1.0 EVENTS/ACTIVITIES

1.1 Event/Meeting Room Request Form

Law School facilities are available for use by officially recognized Law School Student Organizations for Law School-related events. Facilities must be reserved in advance of an event and are available on a first-come, first-served basis. The Information & Support Services (ISS) (213-736-7440) handles scheduling and reserving locations for on-campus events. Representative event planners must first submit an event/meeting room request form (RRF) to request a room reservation. The request must be submitted at least two (2) weeks prior to the scheduled event. Before an event is confirmed or publicized, the event planner must have received a confirmation e-mail from the Information & Support Services confirming the reservation.

Any changes (cancellation, new location, or new time) to the reservation must be conveyed and acknowledged by Information & Support Services.

No Events on Holidays - Events cannot be scheduled on University holidays or staff holidays.

VIP Guests - The Dean of the Law School must be notified if distinguished/VIP guests (e.g., California Supreme Court justices, alumni/alumnae) will be participating in or attending an event. The Dean of the Law School should be invited to any such event.

Departmental Assistance - If your event is related to an on-going departmental responsibility, you should notify that department in advance of your plans. That department may be able to assist you with planning and promoting the event. For instance, if you are planning on having a speaker discuss career opportunities in criminal law, you should contact the Office of Career Services.

Parking Validations - parking validations are available in the Information & Support Services office during normal business hours. The sponsoring student organization will be charged the daily parking rates for each validation.

Clean-Up - Your organization remains responsible for all clean up.

Food - Your organization may purchase food from an outside vendor; however, you may wish to consult the on-campus food service Manager regarding what services they might have available to you. Students must notify the on-campus food service Manager to advise of any food sales, especially for fundraising to avoid any potential conflict.

Duplicative/Conflicting Programming - Event planners should take steps to review the In Brief, Master Calendar, related organizations, Law School sponsored programs (Sports Law Institute, Juvenile Justice Clinic, etc.), and the Office of Advancement to ensure that similar events or events that share resources do not conflict. It might also be advisable for similar or related events to pool resources and invitees and join events.

1.2 Administrative Assistance with Planning an Event

For planning major events, you may wish to consult with the Office of Student Affairs. That office is an important source for special event information (e.g., budget planning, caterers, florists, rentals, invitation design and printers).

Paper stock for nametags, special invitations, flyers, banners and programs may be purchased or ordered by the student organization from the Graphics Office.
To ensure the success of your event, be sure to plan the event well enough in advance. For events of 100 people or more, you should begin planning the event at least eight (8) weeks prior to the scheduled date of the event. Four (4) weeks should be sufficient for events less than 100 people.

1.3 Alcohol Policy

Ad hoc consumption of alcoholic beverages by students is not allowed on campus. To serve alcoholic beverages at any campus function, it must be listed on the event/meeting room request form and must receive prior approval from the Office of Student Affairs. Ordinarily, alcohol will not be permitted at Student Organization functions. Permission may be withheld and request denied for any reason.

1.3.1 If an event is permitted to serve alcohol, the following policies and procedures must be followed:

a. You must ensure that all persons are of legal drinking age. Identification should be checked; no person under the age of 21 will be permitted to consume any alcoholic beverage.

b. Hard Liquor is NOT permitted at any time.

c. You must ensure that the amount of alcoholic beverages you plan to serve is commensurate with the number of individuals attending your event.

d. Organizations must hire, at the expense of the planning organization, licensed bartenders to dispense any alcohol permitted to be served. Licensed bartenders must be hired by contacting on-campus food service manager. No one should be permitted to “pour their own”.

e. Non-alcoholic alternatives must also be provided.

f. Some type of food or light snacks must be served in conjunction with the serving of alcoholic beverages.

g. Alcohol may not be served at an event until mid to late afternoon, depending on the class schedule. Events should be scheduled such that alcoholic beverages are served after the start of classes being held within the vicinity.

h. Alcohol may be brought on campus no more than 24 hours prior to an event, and per 1.3 (i) below, be removed from campus immediately following the event.

i. At the conclusion of the event, all alcoholic beverages (e.g. kegs, wine bottles, beer containers, etc.) must be discarded appropriately or removed from the Law School premises. They may not be stored on campus and may be removed and/or discarded without prior notice.

j. References to alcohol are not permitted in advertising any event, including but not limited to wine, beer, vodka, rum, liquor, alcohol, cabernet, etc. We suggest you use “refreshments” or “beverages” instead.

