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2 WHAT IS A STUDENT ORGANIZATION?

A Law School Student Organization (LSSO) is an officially recognized student run organization at the University of Chicago Law School. LSSOs are entitled to various benefits including funding, tax-exempt status, publicity, event support, and more. 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 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. Organizations may apply to be considered a Multicultural Student Organization through the Office of Multicultural Student Affairs at http://omsa.uchicago.edu/page/multicultural-student-organizations.

Several LSSOs are already registered as an RSO. A list can be found at https://blueprint.uchicago.edu/Organizations. Please note, however, that CLI requires each RSO to complete the recognition process annually. Each spring RSOs will be required to re-register and in the fall officers must complete the appropriate annual training. 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. Full requirement details for maintaining an organization’s RSO status can be found at http://leadership.uchicago.edu/maintaining-organization-status.

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. Keep in mind that membership in a LSSO that is also an RSO 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 in advance of the event to give all students an opportunity to attend. Further details regarding 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. 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.

3 HOW TO BECOME A STUDENT ORGANIZATION

BECOMING A LAW SCHOOL STUDENT ORGANIZATION (LSSO)

Students can apply to start a new LSSO or reactivate a previously inactive organization by emailing the request to the Law Students Association at LSA@law.uchicago.edu. LSSOs must have designated a President, Treasurer, and Events Coordinator to apply and to be considered as an active organization. Each position must be filled by a different law student. The email to LSA must include the following information:

• a short set of bylaws that include a mission statement (additional information regarding bylaws is provided below); and
• a list of board member names and UChicago email addresses.

Upon receipt of the request, the LSA board will review the request. Students will receive a formal acceptance or rejection email within two weeks of submission.

BECOMING A RECOGNIZED STUDENT ORGANIZATION (RSO)

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 a faculty/administration advisor;
• an Organizational Information Questionnaire; and
• a short set of bylaws.

An 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.

The full application requirements and process can be found at: http://leadership.uchicago.edu/application-requirements.
**Becoming a Community Service Recognized Student Organization**

The [University Community Service Center](https://leadership.uchicago.edu/sites/leadership.uchicago.edu/files/uploads/Sample_Bylaws.pdf) (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 UCSC 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, Assistant Director for Student Leadership & Advising 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 contact Brian Bock, Assistant Athletic Director, Intramurals, Recreation, Sport Clubs, at bockb@uchicago.edu or 773-702-4658. Visit [http://athletics.uchicago.edu/clubs/index](http://athletics.uchicago.edu/clubs/index) for more information.

**Sample Bylaws**

Whether students are applying to be an CLI, UCSC, OMSA, or Law School student organization, bylaws will be required as part of the application process. Sample RSO bylaws can be found 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). Students applying to become an LSSO should submit bylaws in this format.

### 4 Planning an Event

**Planning**

The Office of the Dean of Students encourages LSSOs 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. LSSOs should think creatively and thoughtfully throughout the program planning process, as they can provide students with a wide range of programming throughout the year.

**Advising**

The Office of the Dean of Students provides guidance for event planning. This may include suggestions for topic selection, networking with other departments on campus, managing logistics, and inviting faculty, alumni, or other special guests. 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 Restrictions and Guest Approval Process
LSSOs interested in inviting a distinguished guest to the Law School, such as an alumni of the Law School or University, an elected or appointed government official (judge, senator, attorney general, etc.), or any other high profile person, must receive approval from the Office of the Dean of Students in advance of extending an invitation. LSSOs interested in inviting Law Firms or other providers to campus must seek approval as well. A distinguished guest request can be made by filling out the form at https://goo.gl/forms/ZWur7FwBhiMdj5x92. Requests will be reviewed by the appropriate departments and LSSOs should receive a response to their request within one week of submission.

Events that do not include any of the parties listed above may proceed directly to making a room reservation.

Alumni Outreach
The Office of External Affairs manages the Alumni Community Directory that provides alumni, students, and faculty with alumni contact, practice, and former Law School membership information. To obtain information from this database contact Maggie Elmarakby, Assistant Director of Young Alumni and Engagement at melmarakby@uchicago.edu with questions.

The Office of Career Services has information about where recent graduates are working and can be helpful in finding potential speakers and contacts. Students can reach out to career_services@law.uchicago.edu for information.

A reminder that all LSSOs must still submit a distinguished guest request before extending an invitation to the Law School even if when working with another department at the Law School.

Programs Involving Minors
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 policy and other regulations.

