GEORGETOWN LAW

STUDENT ORGANIZATION MANUAL 2016 - 2017

"STUDENT ORGANIZATIONS ARE THE HEART OF EXTRACURRICULAR ACTIVITIES AT GEORGETOWN LAW. "

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Student Organizations at the Law Center

Throughout the academic year, the Law Center is alive with activity through student group programming. The over 100 student groups engage the community by hosting events including panels, guest speakers, and symposiums about law and policy issues, provide community service opportunities and outreach, engage alumni and practitioners in professional development for students, and provide opportunities for social interaction and cultural appreciation. Student organizations promote the communal spirit of the Law Center; the diversity of student organization events and venues allow for Law Center students to come together to learn, engage, and form new relationships. The wide array of extra and co-curricular programs offered through Student Organizations provides opportunities for leadership development, important learning experiences, and foster the improvement of various skills related to the effective practice of Law. Browse our over one hundred student organizations on OrgSync.

Student Organization Manual

The purpose of this manual is to assist student organization leaders in planning events, utilizing funds allocated by the Student Bar Association, handling university financial procedures, and navigating the policies and procedures of the university. This Student Organization Manual serves as a blueprint and reference to Georgetown University Law Center policies and is meant to aid student leaders in successfully planning for and achieving their organization's goals.

The Office of Student Life

The Office of Student Life's primary purpose is to enhance the quality of student life and community at Georgetown Law by initiating programming and helping student organizations achieve their goals. We coordinate a variety of student programs throughout the year in an effort to create community among students, faculty, and administrators on campus. We serve as a resource for student organizations, train student organization leaders on the proper procedures for spending Student Bar Association funds, and serve as great resource for programming ideas, leading effectively, and generating interest in your student organization.

Student Life Staff & Contact Information

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BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION

- Bulletin Board Space on the first floor of McDonough (as space allows)
- Access to meeting space at the Law Center
- Ability to reserve special event space at the Law Center (i.e. Hart Auditorium, Gewirz 12, etc.)
- Access to reserve chapel tables to advertise projects and programs
- Ability to post announcements about upcoming events or projects in the OSL Broadcast email and on the Digital Signage screens around campus
- Use of computer in the Student Life Office (McDonough 212)
- Use of fax machine in the Student Life Office (McDonough 212)
- A table at the Student Organization Fair
- Student Organization portal in OrgSync
- *Additional Benefits for organizations that are eligible for Student Bar Association funding:*
  - Student organization office and storage space (as space allows)
  - University email address
  - Telephone Usage
  - Access to University Mailing Services: Bulk mail & 1st Class mail
  - University program code for financial transactions
  - Copy code that grants access to copier in Student Organization office and on the first floor of McDonough
  - Access to Xerox Copy Services & Minute Man Press Printing
  - Limited access to use of a Student Life credit card for approved purchases

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

- Maintain and update contact information through managing the organization's portal in OrgSync
- Maintain updated constitution/bylaws with the Office of Student Life in OrgSync
- Student organizations with an assigned office space should restrict the door code to officers of that organization and follow all guidelines found in this guide that relate to maintaining office space on campus
- Adhere to all university policies and procedures listed in this manual and other university publications

STUDENT ORGANIZATION ADVISING MODEL

Needs-Based Advising for Student Organizations

In an attempt to provide advising that is more thoughtful and meaningful to our student groups, the Office of Student Life utilizes a needs-based advising model.   Under this advising model, the training and support offered to student organizations will be personalized to the nature of the organization's activities, events, and programs.

Classifications

RED	GRAY	BLUE
Emergent organizations	Mostly transactional	Frequent programmers
New to Campus	Trained and advised by Coordinator as necessary	Complex organization structures
Trained and advised in-person as a cohort	Annual online training	Trained and advised by Coordinator
Needs assessed after one year	Drop in advising available	Annual in-person training

Categorizing organizations in this way allows the student life staff to recognize how to best support your organization and to maximize the training experience. These designations are not a hierarchy, will not be public, and will not affect an organization's status or its access to student organization resources.   You can locate your organization's classification on the Student Organization Classification List.