1.3.2 Turf Clubs

Bartenders hired to serve alcoholic beverages at a Turf Club must track the distribution of drinks. A maximum of 2 alcoholic drinks per individual will be permitted. While there is no preferred method of tracking, typically a mark made with ink on the hand of the student will suffice to track the 2 drink maximum.
1.3.3. If you are planning on selling alcoholic beverages, you must receive written authorization from the Office of Student Affairs. If permission is granted, you must still obtain a temporary liquor license from the city by submitting a letter and permit fee to the Alcohol Beverage Control Board. In addition, if alcoholic beverages will be sold, the student organization must hire a licensed bartender at their own expense.

1.4 MCLE Credit

Off-campus entities are not permitted to award MCLE credit for Law School-affiliated on-campus programs. Requests to award MCLE credit at an event must be approved by the Associate Dean for Research and Academic Centers and, if approved, the Law School will arrange for and award the MCLE credit. All requests should be accompanied by the names of presenters, copies of materials, and any other element essential to the evaluation of the MCLE program being contemplated. An MCLE fee must be added to the registration charge and/or be collected at the door.

1.5 Music or Loud Speaker

If you are having live music or sound equipment for an event on campus you need to be aware that sound travels to the classrooms. You should keep the volume at a moderate level.

Events held during the day are limited to the lunch hour. Live music and sound equipment should be scheduled to begin no earlier than the time the last class lets out and end no later than the beginning of classes being held in the vicinity. Ordinarily, this would be between 12:00 noon and 1:00 p.m. or 5 p.m. and 6 p.m. Please consult the Schedule of classes.

Sound equipment should be calibrated so that it does not negatively impact staff members working in adjacent offices and faculty in their offices.

Music must be lowered when requested or be subject to cancellation.

1.6 Publicity

There are Six basic ways in which you can advertise an upcoming event:

1. **In Brief** *(Law School Newsletter)*: Your event will automatically be included in the "Calendar of Events" section of the *In Brief*.

   The *In Brief* is ordinarily distributed on a weekly basis. It is published electronically every Monday. Deadlines for submissions are the Wednesday before the publication date. Announcements may be edited for length and clarity.

2. **Events Calendar**: Notices of events may be listed in the events calendar.

3. **Flyer Posting Policy**: A maximum of four (4) Flyers can be approved for posting. Each flyer must be date stamped by the Information Center or the Office of Student Affairs. Once they have been date stamped, the four flyers should be given to the ISS so that they can be posted in the appropriate areas:
   a. For-profit business advertisements are not permitted. Reference should be made to Section 1.10 Corporate/For-Profit Sponsors.
   b. Promotional announcements will be removed by staff following the event. Notices and advertisements will be removed after ten (10) days.
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c. Notices not date-stamped by the Information Center or posted in unauthorized areas will be taken down or removed without notice.

4. **Banners:** Banners advertising pre-approved special events sponsored by student organizations may be hung on the railing located on the south side of the Rains Library Building, and on the retaining wall located to the northeast of Merrifield Hall.

1.7 **Disclaimers**

1. **Off-Campus Events** – All Student Organization notices/advertisements/flyers/emails for off-campus event MUST include the following disclaimer language:

   “This event is not sponsored by Loyola Law School, which disclaims all responsibility for matters associated with this event.”

2. **Viewpoint Disclaimer** - All Student Organization notices/advertisements/flyers/emails for on-campus event MUST include the following disclaimer language:

   “Loyola Law School provides a forum for the dissemination of diverse viewpoints to promote the examination of important academic and social issues. This does not mean that Loyola Law School endorses those viewpoints.”

3. **Website Disclaimer** – any privately hosted web page which is linked from a Student Organization page on llsl.edu must have the following disclaimer language:

   “This is not an official Loyola Law School Web site, and Loyola Law School does not offer, endorse, recommend or guarantee these products or services. The organization and its Web site provider are responsible for the content and system availability of this Web site.”

