UNIVERSITY OF SAN FRANCISCO

School of Law

Student Organization Policies and Event Planning Guide

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Student Organization Policies

Thank you for your contribution to the vibrant student life at the University of San Francisco School of Law. Your classmates, the faculty, and the staff are enriched by your leadership and the work that you do to create a community within and among the Student Bar Association and student organizations.

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

Please contact Grace Hum, the Assistant Dean for Student Affairs, or Megan Watt, the Program Assistant for Student Affairs, if you have any questions.

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Section 1: Student Organization Policies

All members of the student organizations, which includes the Student Bar Association, 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.

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 orientation meeting.

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 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 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 and will notify students if they do not meet the requirements.

Student organization officers are responsible for the success of their student organization and must meet the following expectations:

- Have knowledge of all organizational activities;
- 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 (see Section 5), at least two elected or appointed officers must agree to do so, e.g., president and treasurer.

Section 2: Room Reservation Policy

Only the two board members who attend the mandatory training will have authority to reserve spaces or rooms on behalf of their group. Students with access to the Events Management System ("EMS") may not book rooms for any other purpose. Please review the Event and Room Request System Instructions (Appendix 1) for information about how to use the EMS system.

Only designated students have the ability to reserve classrooms and certain conference spaces. All rooms and event spaces must be requested in advance. 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 their event only after they have received confirmation that the reservation has been approved.

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

Registrar Managed Rooms

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

Library Managed Rooms

Zief Library Conference Study Rooms: Library Conference Study Rooms are available for reservation through the Library's Circulation Desk.

Deans' Office Managed Rooms

The Terrace Room and Other Public Spaces: The Deans' Office 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), and Zief Plaza (the outdoor patio space between the Zief Law Library and Kendrick Hall).

These spaces cannot be booked by students. Student organizations that would like to request one of these spaces must have their faculty, staff, or alumni sponsor contact the Assistant Dean for Student Affairs for prior written approval. The spaces are available on a limited basis for special events that are open to the entire law school community. The student organization sponsor must agree to be present for the entirety of the event, including set up and clean up.

Students may not remove or move furniture in these spaces. To request that furniture be moved for an event, student organizations must submit a Facilities Request at least two weeks

in advance to the Deans' Office. Facilities charges are incurred hourly and can only be estimated before the event.

- Special rules for the Terrace Room: The student organization sponsor will be responsible for picking up and returning the Terrace Room keys to the Deans' Office. The window blinds closest to the bookshelves must remain down 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.

Section 3: Catering Policy

The University has an exclusive contract for catering services with Bon Appétit Catering. If there are extenuating circumstances that require an alternative to Bon Appétit Catering—such as religious or cultural reasons—please contact Events Management and Guest Services ("EMAGS") for approval and exceptions.

For periodic club meetings that are closed to the public—and with your Event Manager's approval—you may bring baked goods, popcorn, soda, candy, and ice cream. At no 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. 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 Menu, which can be found here:

http://myusf.usfca.edu/sites/default/files/Bon_Appetit_Catering_at_USF_2014-2015.pdf

Orders must be placed with EMAGS by emailing eventsmanagement@usfca.edu or calling 415.422.6166. If you have questions or problems with your catering order, please contact Megan Watt or Dean Hum.

Section 4: 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. The Office of Career Planning is co-sponsoring the event with a Student Organization, and the Student Organization has complied with the requirements and guidelines outlined by the Office of Career Planning.

2. A School of Law faculty or staff member agrees to supervise the event. Supervision requires the faculty or staff member to:
    a. receive express permission from the Assistant Dean for Student Affairs to serve alcohol at the event;
    b. oversee the event set up and clean up;
    c. remain in the event space where the alcohol is being served for the duration of the event;
    d. supervise the alcohol service to ensure responsible alcohol consumption; and
    e. 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.

A student who 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. Additionally, a student who engages in any other prohibited conduct outlined in Section 6.2(A) of the Conduct Code may also be subject to sanctions.

Section 5: Finance Policy

University Accounts

1. The Student Bar Association ("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 their events according to its policies and procedures (see Appendix 2).
2. Some student organizations maintain their own FOAPs because they collect and spend a significant amount of money throughout the academic year, i.e., more than $500, or a restricted donation was made to the student organization in the past. These student organizations include APALSA, BLSA, La Raza, PILF, Pride Law, and WLA. If your student organization does not already have a FOAP but would like one, please contact the Assistant Dean for Student Affairs.
3. Student organizations may not open or maintain off-campus bank accounts.
4. The Deans' Office provides general oversight to the SBA account and student organization FOAPs. The Program Assistant for Moot Court and Journals provides general oversight to those FOAPs.

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 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.

When the Deans' Office deposits funds 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 and Capital Improvements

Student organizations that intend to enter into in an off-site contract or purchase items involving capital improvements must receive express approval from the Deans' Office and other University departments. Requests must be made to the Deans' Office at least six weeks in advance of the event or desired purchase date.

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 three weeks in advance of the event.

