COLLABORATIVE EVENTS WITH OCP

The Office of Career Planning (OCP) collaborates with student groups to co-sponsor career-related programs and events. Groups may co-sponsor an unlimited number of events with OCP per year; however, groups are eligible for a limited amount of funding from OCP per year for co-sponsored events. To begin organizing an OCP co-sponsored event with your group, please contact our office as far in advance as possible—preferably one month for small-scale programs and two to three months for large-scale events. Below you will find a list of the different ways in which we can assist with your event. Please fill out and return (in person or via email) the attached form to your OCP liaison as soon as possible prior to your event. If you are unsure who your OCP liaison is, please call us at 415.422.6757 or email us at lawcareer@usfca.edu.

- **Room Scheduling:** Your OCP Liaison is able to reserve rooms for co-sponsored events. For all other room scheduling, please contact the Registrar’s Office.

- **Parking Permits:** OCP can provide parking permits for a small number of guest speakers per day. Please contact your OCP liaison at least one week in advance to arrange for the permits.

- **Food & Beverages:** OCP will provide up to $200 per student group per year to help with food and beverage expenses. Please refer to the catering guidelines in the *Student Organization Policies and Event Planning Guide* provided by the Deans’ Office. This guide is available on the Law School’s website under the “Students” tab. If you are interested in providing beer/wine for a co-sponsored event with outside guests, you must contact OCP regarding whether your event is eligible for alcohol, restrictions on its purchase and service, and to receive approval before the event.

  Contact your OCP liaison one week prior to your event to arrange the details for your food/beverage order. If the vendor accepts VISA, you can place the order from our office using our University Purchasing Card and you will then be responsible for supplying OCP with the receipt. If they do not accept VISA by phone, you can pay the cost and then submit an itemized receipt to OCP for reimbursement.

  PLEASE NOTE: Receipts should show the vendor’s name, an itemized list of items purchased, and a total amount. Failure to provide a receipt may result in loss of reimbursement and co-sponsored event privileges.

- **Advertising:** All co-sponsored events are subject to the advertising/marketing guidelines prescribed in the *Student Organization Policies and Event Planning Guide*. All announcements should indicate that the event is being co-sponsored by OCP. OCP can provide printer access and paper to print flyers for career-related events.

  Student groups are also responsible for submitting their event announcements to the law school website events calendar. Details regarding this can be found in the *Student Organization Policies and Event Planning Guide*.

- **Invitations:** Consider extending invitations for your event to the Dean, faculty, Board of Governors, Board of Counselors, and alumni. OCP can consult with you on the appropriate way to do so.

- **OCP Participation:** When possible, at least one member of OCP will be in attendance at the event. The OCP Directors can also provide guidance with event moderation.
COLLABORATIVE EVENTS WITH OCP:
STUDENT GROUP EVENT INFO FORM

GUIDELINES:
1. Check the School of Law, OCP, and SBA calendars when considering event dates.
2. Submit an initial draft of this form to your OCP liaison at least one month prior to your event.
3. Set up a brief meeting with your OCP liaison.
4. Submit a finalized form at least one week prior to your event.

Student Group:

Student Contacts (name & email):

Name of Event/Program:

Date & Time (or proposed dates):

Room/Location:

Brief Description of Event & Purpose:

Speakers (if applicable):

Intended Audience (i.e., number of students, practitioners, community members):

Desired Assistance from OCP (i.e., advertising, securing speakers, finding a location):

Number of Parking Permits Needed (provide names, if known):

Using OCP Student Group Funding: Y/N

Food/Beverages to be Brought In: