

# STUDENT ORGANIZATION GUIDE

**This guide is designed to provide helpful information regarding administrative policies and procedures for student organizations.**

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CALIFORNIA WESTERN  
SCHOOL OF LAW | San Diego

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# STUDENT BAR ASSOCIATION

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## Mission Statement

The purpose of the Student Bar Association (“SBA”) is to establish and operate a student government to foster and promote the general student welfare and to promote high ideals of scholarship, service and ethics. The duty of the SBA is to represent the members of the student body in all the matters affecting the school.

## SBA Executive Board

President	Joanne Heilbrun
Vice President	Merrick Wadsworth
Treasurer	Brittany Casola
Administrator	Alyshia Lord
ABA Representative	Sarah Reddicono
FBA Representative	Navdip Randhawa
SDCBA Representative	Turner Hopkinson
Director of Activities	Fatima Brizuela
Director of Intramurals	Amy Vaughan
Co-Director of Public Relations	Travis Kohler
Co-Director of Public Relations	Olivia Miner
Commentary Co-Editor-in-Chief	Seve Gonzales
Commentary Co-Editor-in-Chief	Clinton Pierce
Alumni Representative	Noura Bariche
Alumni Representative	Dayna Ellsworth
Ombudsman	JR Canlobo

**SBA Board of Representatives (BOR)**

Chairman of the BOR	Allan Acevedo
3L Representative	Celene Alfaro
3L Representative	Katherine Aul
3L Representative	Teena Fodge
3L Representative	Stephanie Franco
2L Representative	Allan Acevedo
2L Representative	Adrian Cavallini
2L Representative	Megan Mangassarian
2L Representative	Megan Newman
1L Representative - §1	Summer Main
1L Representative - §2	Taylor Williams
1L Representative - §3	Jennie Krauser
1L Representative - §5	Robert Case

The SBA invites all students to get involved by joining one of the committees such as Barrister’s Ball Committee, Race Judicata Committee, or Community Outreach Committee, or by attending a SBA meeting, which is open to the public.

Contact the SBA President for more information about becoming involved at [SBAPres@law.cwsl.edu](mailto:SBAPres@law.cwsl.edu).

# STUDENT ORGANIZATION EVENT POLICIES & PROCEDURES

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Student Organization events play a critical role in enriching the law school experience. Student Organization events should relate to the mission of California Western School of Law.

Once your organization decides to host an event, there are key event planning decisions to be made, such as: What type of event is it? Where will the event be held? (at CWSL or off-campus?) When will the event be held? (Certain events require at least 6 months planning). Who is your target audience and how to publicize your event?

Below are the steps you need to take to create a successful event. Important points:

1. For every event a [Student Organization Event Approval Form](#) must be completed (See Appendix A).
  - Forms are located on the SBA website at <http://cwslsba.org/>.
2. If the media is being invited to your event, you must notify Marketing & Communications in advance.
3. CWSL's alcohol policy applies to ALL on-campus events (see CWSL [Room Booking Policy](#), pp. 11-13).

## I. WHAT TYPE OF AN EVENT ARE YOU PLANNING?

Every year CWSL student organizations plan many types of events. Most events are on-campus, such as meetings, speakers/panel discussions, fundraising (bake sales), community service, networking and movie screenings. Off-campus events are usually networking/mixers, community service and fundraisers.

Important information relevant to typical student organization events is summarized as follows:

### A. Meetings

Student organizations must follow their individual charters regarding meetings, however it is suggested that every meeting should include the following:

- Agenda
- Minutes
- Action Items

Student organizations can forward each General Meeting's agenda to the SBA in order to have them posted on the SBA website and available on hard copy in the SBA Student Organization binder (located in the SBA cubicle). If interested, please contact [webmaster@cwsl.edu](mailto:webmaster@cwsl.edu).

The SBA requests the minutes from General Meetings throughout the semester. These will not be posted online but are requested as a matter of record. Please forward materials to SBA Administrator, Alyshia Lord at [AKLord@law.cwsl.edu](mailto:AKLord@law.cwsl.edu).

## B. Speakers/Panel Discussions

No more than two (2) student organization-sponsored speakers will be allowed on a given date, and no student organization-sponsored speakers will be authorized on the same date as a Faculty Development speaker.

The Career and Professional Development Office is a resource for finding speakers. Please contact them at [Career\\_Services@cwsl.edu](mailto:Career_Services@cwsl.edu).

Please contact David Crowell in Institutional Advancement ([drc@cwsl.edu](mailto:drc@cwsl.edu)) for CWSL thank you gifts for your speakers at least one week before your event.

\*Please note that gifts will be charged to the organization (gift cards are **not** allowed). Please make sure to budget for these items.

## C. Fundraising

### a) Bake Sales

- i) No more than two (2) Bake Sales are permitted per week, and they cannot be held on the same day, or on a day when the Dean hosts a social event with food, such as "Coffee with the Dean".
- ii) Per San Diego County Health Codes only certain foods are allowed at Bake Sales or any student organization tabling.

Foods that are allowed:

- Pre-packaged foods like chips, cookies, granola bars, pretzels, crackers, candy, bottled or canned waters or soft drinks
- Homemade baked goods like cookies, brownies, cupcakes,
- Food delivered to CWSL from restaurants, delicatessens, grocery stores, like pizza, Einstein bagels, Peet's Coffee, Rubios, etc.
- Food prepared or served by licensed caterers like Donna's, Bettina's, etc.

Foods that are NOT allowed:

- Must be kept warm to be safe like cooked meats, casseroles, hot side dishes, nachos, chili, hamburgers, etc.
- Must be stored and displayed refrigerated like custards, mayonnaise-based foods, deli plates, cheese or meat sandwiches, hamburgers, hot dogs, barbeque pork or chicken, macaroni salad, ice cream, salads, sandwiches, etc.

### b) Non-Bake Sale Fundraisers

All fundraising events other than bake sales, **must** get approved by both Development **and** Student & Diversity Services at least three (3) months prior to proposed date. Six (6) months is preferred as there are significant planning

and regulatory requirements for these types of events that must be complied with. If event approval request is under three (3) months from the proposed date, the event will not be approved.

- Student organizations are encouraged to seek the resources of CWSL's Associate Director of Development, Melissa Wells, ([MWells@cwsledu](mailto:MWells@cwsledu)) who will work with the organization to achieve fundraising goals.

#### **D. Philanthropy (Community Service, Donation Bins)**

The SBA requires each SBA-recognized student organization to perform a minimum of one philanthropic activity per trimester (Summer trimesters are exempted *if* the organization is not active during the Summer trimester).

#### **E. Networking/Mixers**

Building relationships among other students, alumni and legal professionals is a key skill for a rewarding legal career and an opportunity to balance out the rigors of studying for most students.

CWSL's alcohol policy applies to ALL on-campus events (see CWSL [Room Booking Policy](#), pp. 11-13). If the networking/mixer is on-campus then the event host **must** hire a company for bartending services with a valid permit to serve alcohol at the event. A copy of the company's vendor license and insurance policy must be submitted to the Student & Diversity Services office with the Event Approval Form.