Programs Involving Animals
Programming that includes the presence of animals, outside of assistive pets, is not permitted in the Law School.

Communications with Law Firms, Guests, and other Professionals
Remember that students represent the Law School in 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 members respond to email correspondence as soon as is reasonably possible, even if simply to acknowledge that the message has been received 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.

Open versus Closed Events
Any LSSO that does not maintain a membership list must make all 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. LSSOs may use 1/4 of their LSA funding for members-only events. LSSOs are expected to track their use of funds for members-only events to submit to LSA upon request.

Additionally, the Office of the Dean of Students will not provide funding for any event that is not open to all students. A LSSO may also restrict voting in elections for officers or board members to members in good standing. LSSOs with membership lists must be saved on the LSSO Google Drive (https://goo.gl/Mwly7s) in the assigned student organization folder at the beginning of the autumn quarter.

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 an LSSO would like to serve alcohol at an event, regardless of whether the event is on-campus or off-campus, the following actions must be taken at least two weeks in advance of the event:

1. Anyone serving alcohol at an on campus event must complete the University’s Alcohol Rick Reduction Education program, UCARE. UCARE Training is available at https://wellness.uchicago.edu/ucare.shtml. Certificates should be sent to Candace Bergeron at cbergeron@uchicago.edu.
(2) An Alcohol Permission Request Form must be submitted online to the Office of the Dean of Students. The Alcohol Event Request Form is available at goo.gl/yy8sQp. To complete this form, UCare trained servers must be identified unless the event is being held at a commercial establishment with a liquor license.

(3) Once the Alcohol Permission Request Form has been received and confirmed by the Office of the Dean of Students, LSSOs must fill out an Alcohol Event Supervision Form that must be signed by a faculty or staff member who has agreed to supervise the entirety of the event. That form will be sent to the organization via email and must be signed and turned into Candace Bergeron at least 24 hours prior to 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.

The above requirements do not apply to LSSO 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.

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. Before contacting the Events Office, please discuss the event with the Office of the Dean of Students to determine if it is one that needs support from the Events Office.

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 political 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 a LSSO 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 LSSO 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.

**Event Logistics**

**Room Reservations**

Space in the Law School is extremely limited therefore it is important to make room reservations as early as possible and to remove reservations on rooms that are longer needed. LSSOs should not leave holds on rooms in excess of one week.

Once all distinguished guests or outside groups have been approved and confirmed by the Office of the Dean of Students, LSSOs may proceed to making a room reservation on the Law School's Meeting Room Manager calendar (MRM). The MRM calendar is available at https://majority.uchicago.edu/mrm/. Students can log in to the MRM calendar using their UCLaw username and password.

LSSOs are able to book Law School classrooms only on their own. LSSOs interested in booking larger event spaces such as the Auditorium, Courtroom, or Green Lounges, etc. should reach out to the Office of the Dean of Students.
Conference rooms in the D’Angelo Law Library can be reserved online at http://www.lib.uchicago.edu/e/law/using/conferencerooms.html.

Room reservations scheduled outside of standard Law School hours (i.e., weekend programs) may incur extra fees for cleaning services or a security fee if the building needs open early/late. Please work with the Office of the Dean of Students to arrange these events.

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.

**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. LSSOs can request facilities services through the MRM calendar at https://majority.uchicago.edu/mrm/. For additional questions or requests, contact facilities@uclaw.uchicago.edu.

**Technology Requests**
LSSOs may request special technology for an event (microphones, computer, or AV requests) through the MRM calendar at https://majority.uchicago.edu/mrm/. IT requests should be submitted via the room calendar at least 3 business days in advance of the event. There may be additional charges for certain services or for services requested after-hours (evening events during the week or weekend events). LSSOs experiencing technical difficulties during an event should press the Help Button on the upper right corner of the monitor in each classroom. **Monitors may not be moved under any circumstances.**

Consider requesting audio recording to allow for the event to be podcast. More information on how to set up an event for recording can be found at http://www.law.uchicago.edu/studentorgs/plan/record.

Presentation clickers are available to rent at the VCA desk. To check out a clicker, students must leave their student ID with the VCA desk receptionist until the clicker is returned.

For additional information regarding special technology requests, contact the Information Technology Office at 773-834-5300 or email helpdesk@law.uchicago.edu.

**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, complete the online order form available on the Law School’s MRM calendar 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. **Event requests must be made at least 3 business days in advance of the event (e.g., an order for Monday should be ordered by lunchtime on Wednesday).**
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.

