STUDENT ORGANIZATION HANDBOOK

2016-2017
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1 WHAT IS A STUDENT ORGANIZATION?

A Law School Student Organization (LSSO) is an officially recognized organization of the Law School that is entitled to various benefits including funding, tax-exempt status, publicity, event support, etc. However, many student affiliations, clubs, and groups may still plan and host events on campus even without being recognized as an LSSO. LSSOs are strongly encouraged to partner with other groups and students looking to host events at the Law School.

A Registered Student Organization (RSO) is a student organization that is recognized by the University’s Center for Leadership and Involvement (CLI). This recognition makes the group an official part of the University of Chicago, with all of the rights, privileges, and responsibilities of that status. A privilege of being an RSO includes the ability to request funding from the University-wide Student Government (SG). Therefore, RSOs have access to additional sources of funding beyond the support available through the Law School and Law School Association (LSA). Because of the many resources offered by CLI, all LSSOs are strongly encouraged to become RSOs. Your organization may also apply to be considered a Multicultural Student Organization through the Office of Multicultural Student Affairs. For more information on OMSA’s Multicultural LSSOs visit http://omsa.uchicago.edu/page/multicultural-student-organizations.

To determine whether a particular LSSO is already registered as an RSO, you may search for your organization online at: https://blueprint.uchicago.edu/Organizations. Please note, however, that CLI requires each RSO to complete the recognition process each year. Each spring your RSO will be required to re-register and in the fall your officers must complete the appropriate annual training. Full details about requirements for maintaining your organization’s RSO status can be found at http://leadership.uchicago.edu/maintaining-organization-status. Failure to register annually will result in revocation of any funds awarded by the Student Government Finance Committee at the end of the previous academic year.

RSOs may use many of the facilities of the University free of charge or at reduced cost, hold events on campus, open a CLI expense account, apply for funding from the various University boards, rent CLI equipment, post notices on campus, conduct certain fundraising activities, and receive tax exemptions and/or discounts on certain purchases. RSOs have access to a variety of leadership development workshops and trainings for both members and leaders of the organization. For a full list of benefits and responsibilities associated with becoming an RSO please visit http://leadership.uchicago.edu/benefits-and-responsibilities.

INCLUSION POLICY

Membership in any LSSO must be open to all law students. LSSOs are not required to maintain lists of members in good standing but are encouraged to do so. An LSSO may require the payment of nominal dues or impose a modest participation requirement as a condition of membership, but no other restrictions are permitted. Any condition of membership must be administered fairly and reasonably. (Please also keep in mind that membership in all LSSOs that are also RSOs must be open to all University students.)
The Law School is a place for the open exchange and debate of ideas. In this spirit, the Law School prefers that LSSO events, especially on-campus events, be made open to all law students. Open events must be advertised on the LSA-Orgs listserv sufficiently (a minimum of twice) in advance of the event to give everyone an opportunity to attend. Membership lists are required for any LSSO wishing to hold members-only events. More details about open and closed events can be found below under Planning an Event.

Although violation of any University or Law School policy can lead to an organization losing its LSSO status, organizations must be especially careful to abide by the inclusion policy. Please note that organizations that provide funding to LSSOs, including LSA and the University (for organizations that are RSOs), may impose additional requirements beyond those stated here regarding the use of funds for student events. This policy does not affect any rule established by LSA, the University, or any other source of funds regarding the use of those funds.
2 How To Become a Student Organization

Becoming a Law School Student Organization

In order to become an LSSO, an organization must fill out an application with the Law Student Association, which can be found online at https://uchicagolsa.wordpress.com/. You must have a minimum of three members in order to apply to become an LSSO and these members must be designated officers. Each LSSO must have a designated President, Treasurer, and Events Coordinator. Each position must be filled by a different student. Funding for LSSOs is determined by LSA and will take into account a student organization’s membership and contribution to life at the Law School among other things.

Becoming a Recognized Student Organization

The Committee on Recognized Student Organizations (CORSO) reviews applications and makes recommendations to the Director of CLI for final determination of RSO status. The application process for becoming an RSO includes submitting:

- an approval/sponsorship form listing your faculty/administration advisor;
- an Organizational Information Questionnaire; and
- a short set of bylaws.

Your organization may be eligible to become an RSO if:

- its activities are consistent with the goals and purposes of the University;
- it has at least four full-time student members;
- it is student-run and student-organized; and
- membership is open to all University students and is not restricted to law students.

The full application requirements and process can be found at: http://leadership.uchicago.edu/application-requirements.

Becoming a Community Service Recognized Student Organization

The UCSC connects students to community service opportunities in Hyde Park and the larger community. RSOs also may become Community Service RSOs (CSRSOs), provided that their primary purpose is providing services to the community. Community Service RSOs have access to additional funding and resources through the University Community Service Center. In addition, the UCSC also funds community service activities for regular RSOs. LSSOs interested in becoming a CSRSO will need to discuss their plans with the University Community Service Center and have one of their representatives sign the approval/sponsorship form required as part of the application. LSSOs planning a service event may contact Nick Currie, Community Service Advisor in the University Community Service Center, at ncurrie@uchicago.edu or 773-753-4483.
**BECOMING A SPORTS CLUB**

Sports clubs are recognized through the Physical Education Department’s Sports Club Office and are not eligible to become RSOs. The Sports Clubs program is located in the Gerald Ratner Center, Room 141. For questions about sports clubs, you should contact Brian Bock, Assistant Athletic Director, Intramurals, Recreation, Sport Clubs, at bockb@uchicago.edu or 773-702-4658. You may also visit [http://athletics.uchicago.edu/clubs/index](http://athletics.uchicago.edu/clubs/index) for more information.

**SAMPLE BYLAWS**

Whether you are applying to be an LSSO, CLI, UCSC, or OMSA student organization, you will be required to draft bylaws for your organization. CLI provides sample bylaws for RSO applications at [https://leadership.uchicago.edu/sites/leadership.uchicago.edu/files/uploads/Sample_Bylaws.pdf](https://leadership.uchicago.edu/sites/leadership.uchicago.edu/files/uploads/Sample_Bylaws.pdf).

Note that bylaws submitted as part of the RSO application process must include the statements that appear in italics on the sample bylaws. Applications with proposed RSO bylaws that do not include these statements will not be considered.
PLANNING AN EVENT

PLANNING
The Office of the Dean of Students encourages LSSO’s to create programs and events that foster a sense of community among groups and individuals to enhance a student’s overall experience at the Law School. LSSO’s should think creatively and thoughtfully throughout the program planning process, as they have the ability to provide students with a wide range of programming throughout the year. The Office of the Dean of Students is available to consult with LSSO’s on programming and events.

Advising
The Office of the Dean of Students provides guidance to LSSOs in planning events. This may include suggestions on topic selection, networking with other departments on campus, managing logistics, and inviting faculty, alumni, or other special guests. For guidance on LSSO programming, you may contact the Office of the Dean of Students to schedule an appointment. Additionally, the Office of the Dean of Students can assist with leadership issues, either one-on-one or collectively with executive boards or other groups of leaders.