1.8 **Food Preparation/Sale of Food**

No homemade food is permitted to be sold. Organizations must plan on selling commercially prepared food items. Measures must still be taken when handling such food, such as proper serving utensils and use of plastic gloves.

Reference should be made to the **Cash Handling Policy** in the Appendix as it relates to food sales.

1.9 **Fundraising Activities**

Student organizations may sponsor food sales and product sales. In addition, you must also receive permission to charge admission to an event. Reference should also be made to the **Cash Handling Policy** in the Appendix.

1. **Use of Loyola Law School’s Name and/or Logo**

A student organization recognized by the Law School may use and/or sell products with the Loyola Law School name and/or logo subject to the following conditions:

a. **OFFICIAL LOGO:** Only the official Law School/University Logo or Seal may be used.
b. **PLACEMENT:** The Loyola Law School name and/or logo and/or seal must be used in conjunction with the organization’s name. The organization’s name must be prominent and in the immediate area of the Law School’s name and/or logo on the product.

c. **PRIOR APPROVAL:** You must obtain prior approval from the Office of Student Affairs in order to produce and sell your product, as it may be necessary to seek the approval of the Director of Communications as well. You are encouraged to obtain approval before your product is ordered or printed. Without prior notice, Student Organizations who do not receive prior approval may be prevented from producing, using, or distributing items – at the risk and expense of the Student Organization.

d. **LIMITED TIME:** Products may only be sold for a limited period of time. This time frame must be cleared with the Office of Student Affairs when you obtain approval to sell your product.

Individual students or non-recognized student organizations may not market products with the Loyola Law School name or logo.

2. **Fundraising - Solicitation and Approval of the Advancement Office**

In general, on-campus activities such as food sales or T-shirt sales do not require approval from the Advancement Office. The solicitation of individuals or businesses for donations and prizes **does** require coordination and may require the approval of the Advancement Office.

The Law School relies on private gifts and grants to help fund its programs and operations. Every contact with a prospective donor must be meaningful and appropriate. It is important, therefore, that fundraising from off-campus prospects be coordinated with and receives prior approval from the Advancement Office. Such prior approval will also ensure full compliance with Internal Revenue Service regulations.

In keeping with the need for meaningful and appropriate contacts with prospective donors, the Advancement Office also coordinates the use of lists and mailing labels of alumni and benefactors. Requests for labels must be received in writing six (6) weeks prior to the need for them. A copy of the item to be mailed must accompany the written request for mailing labels. Except in special pre-approved circumstances, alumni may not be solicited for donations to support student events.

1.10 **Corporate/For Profit Sponsors**

Student Organizations are prohibited from bringing for profit companies, businesses or service organizations on campus to solicit, recruit or sell services or products of any kind. All for-profit organizations must be referred to ISS to inquire about the fee charged for access to the campus and its community.

1.11 **Recognition at Graduation**

1.11.1 **Certificates of Appreciation** – Certificates of Appreciation may be requested annually by an assigned representative of each recognized student organization on campus.

Orders for Certificates of Appreciation must be electronically submitted to the Office of Student Affairs at the beginning of the Spring semester before March 1st. General instructions and the Order Form are located at [https://my.lls.edu/studentaffairs/studentcertificatesappreciation](https://my.lls.edu/studentaffairs/studentcertificatesappreciation).
1.11.2 **Graduation Stoles/Sashes** - While there are no restrictions on what additional items can be worn with the official graduation regalia, all items should be in keeping with the legal profession and decorum of the occasion. Each graduate must pay for their own Stoles/Cords/sashes. University funds, including Student Organization funds, cannot be used and requisitions requesting reimbursement for Stoles/Cords/sashes will not be processed or approved. Traditional honor colors must not be chosen – gold or any combination of gold.

### 2.0 **MONEY/BUDGET**

Please also refer to Appendix I and II of this manual (Student Organization Agency Accounts) for more detailed information.

#### 2.1 Funding – Programming and Events

You may apply for funding through the Day Student Bar Association (DSBA) and the Evening Student Bar Association (ESBA). Every year the DSBA & the ESBA reviews its funding guidelines and makes whatever changes it believes are necessary. Revised guidelines will be issued by the ESBA and DSBA at the beginning of each Fall semester.