STUDENT ORGANIZATION FUNDING

Funding Eligibility

Student organizations must be recognized by the Faculty-Student Committee on Student Life, Diversity, & Wellness in order to be eligible for funding from the Student Bar Association. Newly formed or re-established student organizations must apply for this recognition by following the steps listed in the "How to Form a New Student Organization" section. An organization will need to reapply if the group have been inactive for three or more years.

   Student organizations eligible for SBA funding may not maintain an outside bank account.

Fund Allocation

The Student Bar Association (SBA) is responsible for distributing funds to eligible student organizations. Each semester, the SBA Treasurer distributes guidelines for organizations to follow as they prepare budget requests. The budget allocation process begins the semester before the funds are allocated (twice a year, Fall and Spring). After budget requests are submitted, they are reviewed by the SBA Appropriations Committee which forwards its funding recommendations to the SBA House of Delegates for approval. Late requests will be reviewed only after funds have been allocated to those organizations who submitted requests in a timely manner. Therefore, it is crucial that organizations submit timely requests as funding is limited. Budget request forms are available from the SBA Treasurer and also through the SBA Forms page in OrgSync.

The SBA Appropriations Committee reviews budget requests to ensure that they are in compliance with funding guidelines. Specific criteria used by the Appropriations Committee in allocating funds include membership size, activities planned, number of school-wide events, previous levels of activity, previous expenditures, and any attempts by the student group to co-sponsor events when appropriate. It is the policy of the SBA Appropriations Committee to review each budget request independent of the total funding requested by and allocated to all groups in determining each group's allocation. After the initial allocations are determined by the Appropriations Committee, organizations may appeal their allotment prior to the submission of a final budget to the House of Delegates.

Please note that before an organization may begin spending its allocated funds, treasurers must attend a mandatory Financial Training held by the Office of Student Life. This training guides officers through the University's financial policies and procedures that are necessary for proper spending of university allocated funds.

Supplemental Funding

During the spring budget process, the SBA Appropriations Committee sets aside a certain percentage of the overall student organization budget for supplemental funding requests. The purpose of supplemental funding is to: (1) to allow for groups with interesting and timely ideas to obtain money for events that they did not propose in their initial budget request; (2) to provide full funding for events which may have been proposed in a group's initial funding request, but which were not sufficiently developed to merit full funding; and (3) to allow newly established groups to seek program funding while they are on probationary status. It is important that all groups are aware that supplemental funding is available to every eligible group on campus and that it is intended to ensure that every group has a chance to host events that will enrich student life at Georgetown.

In general, supplemental funding requests should be submitted 2 weeks prior to when the funds are needed. Supplemental Funding Request Forms are available on OrgSync. In the past, SBA has been able

to fund a vast majority of supplemental requests and would like to strongly encourage groups to take advantage of this funding mechanism rather than simply trying to inflate their initial budget requests.

Funding for New and Re-established Organizations

During the first semester of recognition, new or re-established organizations are held to be on "provisional" status and are unable to submit semester budget requests to SBA; however, such groups may apply for supplemental funding from SBA. New or re-established organizations may submit supplemental funding requests to SBA on an event by event basis. While on "provisional" status, a new or re-established organization must hold one significant event, as defined in the SBA Appropriation's by-laws in order to be able to submit full budget requests for the following semester.

Other Sources of Funding

ABA – The American Bar Association has funding available to assist student organizations with events and projects. See the ABA representative, TBD.

General Funding - There are some departments at the Law Center that are willing to provide financial support for student organization events, projects and conferences. See the Director of Student Life for more information.

Fundraising – Prior to soliciting funds from any entity within or outside of the Law Center, student organizations must obtain Fundraising Approval from the Office of Student Life and the Law Center's Development Office. To request fundraising approval, organizations will need to submit a Fundraising Approval Request Form to the Director of Student Life. Please submit request forms at least 4 weeks in advance of your event to allow sufficient time for the documents to be reviewed by Student Life and the Law Center's Development Office. If approved, you will receive further directions on how to proceed with planning a successful fundraiser.

Fundraising Policy

The Student Group fundraising policy was developed to clarify existing practices associated with student group fundraising and ensure a consistent process. This policy will allow student groups to host special events that require funding beyond what is available through Law Center resources and minimize conflicts with other fundraising efforts at the Law Center and within Georgetown University.