Guest & Speaker Restrictions
If your student organization would like to invite a distinguished guest to the Law School, such as an alumnus of the Law School or University, an elected or appointed government official (judge, senator, attorney general, etc.), or any other high profile person, you must receive approval from the Office of the Dean of Students and the Office of External Affairs in advance of extending the invitation. LSSOs interested in inviting a judge to speak at the Law School must also obtain approval from the Clerkship Committee in advance of extending the invitation. Other procedures for event registration are outlined below. The approvals described above and the procedures listed below must be completed prior to any invitations being extended.

Two offices within the Law School are able to help LSSOs network with alumni. First, External Affairs has access to an alumni database with current contact information for Law School graduates. Although there is information about some graduates’ practice areas, the database information is limited. For information from this database, please contact Alison Coppelman, Senior Director of Development at acoppelman@uchicago.edu. Second, the Office of Career Services has information about where recent graduates are working and can be helpful in finding potential speakers and contacts.

Programming involving minors must be discussed with the Office of the Dean of Students prior to the event being scheduled to ensure compliance with University and other regulations. Please also note that programming that includes the presence of animals, outside of assistive pets, is not permitted in the Law School.

In order to promote a diversity of backgrounds, thoughts, and experiences students are encouraged to carefully consider to whom they extend invitations.
Event and Speaker Approval Process
All LSSOs wishing to hold an event at the Law School must follow the event request process outlined here. First, all LSSOs wishing to invite a distinguished guest must submit this request by filling out the form at https://goo.gl/forms/ZWur7FwBhlMdj5x92. This process will also enable your LSSO to request speaker approval. Upon submission, both the Office of the Dean of Students and the Office of External Affairs will be notified of your speaker request. If the event involves inviting a judge, the Office of Career Services will also be notified to coordinate with the Clerkship Committee. Your request must be submitted and approved prior to extending any invitations to speakers and guests. Therefore, submission should be done during the early planning stages. Once the necessary parties have had a chance to look over the speaker request, your organization will receive an email regarding the status of your event.

Lunch Talks
Space in the Law School is extremely limited requiring that all LSO lunch events must be submitted to the Office of the Dean of Students each quarter through the event request process described above.

LSSOs may not submit a room reservation until the event request has been submitted and all speakers and guests have been approved.

If your event will not involve an alumni, distinguished guest, or law firm, or you have gotten permission for your speaker from the Office of External Affairs or the Office of Career Services as appropriate, you may submit your event via the online spreadsheet (https://goo.gl/forms/Q32H1dytNXcZikAA2) and immediately proceed to making your reservation on the master calendar (https://majority.uchicago.edu/mrm/) provided there is an available room.

Other Events
Similarly, meetings and other events outside the lunch hour must be submitted through the event request process if an alumni, distinguished guest, or law firm is involved OR if catering is ordered. Once your event request is received and approved, you will receive permission to reserve a room.

If your event will not involve an alumni, distinguished guest, or law firm, or you have gotten permission for your speaker from the Office of External Affairs or the Office of Career Services as appropriate, you may submit your event via the online form (https://goo.gl/forms/Q32H1dytNXcZikAA2) and immediately proceed to making your reservation on the master calendar provided there is an available room.

Communications with Law Firms, Guests, and other Professionals
Remember that you represent the Law School in your dealings with attorneys, judges, alumni, law firms, and other professionals. Keep in mind that working professionals are accustomed to prompt responses to correspondence, so it is important to make sure that your organization’s members respond to email correspondence as soon as is reasonably possible, even if simply to acknowledge that your member received the message and will follow up with a more detailed response at a later date.
In addition, please remember to use a respectful and courteous tone in all written correspondence. Specifically, use salutations (Dear, To Whom It May Concern, etc.), titles (Professor, Judge, Ms., Mr., etc.), and closings (Sincerely, Best Regards, etc.). Also make sure that any outgoing correspondence is carefully proofread before it is sent out. Sloppily written emails can leave a guest or law firm with a negative impression of the writer and the Law School. For a sample email invitation to a guest speaker, please see the Appendix A.

Once a guest accepts an invitation to the Law School, remember to confirm the event with the speaker again at least 10-14 days prior to the date of the event. In that confirmation, be sure to inform the guest of any necessary logistical details (driving directions, where to meet a student organization’s members, parking arrangements, food accommodations, etc.). For a sample guest speaker logistics email, please see the Appendix B.

Finally, be sure to send the guest a written thank-you after the event. For a sample thank you email, please see Appendix C.

Failure to adhere to these communication guidelines not only may reflect poorly on the Law School and law students, but also may jeopardize opportunities for the Law School and/or LSSOs to work with a guest, law firm, or organization in the future.

Funding

LSSOs should exhaust their own budgets and all campus resources before seeking any external funding for events. In order to seek external funding from law firms or alumni, LSSOs must follow the procedures located on the student organization website and outlined by the Office of External Affairs at http://www.law.uchicago.edu/students/organizations/fundraising. To seek funding from bar prep companies or any other external source, LSSOs must receive approval from the Office of the Dean of Students. Please contact the Office of the Dean of Students at deanofstudents@law.uchicago.edu with requests. LSSOs are strongly encouraged to co-sponsor events with each other in order to combine their funding. LSSOs may not sponsor (or co-sponsor) more than one event at the same time. Additional information regarding funding can be found under Funding & Reimbursement.

Open versus Closed Events

Any LSSO that does not maintain a membership list must make all of its events open to all law students. If an LSSO chooses to maintain a list of members in good standing, the LSSO may hold members-only events if the members of the LSSO deem it appropriate in light of the format and purpose of the event. LSSOs must ensure that the number of members-only events is small relative to the number of events held by the group overall. Additionally, the Office of the Dean of Students will not provide funding for any organization event that is not open to all students. An LSSO may also restrict voting in elections for officers or board members to members in good standing.

Membership lists must be submitted to the Office of the Dean of Students at the beginning of the Autumn Quarter for record keeping and a copy of the membership list must be saved on the LSSO Google Drive (https://goo.gl/Mwly7s) in the assigned student organization folder.

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Alcohol Policy
LSSOs that serve alcohol at Law School events take on great responsibility, not only to follow the law, but also to take appropriate precautions to prevent physical or emotional injury from drinking. Only moderate consumption of alcohol is permitted at LSSO events. If a student organization plans to serve alcohol at an event, then the leadership of the organization and any servers must complete UCARE training (more information on UCARE training is below). The organization also must designate a faculty or staff member to be present and responsible for any on-campus event at which alcohol is served and they must agree to be present throughout the entire time that alcohol is served. If your organization plans to serve alcohol at an organization event, regardless of whether the event is on-campus or off-campus, you must contact the Office of the Dean of Students for approval at least one week in advance of the event. Non-salty food and non-alcoholic drinks must be provided at all events at which alcohol will be served.