#### 2.2 Funding – Conference

The Office of Student Affairs has limited funds set aside for student organizations to travel to regional or national conferences. The maximum amount of funding per request, per organization is limited to a few hundred dollars. Approved funding must be shared equally among participating members. Organizations are permitted to request additional funding on an annual basis, and will not be duplicative of assistance offered by the SBA or the sponsoring Organization. Reference should be made to Section 2.6 – reimbursements below.

To be considered for Office of Student Affairs funding, you should submit a proposal to the Office of Student Affairs as early as possible that includes details related to the travel to regional or national conferences, as well as, a budget breakdown.

Reference should be made to the [Student Travel Policy](#) and students must review and acknowledge such in the [Student Travel Request Form](#).

#### 2.3 Funding - Hosting a Conference Sponsored by a National Affiliate

The Law School may assist in funding major conferences that are sponsored by a student organization in association with its regional, national or international affiliate. However, as funding is not specifically set aside for this purpose, organizations should submit a proposal to the Office of Student Affairs at least one (1) year in advance of any planned activity so that a determination can be made early enough as to whether funding is feasible. The year lead-time is necessary because of the lengthy approval process for the Law School’s fiscal year budget. Your organization is urged to meet with the Office of Student Affairs as early as possible to discuss the feasibility of hosting a regional or a national conference.

#### 2.4 Bank Accounts

University policy does not permit student groups to have outside financial accounts, including but not limited to checking, savings, stocks, bonds or other such investments. Maintaining any such accounts or investments constitutes a breach of the Law School’s Standard of Conduct.
2.5 **Agency Accounts**

The Fiscal Affairs Office, establishes agency accounts through the University for Student Organizations. Your organization’s funds will be administered through its own agency account.

Your organization must designate at least one officer who is authorized to make transactions with respect to your agency account. Transactions will not be processed without the approval of the authorized officer. Approval must be in the form of a signed requisition or an email for an online request. The person authorized to approve reimbursement requests may not sign off on their own reimbursement requests. Such requests MUST be countersigned by another authorized board member.

Upon request, Fiscal Affairs will provide your organization with a current print-out of income and expense activity on your agency account.

2.6 **Purchases**

A variety of vendors have established relationships with the Law School. Consult the Office of Student Affairs for a referral. For major purchases or convenience, the Office of Student Affairs can use its credit card.

2.6.1 **Reimbursement**

Reimbursement for out-of-pocket expenses which have been approved by the SBA budgeting process, your student organization, or the Office of Student Affairs should be submitted via an electronic reimbursement request. All requests for reimbursement require scans/pictures of ORIGINAL itemized receipts.

It is suggested that student organizations adopt a policy that requires all financial expenditures be approved by a majority vote of the executive officers or governing board.

Payment for reimbursement requests (checks/direct deposits) are generated on Wednesdays. All Expense Reports and Invoice Requests must be submitted, approved by LLS, and in AP Review by Wednesday 4pm for inclusion in the following Wednesday’s check/payment run.

Reference should be made to the [University’s Purchasing and Payment policy](#).

2.6.2 **Spending Limits**

One designated officer’s signature is required on requisitions or invoices for any expenditure up to $100.00. Your group may choose to require more than one officer’s signature; if you do so, you need to indicate this on the Student Organization Agency Account Authorization section of the Disclosure Statement (see Appendix I for more information).

One designated officer’s signature and the signature of the Associate Dean for Student Affairs or the Associate Dean for Business Affairs (or their designee) are required on requisitions or invoices for any expenditure over $100.00.

2.6.3 **Petty Cash**

Reimbursements based on original receipts, for less than $100.00 can be made through petty cash via the Cashier (Founders Hall 1st floor). If the item will be paid pursuant to an SBA budget allocation, the petty cash reimbursement requests require the review and approval of the SBA.
2.8  **Contracts - Approval Required**

Student organizations or students acting on behalf of a student organization are not authorized to enter into contractual agreements. You must consult with the Office of Student Affairs in order to obtain the appropriate authorized signature. Individuals/Organization members who do not obtain the appropriate permissions and signatures may expose themselves to liability for payment or other consequences in the case of a breach.