1At all networking/mixer events with alcohol, event hosts are encouraged to prevent intoxication by:

- Providing for a sufficient amount of alternative, non-alcoholic beverages;
- Providing a sufficient amount of substantial, wholesome food; and
- No self-service of alcohol.
- Event hosts are legally responsible to insure CWSL policies and all applicable laws are complied with.

Further, student organizational funds shall not be used for the purchase of alcohol at student organization events, except Barrister's Ball. Individual members may purchase alcohol for personal consumption at off-campus events, but students will NOT be reimbursed for any alcohol purchased at an approved event from student organizational funds (SBA budgeted or dues account).

#### **F. Conference/Symposiums**

CWSL has a strong tradition of hosting student organized conferences such as the Business Law Conference and Entertainment & Sports Law Symposium. Successful conferences and symposiums require at least 9 months to plan and must be held during times when other major campus-wide events are not being held. While in the event planning stage, student organizations should consult with the Career & Professional Development Office, Alumni Affairs Office and Marketing & Communications Office.



- If a student organization is hosting an event on campus and wishes to charge admission, CWSL is required to also charge the student organization a room rental fee at its standard rate. In addition, you cannot require a “contribution” to attend a student event held on campus to avoid this policy. (See CWSL [Room Booking Policy](#)).

## G. Movie Screenings

Due to copyright laws, student organizations interested in showing a film must have written permission from a licensing agent, unless the film is already in the public domain. Don't forget to fill out a room booking request form as well as an email to Audio Visual for A/V needs.

- **Copyright Permission**

Student organizations must obtain a Public Performance License from a licensing agent (i.e. [Swank Motion Pictures, Inc.](#)) to show a film. Some film makers are happy to charge only a token fee, others may request more.

You will need to be very specific when requesting permission and include the following information:

1. Indicate whether the screening is open to the public or for the California Western community only.
2. Indicate the number of people you expect to view the movie.
3. Indicate whether you will be charging a fee or not (please refer to the ***Compatibility with Institutional Mission*** section of the CWSL [Room Booking Policy](#)).

- Once you obtain written confirmation you must submit a copy to [StudentServices@cwsl.edu](mailto:StudentServices@cwsl.edu).

- **Public Domain**

“Public Domain” refers to the body of creative works and knowledge in which no person, government or organization has any proprietary interest such as a copyright. Below are a few sites that contain movies commonly thought to be in the public domain, and works their owners are willing to let be distributed:

<http://www.fesfilms.com/>

<http://www.desertislandfilms.com/>

<http://www.reelmediainternational.com/>

<http://www.buyoutfootage.com/>

<http://archive.org/details/movies>

## II. EVENT SCHEDULING: Master the CWSL Calendars

In addition to a full schedule of classes, CWSL books more than 4,000 other room requests annually, including meetings, social events, academic events, student organization events, competitions, and community events. Start planning your event as soon as possible especially if it is a signature event such as a conference, large fundraiser, well known speaker, etc.

When choosing a date, review the [CWSL online calendar](#) and the [SBA online calendar](#) to find out if there is a conflict with another event.

Some additional considerations:

- Requesting a room must be made well in advance and **no less than 48 business hours prior** to the event. Facilities Management makes every attempt to respond to a request with a confirmation, a declination, or an inquiry into an alternative, within 48 hours from the date and time of receipt of the original request. However, due to Facilities workload, it is strongly recommended that you submit your request as soon as possible.
- Student groups who wish to book a room may do so in the current or next trimester. Exceptions to this may be made with the approval from Student & Diversity Services for annual student events, etc. Rooms booked in advance of the next trimester are subject to being bumped when the next trimester's class schedule is programmed into the schedule, as classes take priority over all other events.

## III. EVENT LOCATION: Where will the event be located?

### A. Off-Campus Events

Planning a Student Organization event held off-campus requires Student & Diversity Services approval as stated above. The next steps are dependent on the type of event being planned.

Key items to consider:

- Checking the [CWSL online calendar](#) for the best date for the event
- Securing a location
- Reviewing the CWSL Alcohol Policy and Reimbursement Policy regarding alcohol purchases for student organizations.
- Consulting with the resources at CWSL (see page 20)
  - Networking/Mixers: Career & Professional Development Office, Alumni Affairs Office
  - Fundraisers: Development
  - 501(c)(3) Statement, CWSL Insurance Certificate – Business Office
  - Community Service – other student organizations, CWSL departments

## B. On-Campus Room Booking Procedures

### a. Overview

CWSL provides access to rooms such as classrooms and lobbies to student organizations for meetings and events. Before selecting your on-campus location, review the CWSL [Room Booking Policy](#) to learn important policies regarding:

- Table displays
- Posting of notices
- Bake/food sales
- Serving of alcohol
- Marketing of your event off-campus
- Compatibility with Institutional Mission (includes information on admittance fees)

Student organizations may book the First and Second Floor lobbies in the 350 Building for purposes consistent with the mission of the student organization such as event sign-ups, ticket sales, bake sales, blood drives, etc.

Please note that the display tables are allotted on a first-come, first-served basis and due to space limitations, not all requests will be approved.

- **First Floor Lobby**  
Any day of the week for a maximum of two (2) days per week
- **Second Floor Lobby**  
Tuesdays and Thursdays

### b. Step by Step Guide to Booking Your Room

1. Student organizations must fill out a [Student Organization Event Approval Form](#) (see Appendix A). Forms are located on the SBA website at <http://cwslsba.org/>. This form will be automatically submitted to the office of Student & Diversity Services for approval. Please note that there is up to a **48-hour reply time**.
  - Requests made over the phone, via voicemail, or verbally in person will not be accepted. There will be no exception to this rule.
2. Once approved, Student & Diversity Services will email the approval to the student organization and Rooms (for room booking confirmation). Please note that there is up to a **48-hour reply time** for Rooms to process the request.
3. Once you receive your room booking confirmation from Rooms, you should:

- 1) Request any special set-up such as tables and chairs, extra trash cans, etc. by forwarding your room confirmation e-mail to [Facilities@cwsl.edu](mailto:Facilities@cwsl.edu). NOTE: If tablecloths are needed you must request them **two weeks prior** to the event.
- 2) Request Audio Visual equipment such as microphones, projectors, etc. by forwarding your confirmation e-mail to [AudioVisual@cwsl.edu](mailto:AudioVisual@cwsl.edu) at least 72 hours in advance of the event.

In the event the above mentioned site is not functioning, you may send your request via email to [StudentServices@cwsl.edu](mailto:StudentServices@cwsl.edu). Requests must include date and time parameters of the booking, expected number of attendees, the title of the event, and whether the event host will be charging an attendance fee to guests.

#### IV. EVENT ADVERTISING: How to Get the Word Out

##### A. CWSL Online Calendar

Students may advertise events in the [CWSL online calendar](#), which is published every Monday, once the event has been approved. Events can be added to the calendar as early as two months prior to the event.