LSSOs that are also RSOs also must adhere to any applicable CLI alcohol policies. For additional information on CLI alcohol policies, LSSOs should contact their CLI advisor and review the information available at https://studentactivities.uchicago.edu/alcohol-policy.

Please note that the above requirements do not apply to student organization events taking place at commercial establishments where non-students serve alcohol (bars, pubs, etc.), so long as no student organization funds of any kind (LSSO funding, LSA funding, CLI funding, etc.) are spent on the alcohol.

UCARE Training
LSSOs that plan to serve alcoholic beverages at their functions must have the organization’s leadership and servers complete alcohol risk management training (UCARE) offered online by the Student Care Center. Information about the online training is available at https://wellness.uchicago.edu/ucare.shtml.

Special Events
Office of Events
The Law School Office of Events makes arrangements for all large, more formal Law School events. On occasion, the Events Department may oversee student organization events (e.g., in the event of a visit by a major dignitary, a conference, or special event). On rare occasions, a student organization may wish to use an event caterer for events such as a reception, dinner, or a lunch with a high-profile speaker. The Office of Events is available to help you plan these events. Before contacting the Events Office, please discuss your event with the Office of the Dean of Students to determine if your event is one that needs support from the Events Office. You will also need to submit this event via the Event List on the LSSO Google Drive at https://goo.gl/forms/Q32H1dytNXcZikAA2.

Political Activities
As a tax-exempt organization under Section 501(c) (3) of the tax code, the University is prohibited from participating in political campaign activities. Although the University may, consistent with its purposes, engage in and sponsor debate and discussion of political issues, the support of individual candidates, campaigns or parties is prohibited.
The University may not endorse any candidates, make donations to any politician’s campaign, issue statements for or against any candidate, or engage in any activity that would either support or oppose any candidate for public office. Furthermore, no political fundraising may occur on the University’s campus, in the name of the University, or through the use of University e-mail accounts. These prohibitions apply to all campaigns, including those at the federal, state, and local levels.

During election years, it is particularly important that LSSOs be mindful of the University’s policy regarding political campaign-related activities. If your student organization plans an event focusing on an election or working with an individual currently running for political office, please discuss it ahead of time with the Office of the Dean of Students.

Conferences and Student Travel
Any LSSO desiring to organize a trip (whether domestic or international) under the auspices of the organization (and therefore the Law School and the University) must speak with the Office of the Dean of Students about the applicable University and Law School policies and the source of funding for the proposed trip prior to making any travel arrangements. Please note that limits may be imposed on the number of trips for which a student organization may receive travel funding and that funding requests must be made in advance of travel. For more information on funding, please see the Funding, Budgets, and Reimbursement section.

Moot Court Competitions
The Law School hosts an internal event called the Hinton Moot Court Competition, named for Judge Edward W. Hinton (Professor of Law, 1913-36), which is open to all second- and third-year students (except those 3Ls who made it to the semifinals during their 2L year). Additional information on this competition can be found at http://www.law.uchicago.edu/studentorgs/mootcourt.

Students may participate in moot court competitions hosted by outside entities, as long as the competitions do not require the student participants to miss any classes, exams or otherwise interfere with their coursework. Students may not receive course credit or fulfill the Law School’s writing requirements for moot court competitions or similar activities, such as mock arbitrations. As a general rule, the Law School does not provide funding for outside moot competitions. There may, however, be special funds available from donors depending on the competition topic. If such funding is available, it is typically capped at $500 per team and may be used to cover registration costs. To learn whether funding is available, please contact the Office of the Dean of Students with your proposal.
**Event Logistics**

**Reserving a Room**
Requests for room reservations for LSSOs are handled by the Administrative & Faculty Support Specialist in the Office of the Registrar. Students wishing to reserve a room must complete a room reservation at [https://majority.uchicago.edu/mrm/](https://majority.uchicago.edu/mrm/). Students can also reserve conference rooms in the D’Angelo Law Library online at [http://www.lib.uchicago.edu/e/law/using/conferencerooms.html](http://www.lib.uchicago.edu/e/law/using/conferencerooms.html). Room reservations that will require cleaning services outside normally scheduled hours (i.e., weekend programs where food will be consumed) may incur a charge.

Based upon a need to ensure room availability for make-up classes, a desire to attempt to ensure good attendance for events, and to ensure adequate supervision and assistance for events, several classrooms are blocked each day. These “Dean’s Holds” are released only in extraordinary circumstances, for make-up classes, or for faculty use.

Keep in mind that all LSSO events must be submitted to the LSSO Google Drive ([https://goo.gl/forms/Q32H1dytNXcZikAA2](https://goo.gl/forms/Q32H1dytNXcZikAA2)) and all distinguished guests must be approved via the speaker request form ([https://goo.gl/forms/uIgEfWelPtytNS2](https://goo.gl/forms/uIgEfWelPtytNS2)) prior to completing a room reservation.

**Calendar reservations for the autumn quarter will open on Monday, August 29 at 8:00am. Events submitted to the calendar prior to this date will be removed.**

**Facilities Requests**
The Facilities Department handles all requests for facilities needs, including: moving tables and furniture; providing additional tables, chairs, poster stands, and garbage cans; managing the room temperature; and other responsibilities. If your organization has facilities needs for an event, please request the services through the room reservation system available online at [https://majority.uchicago.edu/mrm/](https://majority.uchicago.edu/mrm/). For additional questions or requests, contact facilities@uclaw.uchicago.edu.

The Law School has basic audio-visual and IT equipment available some of which may require a rental fee. Charges in addition to the basic rental fee may be assessed, particularly if electricians are needed to set up or run the equipment. Please consult the Facilities Department to get an estimate of costs associated with any rental equipment. Additional information on IT needs may be found below under *Technology Requests*. 

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Catering
LSSOs are limited to ordering food from the Law School’s approved vendors. Caterers that are not listed in the MRM calendar are not permitted at the Law School. To place a catering order, you must complete the online order form available on the Law School’s room reservation website at https://majority.uchicago.edu/mrm/. This includes filling out the Catering (Items), Catering (Order Info), Facilities, and AV/IT tabs. LSSOs will be directly billed for the event. The Office of the Dean of Students will receive a copy of the final bill from the event. The bill will then be automatically paid using the student organization’s LSA funds. Please note that students are not to contact any vendor directly. If there are any questions or issues, such as a vendor failing to supply plates, please contact the Office of Events at lgoodman@uchicago.edu.

Event requests must be made at least 3 business days in advance of your event (e.g., an order for Monday should be ordered by lunchtime on Wednesday).

Leftover Catering Items
Food served at events is strictly for students and others who are attending the program. Non-attenders are not to take leftover food from the classroom corridors, but instead must either attend the event or wait until food is moved to the Green Lounge for general consumption. Each student organization must designate one member to stand back and wait for facilities staff to take the food items to the Green Lounge. The designated student organization member must ensure that only those attending events take the food ordered for that event until the food is moved to the Green Lounge.

