



**LAW SCHOOL STUDENT  
ORGANIZATION HANDBOOK  
2018-2019**

# TABLE OF CONTENTS

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<b>1</b>	<b>How to Become a Student Organization</b>	<b>3</b>
	Sample Bylaws	4
<b>2</b>	<b>Planning an Event</b>	<b>5</b>
	Guest Restrictions and Guest Approval Process	5
	Communications with Law Firms, Guests, and other Professionals	6
	Alcohol Policy	7
	Event Logistics	8
	Room Reservations	8
	Facilities Requests	9
	Technology Requests	9
	Catering	10
	Cancelling or Rescheduling an Event	10
	Money Collection and Payment Processing	11
	Parking Passes	11
	Promotional Tables	11
	Publicity	11
	Security	13
	Transportation	13
	Hotels	13
<b>3</b>	<b>Managing an LSSO</b>	<b>13</b>
	Email Addresses	14
	LSSO Drive	14
	Mail Folders	14
	Mentoring Programs	14
	Webpages	14
<b>4</b>	<b>Funding Sources, Budgets, and Reimbursements</b>	<b>15</b>
	Funding Sources	15
	Budget	17
	Reimbursement	17
	Reimbursement Process	17
	Speaker Stipends & Travel Expenses	18
<b>5</b>	<b>University Policies</b>	<b>19</b>
	Free Speech Policy	19
	Harassment, Discrimination, and Sexual Misconduct Policy	19
	Alcohol Policy	20
	Other University-Wide Policies	21
<b>6</b>	<b>Appendices</b>	<b>21</b>
	Helpful Contacts for LSSOs	24
	Event Planning Checklist	25

## WHAT IS A STUDENT ORGANIZATION?

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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, use of Law School event spaces, event support, and more.

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.

Several LSSOs are already registered as an RSO. Each spring RSOs are 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. A list of RSOs can be found at <https://blueprint.uchicago.edu/Organizations>. Information on how to become an RSO and information pertaining to running an RSO can be found <https://leadership.uchicago.edu/recognized-student-organizations-rso>.

## **INCLUSION POLICY**

LSSO membership 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. The collection of dues must be handled in conjunction with the Office of the Dean of Students and deposited into the LSSO's Law School account. 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 Law School Website's Events Calendar 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.

# **1 HOW TO BECOME A STUDENT ORGANIZATION**

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## **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](mailto: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 held by a different law student. The following information should be included in the request email to LSA:

- 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 submission and bring it to a vote. Students will be notified of the results within two weeks of the 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 the following:

- 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 the following conditions are met:

- 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](#) (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](mailto: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](mailto:bockb@uchicago.edu) or 773-702-4658. Visit <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%20Bylaws.pdf). Students applying to become an LSSO should submit bylaws in this format.

## 2 PLANNING AN EVENT

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### 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 program 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://www.law.uchicago.edu/form/lss-speaker-request-form>. Requests will be reviewed by the appropriate departments and LSSOs should receive a response to their request within two weeks 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 Law School Alumni Community Directory that provides alumni, students, and faculty with alumni contact and practice information as well as former Law School student affiliations. For a link to access the online directory, directory training tools or any additional questions please contact Erin Howard, Assistant Director of Alumni Relations at [ehoward3@uchicago.edu](mailto:ehoward3@uchicago.edu)

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](mailto: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 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**

LSSOs that do 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  $\frac{1}{4}$  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. 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 Drive 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 Risk Reduction Education program, UCARE. UCARE Training is available at <https://wellness.uchicago.edu/ucare.shtml>. Certificates should be sent to Robin Graham at [rgraham1@uchicago.edu](mailto:rgraham1@uchicago.edu).
- (2) An Alcohol Permission Request Form must be submitted to the Office of the Dean of Students. The Alcohol Event Request Form is available at <https://www.law.uchicago.edu/AlcoholPermissions>. To complete this form, UCare trained servers must be identified and a faculty or staff member must supervise the event unless it 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 Robin Graham 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 make an appointment with Robin Graham discuss the event with the Office of the Dean of Students.

### ***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. LSSO calendar reservations can be made beginning Friday, August 31, 2018 at 12:00pm through May 3, 2019. Calendar reservations are subject to availability.

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) 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. Those interested in booking larger event spaces such as the Auditorium, Courtroom, of Green Lounges, etc. should reach out to Robin Graham ([rgraham1@uchicago.edu](mailto:rgraham1@uchicago.edu)) for permission.

Conference rooms in the D'Angelo Law Library can be reserved online at <http://www.lib.uchicago.edu/e/law/using/conferencerooms.html>.

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.

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.

