



For Staff Planning Purposes: Agenda

1. Stephanie Carlos: Icebreaker & “Introduction to Leadership”
2. Jamal Anderson: Alumni Speaker
3. Ellen Strauss: “Good Governance: What is That?”
4. Working Lunch: Student Orgs Collaboration
5. `Alakoka “Project Management & Event Planning”
6. SBA: “How the SBA Can Help Student Organizations Accomplish Its Goals”



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Introduction to Leadership

Stephanie Carlos

Student Leadership Retreat





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Building Student Leadership Skills: Law School and Beyond

Jamal Anderson



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Good Board Governance: What is That?

Ellen Strauss

Associate Director of Office of Career Services



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Project Management and Event Planning

`Alakoka Kailahi : Program Assistant for Student Affairs

Kevin Gibbs: Program Coordinator

Office of Development and External Relations:

lawdevelopment@usfca.edu



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<http://bit.ly/2019StudentLeadershipRetreat>

Student Organization Event Planning Guide

1. Determine Scope of Event
2. Types of Events
3. USF School of Law Event Planning Support Services
4. Event Planning Checklists
5. Conflicts Check
6. Room Reservations & Building Access
7. Calendar Listing
8. Funding & Budgeting
9. Catering and Facilities Requests
10. Parking Passes
11. Audio/Visual Requests
12. Advertising
13. Contracts





**It is the Student
Organization's responsibility
to manage all logistics for
their events.**

Before Planning an Event

- Check to see if there is already an existing event on your subject matter.
 - Coordinate with the SBA, Deans' Office, and other student groups to maximize the attendance and success of your event. Lean into existing, well-attended annual events such as...
 - One on One Meetings in September

- Diversity Week
- Judges of Color Panel
- Hamill Lecture
- PILF Student Auction
- ELSAS Fall Event
- Law Review Symposium
- Black History Month Reception

- OCS: Big Law Alumni Panel
- WLA Trailblazing Tea
- Criminal Law Society DA & PD Mixer
- ELSAS Spring Event
- JLSA: Annual Passover Seder
- APALSA Banquet



Determine Scope of Event

Identify a clear PURPOSE and AUDIENCE for your Event

- **Purpose**

- Social?
- Networking?
 - If so, what is the desired outcome? Job / Internship leads? What types of firms / individuals do you want to target?
- Fundraising?
 - If so, what will the \$ go to? How much do you want to raise? Will the \$ raised do more than cover the cost of the event?

- **Audience**

- Students only? Students & Faculty? Students, Faculty & Alumni?
- Should leadership attend? If so, have you reached out to the Deans' office?



Types of Events

- Student Organization Meeting
- Panel
- Panel followed by a reception
- Student-Alumni Mixer
- Speed Networking Event



SOL Event Planning Support Services

- Office of Career Services
- Office of Student Affairs
- Office of Development and External Relations
- Moot Court & Co-Curricular Programs
- Office of Marketing & Communications (Main Campus)

**Requests for any of these services must be made at least
FOUR WEEKS BEFORE your desired event date**



Office of Career Services

- ❖ Consultation on ideas for potential events
- ❖ Ideas for introductions to speakers or external bar associations
- ❖ Facilitation of law firms hosts for your event
- ❖ Parking permits (if your event requires more than three permits)
- ❖ Advertisement in OCS newsletter and on OCS social media
- ❖ Serve as a faculty/staff supervisor
- ❖ Financial assistance in an amount up to \$200 per year for each student organization, excluding the SBA or PILF, which can be used for food and beverages and other event related expenses



Office of Student Affairs

- ❖ Calendaring check for conflicts
- ❖ Payment of EM&GS invoices
- ❖ Adding events to This Week at USF email and to digital signage
- ❖ Student reimbursement requests for student organization events
- ❖ Financial assistance if the event promotes the law school's mission



Office of Development and External Relations

- ❖ Alumni contact lists based on geographic and practice area
 - ❖ Name badges and tent cards
 - ❖ Pop up banners and tablecloths for events
 - ❖ Thank you cards and gifts for alumni that participate in events
-
- Alumni lists for outreach purposes (once the event has been approved).
 - Please allow two weeks processing time following your list request.