Room Cleanup
You must clean up the room after your event has ended. Specifically, it is important to return AV equipment in its original condition. Groups that do not return equipment to its original condition will be fined if the equipment is not ready for use for the next class. The touchscreen monitors should not be removed for any reason from the desk where they are located.

Promotional Tables
LSSOs can reserve a promotional table on weekdays from 10:00am – 2:00pm in the North Green Lounge. All food sales/giveaways must be approved in advance of the event. Please contact the Office of the Dean of Students to reserve a table.

Publicity

Communications Office
LSSOs have many publicity options. The Law School’s Communications Office can assist LSSOs seeking to publicize their events (1) to the greater Law School community through the Law School website, and (2) to the University more generally, including through the News Office.

The Communications Office does not design or print posters, fliers, or brochures for LSSOs. For student designed posters, fliers, or brochures, the computer lab (located on the 3rd floor of the D’Angelo Law Library) contains a color printer for student printing.
Each Student Organization is eligible to receive a free Print Card that is preloaded with $50.00. This card enables student organization to print posters for their events. Print Cards are placed in each student organization folder at the beginning of each Autumn Quarter.

Questions regarding printing accounts should be directed to the Help Desk (helpdesk@law.uchicago.edu).

LSSOs interested in exploring the various publicity options may contact the Communications Coordinator, at communications@law.uchicago.edu.

**Law School Website**

LSSOs may post their events to the Law School website, which allows the Law School community, alumni, and other interested parties to know in advance about LSSO events. LSSO events are available online at: [http://www.law.uchicago.edu/events](http://www.law.uchicago.edu/events).

**Law School Briefs**

The Law School Briefs are a weekly bulletin of activities and announcements for the Law School community published each Monday by the Communications Office. If you wish to put something in the Briefs, please follow the instructions on adding a calendar event at: [http://www.law.uchicago.edu/students/organizations/publicity](http://www.law.uchicago.edu/students/organizations/publicity). While creating a web “Event” page, please make sure to check the box stating that the event should be listed in the Law School Briefs, which is located directly underneath the “Location” field. Aside from personal emails, the Law School Briefs is the most effective way to notify Law School faculty, administrators, staff, and students of an event.

**Posting Signs**

Bulletin boards in the lower level of the Law School are available either for LSA group notices or for general information directed at law students. Please remember to keep these notices current and in good order. LSA assigns the individual bulletin board spaces for LSA groups at the beginning of the year. Student groups are responsible for the upkeep of their bulletin boards, including removing announcements once an event has passed.

Announcements can be written on whiteboards located at the entrance to each classroom but not on the main whiteboards in the center of the classroom as those whiteboards are intended for the use of professors during class.

Students may not post signs in any unauthorized area of the basement or first floor, or in any area of the second through sixth floors of the Law School. LSSOs will be billed for any damage to Law School property caused by signage in unauthorized areas.

**Listservs**

LSSOs must publicize all of their events using the LSA-Orgs listserv ([lsa-orgs@lists.uchicago.edu](mailto:lsa-orgs@lists.uchicago.edu)). LSSOs should post to this listserv no more than twice for the same event: first, to announce the event in advance and, second, to remind students of the event close in time to the event occurring. All students are automatically enrolled in this listserv but may request to be removed from the listserv. For group-specific announcements, please email only group members.
A student organization may create a group-specific listserv that is only for announcements of interest to that group’s members. For example, students may create a separate listserv for discussions and intra-organization announcements, such as forwarding articles of interest. Go to lists.uchicago.edu for information about establishing a mailing list or lists for your student organization, but remember that all events, except for the limited number of events held for members only, must be open to all students and advertised to the LSA-Orgs listserv. Failure to adhere to this advertisement policy may cause your organization to lose its LSSO status (as well as its funding, tax-exempt status, and room reservation privileges).

LSSOs are encouraged to seek co-sponsors or share information with other student organization leaders through the LSA-OrgsLeaders listserv (lsa-orgsleaders@lists.uchicago.edu). The LSA-OrgsLeaders listserv is designed as a resource for student organization leaders to share information and to seek co-sponsors for events. The Law-Announce listserv should not be used to announce events.

Twitter
The Law School has an active presence on Twitter, and the Law School’s Twitter account is maintained by the Communications Office. If you would like to have a student organization event advertised on the Law School’s Twitter feed, or if you would like to start a Twitter feed for your organization, please contact the Communications Coordinator at communications@law.uchicago.edu.

Facebook
An increasing number of LSSOs and individual class years have established groups on Facebook. Check out the Law School’s Facebook page for a list of these groups. If your LSSO is interested in starting a Facebook page for your organization, please contact the Communications Coordinator at communications@law.uchicago.edu.

LinkedIn
LinkedIn is a professional networking service. LSSOs interested in networking with graduates who were members of their student organization may want to start a LinkedIn page for the organization. If your LSSO is interested in starting a LinkedIn page, please contact the Communications Coordinator at communications@law.uchicago.edu.

Technology Requests
LSSOs may request special technology for an event (microphones, computer, or AV requests) through the room reservation system available online at https://majority.uchicago.edu/mrm/. Please note that there may be additional charges for certain services or for services requested after-hours (evening events during the week or weekend events). If you find that you experience technical difficulties during an event you may press the Help Button on the corner of the monitor in each classroom. You may not move the monitors under any circumstances. Doing so will disable the technology for the upcoming classes.
Please be sure to consider requesting audio recording to allow for your event to be podcast. More information on how to set up your event for recording can be found at http://www.law.uchicago.edu/studentorgs/plan/record. Clickers are also available at the VCA desk for student org or guest speaker use during power point presentations. Note that you will need to leave your Student ID to check out a recorder or clicker.

For additional information regarding special technology requests, please contact the Information Technology Office at 773-834-5300 or email helpdesk@law.uchicago.edu. All IT requests should be submitted via the room calendar at least 3 business days in advance of your event.

Security
On rare occasions, LSSOs host events for which additional security is necessary. Examples include when a speaker is high-profile (in which case they often travel with their own security) or when an LSSO expects that there may be protesters at the event. If your LSSO needs security for an event or has received indications that protesters may be present at an event, please contact the Office of the Dean of Students as far in advance as possible so necessary arrangements can be made. There is a fee for security service ($85 per hour, per officer), which will be charged to the student organization’s account.

Parking Passes
Daily parking passes are available for speakers or guests participating in student organization events. The student organization requesting the parking pass will be charged $10 for each parking pass. To request a parking pass, email the Student Affairs Administrator with your student organization name, speaker name(s), and date of the event. Parking passes may be picked up from the Law School Receptionist at the VCA desk on the day of the event. Be sure to request parking passes for your guests at least two days prior to the event.