**LSSOs may hold events at the Law School beginning Monday, October 1, 2018 through Friday, May 3, 2019. Events may not be held over holidays or breaks listed in the academic calendar.**

#### **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](mailto: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](mailto: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 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 [LawEvents@law.uchicago.edu](mailto:LawEvents@law.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](mailto: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 cancellation must be sent to [LawEvents@law.uchicago.edu](mailto:LawEvents@law.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 Robin Graham in office 306B.1 for safe keeping as funds should never be stored by a student. Funds collected must be deposited into the organization's LSA account. At no time can funds be collected to benefit an outside group organization. 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 at the Law School. The cost of each parking pass is \$10 and is billed directly to the requesting LSSO. To request a parking pass email [deanofstudents@law.uchicago.edu](mailto:deanofstudents@law.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. Parking passes must be requested at least two days prior to the event.

## **Promotional Tables**

LSSOs can reserve a promotional table on weekdays from 10:30am – 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**

### ***Law School Website Event Calendar and Briefs***

LSSOs are required to post all events to the Law School website event calendar because it allows the Law School community, alumni, and other interested parties to learn in advance about LSSO events and programs.

All events posted to the Law School website will be automatically included in the Law School Briefs, a weekly bulletin of activities and announcements for the Law School community, and are published each Monday by the Communications Office.

To add an event to the Law School event calendar and to the Weekly Briefs visit <https://www.law.uchicago.edu/node/add/event> to create an event page.

It is important to note that the Law School website calendar and the MRM calendar are two different sites and do not interact.

### ***UChicago Law App***

Each LSSO can use the UChicago Law App to promote events to students. Events that are added to the Law School Events Calendar are automatically pushed to the Law School App and included in the App calendar. Each LSSO has a tile for their group where students can subscribe. Board members have access to push notifications to subscribers. The Office of the Dean of Students will host a training for the App once classes begin. LSSO leaders will be notified of the details.

### ***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. If an organization would like to have an event advertised on the Law School's social media various sites, or if interested in exploring the various publicity option please contact the Communications Coordinator at [communications@law.uchicago.edu](mailto: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 3<sup>rd</sup> floor of the D'Angelo Law Library) contains a color printer for student printing.

Each year LSSO's will receive one preloaded print card worth \$50.00 that can be used at the Law School for printing posters. 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](mailto:helpdesk@law.uchicago.edu).

### ***LSSO Leader Listserv***

LSSO leaders are encouraged to seek co-sponsors or share other information 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 leaders to share information and to seek co-sponsors for events. This listserv may not be used to announce events, nor for any other purpose other than what is outlined above.

**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> for information about establishing a mailing list(s).

### ***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, and 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](mailto: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.

### **Hotels**

LSSOs in need of securing a hotel for a speaker or guest should contact Robin Graham at [rgraham1@uchicago.edu](mailto:rgraham1@uchicago.edu) at least two weeks before the event. The University of Chicago has reduced rates at hotels around the Chicagoland area. LSSOs are restricted from booking a hotel on their own and must go through the Office of the Dean of Students. For information on hotels with University rates, visit <http://visit.uchicago.edu/accommodations.shtml>.

## **3 MANAGING AN LSSO**

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### **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 designate **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](mailto:helpdesk@law.uchicago.edu).

## **LSSO DRIVE**

Each LSSO has their own UChicago Box 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.

To access the LSSO Drive visit <https://uchicago.account.box.com/login> and sign in with your UChicago ID and password. 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 3<sup>rd</sup> 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 LSSOs mail folder at the beginning of each academic year and a PDF copy is available at <https://finserv.uchicago.edu/sites/finserv.uchicago.edu/files/uploads/Public/Secure/IllinoisTaxExemption.pdf>.

## **WEBPAGES**

Each LSSO has a webpage on the Law School's main website that must 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](mailto:willcanderson@uchicago.edu)) in the Communications Department.

## 4 FUNDING SOURCES, BUDGETS, AND REIMBURSEMENTS

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### FUNDING SOURCES

#### **The Law Students Association (LSA)**

LSA receives an annual budget which is used to fund LSSO programming and other community events at the Law School. LSA also maintains a small contingency fund to provide supplemental 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 LSA. 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).

LSSO budget allocations are determined during the summer for the following academic year. LSA will consider membership and contribution to life at the Law School, among other things, in determining an organization's funding allocation.

#### **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](mailto: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 to <https://www.law.uchicago.edu/DOSFundingRequest>. 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/>.

LSSOs that have their Graduate Council funding proposal accepted must reach out Robin Graham at [rgraham1@uchicago.edu](mailto:rgraham1@uchicago.edu) immediately upon confirmation of funding. She will

facilitate the transfer of funds from the Graduate Council to the organization's LSA account. Invoices of any kind should never be provided to the Graduate Council as all invoices are paid for internally by the Law School.

### **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 annual and quarterly bases. The funding body meets twice a quarter, during the 3<sup>rd</sup> and the 7<sup>th</sup> 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](mailto: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. LSSOs 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 Erin Howard, Assistant Director of Alumni Relations at [ehoward3@uchicago.edu](mailto:ehoward3@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](mailto: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 to <https://www.law.uchicago.edu/TravelFunding>.