3.0  **INTRA-ORGANIZATIONAL COUNCIL - IOC**

The Intra-Organizational Council (IOC) is an umbrella group of student organizations. The IOC consists of one representative from each chartered campus organization, and members of the SBA (i.e., President, Treasurer and the Speakers Chairperson) who act as ex-officio members. It is also a forum to address relations between organizations, as well as other issues of concern to student organizations.

The IOC annually elects a chairperson and a vice-chairperson, one of whom will act as a liaison to the SBA and is able to vote on all SBA matters, with the exception of individual organization budgets. Reference should be made to the Day SBA Constitution.

4.0  **MAINTAINING A STUDENT ORGANIZATION/STARTING A STUDENT ORGANIZATION**

4.1  **Disclosure Statement**

By April 15 of each year, your organization must submit a Disclosure Statement to the Office of Student Affairs, providing the names of your organization’s key officers for the following academic year. If elections for new officers will be held after this date, a Notice of Delayed Elections should be submitted by the April 15 deadline. Along with the Notice of Delayed Elections, you should submit addresses and telephone numbers of the representative(s) from your organization who will serve as your organization’s contacts over the summer.

The Office of Student Affairs will e-mail a copy of the Disclosure Statement and the Notice of Delayed Elections to your organization in April of each year. The forms must be returned to the Office of Student Affairs on the date indicated on the form, but in any case no later than April 15.

Notification of any changes to the officers of an organization should be made in writing to the Office of Student Affairs as soon as possible. You should also submit a copy of the organization’s constitution or by-laws when any changes are made to it.

If your organization does not submit the above documents by the deadline noted, your organization may be considered inactive.

4.2  **Orientation – Outreach to Incoming Students**

Each year during orientation week in August, the Student Bar Associations coordinate an event with the Office of Student Affairs at which student organizations can present themselves to incoming first-year students. The Student Bar Associations will notify the president and/or contact person for your organization regarding arrangements for this event. You may also contact the Office of Student Affairs for more information.

4.3  **Starting a New Organization**
The current guidelines require that a group hold an organization meeting, submit a Disclosure Statement to the Office of Student Affairs requesting official recognition, naming the organizing committee and the faculty sponsor, and submit a draft of the statement of purpose and the constitution or by-laws.

4.3.1 Cleaning Student Union Storage Space

Please plan on taking measures to keep your organization items located in the Student Union storage room neat, clean and organized. Throw away unnecessary trash, outdated items, remove all alcoholic beverages, trash all perishable items, organize stored items, etc.

Be sure to organize your clean-up efforts with office mates and next year's leadership.

Student Affairs conducts regular inspections of organization offices, and may make unilateral decisions about unorganized/disorganized offices and their contents.

4.4 Mail

While mail for individual students cannot be accepted by the Law School, student organizations may receive mail. The Information Center will assign your organization a mailbox, which you will most likely share with at least one other organization.

4.5 World Wide Web – Web Pages

A list of recognized student organizations is included on the Law School’s home page with a small description. If you wish to have the Law School’s web page linked to your student organization web page, you will need to notify studentaffairs@lls.edu of the internet address for your student organization’s web page. The Office of Student Affairs will review your organization’s home page before activating the link from the Law School’s home page to your home page.

The Information Technology Services (ITS) currently has limited resources available to assist student organizations to set up a web presence. You may also set up a home page through your own internet access provider without the assistance of the Law School.

Please keep in mind that the Law School’s web page is designed to present the Law School to the outside community, including prospective applicants to the Law School. For this reason, the Office of Student Affairs will review the student organization home pages periodically and will contact your organization to discuss any concerns they may have regarding web page content and currency. The Law School reserves the right to deactivate the link from the Law School’s home page to a student organization web page if the web page content is determined to be inappropriate.
APPENDIX I
CASH HANDLING POLICY

All Loyola Law School student organizations that handle cash must have both an awareness of and show a commitment to strong internal controls for cash receipts. All members are responsible for maintaining the proper environment for internal controls.