- Submit event announcements to Student & Diversity Services at [StudentServices@cwsl.edu](mailto:StudentServices@cwsl.edu) with “Calendar Announcement” in the subject line by **Friday at 5:00 p.m.** Late submissions will be rejected.
- Please include the **date, time, location and a brief description** (we may need to edit for length or content) as well as the **name and CWSL e-mail address of the contact person** for the event.

Example:

*Older, Wiser Law Students (OWLS) - General Meeting*

*Friday, February 11, at 12:15 p.m. in Room 2D*

*Please join us for lunch to hold elections, discuss upcoming events, and share experiences being non-traditional law students. Please contact Jane Doe at [jrdoe@law.cwsl.edu](mailto:jrdoe@law.cwsl.edu) with any questions.*

Please note that e-mail blasts to the student body are not allowed unless it is for an SBA event for the entire CWSL Community (which includes Faculty, Staff and Students) such as Race Judicata, Barrister’s Ball, CWSL Talent Show, etc.

##### B. Posters

Student organizations must get advanced, written approval from Student & Diversity Services in order to display posters in the First and Second Floor lobbies of the 350 Building.

It is recommended that you send a digital proof to [StudentServices@cwsl.edu](mailto:StudentServices@cwsl.edu) prior to printing in order to avoid additional printing costs in the event the poster

needs to be edited for content (examples of prohibited content: guns, images or references to alcohol, profanity, etc.).

\*If you are using an image that you found on the internet you must make sure you are not violating copyright law. Please review the "[Using Images Created by Others](#)" policy (See Appendix H).

Please note that **flyers are not allowed** on campus. Please review the "[Posting of Notices and Announcements](#)" policy (See Appendix F).

**a) Copy Center**

You may submit items for copying to the on-campus Copy Center located in the Faculty Support Services Office (225 Administration Building, Third Floor). Please provide adequate time for them to make copies, especially during exam periods. Your charges will be billed to your organization's account.

**b) External Vendors**

You may use any vendor for copying services, but you may not establish accounts for billing to the law school. You will be held personally responsible for any accounts set up for your student organization.

When working with external vendors, you may:

- Pay the bill and submit a [Student Organization Reimbursement Form](#); or
- Obtain an invoice and submit a [Student Organization Vendor Check Request Form](#) to request payment by check. Please note it can take up to two (2) weeks for the Business Office to complete the process.

**C. Social Media**

Marketing & Communications can assist student organizations in promoting events through the CWSL social media channels, website, and newsletters. Please contact Pam Hardy at [PHardy@cwsl.edu](mailto:PHardy@cwsl.edu).

# STUDENT ORGANIZATION FINANCIAL POLICIES

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CWSL students are charged a student activity fee for each trimester which they are enrolled. A portion of the fee is distributed to the SBA to fund SBA and SBA-recognized student organizations' activities.

All student organizations recognized by the SBA are eligible to receive funding. Each trimester active organizations seeking funding must submit a request for funds through a formal request process known as a Budget Hearing. Once an organization has been granted funds they are able eligible to request reimbursement of funds or pay a vendor for an approved event.

## I. Reimbursements: How do I get paid for money I spent?

### A. Things to Know

The [Student Organization Reimbursement Form](#) (see Appendix B) should be used to request reimbursement for purchases made for student organization related activities such as meetings, event, supplies, etc.

The Student Organization Reimbursement Form is located on the [SBA website](#) as well as in the SBA cubicle inside the Student Organization Lounge (350 Building, Lower Level, Cubicle #1).

- Most goods and services are reimbursable. If you are not sure whether your expense is reimbursable, please contact the Assistant Dean for Student & Diversity Services.

Examples of reimbursable expenses:

- Meals
- Office supplies
- Printing of posters
- Catering
- Rentals
- T-shirts

Examples of non-reimbursable expenses:

- Gift Cards
  - Bottle of Wine
- Reimbursement requests will only be processed if the event was approved by Student & Diversity Services and:
    - The student organization's budget has been approved by the SBA; and/or
    - There are sufficient funds in the student organization's dues account
  - Every event **MUST** be approved by Student & Diversity Services. If the event was not approved, then reimbursement may be denied by SBA Treasurer or Assistant Dean for Student & Diversity Services.

- Student organization funds shall not be used for purchase of alcohol at student organization events, except Barrister's Ball. Individual members may purchase alcohol for personal consumption at off-campus events, but students will NOT be reimbursed for any alcohol purchased at an approved event from student organizational funds (SBA budgeted or dues account).
- Reimbursement forms must be filled out accurately and completely, or will be denied by either SBA Treasurer, Assistant Dean for Student & Diversity Services or CWSL Business Office.

## **B. Procedure for Reimbursement of Student Expenditures**

1. Obtain a [Student Organization Reimbursement Form](#) from the SBA cubicle or the [SBA website](#) and complete with relevant information (see Appendix B).
2. Include a valid business purpose.
  - This should accurately describe the event and the purpose of the event. For example, "lunch meeting" is not sufficient. However, "lunch meeting to discuss the organization's trimester events" is sufficient.
3. Attach **original** and **itemized** receipts reflecting the method of payment (cash, check, credit card). Under exceptional circumstances, if you are unable to obtain an itemized receipt, a written detailed description of what was purchased must accompany the receipt showing payment was made. (See Appendix D)
4. If you are unable to obtain an itemized receipt for purchases of \$75.00 and higher, you must submit a [Missing Receipt Log](#). (See Appendix E)
5. If a check was used to pay the expense, you must attach a copy of the cancelled check (front and back)
6. Submit completed form with all attachments to the SBA Treasurer within 60 days of the event. **Submissions received past 60 days will be denied.**
7. The Business Office processes reimbursement requests once a week. After the SBA Treasurer processes the request, s/he obtains approval from the Assistant Dean for Student & Diversity Services. The approved request then goes to the Business Office. The entire process can often take up to two (2) weeks.

## II. Vendor Payments: How do I pay a vendor?

### A. Things to Know

The [Student Organization Vendor Check Request Form](#) (see Appendix C) should only be used to pay a vendor directly for goods and/or services relating to student organization activities.

Student Organization Vendor Check Request Form is located on the [SBA website](#) as well as in the SBA cubicle inside the Student Organization Lounge (350 Building, Lower Level, Cubicle #1).

- Vendor Check Requests will only be processed if the event was approved by Student & Diversity Services and:
  - The student organization's budget has been approved by the SBA; and/or
  - There are sufficient funds in the student organization's dues account
- Every event **MUST** be approved by Student & Diversity Services. If the event was not approved, then payment may be denied by SBA Treasurer or Assistant Dean for Student & Diversity Services.
- Student organization funds shall not be used for purchase of alcohol at student organization events, except Barrister's Ball. Individual members may purchase alcohol for personal consumption at off-campus events, but students will NOT be reimbursed for any alcohol purchased at an approved event from student organizational funds (SBA budgeted or dues account).
- Vendor Check Request forms must be filled out accurately and completely, or will be denied by either SBA Treasurer, Assistant Dean for Student & Diversity Services or CWSL Business Office.