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.

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.

## **BUDGET**

LSSOs are required to keep track of their organization's budget and must submit a quarterly budget to the Office of the Dean of Students and LSA outlining all expenses and revenue each quarter. The due dates for budget submissions are as follows:

Autumn quarter: **Monday, December 17, 2018**

Winter quarter: **Friday, March 22, 2019**

Spring quarter: **Friday, May 3, 2019**

Treasurers must submit quarterly budget reports by **5:00pm** by the date listed above to <https://uchicago.box.com/s/x9ndksdah50kwf2607obi9hof3p2dnh>. A budget template is available in the folder. All submissions must be submitted using the template. LSSOs who fail to submit their quarterly budget on time will have their LSSO account suspended until a budget report is submitted and reviewed.

**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 accounts zero out at the end of each academic year and all funds left in an LSA account will not roll over to the following academic year.

## **REIMBURSEMENT**

### **Reimbursement Process**

If members of an organization incur out-of-pocket expenses, they need to complete and submit a LSSO Funds Request Form. *Reimbursement and stipend requests must be received by Student Affairs Office within two weeks of the expense being incurred.*

**The reimbursement and stipend 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 [LSSO Funds Request Form](https://www.law.uchicago.edu/LSSOFundsRequest) (<https://www.law.uchicago.edu/LSSOFundsRequest>)
- (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 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 costs are not included in the \$750 cap. Keep in mind that the stipend and hotel costs come from the sponsoring LSSOs budget. Refer to the *Planning an Event* section for details on how to secure a hotel for speakers and guests.

The process for submitting a speaker stipend is as follows:

- (1) Ask your speaker fill out and sign a [W-9](https://finserv.uchicago.edu/sites/finserv.uchicago.edu/files/uploads/Documents/pdf/Nov2015W9.pdf) form (<https://finserv.uchicago.edu/sites/finserv.uchicago.edu/files/uploads/Documents/pdf/Nov2015W9.pdf>);
- (2) Complete an online [LSSO Funds Request Form](https://www.law.uchicago.edu/LSSOFundsRequest) (<https://www.law.uchicago.edu/LSSOFundsRequest>);
- (3) Print a copy of the email confirmation page;
- (4) Attach a copy of the speakers [W-9](#) and a copy of the Law School Calendar event advertisement to the email confirmation form;
- (5) Place completed packet to the tray by the Student Organization Mailboxes in the Student Affairs Office.

### **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.

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

**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/Donations:** LSSOs cannot be reimbursed for gifts given to guests, outgoing leaders, outside organizations, 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 3, 2019 for the 2018-2019 school year.**

## **5 UNIVERSITY POLICIES**

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### **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 [swolf1@uchicago.edu](mailto:swolf1@uchicago.edu) or 773-702-0438. 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/>.

# **6 APPENDICES**

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## **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)**

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

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## LSSO Event Planning Checklist

### Before the Event

#### Program Considerations

- Determine the topic and best structure for the event (lunchtime talk, reception, panel or single speaker, etc.).
- Consider inviting a faculty member to be included (introducing the speaker, sitting on a panel, etc.).

#### Funding

- Create a budget including estimated expenses and revenue. Confirm with your treasurer to make sure your budget is adequate. Consider other LSSOs that could co-sponsor your event.
- If you need additional funding, consider contacting campus partners.

#### Logistics

- Get speaker approval for distinguished guests by completing the [LSSO Speaker Request Form](#). Once approved, invite potential speakers.
- If paying a travel stipend (up to \$750 from the host student organization's funds), request that the speaker complete a W-9 form. Submit an [LSSO Fund Request](#) to the Office of the Dean of Students after the completion of the travel.
- Choose a date. Check the events calendar for potential conflicts.
- Use the [online scheduling system](#) to:
  - Reserve a room
  - Place a catering order (at least 3 business days in advance of your event) or make food arrangements using another vendor.
  - Request any technology needs (overhead projection, microphones, PowerPoint).
  - Request any special facilities needs (coat racks, additional chairs, garbage cans, etc.). Remember to do this regardless of the food vendor selected.

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

## **Publicity and Advertising**

- Two weeks prior, submit the event for inclusion on the Law School's Event Calendar. Make and post signs in designated areas.
- For ideas on publicizing your event, or to have the event listed on Law School social media sites, contact the Law School Communications Office.

## **Week Prior to Event**

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

## **Day of Event**

- Arrive early to set up and meet your speaker.
- Recruit a volunteer to arrive early to confirm any food orders, technology or facilities requests.
- Recruit a volunteer to stand with leftover food until facilities arrives to move it to the Green Lounge.
- Recruit a volunteer to stay after event to clean up or re-set the event space.

## **After the Event**

- 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 [LSSO Fund Request](#) within two weeks of the event.