**Leftover Catering Items**
Food served at events is strictly for students and guests attending the program. Non-attenders are not permitted to take leftover food from the classroom corridors, but instead must wait until food is moved to the Green Lounge for general consumption. Each LSSO must designate at least one member to stand with the catering and wait for facilities staff to take the food items to the Green Lounge. The designated LSSO members must ensure that only those attending events take the food ordered for that event until the food is moved to the Green Lounge. Consistent with LSA guidelines, organizations that fail to oversee the food lines in this manner will be fined $50 from their budget allotment, up to $500 in total, for each violation as observed and reported to LSA. Students should contact the Facilities Department directly at facilities@uclaw.uchicago.edu or 773-702-9572 if the catering removal cart is delayed.

**Room Cleanup**
At the conclusion of an LSSO event, the room must be left clean and ready for class. Specifically, all food must be removed from the room and chairs must be put back in their original positions. Touchscreen monitors are not to be moved for any reason from the desk where they are located and all AV equipment must be returned in original condition. Groups that do not return equipment to its original condition will be fined if the equipment is not ready to use for the next class.

**Cancelling or Rescheduling an Event**
Catering orders must be canceled at minimum of 24 hours in advance of the event. If an event is canceled or has been rescheduled the event must be deleted from the MRM calendar and an email noting the cancelation must be sent to Lucienne Goodman at lgoodman@uchicago.edu immediately. **Failure to cancel food orders 24 hours in advance and via direct email will result in the organization being billed for the food order.**

**Book Sales**
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.

**Money Collection and Payment Processing**
Students may not use any credit card processing software other than the approved University software. LSSOs interested in collecting funds via credit card should contact the Office of the Dean of Students.
LSSOs collecting cash or checks for their organization are to pick up a bank bag from the Office of the Dean of Students for money collection. At the end of each collection period, all funds are to be turned into Candace Bergeron in office 306B.1 for safe keeping as funds should never be stored by a student. All funds collected must be deposited into the organization’s LSA account. At no time can funds be collected to benefit an outside group or organization as it violates the University’s non-profit status. Checks must be made payable to the University of Chicago Law School and cannot be payable to a specific student or organization.

Parking Passes
Daily parking passes are available for speakers or guests participating in events. The LSSO requesting the parking pass will be charged $10 per pass. To request a parking pass, email Candace Bergeron at cbergeron@uchicago.edu with the 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 guests at least two days prior to the event.

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*

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 Law School has an active presence on various social media outlets including Facebook, Instagram, LinkedIn, and Twitter. All social media accounts are maintained by the Communications Office.

If an organization would like to have an event advertised on the Law School’s social media various sites, if an LSSO would like to start a social media page, or if interested in exploring the various publicity option please contact the Communications Coordinator at communications@law.uchicago.edu.

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 LSSOs to print posters for their events. Print cards are placed in each LSSO mail folder at the beginning of the autumn quarter. Questions regarding printing accounts should be directed to the IT department at helpdesk@law.uchicago.edu.

*Law School Website Event Calendar and Briefs*

LSSOs are encouraged to post events to the Law School website event calendar and to the Briefs because it allows the Law School community, alumni, and other interested parties to learn in advance about LSSO events. The Law School Briefs are a weekly bulletin of
activities and announcements for the Law School community published each Monday by the Communications Office. LSSOs that wish to add their event to the Law School event calendar and to the Briefs can do so simultaneously by creating an event page on the Law School website calendar at https://www.law.uchicago.edu/node/add/event. Aside from personal emails, submitting an event to the Law School website event calendar so it is added to the briefs is the most effective way to notify the Law School community about events. It is important to note that the Law School website calendar and the MRM calendar are two different sites and do not interact.

**Listservs**

LSA organizations are required to use the LSA-orgs listserv listserv ([lsa-orgs@lists.uchicago.edu](mailto:lsa-orgs@lists.uchicago.edu)) for event announcements, which are limited to two emails per event. As with LawAnnounce, postings should be short (50 words or less if possible), clearly identify the topic in the subject line, include the date of the event/activity, and include the contact information for the sender. It is also important that all co-sponsoring organizations/offices/firms be listed in publicity sent to LSA-Orgs. LSA-Orgs emails may not refer to or encourage drinking, whether directly or indirectly (i.e. getting “wasted,” prices for alcoholic beverages, etc.), be sexually explicit, use racial or other slurs, personally attack a member of the Law School, or otherwise be inappropriate in any way.

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](mailto: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.

