Spending LSSO Funding
Autumn 2020

Speaker Fees
LSSOs who wish to use their funding to cover speaker fees may do so in accordance with the current policy: A maximum of $750 can be paid to a guest or speaker for an event, and an invoice and W-9 form is required from the guest in order to submit payment.

Virtual Experiences
Because there are a wide range of virtual experiences offered, LSSOs who wish to use their funding for these type of events must submit a proposal to and obtain approval from the Dean of Students Office. Proposals should be submitted two weeks in advance and include the following:

- Date and time of event
- Event access (members only, open to Law School community, invitation only, etc)
- Vendor
- Number of attendees and total cost
- Brief event description
- Brief explanation outlining how the event is alignment with your organization’s mission and goals

Investments
LSSOs may wish to use funding to purchase investments, or items that can be used by the group year after year. Some examples of items LSSOS may want to invest in include:

- Reusable signage (retractable banners, tabletop displays, etc)
- Branded table skirts or runners for tabling at lunch and/or events
- Lunch talk or event supplies (plates, forks, table numbers, etc for future use)
- Step & repeat panels/backdrops for event photography
Printed Materials & Swag

LSSOs may use funding to purchase printed materials and swag, but all designs must be submitted to and approved by the Dean of Students Office. Preferred vendors for these materials include:

**PSD Graphic Arts**
On-campus shop offering a wide range of good quality and affordable printing services. PSD is great resource for posters, flyers, brochures, stickers, bookmarks and other ephemera. Seamless and direct billing via LSSO account number.

Hours & Contact:
Monday – Friday, 8:30 AM – 4:30 PM
773-702-3800
http://graphicarts.uchicago.edu/

Location:
John Crerar Library
5730 S Ellis Avenue
Chicago IL 60637

**4Imprint**
Fast, reliable vendor that will print your organization’s name on almost anything you can think of. Award winning customer service. Free proofs (and samples!) so you know what you’ll get.

All 4Imprint order proofs must be forwarded to to deanofstudents@law.uchicago.edu for approval. Orders must be paid for by someone in the Dean of Students office.

https://www.4imprint.com/

Student reimbursements for swag orders will not be processed. No exceptions!

**Branding**

Use of the Law School logo alongside your LSSO’s name is permitted and must be in accordance with the University’s Brand Identity Guidelines, which can be found here. Any questions regarding branding and the use of University logos, colors, fonts, or any design assets should be submitted to deanofstudents@law.uchicago.edu.