1 business day (During the first and last two weeks of the semester & during final exams: 3 business days)	lawregistrar@usfca.edu Kendrick 220 (415) 422-6778
Registrar's Office	KN 212, Terrace Room & Public Spaces *(Atrium, Rotundas, Student Boulevard, Zief Plaza)*	Registrar's Office	1 business day	lawregistrar@usfca.edu Kendrick 220 (415) 422-6778

Definitions: **Reservation** = the overarching name of the event (i.e. "School of Law Lecture Series"). **Booking** = the individual subset of dates/rooms (i.e. individually titled lectures) tied to a reservation.

Editing a Reservation

1. To **Edit a Reservation** (the overall event heading, i.e. "Lecture Series").
2. Select **Log-in.**
   a. Login = myUSF username
   b. Password = myUSF password
3. In the top left hand corner select **My Events.**
4. Depending on when you scheduled your event, you may find it under the **Current** or **Past** tab.
5. All requests, confirmed & cancelled events that you have submitted will be listed here.
6. Select the reservation that contains the booking that you wish to edit by clicking on the event name. This will pull up the event details.
7. **Edit Reservation Details**(the overall event heading i.e. "Lecture Series") – Edit the event name, type, group, contact person here.
8. Select **Save Reservation Details.**

Edit a Booking/ Adding a Booking

1. To **Edit an Individual Booking** (i.e. a subset of a reservation, i.e. an individual title of a specific lecture, that falls on a specific date).
2. Select **Log-in.**
   a. Login = myUSF username
   b. Password = myUSF password
3. In the top left hand corner select **My Events.**
4. Locate event, will be under **Current** or **Past** (depends on booking date) tabs.
5. All requests, confirmed & cancelled events that you have submitted will be listed here.
6. **Select the reservation** that contains the booking that you wish to edit. This will pull up the event details.
7. At the bottom left of the screen select the pencil icon to the left of the individual booking that you wish to edit.
8. You can edit the date, time, room, or attendance as desired.
9. Select **Update Booking,** at top right of the screen.

To ADD a New Booking(s) under a reservation (this is how you can request rooms for events that may be recurring but have multiple rooms and/or differing times or have multiple rooms and times on the same day)

1. Select **Log-in.**
   a. Login = myUSF username
   b. Password = myUSF password
2. In the top right hand corner select **My Events.**
3. All requests, confirmed & cancelled events that you have submitted will be listed here.
4. **Select the reservation** that contains the booking that you wish to edit. This will pull up the event details.
5. Click on blue **New Booking** button on the right hand side of the screen and you will be brought back to the page where you can request rooms/times.
6. Enter in your start & end times as well as attendance.
7. Select the room(s) you would like to request and submit.

Cancelling a Reservation

1. Select **Log-in.**
   a. Login = myUSF username
   b. Password = myUSF password
2. In the top right hand corner select **My Events**
3. All requests, confirmed & cancelled events that you have submitted will be listed here.
4. **Select the request/reservation** that you wish to cancel. This will pull up the event details.

5. At the top right, select **Cancel Reservation** to cancel <u>the entire reservation (including all subset bookings that belong to that reservation)</u>.

Cancelling a Booking

1. Select **Log-in**.
   a. Login = myUSF username
   b. Password = myUSF password
2. In the top right hand corner select **My Events**
3. All requests, confirmed & cancelled events that you have submitted will be listed here.
4. **Find the request/reservation** that you wish to cancel. Select the circle icon to the left of the date. This will delete your booking. A pop-up box will confirm that you are cancelling a booking.
5. You may also delete all bookings by selecting **Cancel Bookings** under the tabs and above the list of bookings.

Next Steps:

After receiving a USF email confirmation of your room:

1. Check your USF email for an email notification confirming your event.
2. Send an email to the Program Assistant for Student Affairs, Iman Nasser (inasser@usfca.edu) confirming your event to the calendar. Include the title of your event as well as a description of your event. This will publish your event to the School of Law Events Calendar.
3. Completing step 2 will also ensure that your event is added to "This Week's Events" email.
4. Advertise your event!