### B. Procedure for Outside Vendor Payments

1. Obtain a [Student Organization Vendor Check Request Form](#) from the SBA cubicle or the [SBA website](#) and complete with relevant information (see Appendix C).
2. Attach a detailed invoice from the vendor that contains the following:
  - Name of the company or payee that provided the goods and/or services
  - Description of the goods or services provided
  - Client name listed as California Western School of Law c/o [STUDENT ORGANIZATION]
  - Amount due
3. Attach a Form W-9 if the vendor/payee is new (please check with the Business Office).



4. Include a valid business purpose.
  - This should accurately describe the event and the purpose of the event. For example, “t-shirts” is not sufficient. However, “t-shirts for student initiation ceremony” is sufficient.
5. Submit completed form with all attachments to the SBA Treasurer within 60 days of the event. **Submissions received past 60 days will be denied.**
6. The Business Office processes check requests once a week. After the SBA Treasurer processes the request, s/he obtains approval from the Assistant Dean for Student & Diversity Services. The approved request then goes to the Business Office. The entire process can take up to two (2) weeks.

# STUDENT ORGANIZATION ADMINISTRATION

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## **Student Organization Officers**

Student organization leaders play an important role within California Western School of Law. Student organizations create both professional and social opportunities for students and continuously encourage involvement throughout the year. The experience to participate in a student organization is an invaluable experience for a law student.

### **a) List of Officers**

Student organizations must submit a full list of their elected officers by the end of the first full week of classes to [StudentServices@cwsl.edu](mailto:StudentServices@cwsl.edu). Because the Assistant Dean for Student & Diversity Services oversees and approves expenditures from the SBA accounts, it is crucial that the office has an updated list of the officers authorized to commit the organization's funds.

Please note that not submitting contact information might slow the reimbursement or check request process as well as delay communications regarding scholarships and other opportunities for the organization.

### **b) E-Mail Account**

Each student organization has an official CWSL e-mail address. This is the e-mail account disseminated to the public and others who might be interested in your organization. Passwords are changed at the end of each Summer Trimester. Student & Diversity Services will distribute the updated passwords to current, authorized student organization board members.

If you misplace or forget your password, please contact Student & Diversity Services at [StudentServices@cwsl.edu](mailto:StudentServices@cwsl.edu).

### **c) Webpage**

The SBA provides a website for student organizations at <http://cwslsba.org/>. Please use your webpage to list the mission of the organization, current board members as well as to announce meetings and events in more detail.

### **d) Elections/Transition of Officers**

In order to help the incoming officers perform their leadership duties, it is strongly suggested that each organization create a "How To" guide. The guide should include information regarding administrative procedures, such as the Student Organization Guide, as well as any community contacts the organization may be affiliated with. This guide should be amended as appropriate at the end of the officers' term(s).

## **Student Organization Lounge**

The Student Organization Lounge is located in the 350 Building on the Lower Level. Lockers, cubicles and mailboxes for student organization are located in the lounge. Locker and cubicle space for student organizations is a privilege, not a right. Please be considerate of the organizations and individuals with whom you are sharing space.

Please contact [StudentServices@cwsj.edu](mailto:StudentServices@cwsj.edu) to find out the locker and/or cubicle number for your organization or to request one.

During final examinations the lounge is used by Faculty Support for testing. An email notice will go out with instructions to clean out your cubicle and locker area. This is a mandatory cleanout.

### **a) Lockers**

The President and Vice President of each organization may be issued locker keys. To obtain a key:

1. Pay the \$10.00 deposit in the Business Office (you will receive a receipt).
2. Take the receipt to the security desk in the 350 Building lobby.
3. Keys must be returned to Security at the end of the President/Vice President's term.

SAFETY NOTE: Items should never be stored on top of the lockers as they are a safety hazard. Any items placed on top of the locker will be removed and discarded by facilities at any time without notice.

### **b) Cubicles**

To obtain a cubicle name plate, send your request to [StudentServices@cwsj.edu](mailto:StudentServices@cwsj.edu). The cost for a name plate averages \$16.00. Your student organization will be invoiced when the name plate arrives.

Please fill out a [\*\*Student Organization Vendor Check Request Form\*\*](#) and submit (with invoice) to the SBA Treasurer.

### **c) Mail**

The school's administrative address (225 Cedar Street, San Diego, CA 92101) may only be used for student organization mail. **Personal student mail is not permitted at California Western.** Please ensure that mail is addressed to the name of the student organization.

An SBA representative will pick up student organization mail on a weekly basis and distribute to the student organization mailbox which is located in the Student Organization Lounge.

Student organizations may mail letters and packages at the main reception desk:  
*225 Administration Building, First Floor*  
*Monday – Friday*  
*8:00 a.m. to 5:00 p.m.*

You must have your organization's account code at that time as it will be charged immediately.

**d) Fax Machine**

There is a fax machine located in Cubicle #1 in the Student Organization Lounge (350 Building, Lower Level) for students to use. Please note only **outgoing** faxes are allowed.

**e) Supplies**

Student organizations are responsible for ordering their own supplies and should have a budget already set aside for any supplies it may need. Organizations should purchase the supplies and submit a [\*\*Student Organization Reimbursement Form\*\*](#) to the SBA Treasurer.

# MARKETING & COMMUNICATIONS

---

The Marketing & Communications department at California Western School of Law manages all print publications, media relations, branding (logos, etc.), and the official CWSL News blog, Facebook, Twitter, LinkedIn, and YouTube channels, among other responsibilities.

Student organizations wishing to include the official California Western nameplate (logo) on brochures or materials must contact Pam Hardy, Director of Marketing & Communications, at (619) 515-1545 or [pahardy@cwsl.edu](mailto:pahardy@cwsl.edu). Those using the school nameplate will be required to comply with the official Style Guide and provide a copy of the final product.

If you are inviting members of the media to an on-campus event or class, you must inform Security and Marketing & Communications. Our security policies require that the Director of Marketing & Communications be informed when media are on campus.

Student organizations with compelling stories to share (i.e. service projects, tutoring, major accomplishments, etc.) are welcome to submit those stories to Marketing & Communications for consideration. Here are some tips to keep in mind when promoting your projects and news items, either to the Marketing & Communications department or to the media/public through your own efforts:

- Be prepared to explain why your news item is interesting – what’s different about it?
- Explain how your news item supports or demonstrates concepts you are learning in law school
- Provide just enough useful information (who, what, when, where, etc.) with a contact name and information for follow-up
- Provide a few days’ notice, not the day of or day before an event
- If seeking coverage after an event or newsy development, follow up right away; news can get “stale” very quickly
- Include photos, if you can

## **Social Media Guidelines for Student Organizations**

All student organizations must comply with the CWSL Social Media Guidelines (See Appendix G) approved in January 2014.