In the context of this policy, student groups are defined as student organizations, journals, Barristers' Council, and the Pro-bon Board. Fundraising for the Equal Justice Foundation summer public interest funding program and Home Court are excluded from this policy.

All fundraising proposals must be submitted to the appropriate administrative office before the recommended deadline. Fundraising proposals must be approved by the Executive Director of Development and the appropriate administrative office, which together will present ideas, answer questions and develop strategies.

*Please review the *Student Organization Fundraising Policy* in its entirety prior to requesting fundraising approval.

FORMING A NEW STUDENT ORGANIZATION

New student organizations can be considered for official recognition and be eligible to receive funding from the Student Bar Association by submitting the 1) *Application to Form a New Georgetown Law Student Organization*, 2) a proposed constitution *(see Sample Constitution),* and 3) a list of 10 signatures, net ids, and email addresses of interested members. Submit all original materials to the Coordinator of Student Organizations, Kenrick Roberts, in McDonough 170 and upload electronic versions of the materials to the application form.

The Student Life, Diversity, and Wellness Committee consists of students, staff and faculty. The committee will meet once per semester to consider new student organization applications. All application materials will be due by October 15th in the fall and February 15th in the spring.   At the meeting, the committee will evaluate new organization applications on an individual basis to ensure a prospective organization will bring value to the university community and prevent duplication in purpose or name of an existing Georgetown Law student organization. After a decision has been made, new organization applicants will be notified of the committee's decision by the Coordinator of Student Organizations. The new organization is then required to attend mandatory student organization training to review policies and procedures for student organization management

Recruiting New Members

The Office of Student Life assists organizations in their recruiting efforts by hosting an annual **Student Organization Fair** every fall. Tables are provided for the student organizations that register for the event. Refreshments and entertainment are provided to all students by The Office of Student Life. Student Organizations are encouraged to promote their organization and recruit new members by distributing information, answering questions, promoting upcoming events and activities, and collecting new member contact information.

OrgSync is another tool that can be utilized for on-going student organization recruitment. Students can request to join organizations in OrgSync and organizations can invite students to join their organization through OrgSync as well.

Funding for New and Re-established Student Organizations

During the first semester of recognition, new or re-established organizations are held to be on "provisional" status, and are funded primarily through Supplemental funding. Supplemental Funding can be accessed by submitting a Supplemental Funding Request Form to the SBA. The SBA appropriations Committee will review the request and notify the requestor of whether or not the request is approved.

During their semester of "provisional" status, new or re-established organizations must hold at least one significant event (as defined in the SBA Appropriation's by-laws) in order to be able to submit a semester budget request for a future semester. New organizations are subject to the same guidelines as established organizations and face the additional budgetary constraint of limited reserve funds.

PLANNING AN EVENT

The most important requirement for having a successful event is proper and timely planning. Following the steps below will help you with planning for organization meetings, small events, or special events.

Event Types

Group meetings or small events take place in classrooms, lecture halls and conference rooms in McDonough and Hotung, are attended only by members of the Law Center community - students, staff and faculty. These events do not require catering or other significant amenities.

Special events are events that take place in one of the special event spaces or that require extensive setup, catering, or contracting. Special event spaces include Gewirz 12th Floor Lounge and the Gewirz TV Lounge, the Hart Auditorium in McDonough Hall, atriums, lobbies and other public access areas, the Library Quad, Tower Green and other exterior areas. These events usually attract larger crowds and are open to persons from outside of the law center.

- ☐ **Create an event idea and gather planning information**

    a. Determine the goal or purpose of your event and identify how it connects to your organization's mission and values.
    b. If you are planning a Career event, please notify the Office of Career Services and the Office Public Interest and Community Service as they may have valuable resources to help you with planning your event. See the *Directory of Resources* for contact information.
    c. If you are planning an event involving Law Center alumni, please contact the Office of Alumni Affairs as they manage alumni contact information and are an excellent resource for connecting with alumni. See the *Directory of Resources* for contact information.