**Appendix 6: Reimbursement Webform
(Non-Employee Expense Report, W9, & Direct Deposit Form)**

This webform: https://lf.usfca.edu/Forms/SOL-Expense-Request requires individuals making reimbursement requests to fill out a non-employee expense report (attaching receipts, invoices, etc., a direct deposit form, and downloading to fill out / attaching a W9 form.

See below for images of the webform and email the Office of Student Affairs at lawstudentaffairs@usfca.edu with any questions.

School of Law - Non-Employee Expense Request/Direct Deposit

UNIVERSITY OF
SAN FRANCISCO

Expense Request | Direct Deposit | Submission

EXPENSE REQUEST

School of Law Expense Report for Non-Employees

FOR INTERNAL DEPARTMENT USE ONLY

This form is to account for non-employee expenditures made on behalf of the University of San Francisco. Please attach itemized receipts and/or supporting documents.

Note: USF employees may not submit this form.

Payee Information

Last Name*	First Name*	Phone*	Email*

Street Address*	City*	State*	Zip Code*

USF Contact Person

Last Name*	First Name*	Phone*	USF Email (include @usfca.edu)*

Expense Information

Business Purpose (explain in detail)*

Supporting Attachments (Receipts, quotes, and/or other supporting documents)*

Up to 10 attachments allowed.

Upload

Date*	Expense Item(s)*	Amount*	Fund	Org	Account	Program	Activity
		$					

Add Expense

Total Reimbursement

....

$ 0.00

....

Payee Attestation

○ I incurred the expenses stated on this report on behalf of
USF.

Payee Signature*

Sign

Date Signed

Date will be captured on form submission

42

School of Law - Non-Employee Expense Request/Direct Deposit

UNIVERSITY OF SAN FRANCISCO

| Expense Request | Direct Deposit | Submission |

DIRECT DEPOSIT

School of Law Direct Deposit Request for Non-Employees

FOR INTERNAL DEPARTMENT USE ONLY

This form is to account for non-employee expenditures made on behalf of the University of San Francisco. Please attach a completed W-9.

Note: USF employees may not submit this form.

Personal Information

Last Name	First Name	Phone	Email

Street Address	City	State	Zip Code

Bank Information

Account Type *
- ○ Checking
- ○ Savings

Account Holder's Name *	Financial Institution Name *	Bank Account Number *	Bank Routing Number *

Bank Street Address *	Bank City *	Bank State *	Bank Zip *

W-9

Download the W-9 template, complete it, and then upload your completed W-9 using the button below.

Upload Completed W-9 *

Upload
PDF files only.

Authorization

○ I authorize the University of San Francisco to automatically deposit to the above bank account. I agree to notify Accounts Payable of any changes in my bank or mailing address information.* I further agree to hold USF harmless if I fail to notify Accounts Payable changes to my information.

Authorization Signature *	Authorization Date
Sign	Date will be captured on form submission

* Failure to provide above authorization information may result in a delay of payment and/or payment via paper check.

Expense Request

Submission

Appendix 7: Flyer Example

Visual Related to Event

BAY BRIDGE LAW PANEL

Title of Event

Student Law Association

Student Organization Sponsor (s)

Date: Wednesday, September 14, 2022
MM/DD/YYYY

Time: 5:00pm - 7:00pm
Start & End Time

Location: KN 100
Room Number or Off-Campus Address

RSVP: tinyurl.com/baybridgelaw
RSVP link or any web page related to event

Join us! Four practitioners will discuss what it's like to work in bridge law. Food will be provided
1-3 sentence explanation of event

For questions, please contact Mark Brown at mbrown@usfca.edu
Contact Email

If you need a disabilities accommodation, please email lawstudentaffairs@usfca.edu
at least seven days before the event.
Disabilities Accomodation