Book Sales
Speakers sometimes ask a student organization for permission to sell books before or after their programs. Book sales are strictly prohibited at the Law School for two primary reasons. First, for tax purposes, the Law School cannot engage in commerce. Second, the Law School is fortunate to have many speakers who wish to speak at the Law School, and they are generally welcome to speak at the invitation of a LSSO. The Law School seeks to prevent, however, speakers from pressuring students to host events on their book selling tours or pressuring students to purchase books. The Law School wants the focus to be on the free exchange of ideas rather than purchasing books. Thus, although an author who has recently written a book may speak about it at the Law School and may sign books, books cannot be sold at the Law School.

Cancelling or Rescheduling an Event
If you need to cancel or reschedule an event, please inform the Student Affairs Administrator and the Office of Events immediately. You must also delete the event from the Master Calendar and cancel the room reservation. Please be aware that failure to cancel food orders via direct email to the departments listed above will result in the organization being billed for the food order.
4 MANAGING YOUR STUDENT ORGANIZATION

ELECTIONS
Eligibility for LSSO leadership must also be open to all law students and cannot be limited in any manner. LSSOs are strongly encouraged to hold in-person elections. LSSOs that do not wish to hold in-person elections should seek permission from LSA prior to holding an election and must ensure equal access to elections. Elections are held in the beginning of each Spring Quarter. Board transitions must be completed by the first Friday in May each Spring Quarter and new leaders must attend all leadership meetings scheduled by the Office of the Dean of Students. Current year leaders are expected to stay involved through the end of the year and help the board transition.

EMAIL ADDRESSES
All LSSO's are required to set up and use a UChicago email address for all official LSSO business. Unless your organization is new this year, your LSSO already has an email address in place. LSSO’s will designated one person on their board to manage and maintain the email address. LSSO email addresses are for distribution only so any emails sent to the student organization’s email address will be redirected to the person you designate to maintain the email account. If your organization needs to set up an email address, change the designee, or if you have questions, contact the helpdesk@law.uchicago.edu.

MAIL FOLDERS
Each LSSO has a mail folder in which mail directed to organizations and other items are placed, and every LSSO is expected to check its mail folder weekly. The mail folders are located in the Student Services Suite on the 3rd floor of the Library Tower across from the Registrar.

MENTORING PROGRAMS
Many LSSOs seek to network with attorneys and other professionals who share similar interests or backgrounds. While the Law School encourages the development of mentoring programs as a mechanism for creating professional networks, the Law School wants to ensure that both the students and the mentors have a positive experience. For that reason, any student organization with a mentoring program (defined as a program by which a student organization matches practicing lawyers or other professionals with current students for the purpose of facilitating the professional or academic development of the student) must meet with the Office of the Dean of Students and the External Affairs Office at the beginning of each academic year to discuss the student organization’s plan for the mentorship program for that academic year. Any organization interested in creating a mentorship program must meet with the Office of the Dean of Students and the External Affairs Office prior to launching the program. LSSOs with mentoring programs are expected to contribute, both through engagement and financially, to program events.
**TAX-EXEMPT STATUS**

All official University-recognized LSSOs (including RSOs) qualify as tax-exempt organizations under Section 501(c)(3) of the tax code. A copy of the letter required by most establishments to demonstrate proof of tax-exempt status at the time of purchase is placed in each LSSOs mail folder at the beginning of each academic year and located in each LSSO folder on the Google Drive (https://goo.gl/Mwly7s).

**WEBPAGES**

Each LSSO has a webpage on the Law School’s main website that must is to be maintained by each LSSO. Unless your organization is new this year, your LSSO is already listed on the Website. You can view the Law School Organization paper at http://www.law.uchicago.edu/studentorgs/browse.

Each Spring Quarter, the site must be updated with the new board members and any other new information. To update your webpage, please contact Will Anderson (willanderson@uchicago.edu).
FUNDING, BUDGETS, AND REIMBURSEMENT

SECURING FUNDING

Law Students Association
LSA has an annual budget to fund major events and the many LSSOs. Student organization budgets are determined during the summer for the following academic year. In addition, LSA maintains a contingency fund in order to be able to fund specific events. That money is generally available during the year in small amounts. It is critical that you do not spend money in excess of your budget. If your student organization overspends their budget, that organization will be ineligible for funding the following year.

LSA student group accounts zero out at the end of each academic year. This means that money that your organization does not spend during the academic year does not roll over to the following academic year.

Office of Career Services
The Law School’s Office of Career Services has a limited amount of funding available that may be requested by LSSOs. In order for OCS to provide funding for a LSSO event, the following criteria must be met: 1) the funding must be requested at least 2 weeks in advance of the event; 2) the topic at the event must be career related; 3) the LSSO must be willing to cosponsor the event with OCS; and 4) the event must not be at a time that competes with an event sponsored by OCS or the Clerkship Committee. An LSSO is eligible for support only once during the academic year. To request such funding, contact Zac Wideman-Togami, Communications Coordinator in OCS, at ztogami@law.uchicago.edu

University Student Government
LSSOs that are RSOs are encouraged to request additional funding from the University’s Student Government (SG), since all University of Chicago students pay a Student Activity Fee, which is the primary source of revenue from which the SG funds RSOs. The SG uses this money to fund groups that have University-wide appeal and to provide services to the University community as a whole. For information about requesting funding from the SG, please review the Student Government Finance Committee’s Guide for Applying for Funding at http://sg.uchicago.edu/student-government-finance-committee/.

University Community Service Center
Any RSO can apply for funding from the Community Service Fund, administered by the University Community Service Center (UCSC). This funding is limited to community service-related projects and can go to any RSO, even if the organization is not a Community Service focused RSO. Allocations are made on annual and quarterly bases. The funding body meets twice a quarter, during the 3rd and the 7th weeks. For more information about the funding deadlines and guidelines, please see https://ucsc.sites.uchicago.edu/page/csf-community-service-fund or contact Nick Currie, Community Service Advisor, at ncurrie@uchicago.edu or 773-743-4483
Office of Multicultural Student Affairs (OMSA)
The Office of Multicultural Student Affairs offers a variety of resources to LSSOs whose activities help support the University’s students of color. This includes, among other resources, programming support and funding through OMSA’s Allocation Board. The Allocation Board reviews proposals submitted for OMSA funding. The Board generally consists of eight students actively involved in cultural RSOs. LSSOs interested in applying for funding from OMSA should review the funding guidelines and application materials available at [http://omsa.uchicago.edu/page/omsa-grants-and-funding-opportunities](http://omsa.uchicago.edu/page/omsa-grants-and-funding-opportunities).

Fundraising Activities
The Law School’s External Affairs Office manages fundraising activities at the Law School, including soliciting money from law firms, alumni, and corporations. **As a general rule, law students and LSSOs are not authorized to solicit funds from law firms. LSSOs receiving law firm funding must follow the University and Law School’s budget rules and reimbursement policies when inviting guest speakers and planning events. LSSO may never sign receipts or other paperwork indicating that a donation is tax deductible. Such paperwork is provided by the Office of External Affairs, when appropriate.**

Before pursuing donations (event sponsorship, auction items, etc.) from law firms, alumni, or corporations, LSSOs must contact the Office of the Dean of Students and the Office of External Affairs. Following this procedure ensures that the Law School maintains good relationships with the many entities and individuals that support the Law School. LSSOs that do not abide by this policy risk losing Law School funding. Information on LSSO fundraising is available at [http://www.law.uchicago.edu/students/organizations/fundraising](http://www.law.uchicago.edu/students/organizations/fundraising).

