

# Student Organization Policies and Event Planning Guide



UNIVERSITY OF  
SAN FRANCISCO  

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School of Law

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# Student Organization Policies



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School of Law

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 `Alakoka Kailahi, 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 (the “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.

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 him or her 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;
- 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.

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.

## **Section 2: Room Reservation Policy**

Only the board members who have undergone mandatory video training for the Events Management System (“EMS”) will have 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 (see Appendix 1) for information about how to use the EMS system.

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 its events only after it has received confirmation that the reservation has been approved.

Students may not remove or move furniture for meetings or events. 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. Student organizations that incur facilities charges are required to pay those charges.

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).

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

Zief Law 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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors), Kendrick 212, and Zief Plaza (the outdoor patio space between the Zief Law Library and Kendrick Hall). These spaces are available on a limited basis for special events that are open to the law school community.

These spaces cannot be booked by students. Student organizations that would like to use one of these spaces must have a faculty or staff member supervise the event. “Supervising the event” requires that the faculty or staff supervisor commit to the following responsibilities:

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

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.

### **University and 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 supervise the event. “Supervising the event” requires that the faculty or staff supervisor commit to the following responsibilities:

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

### **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:

[https://myusf.usfca.edu/sites/default/files/Bon Appetit Catering at USF.pdf](https://myusf.usfca.edu/sites/default/files/Bon_Appetit_Catering_at_USF.pdf)

Orders must be placed with EMAGS by emailing [eventsmanagement@usfca.edu](mailto:eventsmanagement@usfca.edu) or calling 415.422.6166. If you have questions or problems with your catering order, please contact [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu).

#### **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. "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;
  - 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.

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.

## Section 5: Finance Policy

### University Accounts

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 (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 of the SBA account and student organization FOAPs. The Program Assistant for Moot Court and Journals provides general oversight of 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 (see Appendix 2) for information about requesting reimbursements from the SBA.

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 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.

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 [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@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

As a general matter, student organizations are prohibited from advertising their events until a room reservation has been made or 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.

### 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 messaging regarding disabilities:  
"If you need a disabilities-related accommodation, please contact the Assistant Dean of Student Affairs office at [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu) at least seven 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 email [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu) to inquire about the availability of 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 this policy, please contact the Assistant Dean for Student Affairs.