**LSSOs may create a group-specific listserv that is only for announcements of interest to that group’s members.** For example, a separate listserv for discussions and intra-organization announcements, such as forwarding articles of interest may be used. Visit [https://lists.uchicago.edu/web](https://lists.uchicago.edu/web) for information about establishing a mailing list(s).

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 an organization to lose its LSSO status.

**Law School Posting Policy**

The Law School permits Law School and University of Chicago organizations, schools, divisions, departments, and members of the Law School or University of Chicago community to post documents, fliers, signs, or posters in designated areas in the Law School. All postings must be dated and only one posting per location/bulletin board is permitted. Anonymous postings are strictly prohibited in the Law School, and all postings must include the name of a current University of Chicago-affiliated contact (whether an organization, a school, a division, a department, or an individual) and an active uchicago.edu email address.

Postings are only permitted in designated areas in the Law School. Those designated areas are limited to (1) the free-standing boards for fliers for “today’s events” only; (2) the bulletin board located above the mail folders; (3) the holders outside classroom doors; (4) the designated student organization bulletin boards; (5) the kiosk boards on
the lower level; and (6) the bulletin board space inside classrooms I-IV right inside the north door to each of those rooms. No signs, fliers, or posters are permitted on any other surfaces within the building — wood, glass, columns in the Green Lounge, classroom walls, tables, desks, counters, etc. Signs, documents, fliers, or posters placed in unauthorized places or posted in violation of this policy will be removed and a cleanup fee of $50 will be charged to any individual or organization that fails to adhere to these guidelines.

Anyone posting in the Law School must remove the posting within seven days of the date listed on the posting or, if the posting relates to a specific event, within seven days of the conclusion of the advertised event. On a periodic basis, Law School staff will remove all postings inconsistent with the Law School’s posting policy. To report violations of the Law School posting policy, please email lawpostingpolicy@lists.uchicago.edu.

As with all violations of Law School and University policy, please note that violations of the Law School posting policy may in some instances lead to fines or disciplinary action.

**Event 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 are intended for the use of professors during class.**

**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 a LSSO needs security for an event or has received indications that protestors 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 organization’s LSA account.

**Transportation**

LSSOs that would like to provide event transportation such as buses, private cars, or Uber ride shares should contact the Office of the Dean of Students two weeks in advance of the event to set up transportation. Instead of students or guests individually paying for an Uber ride, the Office of the Dean of Students can generate a prepaid group code to use for multiple students/guests. All bus reservation must go through the Office of the Dean of Students as students are not permitted to sign contracts on the behalf of the University.

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**5 MANAGING A LSSO**

**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 must 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 LSSOs are required to set up and use a UChicago email address for all official LSSO business. Unless the organization is new this year, the LSSO already has an email address in place. LSSOs 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 designated to maintain the email account. LSSOs that need to set up an email address, change the designee, or have questions, should contact helpdesk@law.uchicago.edu.

**GOOGLE DRIVE**

Each LSSO has their own Google Docs folder that is accessible to all current board members. LSSOs should use this folder as a place to save information regarding programming, speaker contact information, budget information, organization policies and procedures, and anything else the organization deems important such as bylaws. Furthermore, each LSSO will see a copy of their individual budget spreadsheet in this folder. This budget spreadsheet is the official spreadsheet used by the Office of the Dean of Students to track of what has been paid by the office. Treasurers must keep their own spreadsheet, preferably kept in this folder, to track organization expenses and events.

To access the LSSO Google Docs folder visit [http://gmail.uchicago.edu](http://gmail.uchicago.edu) and sign in with your UChicago ID and password. Before doing this, students must sign out of all personal Gmail accounts. In some cases, students may need to use a different browser that does not have a personal Gmail username and password stored. Once logged in, the organization’s folder should be visible upon sign-in.

**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 LSSO 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 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 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 LSSO mail folder at the beginning of each academic year and located in each LSSO folder on the Google Drive (https://drive.google.com/open?id=0ByXdKS6nGThoNC1oSWZWeHJLOFE).

WEBPAGES

Each LSSO has a webpage on the Law School’s main website that must is to be maintained by the organization’s board members. Unless a LSSO is new this year, all LSSOs are already listed on the website 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 webpages, contact Will Anderson (willcanderson@uchicago.edu) in the Communications Department.

6 FUNDING, BUDGETS, AND REIMBURSEMENT

SECURING FUNDING

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 (e.g., an LSSO cannot sponsor two events for the same lunch period).