Funding for Conferences & Student Organization Travel
As a general rule, the Law School does not provide funding for students to attend student organization conferences. The exception to this rule is when the conference is academic in purpose and the student is attending as a presenter rather than as a participant. In these cases, there may be funding available for student attendance. If available, the funding is typically capped at $500 per student and is awarded only after the student provides proof that s/he has exhausted all other funding possibilities (the Center for Leadership and Involvement, Student Government Funding Committee, Graduate Council Travel Fund and LSA may have funding available).

Any LSSOs seeking travel funds must meet each of the following criteria:

1. Each student must contribute financially to the cost of the proposed trip. A student is expected to contribute at least 10% of the costs of the trip (including transportation, lodging, and any applicable registration fees) or $75, whichever amount is greater
2. The proposed trip does not require the student to miss class or reschedule exams. This requirement will not be waived under any circumstances

Upon return from the conference, the student is required to:

1. Submit presentation materials to the Office of the Dean of Students for review
2. Share conference presentations with his or her Law School colleagues through a luncheon event or other presentation

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**Travel Stipends**
Rather than reimbursing speakers for their itemized travel expenses, LSSOs may pay a speaker a travel stipend. The stipend process reduces the administrative burden on LSSOs. Domestic speakers from outside the Chicago metro area may receive a stipend of up to $750 (depending on the event’s budget) to cover airline tickets and any incidentals (cab fare, meals, etc.).

Hotel arrangements (excluding incidentals) at select hotels will be separate from and in addition to the stipend. For information on hotels with University rates, please go to [http://visit.uchicago.edu/accommodations.shtml](http://visit.uchicago.edu/accommodations.shtml).

Please keep in mind that the stipend and hotel costs come from the sponsoring LSSO’s budget. There is no separate Law School funding for travel stipends.

The stipend process applies to all student organization events funded by the Law School. If you have any questions about the stipend process, please speak with the Office of the Dean of Students.

To process a stipend for your speaker, you will need to submit an online form and attach a copy of the speakers W-9 ([https://finserv.uchicago.edu/pdf/Nov2015W9.pdf](https://finserv.uchicago.edu/pdf/Nov2015W9.pdf)) and a copy of the event advertisement (email sent out to LSA_Orgs or copy of event poster).

**Reimbursement**

**Reimbursement Process**
If members of your organization incur out-of-pocket expenses, they need to complete and submit a Student Organization Reimbursement Request Form. **Reimbursement requests must be received by Student Affairs Office within two weeks of the expense being incurred.** All reimbursement requests must first be approved by the LSSO Treasurer of the organization that is has incurred the cost.

The process for submitting a reimbursement is as follows:

1. Complete an online form [here](https://drive.google.com/open?id=1u39BmgqhaTrY-OHC59BdKLRNjNLak49Rg64NES6viU)
2. Print a copy of the email confirmation page that you should have received upon submission
3. Tape original receipt(s) to a blank sheet of paper (tape edges only)
4. Paper clip receipt paper(s) to the request form that you have printed out
5. Place completed forms with attached original receipts to the tray by the Student Organization Mailboxes in the Student Affairs Office
6. The LSA Treasurer will review the expense and, if approved, submit it to the Student Affairs Administrator to process the reimbursement

**The reimbursement process can take up to one full quarter and cannot be expedited.**

If your organization will be incurring a large, out-of-pocket expense over $250.00, please discuss the expense with the Office of the Dean of Students before incurring the expense; doing so will avoid incurring a non-reimbursable expense or having a lengthy wait before reimbursement.
All expense receipts are due no later than 5:00 p.m. May 1, 2017 for the 2016-2017 school year.

**Examples of Reimbursable Expenses**
As a general rule, goods and services are reimbursable. If you are not sure whether your expense is reimbursable, please contact the Office of the Dean of Students before incurring the expense. Most of these restrictions are University-wide restrictions, and the Law School is prohibited from allowing exceptions.

**Goods:** Office supplies, stamps, photocopying, art supplies, films, and fabric.

**Services:** Engraving, screen printing, printing, bus charter, tickets to events, and rentals.

**Individual travel expenses for speakers traveling from outside of the Chicago metropolitan area:** LSSOs may provide invited speakers with a travel stipend for a set amount. (See below for additional information.) LSSOs may, however, reimburse a speaker’s travel expenses for cab fare, mileage, etc., if the speaker is traveling to the Law School from within the Chicago metropolitan area.

**Examples of Expenses that Are Not Reimbursable**
Not all goods and services are eligible for reimbursement. Several categories of non-reimbursable expenses have caused problems for LSSOs in the past. These include:

**Gifts:** Your organization cannot be reimbursed for gifts given to speakers, outgoing leaders, or others. If you have a VIP speaker for whom a gift may be appropriate, please contact the Office of the Dean of Students.

**Events lacking a programmatic aspect:** LSA funds cannot be used for study breaks, transition dinners, end-of-the-year dinners, or any other events that lack any specific programming.

**Personal services (unless accompanied by appropriate documentation):** For example, if your organization pays a cellist $50 to play at a reception, the cellist must submit an invoice and a W-9 rather than a receipt. For details about what satisfies this requirement, please contact the Office of the Dean of Students, before incurring the expense.

**Speaker honoraria:** The rationale for not paying honoraria is that speakers are honored to be asked to speak at the Law School. **There are no exceptions to this rule.**

**Insurance on rental cars:** Any student who rents a car for official University business (including student organization business) must rent the vehicle from Enterprise locally or National Car Rental. **Students do not need to purchase the rental company’s insurance policy because the vehicle will be covered under the University’s insurance policy as long as all appropriate paperwork is completed.** Contact the Office of the Dean of Students for the appropriate paperwork. Please note that it takes a minimum of two weeks to process a request for University insurance, so make sure that paperwork is submitted well in advance of your anticipated travel date.
Travel arrangements purchased with miles or points: The University can only reimburse for travel arrangements (plane tickets, hotel, etc.) purchased with actual funds (whether via cash or credit card). The University cannot reimburse for travel arrangements made using frequent flier miles or points.
5 University Policies

Free Speech Policy
The University of Chicago is an institution fully committed to the creation of knowledge across the spectrum of disciplines and professions, firm in its belief that a culture of intense inquiry and informed argument generates lasting ideas, and that the members of its community have a responsibility both to challenge and to listen. Geoffrey R. Stone, Edward H. Levi Distinguished Service Professor of Law and former Provost of the University, captures this ethos in his Report of the Committee on Freedom of Expression. The full speech is available at http://provost.uchicago.edu/sites/default/files/documents/reports/FOECommitteeReport.pdf.