- ☐ **Plan a budget**

    a. Determine how much funding you will need to cover the event. When thinking of your budget, consider things like catering (food, drinks, linens, rental items, wine/beer), advertising, speakers fees, giveaways, etc.
    b. Determine where your funding will come from. While some groups will be able to plan events from SBA's semester-allocated funds, if this is a new event that was not previously budgeted for, you will need to submit a supplemental funding request. You should also consider co-sponsorship with another student organization.
    c. For a special event, begin preparing at least 2 months in advance. If the event will involve contracting for services, you will need to add additional processing time to the event planning phase.
        i. Determine how much funding you will need to cover the event. When thinking of your budget, consider things like catering (food, drinks, linens, rental items, wine/beer), advertising, speakers fees, giveaways, etc.
        ii. Determine where your funding will come from. While some groups will be able to plan events from SBA's semester-allocated funds, if this is a new event that was not previously budgeted for, you will need to submit a supplemental funding request. You should also consider co-sponsorship with another student organization or department.

      iii.   When hosting a speaker or entertainment: Coordinate the honorarium/contract process with the Coordinator of Student Organizations to pay honorarium or fee. Confirm speaker/entertainer in writing after confirming that your space is reserved.

      iv.   Create a timeline for the event including important dates and vendor contact information.

☐ **Identify potential dates and venues**

  a. Selecting a date and venue are very important. Many people, departments and organizations are all trying to secure space to host events; therefore, it is best for a student organization to list the top three date and venue choices for an event when submitting the applicable Space Reservation Request. Please review the *Space Reservation Procedures and Policies* prior to requesting a space.

  b. Begin planning least one (1) month in advance for your event. Consider holidays and the university master calendar when choosing a date.

  c. The size of the venue should reflect the size of the audience you anticipate at the event. Consider AV, technical, facilities, and other needs required in the space you are considering.   Reserve a rain location for all outdoor events.

☐ **Submit the appropriate space reservation request**

  a. Space reservation request forms can be found on OrgSync—Space Reservation Forms. For group meetings and small events you must submit a *Room Reservation Request Form*. These requests must be submitted before any space can be reserved. The contact listed on the form will be given a confirmation once a space is assigned. Please refer to the *Space Reservation Procedures and Policies* for more specific information and guidelines for use of various event spaces.

☐ **Arrange AV/Facilities/ and other amenities**

  a. **Audio Visual**: Provides audio visual equipment and services such as microphones, lecterns and audio and video taping for events. This department requires supplemental form to request specific audio visual equipment and services; the AV form can be accessed at http://apps.law.georgetown.edu/classroom-av-request/. There is a possibility that your event may incur charges from the Audio Visual Department especially if your event does not take place within regular business hours. Audio Visual services and staffing are limited on Saturdays and not available on Sundays or holidays. ***The Audio Visual Department requires, at least, two weeks' notice in order to plan for your event.***

  b. **Disabilities Services:** Provides accommodations for persons with disabilities at law center events (i.e., use of a translator, wheelchair access, etc.). You can contact the Director of Disability Support Services for more information at 202-662-4042 or lmc228@law.georgetown.edu.

  c. **Facilities Management & Parking:** Assists with the set-up and breakdown of special events and meetings. They provide tables, chairs, trash cans, etc. for events. This department requires a supplemental form to request specific services, such a furniture arrangement; this form can be found at http://www.law.georgetown.edu/campus-services/facilities/upload/SpecialEventsSet-upForm2011.pdf.   There is a possibility that your event may incur charges from Facilities Management, particularly if excessive cleanup is required after your event. Limited VIP parking arrangements can also be made through this office. Parking is on a space available basis and charges will apply.   You can contact the Facilities Management and Parking Office at 202-662-9330 or visit them

in McDonough 154. ***Facilities Management requires, at least, two weeks' notice in order to plan for your event.***

    d. Public Safety: Maintains a safe and comfortable environment for the Law Center Community and our guests. To ensure that we maintain this environment, it is required that you inform the Department of Public Safety in the following circumstances:

        i. If you will be serving alcohol at your event
        ii. If you expect to have a large crowd at your event (more than 150 people)
        iii. If you have VIP guests attending your event
        iv. If you will be hosting a high profile event due to a controversial topic or guest speaker
        v. If you have any safety concerns

Depending on the situation, some of the circumstances listed above require additional officers to be available to assist with safety concerns or crowd control. The Department of Public Safety needs to be notified at least two weeks prior to your event so they can plan for these circumstances. You can contact the Department of Public Safety at (202) 662-9325 or visit them in Room 101 (Director's Office) or Room 125 (Sergeant's Office) in McDonough Hall.