Donations

If your student organization plans to seek donations outside of the School of Law for an event, you must contact either the Assistant Dean for Student Affairs or the Office of Development and Alumni Relations before contacting potential donors.

Reimbursements

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

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.

Student organizations that receive funding from a USF administrative office must receive written confirmation about the amount of funding and the restrictions for that funding before the event. This information must then be forwarded to the appropriate staff member for the invoice to be paid. Students 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 (see Appendix 3). All fields must be completed, except the Fund/Org/Account/Program, USF Contact Person, and Department Authorization Signature fields.

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

3. Submit your Expense Report and itemized receipts within two weeks of the event. You may submit these documents in hard copy to the Deans' Office in Kendrick 328 or via email to Megan Watt at mwatt@usfca.edu.

Reimbursements will be mailed to the address listed on the Expense Report. If you prefer to receive payment via direct deposit, complete the Direct Deposit Form (see Appendix 4) and submit it with your Expense Report and receipts.

Section 6: Advertising Policy

Flyers

Events, meetings, and activities may be promoted by posting flyers on the School of Law Announcements and Events bulletin boards. 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 disabilities messaging:

  If you need a disabilities-related accommodation, please contact Megan Watt at mwatt@usfca.edu at least 7 days in advance of the event.

- Flyers may only be posted on the School of Law Announcement and Events bulletin boards located on the first floor of Kendrick Hall.

- 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 contact Megan Watt at mwatt@usfca.edu to inquire about using a Deans' Office 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.

- 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).

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

Student Organization Event Planning Guide

UNIVERSITY OF
SAN FRANCISCO

School of Law

This document is an event planning guide that will help you to plan a successful and well attended event.

Please contact Grace Hum, the Assistant Dean for Student Affairs, or Megan Watt, the Program Assistant for Student Affairs, if you have any questions.

Grace Hum
Assistant Dean for Student Affairs
ghum@usfca.edu

Megan Watt
Student Affairs Program Assistant
mwatt@usfca.edu

Determine the Scope of the Event

As you consider planning an event on behalf of your student organization, make sure you decide the following:

- What is the purpose of the event?
- Who will be featured at your event?
- Who will be attending your event?
- Where will the event be held?
- Have you chosen a date and time that will maximize the attendance for your event?
- How much will your event cost?
- Do you have funds to pay for the event?
- Do you (and your co-organizers) have sufficient time to plan a successful event?

Event Planning Checklist

Student Organization Meeting
Consider the timeline for providing sufficient notice to your members
 	
☐ Conflict Check
    ○ SBA Calendar
    ○ School of Law Calendar
☐ Room Reservation
☐ Funding and Budgeting
	Lunchtime Event for USF Students Only with a Guest Speaker
	Start planning at least one month in advance
	
	As soon as possible:
	☐ Conflict Check
	☐ Room Reservation
	☐ Funding and Budgeting
	At least two weeks in advance of the event:
	☐ Catering and Facilities Requests
	☐ Advertising
	☐ Calendar Listing
	At least three business days in advance of the event:
	☐ Parking Passes
	☐ Audio/Visual Requests

Large Evening Event for USF Law Students or a Public Audience Begin planning at the beginning of the semester At least one month in advance: ☐ Conflict Check ☐ Room Reservation ☐ Funding and Budgeting ☐ Advertising ☐ Calendar Listing At least two weeks in advance of the event: ☐ Catering and Facilities Requests At least three business days in advance of the event: ☐ Parking Passes ☐ Audio/Visual Requests	

Conflicts Check

There are many events and activities happening at the law school throughout the year. To be successful, an event must be well attended. Thus, student organizations should check the SBA Calendar by emailing Zachary Davina at zdavina@usfca.edu and the School of Law Calendar by emailing Megan Watt, Program Assistant for the Office of Student Affairs, at mwatt@usfca.edu, before scheduling an event.

Room Reservations and Building Access

Students should review Section 2 of the Student Organization Policies to understand our Room Reservation Policy.

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. The Deans' Office usually confirms room requests within two business days.

Kendrick Hall is unlocked Monday through Thursday from 8:00am–6:45pm and on Friday from 8:00am-5:00pm. Classrooms remain unlocked Monday through Thursday from 8:00am-10:00pm, and on Fridays from 8:00am–9:00pm. Outside of these hours, the building is available from 5:00 am-1:00 am via swipe card access using your student ID.

The Zief Library classrooms remain unlocked Monday through Thursday from 8:30am–11:00pm, Friday from 8:00am–9:00pm, Saturday from 8:00am–9:00pm, and Sunday from 10:00am–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: http://www.usfca.edu/law/library/.

If you are hosting an event outside of these hours or on a weekend, your student organization sponsor may request that the building or rooms be unlocked during your event. Your sponsor should email Katie Morales, Office Assistant for Business Operations in the Deans' Office at kmorales@usfca.edu. The email should include information about the room being used, the purpose of the event, the date and time of the event, and the requested access. Please keep in mind that if all of the attendees of your event are USF law students, they will already have swipe access to the building, and external doors do not need to be unlocked.