Harassment, Discrimination, and Sexual Misconduct Policy
Sexual misconduct may violate the law, does violate the standards of our community, and is unacceptable at the University of Chicago. Sexual misconduct can be devastating to the person who experiences it directly and can adversely impact family, friends, and the larger community. People who believe they have experienced any sexual misconduct are encouraged to report the incident and to seek medical care and support as soon as possible. The complete University Harassment Policy is available online at http://harassmentpolicy.uchicago.edu/page/policy.

Alcohol Policy
A complete description of the University Alcohol Policy is available in the Student Manual of University Policies and Regulations, which is available online at http://studentmanual.uchicago.edu/alcohol.

A synopsis of that policy follows:

All members of the University community are responsible for being familiar and complying with the requirements of federal and Illinois statutes and Chicago ordinances regarding the consumption, possession, and sale of alcohol and other drugs. The University expects each member of the community to be responsible for his or her own conduct and the consequences of that conduct.

The University recognizes both alcohol and drug abuse as potential health, safety, and security problems. The University expects faculty, students and staff to assist in maintaining a University environment free from the effects of alcohol and other drugs.

The University prohibits all students and employees from the unlawful manufacture, possession, use, distribution, sale, or purchase of alcohol and other drugs on University premises or as part of any University activity, and from working under the influence of alcohol or illicit drugs. The only exception to this provision applies to moderate consumption and/or possession of alcohol on University premises at approved functions (e.g., receptions) by those legally permitted to consume or distribute alcohol. Such functions must comply with all applicable University guidelines.
Alcoholic beverages may not be served at any event at which undergraduates are present unless prior written approval has been obtained at least two weeks in advance from the Center for Leadership and Involvement or the Office of the Dean of Students.

All areas of the University that wish to serve alcohol in a University public area (common rooms, lounges, quads, etc.) at an event at which graduate or professional students are likely to be in attendance must, at least one week in advance of the event, consult with the Office of the Dean of Students and the unit responsible for the particular space allocation, and must designate a faculty or staff member to be present and responsible for the event. Recognized graduate and professional LSSOs must obtain written authorization to hold such events through the Center for Leadership and Involvement or the Office of the Dean of Students.

All areas of the University which will serve alcoholic beverages at a function when students will be present must have the servers or a responsible event representative of the function successfully complete alcohol risk management training (UCARE) offered by Health Promotion and Wellness and be present the entire length of the function (details at http://wellness.uchicago.edu).

Sufficient amounts of non-alcoholic beverages must be available at all functions where alcohol is available. Further, appropriate quantities of non-salty food must be served at all such events. There may be no reference to the availability of alcohol in any publicity, including electronic notices, for a University event.

University officials or agents of the University have the authority to prohibit attendees from bringing alcoholic beverages to a function or into a building, including events held in outdoor areas such as the Laird Bell Law School Quadrangle.

**No Outside Bank Accounts**

LSSOs may not maintain bank accounts outside of the University accounting system. Non-University of Chicago accounts for LSSOs jeopardize the University’s status with the Internal Revenue Service, and can nullify an organization’s eligibility to use the University of Chicago name or to benefit from its non-profit status.

**Other University-Wide Policies**

All LSSOs must also adhere to the University-wide policies. The University policies can be found at https://studentmanual.uchicago.edu/.
Dear Mr./Ms./Professor/Judge [LAST NAME],

On behalf of the University of Chicago Law School chapter of [name of organization], I would like to invite you to the Law School to speak on [topic/panel]. Our organization would like to host a program on [topic] on [X date or dates] at [time], and given your expertise in that subject matter, we hope that you will be able to join us for the event. Our organization would be happy to cover costs associated with your travel to the Law School [if the speaker is from out of town, and depending on the student organization budget, you may want to add, “in the form of a $750 stipend” at the end of the sentence. This is generally not necessary if the speaker is an attorney with a firm in Chicago].

We would be honored if you would accept this invitation to join us for this event. Please let me know at your convenience if you will be able to join us for the event, and please do not hesitate to contact me via this email address or at [phone number] if you have any questions about the event.

Sincerely,

Name
Title (President, IPLS, etc.)
APPENDIX B
SAMPLE LOGISTICS EMAIL FOR SPEAKER
( TO BE SENT 10-14 DAYS IN ADVANCE OF THE PROGRAM )

Dear Mr./Ms./Professor/Judge [LAST NAME],

We look forward to hosting you here at the University of Chicago Law School soon. Below, please find information on your talk on [Day], [Date]. Please let me know if you have any questions, whether you have any objections to the proposed title, and the answers to the questions below.

We are very much looking forward to having you speak at the Law School!

Sincerely,

Name

Title (President/Secretary, Name of Organization)

Questions

Do you plan to use Power Point or anything that would require AV?

The Law School likes to podcast student programs. Do you have a preference about our recording and posting (after you’ve reviewed it and they’ve edited it accordingly) the talk? [Note, you may not want to include this is you are do not want the event to be recorded or feel your guests may be hesitant to speak as candidly if recorded. Please see the Associate Director of Student Affairs for assistance with this decision.]

Proposed Title

[Proposed Title]

Panelist Information

[In the event that there is more than one speaker, list the names and affiliations of all of the speakers, including the moderator]

Topic Outline

[In the event that there is more than one speaker, list talking points that may come up during the discussion]

Timing

The preceding class ends at 12:05, so your talk will begin at about 12:15. The next class begins at 1:30, but we try to end lunch programs by about 1:15 or 1:20 to avoid a mass exodus as students get anxious about having time to run to their lockers, use the restroom, and make it to class. Wrapping up your remarks by 12:45 or 12:50 would be ideal to allow time for questions.

Phone numbers
My cell phone number: [insert].

The name and cell phone number of the representative of our organization who will meet you when you arrive: [insert].

**Location**

When you arrive (please see driving and parking directions below), the receptionist will be able to direct you. The room you are going to is Room [X]. (As you enter it is to your [right/left].) A parking pass has been arranged for you and will be available for pick-up at the receptionist’s desk.

**Driving Directions**

From Lake Shore Drive:

Exit at 57th Drive (the Museum of Science and Industry). Go west and curve around the museum. Take the fourth right onto the Midway Plaisance and go west to the campus. Turn left on Woodlawn, then right on 60th Street. A block later, turn left onto University Avenue, which is a dead end street. Just before the dead end, turn right into the parking lot behind the building. There should be open visitor spots to your right. If you don’t find a visitor spot, please take any parking spot. The entrance is a bit confusing – it is near the 6 story glass tower of the building. There you’ll find a receptionist, who will be able to provide a parking pass if you were not able to park in a visitor spot.
APPENDIX C

SAMPLE THANK YOU EMAIL TO SPEAKER
(.TO BE SENT WITHIN TWO BUSINESS DAYS OF PROGRAM)

Dear Mr./Ms./Professor/Judge [LAST NAME],

On behalf of [the name of the organization], I wanted to thank you again for coming to the Law School for the [date of program] [title of program]. We greatly appreciate the time you took out of your busy schedule to speak with the Law School community on the topic of [name of topic], and we hope to have you back at the Law School again soon. [If program was podcast, provide a link so the speaker can review the podcast and ask for approval to post the podcast.]