The guidelines provide appropriate best practices for California Western student organizations with social media channels in order to maintain a professional online presence for the law school and to protect the reputation of the law school.

# STUDENT & DIVERSITY SERVICES

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The office of Student & Diversity Services offers a wide range of services to students including counseling, advising and assisting students in solving problems and tackling issues that may interfere with their academic progress. The office also provides support for student organizations and serves as the primary administrative liaison on campus. Please feel welcome to contact us at any time with questions. If we do not have the answer, we will find it for you.

## **OFFICE STAFF**

**Susan Finster, Esq.**

**Assistant Dean for Student & Diversity Services**

Dean Finster provides leadership, management and direct services in the area of student affairs and is responsible for counseling students on academic and non-academic issues, reviewing petitions, implementing support programs and approving disability accommodations. In addition to advising for more than thirty student organizations, she works closely with the Student Bar Association. In collaboration with the Vice Dean for Academic Affairs, Dean Finster helps resolve disciplinary issues, including investigating Honor Code violations and student conduct complaints. She also oversees Commencement, the annual Student Awards Program, and many other student events and programs.

**Marion Cloete**

**Director of Diversity Services**

Marion Cloete facilitates the recruitment of underrepresented and non-traditional students to California Western. Director Cloete has improved the number of students from geographically and socially diverse environments tremendously. She attends local, regional and national law school fairs throughout the year. She coordinates events and support services that are designed for these students and their particular needs, including the Buddy Program, which provides peer mentors for new law students, and non-academic counseling and intercultural skills programs. She is also the liaison to many diversity student organizations, including the Alumni Diversity Coalition and assists them in coordinating mentor programs, bar scholarships and organization web sites.

**Monique Taylor**

**Administrative Assistant**

Monique Taylor provides administrative support for the office of Student & Diversity Services and is the first point of contact for Diversity Services. Please contact Monique for questions and information specifically regarding Diversity Services programs, as well as general questions and information regarding Commencement, student organizations, scholarships and programming for Student & Diversity Services.

## **Contact Information**

225 Administration Building, Second Floor  
Telephone (619) 515-1579; Fax (619) 615-1448  
[studentservices@cwsl.edu](mailto:studentservices@cwsl.edu) or [diversity@cwsl.edu](mailto:diversity@cwsl.edu)

## CWSL KEY CONTACTS

- ❖ **Alumni Affairs**  
350 Building, Second Floor  
Lori Boyle – Director of Alumni Affairs  
(619) 515-1543  
[LBoyle@cwsl.edu](mailto:LBoyle@cwsl.edu)
  
- ❖ **Audio Visual Department**  
350 Building, Third Floor  
(619) 525-1454  
[AudioVisual@cwsl.edu](mailto:AudioVisual@cwsl.edu)
  
- ❖ **Business Office**  
225 Administration Building, First Floor  
Ruth Goulding – Director of Business Office & Controller  
(619) 515- 1595  
[rxq@cwsl.edu](mailto:rxq@cwsl.edu)
  
- ❖ **Career and Professional Development Office**  
350 Building, Second Floor  
(619) 525-7078  
Matthew Lab – Assistant Director of Career Services  
[MLab@cwsl.edu](mailto:MLab@cwsl.edu)
  
- ❖ **Computer Lab**  
290 Library Building  
Daniel Starnes – Computer Lab Support Technician  
(619) 525-1473  
[DStarnes@cwsl.edu](mailto:DStarnes@cwsl.edu)
  
- ❖ **Development Office**  
225 Administration Building, Second Floor  
Melissa Wells – Associate Director of Annual Fund & Institutional Advancement  
(619) 515-1548  
[MWells@cwsl.edu](mailto:MWells@cwsl.edu)
  
- ❖ **Facilities Management**  
350 Building, Mezzanine Floor  
Jolie Cartier – Executive Director for Facilities Management  
(619) 525-1487  
[Facilities@cwsl.edu](mailto:Facilities@cwsl.edu)

❖ **Institutional Advancement**

225 Administration Building, Second Floor  
David Crowell – Administrative Assistant  
(619) 515-1540  
[drc@cwsl.edu](mailto:drc@cwsl.edu)

❖ **Marketing & Communications**

225 Administration Building, Second Floor  
Pam Hardy – Director of Marketing & Communications  
(619) 515-1545  
[PHardy@cwsl.edu](mailto:PHardy@cwsl.edu)

❖ **Student & Diversity Services**

225 Administration Building, Second Floor  
Monique Taylor – Administrative Assistant for Student & Diversity Services  
(619) 515-1579  
[StudentServices@cwsl.edu](mailto:StudentServices@cwsl.edu)



## Frequently Asked Questions

### 1. How do I book a room for an event (meeting, speaker panel, tabling, etc.)?

- 1) First complete a [Student Organization Event Approval Form](#). Forms are located on the SBA website at <http://cwslsba.org/>.
- 2) Next, you will receive an event approval confirmation from Student & Diversity Services. Please note that there is up to a **48-hour reply time**.
- 3) Lastly, you will receive a room confirmation from Rooms. Please note that there is up to a **48-hour reply time**.

### 2. I want to advertise an event/meeting, what should I do?

- a) Student organizations may advertise events in the [CWSL online calendar](#), which is published every Monday, once the event has been approved. Events can be added to the calendar as early as two months prior to the event.

Announcements must be sent to [StudentServices@cwsl.edu](mailto:StudentServices@cwsl.edu) with "CALENDAR ANNOUCEMENT" in the subject line by **Friday at 5:00 p.m.** **Late submissions will be rejected.**

Please include:

- Date
- Time
- Location
- A brief description (we may need to edit for length or content)
- The name and CWSL e-mail address of the contact person for the event

Example:

*Older, Wiser Law Students (OWLS) - General Meeting*

*Friday, February 11, at 12:15 p.m. in Room 2D*

*Please join us for lunch to hold elections, discuss upcoming events, and share experiences being non-traditional law students. Please contact Jane Doe at [jrdoe@law.cwsl.edu](mailto:jrdoe@law.cwsl.edu) with any questions.*

- b) Student organizations may put up a poster(s) in the First and Second Floor lobbies of the 350 Building. Student organizations **must** get advanced, written approval from Student & Diversity Services in order to display posters.

Posters may not contain prohibited content such as: guns, images or references to alcohol, profanity, etc. Please review the [Posting of Notices and Announcements](#) policy.

### 3. We would like to serve alcohol at our event, what is the policy?

All student events where alcohol will be served (on and off campus) must be pre-approved by the Assistant Dean for Student & Diversity Services as part of the Event Approval process.

Before requesting approval, read the CWSL Alcohol Policy (pages 11-13) in the [Room Booking Policy](#). If the event is on-campus then the event host **must** hire a company for bartending services with a valid permit to serve alcohol at the event. A copy of the company's vendor license and insurance policy must be submitted to the Student & Diversity Services office with the Event Approval Form.