Moot Court & Co-Curricular Programs

- ❖ If your event requires Continuing Legal Education (CLE) certification, email Kenji Quijano in Moot Court & Co-Curricular Programs at kaquijano@usfca.edu



Event Planning Checklist

- Step-by-step guides for planning your events:
 - Student Org Meeting
 - On-Campus Panel with an Internal Audience
 - On-Campus Panel with an External Audience
 - On-Campus Student-Alumni Mixer
 - Off-Campus Event

The Event Planning Checklist will be shared after One on One Meetings.



Beginning Steps

- **Conflicts Check:** Check SOL Event Calendar
 - Email to lawstudentaffairs@usfca.edu and uslawsec@usfca.edu
- **Room Reservations and Building Access:** Reserve and Confirm Space
 - Two EMS reps per Student Organization
- **Calendar Listing:** Publish Event for Advertising (depending on event type)
 - This Week at USF & SBA Calendar



Funding and Budgeting

Student Organization Treasurers or representing member(s) are responsible for budgeting, funding, communicating reimbursements, deposits, and record keeping on behalf of all members.

Section 5: Finance Policy

- NEW Student Organization FOAPS
- Venmo will no longer be used -> CASHNet
- Donation Process



Donation Guidelines

- Organizations that seek donations must reach out to the Dean of Students and the Office of Development for approval.
- USF Law only accepts donations made through cash, check, or via our website, GiveCampus.
 - All checks must be made out to 'USF Law,' with the specific student organization named in the memo line.
 - All cash gifts must arrive in envelopes provided by the Office of Development.

Bobby Bankrate
123 Bankrate Boulevard
New York, NY 10001
555-555-5555

1111

Date: 6/13/19

Pay to the order of: USF School of Law \$ 1.00

One Dollar 0/100 cents dollars

Generic
Bank and Trust

Memo Student Org Name [Signature]

|:123456789 | |:10987654321 | |:1111 |

Funding and Budgeting Continued

- **SBA:** if the event is open to all law students
- **Office of Career Services:** if the event is career-related and attendees will have the opportunity to network with alumni or other practicing lawyers, or otherwise learn from practitioners about their practice areas.
- **Office of Student Affairs:** if the event is related to the law school's mission to promote social justice, health and wellness, or diversity and inclusion.



Catering & Facilities Request

- **Section 3: Catering Policy**
- **Section 4: Alcohol Policy**
- **EM&GS Invoices**
- **Student Organization FOAPs**



Parking Passes

- Student Organizations = 3 Free Parking Passes
- Request email to parking@usfca.edu, CC lawstudentaffairs@usfca.edu
- If in need of more than 3 parking passes, request additional passes by contacting lawcareer@usfca.edu



Audio Visual Requests

- Recent transition to University ITS Support
- Contact the ITS at least 48 hours before your event
 - One week or more is recommended
- AV key use and training



Advertising

- **To Alumni:** Email lawalumni@usfca.edu at least 6 weeks before event
- **To Student Body:** Email usflawsec@gmail.com by Thursday at 12:00pm for the SBA Newsletter
- **To Law School Community:** Submit announcement through bit.ly/ThisWeekatUSF_Submit by Friday at 12:00pm
- **To Digital Signage** (Student Lounge, Kendrick Hall):
 - bit.ly/SOLDigitalSignageRequirements
 - bit.ly/SOLDigitalSignageAdForm



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
- Process takes seven weeks





SBA: How the SBA Can Help Student Organizations Accomplish Its Goals

SBA President: Zach McCoy

SBA Vice President: Ashly Mirador

SBA Secretary: Rebecca Spodick

SBA Treasurer: Nancy Villatoro

SBA Vice President PT: Crystal Godfrey