Thank you again for your support of the University of Chicago Law School, and please do not hesitate to contact [the name of the organization] should you have any questions or suggestions about the program.

Sincerely,

Name

Title (President/Secretary, Name of Organization)
### HELPFUL CONTACTS FOR LSSOs

<table>
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<tr>
<th>Admissions</th>
<th>Events Office</th>
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| Ann K. Perry, Associate Dean for Admissions & Financial Aid  
akperry@law.uchicago.edu 773-834-4425 | Lucienne Goodman, Events Manager  
lgoodman@uchicago.edu 773-702-0877 |
| Elizabeth Kearney, Assistant Director of Admissions  
emkearney@uchicago.edu 773-834-4429 |                                    |

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<tr>
<th>Career Services</th>
<th>Facilities</th>
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| Lois Casaleggi, Senior Director of Career Services  
lcasaleggi@law.uchicago.edu 773-702-6705 | facilities@uclaw.uchicago.edu 773-702-9572 |
| Zac Wideman-Togami, Communications Coordinator  
ztogami@law.uchicago.edu 773-702-9625 |                                    |

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<tr>
<th>Communications</th>
<th>Information Technology</th>
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| Marsha Nagorsky, Assistant Dean for Communications  
mferziger@uchicago.edu 773-834-5958 | Helpdesk2@uclaw.uchicago.edu 773-834-5300 |
| Will Anderson, Manager of Electronic Communications  
willcanderson@uchicago.edu 773-702-4782 |                                    |
| Becky Gillespie, Assistant Director of Communications  
beckygillespie@uchicago.edu 773-834-3402 |                                    |
| Claire Stamler-Goody, Communications Coordinator  
communications@uchicago.edu 773-702-3326 |                                    |

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<tr>
<th>Development &amp; Alumni Relations</th>
<th>Office of the Registrar</th>
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</table>
| Alison Coppelman, Senior Director of Alumni Relations and Annual Giving  
acoppelman@uchicago.edu 773-834-8652 | Sunny Sterba, Assistant Registrar  
ssterba@uchicago.edu 773-834-3223 |

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<tr>
<th>Events Office</th>
<th>Office of the Dean of Students</th>
<th>Center for Leadership and Involvement</th>
<th>Office of Multicultural Student Affairs</th>
</tr>
</thead>
</table>
| Erin Wellin, Director of Programs  
ewellin@uchicago.edu 773-834-4326 | Shannon Bartlett, Dean of Students  
773-702-3955 | Alex Miller, Associate Director of Student Activities & Co-Curricular Advising  
alexmiller@uchicago.edu 773-834-1687 | Emy Cardoza, Associate Director  
ecardoza@uchicago.edu 773-834-4642 |

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<tr>
<th>Physical Education (Sport Clubs)</th>
<th>University Community Service Center</th>
</tr>
</thead>
</table>
| Brian Bock, Assistant Athletic Director-Intramurals, Recreation, Sports Clubs  
bockb@uchicago.edu 773-702-4658 | Nick Currie, Community Service Advisor  
ncurrie@uchicago.edu 773-743-4483 |
EVENT PLANNING CHECKLIST

This checklist is intended as a guide for law school student groups planning events. Your event may include details not included in this checklist.

Name of Event: ____________________________

Date: ____________________________

Time: ____________________________

Location: ____________________________

Programming

Person responsible: ____________________________

- Consider inviting a faculty member to be included in the event (e.g., commentary after the talk, introducing the speaker and providing context, or sitting on a panel).
- Consider emailing other LSSOs that could co-sponsor your event and help bear costs or send an email to the LSA-OrgsLeaders listserv for that purpose.
- Consider the best structure for the event (lunchtime talk, afternoon talk and reception, panel or single speaker, etc.).
- Will the program address professionalism or diversity issues? If so, confer with the Dean of Students or to determine whether additional funding or publicity might be available.
- You may seek guidance on programming questions, speaker ideas, etc.
- Submit your event to the Event Submission Form on the Google Drive. Include speaker requests.
- Invite potential speakers. (See, Appendix for a sample invitation.)

Budgeting

Person responsible: ____________________________

- Create budget including estimated expenses (food, supplies, etc.) and income (LSA, RSO, or other funding).
- Confirm with the organization’s treasurer to make sure your budget is adequate.
- If paying a travel stipend (up to $750 from the host student organization’s funds) to your speaker, request that the speaker complete a W-9 form. Return the W-9 to the Student Affairs Administrator.

Funding

Person responsible: ____________________________

If you need additional funding, consider contacting:

- CLI, OMSA, UCSC, DOS, OCS
- LSA

Distinguished Guests (Judges, Alumni, Elected Officials, Etc.)

Person responsible: ____________________________

- Request supplemental funding from the Law School if appropriate.

Logistics (Scheduling, Food, Facilities, & Technology)

Person responsible: ____________________________

- Choose a date. Check the online calendar about potential conflicts.
- Request a room reservation online at: https://majority.uchicago.edu/.
o Complete the online food order form on the room reservation system (https://majority.uchicago.edu/) at least 3 business days in advance of your event or make food arrangements using another vendor.

o Request any technology needs (overhead projection, microphones, PowerPoint set up, etc.) via the online room reservation system (https://majority.uchicago.edu/).

o Request any special facilities needs (coat racks, additional chairs, garbage cans, etc.) via the online room reservation system (https://majority.uchicago.edu/).

Please Note: You will receive email confirmation of all services requested through the room reservation system. If you have not received a confirmation of services within 72 hours of your event, it is imperative that you follow up immediately to verify that your request was received.

o Please Note: You will receive email confirmation of all services requested through the room reservation system. If you have not received a confirmation of services within 72 hours of your event, it is imperative that you follow up immediately to verify that your request was received.

Security
Person responsible: ______________________

o Contact the Office of the Dean of Students if security is necessary.

Publicity and Advertising
Person responsible: ______________________

o Announce the event on the whiteboards.

Day of Event
Person responsible: ______________________

o Arrive early to set up and meet your speaker.

o Recruit a volunteer to arrive early to confirm any food orders or special technology or facilities requests.

o Recruit a volunteer to stand with leftover food until facilities arrives to move it to the Green Lounge.

o Recruit a volunteer to stay after event to clean up or otherwise return the event space to its original state.

After the Event
Person responsible: ______________________

o Send a thank you note to your speaker and any volunteers. (See, Appendix C for a sample thank-you email to a speaker.)
- Submit all reimbursement receipts along with a completed reimbursement form within two weeks of the event.