For off-campus events, the event location will dictate if licenses or insurance are required.

- For all events, event hosts are encouraged to prevent intoxication by:
  - Providing for a sufficient amount of alternative, non-alcoholic beverages;
  - Providing a sufficient amount of substantial, wholesome food; and
  - No self-service of alcohol.
  - Event hosts are legally responsible to insure CWSL policies and all applicable laws are complied with.

### 4. How do I get involved with the SBA?

- a) Run for an office during General Elections in the spring trimester.
- b) Join one of the committees such as Barrister's Ball Committee, Race Judicata Committee, or Community Outreach Committee.
- c) Come to a SBA meeting, which is open to the public.

Contact the SBA President for more information about becoming involved at [SBAPres@law.cwsl.edu](mailto:SBAPres@law.cwsl.edu).

### 5. How do I start a new student organization?

The new student organization must maintain a legal purpose, fulfill the mission of California Western School of Law and address the needs and desires of the current student body.

The first step in creating a new student organization is to meet with the Assistant Dean for Student & Diversity services to discuss and evaluate the proposed organization.

[Click here](#) for complete details.

**6. Is there a fax machine I can use?**

Yes. There is a fax machine located in Cubicle #1 in the Student Organization Lounge (350 Building, Lower Level) for students to use.

\*Please note only **outgoing** faxes are allowed.

## Appendix A

# STUDENT ORGANIZATION EVENT APPROVAL FORM

**THIS FORM IS REQUIRED FOR ALL EVENTS**

Please note that the approval process may take up to 48-hours.

Organization Name:

### TYPE OF EVENT

- CONFERENCE/SYMPOSIUM (start 6 months prior)
- FUNDRAISING (Bake Sales)
- FUNDRAISING (Non-Bake Sales: Auctions, Luau, etc.)  
\*Start 6 months prior
- GENERAL MEETING
- MOVIE SCREENING  
\*Please note that written permission is required from the licensing agent unless the film is in the public domain.
- NETWORKING/MIXER  
\*Please note that a certificate of insurance is required if this event is on campus and you are serving alcohol.
- PHILANTHROPY (Community Services)
- PHILANTHROPY (Donation Bins)
- SPEAKER(S)/PANEL DISCUSSIONS
- TABLING (Event Info/Sign Ups/Ticket Sales)
- OTHER

### EVENT INFORMATION

Name of Event:

Proposed Date of Event:

Proposed Time of Event (start & end):

Detailed description of the event, including its business purpose:

Anticipated Attendance:

Event Budget:

Contact Person Name:

Contact Person Email:  (valid email required)

Contact Person Position:



**Appendix C**

**STUDENT ORGANIZATION VENDOR CHECK REQUEST FORM**

**\*\*THIS FORM SHOULD BE USED WHEN MAKING A DIRECT PAYMENT  
TO A SUPPLIER OF GOODS AND/OR SERVICES\*\***

Please submit completed form to the SBA Treasurer's folder in Student Org Lounge, Cubicle #1.  
If you have questions please contact [SBATres@law.cwsl.edu](mailto:SBATres@law.cwsl.edu).

1. Today's Date: \_\_\_\_\_

2. Payable To: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Phone Number: \_\_\_\_\_ 5. Payee's Email: \_\_\_\_\_

6. New Payee?  YES (include W-9 form)  NO      7. Amount: \$\_\_\_\_\_

Include invoice

8. Pay funds from:  SBA Budget      Amount: \$\_\_\_\_\_      Account Code: \_\_\_\_\_

Dues Account      Amount: \$\_\_\_\_\_

9. Business Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Delivery Instructions:     Hold for Pickup     Mail with invoice

11. Request Authorized By:

Name: \_\_\_\_\_      Position:  President  Treasurer

Organization (Full Name): \_\_\_\_\_

Signature: \_\_\_\_\_      E-mail: \_\_\_\_\_

\*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

SBA Treasurer: _____	Date Approved: _____
Student Services – Received By : _____	Date Received: _____
Event Approved:    YES / NO	Date Approved: _____
Approved By: _____	Date Approved: _____
Business Office – Received By: _____	Date Approved: _____

## Appendix D

### SAMPLE OF ITEMIZED RECEIPT

**RECEIPT WITH PAYMENT**

Beer Co  
602 Broadway  
San Diego, CA 92101  
619-398-0707

Server: Heather                      DOB: 10/24/2013  
07:03 PM                                      10/24/2013  
Table 100/2                                      2/20008

SALE

Approval: 050422

Amount:                                      \$ 24.05

+ Included Gratuity:                      \$ 4.01

+ Additional Tip \$6.00

= Total: \$34.06

I agree to pay the above total amount according to the card issuer agreement.

X \_\_\_\_\_

\*\*Guest Copy\*\*

**ITEMIZED RECEIPT**

Beer Co  
602 Broadway  
San Diego, CA 92101  
619-398-0707

Server: Heather                      10/24/2013  
Table 100/2                                      6:57 PM  
Guests: 24                                      20008  
Reprint #: 1

Guacamole & Chips	5.00
Ahi Tower	7.00
Mozzarella Sticks (2 \$5.00)	10.00
Pretzel Sticks (2 \$5.00)	10.00
Garlic Bread	4.95
Pepperoni Pizza	5.50
Endless Summer Veggie	5.50
Chicken Nachos	6.00
Chicken Lettuce Wraps	7.00
Chicken Nachos NO Chicken	6.00
Subtotal	66.95
Tax	5.19
Total	72.14
Gratuity 18.00%	12.05
Total	84.19

**Balance Due                      84.19**

\*\*\*\*\*  
Gratuity Calculator:  
20% = \$11.39  
15% = \$10.04

HAPPY HOUR                      7:00pm  
LATE NIGHT HAPPY HOUR Now close

TO RECEIVE REIMBURSEMENT – BOTH COPIES ARE NECESSARY.





## Appendix F

# POSTING OF NOTICES AND ANNOUNCEMENTS

Updated: August 2014

The purpose of this policy is to: (1) assist the campus community in communicating news consistently via notices and announcements, (2) prevent damage to walls and surfaces of the facilities, and (3) maintain an aesthetically pleasing environment for faculty, staff, students and guests.

This Policy applies to all interior and exterior walls and surfaces at California Western School of Law in all campus buildings.

### 1. Approved notices

#### i. **Using Tape**

Notices may only be affixed to vertical surfaces using low-to-medium-adhesion rated painter's grade masking tape (commonly referred to as "blue tape", or "painter's tape"). These tapes are typically blue or green colored.

**Other tapes such as adhesive tape (commonly referred to as "Scotch tape"), packing tape, or masking tape are not permitted.**

#### ii. **Easels and Lobby Notices**

Notices to be posted in the 350 Cedar Street 1<sup>st</sup> and 2<sup>nd</sup> floor lobbies may be posted on easels, only. Easels are available in the Facilities Management office on the Mezzanine, and are on a first-come, first-served basis with limited availability.