Internal controls are necessary to prevent mishandling of funds and to safeguard against loss. Strong internal controls also protect members from inappropriate allegations of mishandling funds.

"Cash" includes coin, currency, checks, and money orders. Each Student Organization has been authorized by the Office of Student Affairs and the Office of Fiscal Affairs to deposit directly to the Student Organization’s University account.

Student Organization Responsibilities

Accounting for Cash as It Is Received

1. If received in person, cash should be logged into the cash receipt journal (date, name of customer, amount, purpose/event, and Organization representative receiving such) and a pre-numbered multiple-copy receipt form must be issued. The original receipt should be given to the customer and the copy should be retained for accounting purposes. A personal check may be used as a receipt, but must still be logged into the cash receipt journal.
2. If received by mail, the payment should be entered immediately into the cash receipt journal (e.g., a computer application, a payment log, or receipt book).
3. The type of payment (cash or check) should be indicated in the journal.
4. Checks must be made payable to Loyola Law School – Student Organization Name (e.g. Loyola Law School APALSA).
5. Checks should not be endorsed.

Safeguarding the Handling and Storing of Cash

1. Cash must be deposited into your Student Organization’s University Agency Account. The deposit should be made in the drop slot next to the Cashier’s office window.
2. All coins, currency and checks must be stored in a safe, locked, and secure place until they are deposited. Funds may be kept in the Cashier’s safe for safekeeping. Contact the Cashier to make proper accommodations.
Reviewing/Approving Voided Cash Receipts

The Treasurer of the Student Organization has the responsibility for reviewing and approving voided cash receipts and documenting all actions performed.

Depositing Cash Promptly

1. Receipts should be deposited on a daily basis. During business hours, deposits must be made into your Student Organization’s University Agency Account in person at the Cashier’s Office window. After hours, the deposit should be made and placed in the Cashier’s Office drop slot. All deposits must be witnessed and confirmed. The responsible party and the confirming witness’s names must be recorded on the Deposit envelope.
2. Copies of all checks and Deposit envelopes must be made for your records.
3. All funds received must be deposited into your Student Organization’s University Agency Account. Do not make refunds, pay expenditures, or create a change fund from cash receipts. Do not hold checks for future processing. Do not use cash receipts to cash checks or reimburse members expenditures.

Reconciling Daily and Monthly Activity

1. Balance each deposit by comparing the cash receipt records (pre-numbered receipts, or cash receipt log totals), check photocopies, and the copies of deposit envelopes.
2. Document unidentified differences and report them to Fiscal Affairs or Office of Student Affairs, as appropriate, immediately.
3. Maintain a running tally of all the Student Organization’s income and expenditures for a given semester, academic year, etc.

Monitoring the Cash Receipts Process

A Student Organization’s governing board, not directly involved with the cash receipt process, has the responsibility to periodically:

1. Review the nature and extent of overages and shortages.
2. Compare actual deposits recorded with expected receipts.
4. Compare the mode of payment (coin/currency or checks) recorded at the time the cash was received with the coin/currency and check totals on the validated deposit document.
5. Evaluate internal controls to ensure that reasonable controls exist to safeguard cash, and that members who handle cash understand and abide by them.
6. Report any irregularities, no matter how slight, to the Office of Student Affairs.
General Policies & Procedures:

Cash/Checks should never be kept in the Student Organization Office for any period.

Cash/Checks must be kept in a secure, locking cash box at all times. The Cash Box should be issued to a single person charged with safeguarding all proceeds and adhering to the cash handling policies. The Office of Student Affairs or the Office of Fiscal Affairs may conduct an audit at any time without prior notice.
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APPENDIX II

SBA Policy Reminders:
These policies are subject to change without notice, and should be verified on an annual basis with the Office of Student Affairs.

ORIENTATION:

Each year the SBA, the President in particular, plays an important role during Orientation. While the actual involvement varies from year to year, please note usual activities listed below, and as much as possible prepare your organization to participate.

Dean, President, Alumnus and Student Welcome

The SBA President usually speaks during their respective division’s speaker’s portion of the program. Usually, you will speak from about “Law School from a Student’s Perspective” for not more than 3 minutes. This welcome should not be from the SBA’s perspective, but as a law student in general.