☐ Publicize the event

    a. It is important to utilize a variety of advertising avenues to best publicize your event. The Office of Student Life offers a number of resources to help you accomplish this task. Avenues for advertising include flyers, posters, and the digital signage screens. To advertise an event, complete the [Advertising Request Form](#) in OrgSync.

        i. Flyers/Posters: All flyers/posters must be approved by the Office of Student Life before posting. In addition to the bulletin boards on the first floor of McDonough, many of the classrooms in McDonough Hall have bulletin board space. A list of bulletin boards where approved flyers can be posted is available from the Office of Student Life, McDonough 171 and on OrgSync. Please see the *Flyer Policies* and *Poster Policies* section for more detailed information on size restrictions and what should be included on flyers/posters and where they may be posted.

        ii. Digital Signage: There are several television screens across campus that may be used by student groups to advertise upcoming events. Please see the Digital Signage Policies for more details on what should be included on your flyer.

        iii. Elevator Posters: Providing certain criteria are met (see *Elevator Poster Policies*), approved posters (not flyers) may be hung in elevators in McDonough Hall. The elevators in the Williams Library, Gewirz, Sports and Fitness Lobby, and Hotung are not available for display.

        iv. Media Coverage: To arrange for media coverage at your event, please contact Media Relations at mediarelations@law.georgetown.edu. Email the event information (date, time, location, title, confirmed and pending speakers, etc.) to Media Relations requesting a press release. They will coordinate media requests. Only request if all speakers are open to media coverage.

☐ Finalize details, execute, and evaluate the event

    a. Check with your vendors, volunteers, and venue a day or two before the event to ensure all details are confirmed. Following your event ask for feedback from attendees, guests, and/or group members on the pros and cons of the event. Document the event and prepare a planning file that you or others can refer back to when planning future events.

FINANCIAL PROCEDURES

Financial Procedures Guide

This Student Organization Financial Procedures Guide was created to simplify the financial procedures and required documentation for some of the most common student organization financial transactions. Please review all of the information in the guide as it contains important information about reimbursements, paying vendors, making deposits, and avoiding out of pocket expenses. The Coordinator of Student Organizations in the Office of Student Life is available to assist student organization leaders with financial transactions.

POLICIES

Student organization leaders are expected to be familiar with and follow all university policies in addition to those contained in the Student Organization Manual and other supporting documents; these policies include:

- Advertising Policies
- Alcohol Policy
- Financial Policies and Procedures
- Fundraising Policy
- Gaming and Gambling Policy
- Media Copyright Policy
- Partisan Political Activities Policy
- Protection of Minors Policy
- Space Reservation Policies & Procedures
- Tabling Procedures

All policies listed above can be found through the links in this guide and online through OrgSync at https://orgsync.com/18903/files/584789.

The Law Center reserves the right to modify and to add policies at any time, and to hold students accountable for abiding by such policies. The Law Center also has the authority to hold groups or individuals accountable for inappropriate actions not specifically addressed in these policies.

If a student or student organization violates any policy, the Law Center reserves the right to take appropriate administrative steps for the wellbeing of the students and of the Law Center community.

Directory of Resources

The departments and individuals listed in the table below are available to assist Student Organization Leaders as they plan for special events, meetings and fundraisers.