To obtain access to student organization offices, the current student organization president should email Katie Morales with the names and CWIDs of the students needing access.

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

Calendar Listing

The Office of Student Affairs handles the calendar for student organizations. If you want your event to appear on the calendar, email Megan Watt at mwatt@usfca.edu.

The subject of your email should be the name of the event that you included when you requested a room using the Events Management System ("EMS"). The content of your email should be the text you would like published to the calendar. Your event details may be edited by the Deans' Office before publishing.

Please allow for two business days for your event to appear on the calendar.

Funding and Budgeting

Students should review Section 5 of the Student Organization Policies document to understand our Finance Policy.

Student organizations should create an itemized budget of expected expenses and an itemized accounting to demonstrate the funding sources that will be used to pay the cost of the event. Students should consider the following when creating their budgets:

- Catering
- Facilities
- Decorations
- Advertisements
- Invitations
- Parking passes

Available sources of funding includes the SBA (if the event is open to all law students), the Office of Career Planning (see Appendix 5), the Office of Development and Alumni Relations (if the event contemplates attendance by a significant number of alums), and the Office of Student Affairs (if the event is related to the law school's mission to promote social justice and diversity and inclusion).

For funds that are being collected for ticket sales, student organizations may use iModules, an online platform that allows people to pay by credit card. If your student organization would like to use iModules, please contact Mark Johnson at mtjohnson2@usfca.edu to set up your iModule webpage.

Catering and Facilities Requests

Students should review Section 3 and 4 of the Student Organization Policies document to understand our Catering and Alcohol Policies.

The most recent Bon Appétit Catering Menu can be found here: usf.cafebonappetit.com/catering/.

Catering orders and facilities requests must be placed with EMAGS by emailing eventsmanagement@usfca.edu or calling 415.422.6166. If you have questions or problems with your catering order, please contact Megan Watt or Dean Hum.

EMAGS will email the final invoice, which includes the Bon Appétit charge and Facilities charge, to the student who placed the order a few weeks after the event is over. In some cases, student organizations will need to pay for its catering services via cash, credit, or check. Your Event Manager 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 should work with Megan to transfer the necessary funds to pay for the invoice.

The final invoice also includes a link to a satisfaction survey related to the quality of food and service that Bon Appétit has provided for the event. Each student organization should complete the survey, so there is a record of Bon Appétit's service.

Parking Passes

Student organizations can request up to three parking passes, free of charge, if they submit their request at least two business days in advance of their event.

Student organizations should email the event title, date and time of the event, the exact number of passes needed, and the names of the event participants to parking@usfca.edu at least two business days prior to the event, and copy Megan Watt at mwatt@usfca.edu on the request so that Megan can confirm that this is a law school event.

The passes will be available for pick up from the Office of Public Safety, located on the 5th floor of the University Center. The Office of Public Safety may be contacted at 415.422.4222.

> Requests for 4+ speakers
> Student organizations are responsible for purchasing parking permit(s) for their guest speakers, at $20 daily rate per permit, with cash or credit card in person at the parking office during office hours (M-Th 8:30am – 5:00pm & F 8:30am – 4:30pm).
>
> Late Requests
> Requests made less than 2 business days before the event may incur a $20 per parking pass fee that will be assumed by the student organization.
>
> Below is a template for parking permit requests.

> Dear USF Parking:
>
> Please issue a temporary parking permit for a guest of [Your Organization Here], School of Law.
>
> Guest: [Guest Name]
> Date: [Date At least Two Business Days Away]
> Time: All Day
> Lot: Kendrick
>
> A representative from the [Your organization here] will pick up the permit from the Office of Public Safety upon its availability.

Audio/Visual Requests

Student organizations may use the computer equipment in the classroom and Terrace Room, but a designated student from that organization must receive training from Law ITS prior to the event. Only students who receive the training can check out an AV key and use the classroom technology.

This training should take approximately 15 minutes. If you cannot attend one of the scheduled times, you must contact Law ITS at least 48 hours before your event to arrange a time for one on one training. Please contact the Law ITS Help Desk at lawhelp@usfca.edu or 415.422.2220 with requests.

Once a student has received training from ITS and the Deans' Office receives verification that the student has received the training, that student will be able to check out an AV key from the Deans' Office.

Advertising

Students should review Section 6 of the Student Organization Policies document to understanding our Advertising Policy.

Students should begin advertising their event as early as possible to ensure that the entire law school community is aware of it. If you invite alumni or other legal professionals, consider the appropriate method of advertising, e.g., emailing flyers through known networks, mass emails to alums, announcements before class, etc.

Students who would like their event to be advertised in the SBA newsletter should email SBA Secretary Zachary Davina at zwdavina@usfca.edu.

If you have previously communicated with Megan Watt about calendaring your event, and your event is on the calendar by Friday at 3:00 pm, it will automatically be included in the "This Week at USF" email sent out by the Deans' Office the following Monday.