Law Students Association

LSA receives an annual budget which is used to fund LSSO programming and other major community events at the Law School. LSA also maintains a small contingency fund to provide additional funding for LSSO events and programs throughout the year. The entirety of LSA’s budget is funded by student’s Student Life Fee. Funding for LSSOs are determined exclusively by the Law Students Association. LSA will consider a LSSOs membership and contribution to life at the Law School, among other things, in determining its LSSO status and funding allocation.
LSSO budget allocations are determined during the summer for the following academic year. It is critical that LSSOs do not spend money in excess of their budget allocation. If an LSSO exceeds their allocation, the organization will be ineligible for funding the following year. LSA student group accounts zero out at the end of each academic year. Any funds left in an LSA student group account will not roll over to the following academic year. All LSSOs are required to keep track of their own budget.

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 LSO 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 the Career Services Communications Coordinator, Jessica Chiarella at jchiarella@uchicago.edu.

Office of the Dean of Students
The Office of the Dean of Students has limited funding available to LSSOs seeking assistance for a program or event. An application for funding from the Office of the Dean of Students can be submitted at goo.gl/vqFN1w. Except in very limited instances, all of the criteria outlined on the form must be met to be considered for additional funding from the Office of the Dean of Students.

Graduate Council
Graduate Council provides funding to individuals and groups to travel to conferences and events, or host events and other activities on campus. Additional information regarding funding can be found at https://gc.uchicago.edu/.

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.
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 an 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/csfc-communit-service-fund or contact Nick Currie, Community Service Advisor, at ncurrie@uchicago.edu or 773-743-4483.

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/.

Fundraising Activities
The Law School’s External Affairs Office manages all 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 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. Contact Abby Siwak at asiwak@uchicago.edu with all questions pertaining to external funding.

Bar Companies & External Groups
To seek funding from bar prep companies or any other external group, 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.

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). An application for travel funding can be submitted at goo.gl/CtZR1j.

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 lunchtime event or other presentation

REIMBURSEMENT

Reimbursement Process
If members of an 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.

The reimbursement process can take up to one full quarter and cannot be expedited. LSSOs that will incur a large, out-of-pocket expense over $250.00, must 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.

The process for submitting a reimbursement is as follows:

(1) Complete an online reimbursement form here (https://docs.google.com/forms/d/e/1FAIpQLScsi8tXFwz2_ujLsz5VZKLM10OaWxhhLL3c_wLbIbetadyTjxw/viewform?usp=sf_link);
(2) Print a copy of the email confirmation page
(3) Tape original receipt(s) to a blank sheet of paper (tape edges only);
(4) Paper clip receipt paper(s) to the printed request form;
(5) Place completed forms with attached original receipts to the tray by the Student Organization Mailboxes in the Student Affairs Office.

Speaker Stipends & Travel Expenses
Instead of reimbursing speakers and guests for individual travel, LSSOs are to provide speakers and guests with a travel stipend to cover travel expenses. 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 only.
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. You must contact Candace Bergeron at cbergeron@uchicago.edu to book a hotel.

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

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

Examples of Reimbursable Expenses
As a general rule, goods and services are reimbursable. Questions regarding reimbursable expenses should be directed to 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.


Services: Engraving, screen printing, printing, taxi and parking expenses, tickets to events, and rentals.

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: LSSOs cannot be reimbursed for gifts given to guests, outgoing leaders, or others. If an organization hosts a VIP speaker for whom a gift may be appropriate, please contact the Office of the Dean of Students.

Personal services (unless accompanied by appropriate documentation): For example, if a LSSO 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 the 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.

All expense receipts are due no later than 5:00 p.m. May 2, 2018 for the 2017-2018 school year.

7 **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.

**HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT POLICY**

Sexual misconduct may violate the law, violates 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. To report an incident, contact Shea Wolf, the Deputy Title IX officer at sowolf1@uchicago.edu or 773-702-0438. The complete University Harassment Policy is available online at [http://harassmentpolicy.uchicago.edu/page/policy](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](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/.