Posted notices on easels for the 1<sup>st</sup> floor must be pre-approved by the Student Services department; notices on the 2<sup>nd</sup> floor do not need a pre-approval.

#### iii. **Bulletin and Notice Boards**

Bulletin/notice boards are assigned as noted in the below chart.

Building/Location	Purpose	Restriction: Notices can only be posted by...
<b>350 Cedar Street</b>		
Lower level Student Lounge, north wall	Any notice permitted	Students
Lower level Student Org. suite, east wall	Any notice permitted	Students
Lower level hallway at Student Org. door	Any notice permitted	Students
2 <sup>nd</sup> floor by patio, south wall	All student organization notices	Students
2 <sup>nd</sup> floor, east hallway	Moot Court Honors Board Notices	Moot Court Honors Board

iv. **Brochures, Handouts**

Brochures and handouts for mission-related information from departments and clinics may be distributed only via controlled procedures such as dedicated displays, inserts into student presentation folders, or handouts in class.

2. **Communication Methods**

i. **Announcements**

Posters announcing campus events should indicate:

- the name of the sponsoring organization or group,
- the nature of the event,
- the date and time,
- the location,
- the cost (if any), and
- a contact number for more information.

3. **Unapproved Notices**

i. **Posting**

Notices, banners, signs or announcements may not be posted by any means on any vertical or horizontal surface including walls, wood surfaces, classroom chalk and wipe boards, lockers, windows, doors, restroom stalls, tables, chairs, hanging from ceilings, or any area other than designated notice boards as listed in the chart, unless pre-approved by Student & Diversity Services.

No notices, banners, signs or announcements are permitted to be hung by any type of line, string, or cable, without the advanced approval of the Facilities Management department.

ii. **Mention of Alcohol**

At no time shall announcements, notices, or signs reference the service of alcohol (ex. "wine and cheese party"). For details, please see the campus *Room Booking Policy, Use Policies*.

iii. **Flyers**

Mass-produced flyers are prohibited from distribution in classrooms and campus common areas.

iv. **Chalking**

No chalking is permitted on walkways, walls, or anywhere on CWSL property or facilities.

## Appendix G

# SOCIAL MEDIA GUIDELINES FOR STUDENT ORGANIZATIONS

### California Western School of Law Social Media Guidelines for Student Organizations

Approved by Cabinet: January 28, 2014

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#### Purpose of Guidelines

The purpose of this document is to provide appropriate best practices for California Western student organizations with social media channels in order to maintain a professional online presence for the law school and to protect the reputation of the law school.

- Individuals posting on behalf of the law school and/or a student organization are expected to adhere to the policies and best practices included in this document and appendices, including:
- Notify the law school: Send your social media URL/handle to the Director of Marketing and Communications, Pam Hardy, at [p Hardy@cwsl.edu](mailto:p Hardy@cwsl.edu).
- Each social media account must have at least one responsible administrator assigned. Those who leave the law school should immediately have their user/administrator credentials revoked.
- Before opening an official CWSL organization social media account, a plan should be developed that includes the account's audiences and goals; as well as a strategy for keeping information on the site(s) up-to-date.
- Logins and passwords for each social media account should be kept on file by the organization administering the account.
- Students identified as administrators of accounts are trusted to manage and monitor content of their officially recognized accounts. Administrators are responsible to remove content that may violate law school policies.
- Accounts must include a disclaimer statement regarding posted content and opinions contained on the site.
- Inappropriate, offensive, injurious, and illegal content shall not be posted to organizational social media accounts. Violations of these guidelines will be referred to the Vice Dean for Academic Affairs for resolution.
- Best practices for social media, as outlined in Appendix A of this document, should be followed.

#### Scope of Policy

This policy covers all school-sanctioned student clubs and organizations at California Western School of Law.

### What forums are covered?

This policy applies to all official social media presences for California Western student organizations including, but not limited to:

- Facebook
- YouTube
- Twitter
- Instagram
- LinkedIn
- Blogs
- Podcasts

### Social Media Guidelines

All members of the law school community are trusted to respect and protect the image and reputation of the institution as they participate in social media channels as representatives of the school.

- Protect confidential and proprietary information: Do not post confidential or proprietary information about California Western School of Law, its students, faculty, staff, administrators, or alumni.
- Respect copyright and fair use: **Do not use material from any other source without permission.** See Appendix B, “Using images created by others.”
- Do not use California Western logos or resources for endorsements: Do not use the law school’s name or resources to promote a product, cause, or political party or candidate.
- Do not use the California Western nameplate, seal, or any other law school images or iconography on personal social media sites.
- Abide by policies and procedures: California Western does not monitor personal websites but will address issues that violate related and established policies and procedures.
- Terms of service: Obey the Terms of Service of any social media platform employed.

When posting, acknowledge who you are: If you are representing California Western when posting on a social media platform, acknowledge this. If you are expressing your own personal opinions, state this as well.

Protect the institutional voice: Posts on social media sites should reflect the law school’s mission and values by remaining professional in tone and in good taste.

## Appendix 1 (Social Media Best Practices)

**Practical Application of the Policy:** This section applies to those posting on behalf of the law school, a program or department, though the guidelines may be helpful for anyone posting on social media in any capacity.

- *Consider how best to identify yourself:* Program or department social media channels should be clearly labeled as such, so as not to be confused with the law school's main social media channels. The Director of Marketing and Communications is available to assist with naming, photos, or icons.
- *Think twice before posting:* Posts can become widely known. Think through how your choice of words reflects on you and the law school. Search engines can turn up posts years after they are created and deleted, and comments can be forwarded or copied. If you wouldn't say it publicly, consider whether you should post it online.
- *Be accurate:* Verify facts before posting them on social media or online. Review content for grammatical and spelling errors if posting on behalf of the law school in any capacity.
- *Be respectful:* Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the law school and its institutional voice.
- *Use discretion:* Refrain from reporting, speculating, discussing, or giving any opinions on law school topics or personalities that could be considered sensitive, confidential, or disparaging.
- *Remember your audience:* Be aware that a presence in the social media world is available to the public at large including internal audiences, prospective students, peer institutions, and colleagues. Ensure the post will not alienate, harm, or provoke any groups or individuals.
- *On personal sites, identify your views as your own.* If you identify yourself as a member of the California Western faculty or staff online, it should be clear that the views expressed are *not* those of the institution. If you have information and news that you would like to announce to the public or media, please contact the Director of Marketing and Communications.