Since the first day of law school could very well be considered the first day of Orientation, we are planning a program that will hopefully inspire, encourage and reassure students and make it a day that they will remember. The Dean’s intention is to foster goodwill and pride in the Law School. To that end, he would like all speakers to make their presentations as positive and supportive as possible. While students must understand that law school is indeed demanding and rigorous, they should also know that the experience will be stimulating and challenging. They should realize that law school represents an opportunity to discover new ideas and ways of approaching problems, learn new skills, make best friends, etc. I mention this to provide you with some context as you consider your welcome message. Additional information will be available as the date approaches from either the Office of Student Affairs or Admissions.

Student Bar Association Presentations

Time permitting, we endeavor to permit both the Day and Evening SBA will be meeting with their incoming constituencies. We encourage you to have member of you governing board as well as advanced students to address the students. The SBA Presentations will be your opportunity to explain what the respective SBA’s are and to encourage student participation.

Student Organization Activities

Usually, there is not any formal opportunity for Student Organizations to reach the incoming class. Typically, the IOC with the assistance of the SBA’s organize Student Organization recruitment tables the first week of classes.

Letter to First Year Students

Each year the Presidents of the Day and Evening Bar Association draft a 1-page welcome letter to be included in the Orientation packet which will be mailed to incoming first-year students in late July.
ANNUAL REMINDERS:

Faculty Committees

Part of your duties as Day/Evening SBA President is to provide a list of selected student representatives or nominees, who are willing to serve on the faculty committees. Students who serve, must be LLS students (not a visitor) and be in good academic standing. A list of last year's committees is in the attached Word document - please use it as a guide as you keep in mind those persons you wish to nominate. We ask that you please provide names, addresses and phone numbers for each student nominated. The list of nominees should be submitted to the Office of Student Affairs no later than 8/26. Please be aware of the following:

1. Although we are seeking multiple nominees from both the Day and Evening SBAs for the Sexual Harassment and Disability Committees, only one student will be chosen to serve as representative for both committees.

2. The Student Conduct Committee requests a minimum of 5 nominees (preferably 10) for the Day and 3 nominees (preferably 5) for the Evening, from which to select those to serve.

Please consult the Office of Student Affairs for a current list of Committees and Committee Chairs.

Continuity of Leadership

Please take whatever steps are necessary to prepare passing along any and all information regarding your organization's processes and procedures - including, but not limited to, budget requests, account information, elections, fundraising, historical information, members lists, etc. This information can be very useful in an organizations daily operation, and ultimately aid in the success of the organization long after you have gone.

GRADUATION:

Graduation Speaker

Two graduating students are selected to represent each division as commencement speaker. Each SBA determines the selection process for the speaker representing its division.

Students will be referred to their respective SBA for more information on the selection process for the student commencement speaker. A copy of the selection criteria must be submitted to the Office of Student Affairs as soon as it becomes available and before the competition begins.

Please be advised of the following guidelines related to each of the two student speakers:
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1. Only ONE individual may represent each division.

2. Each speech must be limited to a maximum of three (3) minutes.

3. The name of your division’s speaker with a copy of the student’s speech (and contact telephone numbers) must be submitted to the Office of Student Affairs no later than early March (please consult the Office of Student Affairs for actual deadlines). The Office of Student Affairs will review the speech with the student to ensure that the length is appropriate, etc. They will also determine with the two speakers the order in which they will speak. The names of the speakers and speeches may be made available for press releases.

Excellence in Teaching Award

Each division selects one professor to receive the excellence in Teaching Award. Each SBA determines the selection process for its division.

Students will be referred to their respective SBA for more information on the selection process for the Awardee. A copy of the selection criteria must be submitted to the Office of Student Affairs as soon as it becomes available and before the competition begins.

Please be advised of the following guidelines related to each of the two Awardees:

1. Only ONE Professor may represent each division.

2. The name of your Awardee must be submitted to the Office of Student Affairs no later than mid-March (please consult the Office of Student Affairs for actual deadlines). The names of the Awardees may be made available for press releases.

These policies are subject to change without notice, and should be verified on an annual basis with the Office of Student Affairs.