Department and Location	Service	Phone	Contact	Email/Web
Audio/Visual McDonough 106	Provides audio visual equipment and services such as microphones, lecterns and audio and video taping for events	662-9284	IST Help Desk	help@law.georgetown.edu Form: http://apps.law.georgetown.edu/classroom-av-request/ http://www.law.georgetown.edu/campus-services/audio-visual-resources/index.cfm
Bon Appetit Market Cafe	Provides catering services for events held at the Law Center	662-9046	Keith Crunk	catering@law.georgetown.edu http://georgetown-law.cafebonappetit.com/
Campus Ministry McDonough 113	Provide authorization to utilize Chapel of St. Thomas Moore and advise spiritual organizations	662-9295	Paul Rourke Michael Goldman Brendan Harris Imam Yahya Hendi Mary Novak	campusministry@law.georgetown.edu http://www.law.georgetown.edu/campus-life/spiritual-life/campus-ministry-events.cfm
Center for Wellness Promotion McDonough 167	Provide health, wellness and sporting information and links to community athletic resources	662-9835	Karen Pierce	piercekl@law.georgetown.edu http://www.law.georgetown.edu/campus-life/health-wellness/center-for-wellness-promotion/index.cfm
Office of Disability Services McDonough 210	Provides consultation and resources to student organizations in order to ensure that events are accessible to people with disabilities	662-4042	Mara Bellino	mcb260@law.georgetown.edu http://www.law.georgetown.edu/campus-life/disability-services/index.cfm
Facilities McDonough 154	Assists with the set-up and breakdown of special events and meetings	662-9330	Virgial Wheeler	facilitiesmgmt@law.georgetown.edu http://www.law.georgetown.edu/campus-services/facilities/
Information Systems Technology (IST) McDonough 152	Assists with set up of web sites, email lists and provides assistance with hardware and software problems	662-9284	IST Help Desk	help@law.georgetown.edu http://www.law.georgetown.edu/campus-services/ist/index.cfm
Office of Alumni Affairs Hotung 2006	Offers suggestions on speakers &	662-9500	Matt Calise	mfc37@law.georgetown.edu http://www.law.georgetown.edu/alumni/

	supplies a select alumni list			
Office of Public Interest (OPICS) McDonough 218	Offers suggestions on speakers Co-sponsor events related to public interest and/or community service	662-9655	Lauren Dubin	opics@law.georgetown.edu http://www.law.georgetown.edu/careers/opics/index.cfm
Office of Career Services (OCS) McDonough 328	Offers suggestions on speakers Co-sponsor events in the areas of career counseling, job search strategies and opportunities and professional development.	662-9300	Kia Scipio	carsvcs1@law.georgetown.edu kns47@law.georgetown.edu http://www.law.georgetown.edu/careers/ocs/index.cfm
Office of Public Relations/Media Relations Hotung 1001	Determines if press release is appropriate Contacts media regarding high profile student organization events Publicizes student org events in Georgetown Law publications	662-9694	Kara Tershel	mediarelations@law.georgetown.edu http://www.law.georgetown.edu/news/media-relations/index.cfm
Parking McDonough 154	Offers parking for guests of GULC (when available)	662-9331	Marshall Lucas	facilitiesmgmt@law.georgetown.edu http://www.law.georgetown.edu/campus-services/parking-transportation/index.cfm
Public Safety McDonough 101	Provides additional security for events when necessary	662-9325	Kevin Hay	www.law.georgetown.edu/publicsafety
Sport & Fitness Center	Provide authorization to utilize Sport & Fitness Center facilities for events	662-9294	Jason Wallenhorst	jaw55@law.georgetown.edu http://www.law.georgetown.edu/campus-services/fitness/index.cfm
Student Bar Association (SBA) McDonough 4th Floor	Funding for Student organizations Governing body for students Advocate for student concerns	662-9268	Sandor Callahan	lawsba@georgetown.edu lawsbatreasurer@georgetown.edu http://www.law.georgetown.edu/campus-life/activities-organizations/sba/index.cfm

The Office of Student Life (OSL) McDonough 212	Coordinates room reservations Offers assistance with Financial Procedures & Fundraising Offers information regarding policies and procedures related to event planning	662-9292	Nicole Sandoz Beverly Sapp Maura Grant Hayes Bola Olaniyan	lawstudentlife@law.georgetown.edu http://www.law.georgetown.edu/campus-life/student-life/index.cfm
The Office of the Dean of Students (ODOS) McDonough 210	Focuses on issues affecting the student community and acts as the primary liaison between students, faculty and the administration.	662-4066	Mitchell Bailin Maura DeMouy	lawdeanofstudents@georgetown.edu
The Office of Residence Life Gewirz 104	Provides students with on-campus and off-campus housing services.	662-9248	Chris Hall Trent Kennedy	lawhousing@georgetown.edu http://www.law.georgetown.edu/campus-life/housing-residence-life/index.cfm