8 APPENDICES

APPENDIX A
SAMPLE EMAIL INVITATION TO SPEAKER

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 if you 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)**

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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)
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<table>
<thead>
<tr>
<th>HELPFUL CONTACTS FOR LSSOs</th>
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<tbody>
<tr>
<td><strong>Admissions</strong></td>
</tr>
<tr>
<td>Ann K. Perry, Associate Dean for Admissions &amp; Financial Aid</td>
</tr>
<tr>
<td><a href="mailto:akperry@law.uchicago.edu">akperry@law.uchicago.edu</a></td>
</tr>
<tr>
<td>Elizabeth Kearney, Assistant Director of Admissions</td>
</tr>
<tr>
<td><a href="mailto:emkearney@uchicago.edu">emkearney@uchicago.edu</a></td>
</tr>
<tr>
<td>Career Services</td>
</tr>
<tr>
<td>Lois Casaleggi, Senior Director of Career Services</td>
</tr>
<tr>
<td><a href="mailto:lcasaleggi@law.uchicago.edu">lcasaleggi@law.uchicago.edu</a></td>
</tr>
<tr>
<td>Jessica Chiarella, Communications Coordinator</td>
</tr>
<tr>
<td><a href="mailto:jchiarella@uchicago.edu">jchiarella@uchicago.edu</a></td>
</tr>
<tr>
<td>Communications</td>
</tr>
<tr>
<td>Marsha Nagorsky, Assistant Dean for Communications</td>
</tr>
<tr>
<td><a href="mailto:m-ferziger@uchicago.edu">m-ferziger@uchicago.edu</a></td>
</tr>
<tr>
<td>Will Anderson, Senior Manager of Electronic Communications</td>
</tr>
<tr>
<td><a href="mailto:willcanderson@uchicago.edu">willcanderson@uchicago.edu</a></td>
</tr>
<tr>
<td>Becky Gillespie, Director of Content</td>
</tr>
<tr>
<td><a href="mailto:beckygillespie@uchicago.edu">beckygillespie@uchicago.edu</a></td>
</tr>
<tr>
<td>Claire Stamler-Goody, Communications Coordinator</td>
</tr>
<tr>
<td><a href="mailto:communications@uchicago.edu">communications@uchicago.edu</a></td>
</tr>
<tr>
<td><strong>Development &amp; Alumni Relations</strong></td>
</tr>
<tr>
<td>Maureen Horonzy, Director of Alumni Relations</td>
</tr>
<tr>
<td><a href="mailto:mmccarthy@uchicago.edu">mmccarthy@uchicago.edu</a></td>
</tr>
<tr>
<td>Maggie Elmarakby, Assistant Director, Young Alumni and Student Engagement</td>
</tr>
<tr>
<td><a href="mailto:melmarakby@uchicago.edu">melmarakby@uchicago.edu</a></td>
</tr>
<tr>
<td>773-834-4411</td>
</tr>
<tr>
<td>Events Office</td>
</tr>
<tr>
<td>Erin Wellin, Director of Programs</td>
</tr>
<tr>
<td><a href="mailto:ewellin@uchicago.edu">ewellin@uchicago.edu</a></td>
</tr>
<tr>
<td>773-834-4326</td>
</tr>
<tr>
<td>Lucienne Goodman, Events Manager</td>
</tr>
<tr>
<td><a href="mailto:lgoodman@uchicago.edu">lgoodman@uchicago.edu</a></td>
</tr>
<tr>
<td>773-702-0877</td>
</tr>
<tr>
<td>Holly Furwa, Administrative &amp; Events Specialist</td>
</tr>
<tr>
<td><a href="mailto:hfurwa@uchicago.edu">hfurwa@uchicago.edu</a></td>
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<tr>
<td>773-834-1380</td>
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EVENT PLANNING CHECKLIST
This checklist is intended as a guide for Law School Student Organization event planning. 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 speaker, request that the speaker complete a W-9 form. Submit an online reimbursement request to the Office of the Dean of Students.

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/mrm/.
- Complete the online food order form on the room reservation system (https://majority.uchicago.edu/mrm/) 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/mrm/).

o Request any special facilities needs (coat racks, additional chairs, garbage cans, etc.) via the online room reservation system (https://majority.uchicago.edu/mrm/). Remember to do this regardless of the food vendor selected.

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 the event, it is imperative that you follow up immediately to verify that the 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.
o Send out a message on the LSA Orgs listserv.
o Make and post signs in designated, permitted areas.
o Submit the event for inclusion on the Law School’s Event Calendar and the Weekly Briefs.

For ideas on publicizing your event or to have the event listed on Law School social media sites, contact the Law School Communications Office.

Before the Event

Person responsible: ____________________________

o Confirm room reservation, food orders, special facilities requests, and technical support.
o Confirm event speaker and parking, technology needs, or any other speaker needs. (See, Appendix B for a sample confirmation email.)

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.)
o Submit all reimbursement receipts along with a completed online reimbursement form within two weeks of the event.