## Appendix 2 (Image Use)

### USING IMAGES CREATED BY OTHERS (Rev. 2/13)

**As a general rule, you may not use graphic images found on the Internet in your own work even if the image does not say it is copyrighted.**

Exceptions:

1. Image says it is in the public domain.
2. Source of the image clearly states that image may be used by others.

#### **Where can you get images to use without violating copyright law?**

1. Windows clip art (Your Windows license allows use in anything you produce using Windows.)
2. Other public domain sources
  - [www.pdclipart.org](http://www.pdclipart.org)
  - [www.openclipart.org](http://www.openclipart.org)
  - [classroomclipart.com/clipart/Clipart/Legal.htm](http://classroomclipart.com/clipart/Clipart/Legal.htm)
  - [www.dreamstime.com/](http://www.dreamstime.com/)

#### **If you can't find a public domain graphic image that meets your needs:**

1. Get permission or a license. If you find a graphic you'd like to use, contact whoever holds the copyright to the graphic to ask for permission. They may be happy to give permission (or license) its use, but they may want to charge a fee for the use.
  - a. The copyright holder may or may not be clear. BE AWARE that it is somewhat probable that it won't be the site where you found the graphic. The site may be using the image with permission or without permission.
  - b. If you get permission or a license to use an image, with or without payment, please get the permission IN WRITING AND FORWARD A COPY OF THE PERMISSION to the Associate Dean for Library and Information Service or Law Library director, so we have a record that permission has been granted.
2. Purchase an individual image. It is possible to purchase (for a relatively small fee) individual images that are royalty free from one of several sites that are in the business of selling stock images. The site may ask you to set up an account or a subscription.

Possible sites include:

- [www.Shutterstock.com](http://www.Shutterstock.com)
  - [us.fotolia.com/](http://us.fotolia.com/)
  - [www.fotosearch.com/clip-art/law.html](http://www.fotosearch.com/clip-art/law.html)
  - [www.dreamstime.com/](http://www.dreamstime.com/)
3. Purchase clip art software. If your department is a heavy user of graphics, there are several inexpensive clip art software packages available for purchase. Make sure to check with IT about whether the package is compatible with our technology. This site reviews clip art packages and has links to various sources of images that are royalty-free (but with a small fee for use). <http://clip-art-review.toptenreviews.com/>

## Appendix H



### USING IMAGES CREATED BY OTHERS (rev. 2/13)

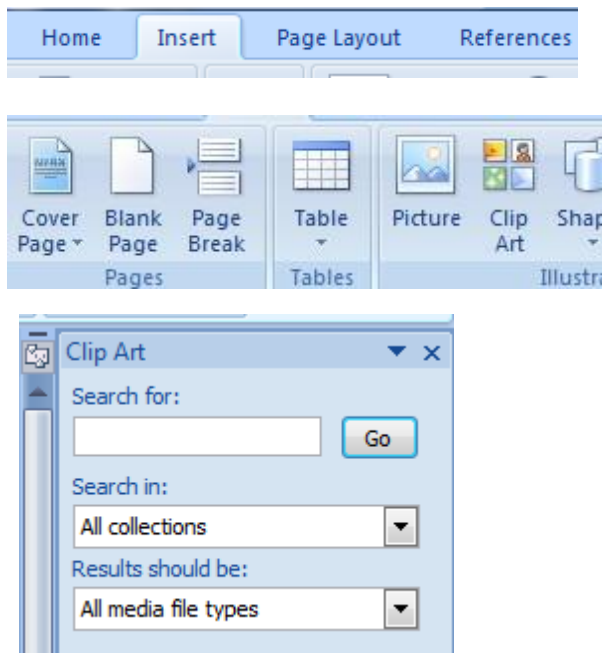
As a general rule, you may not use graphic images found on the Internet in your own work even if the image does not say it is copyrighted.

Exceptions:

1. Image says it is in the public domain.
2. Source of the image clearly states that image may be used by others.

#### Where can you get images to use without violating copyright law?

- A. Windows clip art** (Your Windows' license allows use in anything you produce using Windows.)



- B. Other public domain sources:**

- a) [www.pdclipart.org](http://www.pdclipart.org)





- b) [www.openclipart.org](http://www.openclipart.org)



- c) <http://classroomclipart.com/clipart/Clipart/Legal.htm>

## Classroom Clipart

Classroom Clipart: Source for Free Legal Pictures, Graphics Illustrations and Clip Art

- d) <http://www.dreamstime.com/>

Download Royalty-Free stock photos, illustrations & images for as low as \$0.20 / image or free. DREAMSTIME offers both free and royalty free (slight cost) images. You need to sign up for the free service and make sure that you follow the tabs to the free images section.

“License: Royalty- Free License of use of Non-Watermarked Images and Restrictions”

The high-resolution images that you download under the regular Royalty Free (RF) license may be used to make fine art prints, on a web site, in a magazine, newspaper, book or booklet, book cover, flyer, application software (apps) or any other advertising and promotional material, in either printed or electronic media, as long as the item in which the image appears does not contradict any of the restrictions below....

[Excluded uses]: Web templates, greeting cards or postcards especially designed for sale, similar print-on-demand services, canvas, t-shirts, mugs, calendars, postcards, mouse pads or any other items incorporating the image in an essential manner, intended to be sold are considered redistribution (if the image is used in an essential manner)....

Buying the high-resolution image (purchasing the license) does not transfer the copyright. You may not claim that the image is your own and you may not sell, license for use, or in any way distribute the image for reuse. We recommend that you credit the agency and the photographer when you use an image. By this you benefit the community at Dreamstime.com, of which you are an integral part, and help increase your success as part of the community, which, by growing contributions, gains quantity and quality.”

There is one additional restriction for images from the “free” section of the service: the maximum amount of copies is limited to 10,000 copies.

- e) [http://commons.wikimedia.org/wiki/Main\\_Page](http://commons.wikimedia.org/wiki/Main_Page)

Wikimedia Commons a database of over 16,000,000 freely usable media files. It's a rather dense databases, but includes a great many images (and sounds and videos) and it tells you why each particular image is in the public domain.

### **If you can't find a public domain graphic image that meets your needs**

1. Get permission or a license. If you find a graphic you'd like to use, contact whoever holds the copyright to the graphic to ask for permission. They may be happy to give permission (or license) its use, but they may want to charge a fee for the use.
  - a. The copyright holder may or may not be clear. BE AWARE that it is somewhat probable that it won't be the site where you found the graphic. The site may be using the image with permission or without permission.
  - b. If you get permission or a license to use an image, with or without payment, please get the permission IN WRITING AND FORWARD A COPY OF THE PERMISSION to Phyllis Marion so we have a record that permission has been granted.
2. Purchase an individual image. It is possible to purchase (for a relatively small fee) individual images that are royalty free from one of several sites that are in the business of selling stock images. The site may ask you to set up an account or a subscription. Possible sites include:  
  

[www.Shutterstock.com](http://www.Shutterstock.com) <http://us.fotolia.com/>  
<http://www.fotosearch.com/clip-art/law.html> <http://www.dreamstime.com/>
3. Purchase clip art software. If your department is a heavy user of graphics, there are several inexpensive clip art software packages available for purchase. Make sure to check with IT about whether the package is compatible with our technology. Below is a site which reviews clip art packages. The site also has links to various sources of images that are royalty-free (but with a small fee for use).

<http://clip-art-review.toptenreviews.com/>

Phyllis Marion

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