



## Student Affairs

# Student Organization Handbook

2017-2018

Student Affairs Administrator:

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## The Chartering Process

Members of student organizations must be enrolled as Thomas Jefferson students. Officers must be in their second semester and meet the co-curricular requirement (some student organizations may have additional requirements for officer positions and membership). All students running for office must be in good academic standing at the time of the organization's election. Students in their second semester and are at-risk may not participate in any co-curricular activity requiring travel or competition, or serve as an officer in any organization.

Any student that becomes ineligible for service will be notified and that student will be required to resign his/her position. Student organizations must have a provision in their constitution that relates to the resignation or loss of an officer and clear, concise instructions on how to fill the position, the election process, and definition of who is a member.

Each organization must submit the following to the Student Affairs Office, each year:

1. Current Constitution and By-laws.
2. Completed Student Organization Information Sheet which lists the following:
  - a. Names, emails, and telephone numbers of officers
  - b. Current membership list with at least 10 members
  - c. Name and email of advisor
  - d. Organization must meet at least once a month
  - e. Month of election of officers
  - f. Signed student organization sheet

Please note that the chartering process outlined above takes precedence over any individual organization requirements. A student organization will not be considered an active organization unless the above criteria are met. Documents must be approved by the advisor and Student Affairs prior to receipt of official charter status (see additional criteria for further information). A student organization not registered with the Student Affairs Office will *not* be eligible to receive funds, have access to the email system, post materials on the touchscreen, or receive access to room reservations.

In addition, student organizations are required to notify the Student Affairs Office should there be a change in student officers within 10 business days of the change.

Organizations new to the campus must be representing an area not already covered by a current organization. Any organization that does not meet this standard may file a special consideration petition to Lisa Ferreira, Assistant Dean for Student Affairs.

**Additional Criteria:** All organizations requesting charter status must contain no less than 10 student members. In order to be recognized, all student organizations must comply with the law school's antidiscrimination and anti-harassment policies.

**Organizational Space and Student Organization Office:** The Law School provides shared space for student organizations. The space is available on a first-come-first serve basis. Organizations may not store items in the student activity area. The Law School is not responsible for any items left in the organization room.

## Student Organization Information Sheet 2018-2019

*Must be completed and submitted in order to become a chartered organization.*

<b>1. Organization Name:</b>
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2. Please list below the <b>names of the Executive Board</b>			
Officer Name:	E-mail Address:	Title:	Day Telephone #:
Officer Name:	E-mail Address:	Title:	Day Telephone #:
Officer Name:	E-mail Address:	Title:	Day Telephone #:
Officer Name:	E-mail Address:	Title:	Day Telephone #:
Officer Name:	E-mail Address:	Title:	Day Telephone #:

<b>3. Membership Names</b> – Please attached a membership list. You must have <i>at least 10 members</i> . List should have signatures of members.
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<b>4. Name of Advisor:</b>	Meeting Day:	Month of Elections:
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5. Please indicate below the <b>name and title of officers authorized to act on the organization's behalf.</b>	
Name:	Title:
Name:	Title:
Name:	Title:

I have read and agree to abide by the Policies and Procedures for Student Organizations and the Student Handbook at Thomas Jefferson School of Law.	
Signature:	Date:

## Student Organization Funding

Chartered student organizations are eligible for funding to promote student academic and scholarly endeavors, as well as student-run programs and events. The requirements and criteria for funding are set forth within this handbook. Should funding be awarded, financing will be distributed to successful applicants as deemed reasonable and appropriate. Student organizations starting in a spring semester may have limited or no access to funding.

**Eligible Organizations:** An organization will be considered eligible to apply for funding if it is currently chartered with the Student Affairs Office. All organizations must be officially chartered with Student Affairs no later than the second week of fall classes to be eligible to receive funding.

**Funds:** Funding will be determined by the Student Affairs Office on or about the second week of a fall semester. Funding is not automatic and student organizations should not spend monies until receipt of financial award. Funds cannot be accessed until receipt of signed award agreement. Funding requests must be for the current year. Awards will be divided into two terms (fall and spring). Expense reports for fall expenditures must be submitted by December 15, 2018. Expense reports for spring expenditures must be submitted by June 15, 2019. Unused funds for each term do not carry over into the next semester or budget year. (Example: unused award funds for fall 2018 do not carry over to spring 2019 or budget year 2019-2020.)

- The largest budget amount awarded to a general student organization (excluding the Student Bar Association (SBA)) was \$575.
  - Organizations that received this award amount had detailed expenses, several collaborative programs that included academic and social, as well as community activities.
- Most budget amounts were \$100-300.
  - Budgets in this area reflected social activities, general membership meetings, and one or two panels.
- There is a lower emphasis on paying for food at general meetings. Rather, there is a higher preference for events that focus on all students' not just general membership.
- Social activities will receive limited funding, and will not include cost of alcohol.
- Budget submissions that do not provide detailed information may not be looked on as favorably as those that reflect clear thought and planning.
- Conference attendance, annual meetings, and attendance at outside events, donations, gift cards, T-shirts, and alcohol are not reimbursable expenses from the law school.
- Funding for events will be received only if the event is open to all Thomas Jefferson students. In addition, student organizations may be asked to provide proof of advertising of any functions via touchscreen flyers or SBA weekly email.

**Event Planners:** All events (including general meetings) must be booked through an event planner form. The event planner form must be submitted to [studentaffairs@tjssl.edu](mailto:studentaffairs@tjssl.edu) no later than **72 business hours** prior to the event. For larger events, allow at least one-month planning. Event planners are available on the SBA website ([www.tjssl.edu/sba](http://www.tjssl.edu/sba)) under documents. There may be times that space is not available due to limited resources or another previously scheduled event. Student organizations will be advised of this at time of booking.

**Purchase Orders:** Expenses of \$500 or more require the completion of a Purchase Order Form (PO). PO's can take 1.5 weeks to process and must be completed prior to incurring costs. The PO form can be found on the SBA's website ([www.tjssl.edu/sba](http://www.tjssl.edu/sba)) under documents. Please consult with the Student Affairs office prior to using your funding.

**Reimbursements:** All student organization members who are seeking reimbursements for expenses incurred during an event must complete the Expense Reimbursement Form and include all original itemized receipts (itemized receipts are those that list the items actually purchased; credit card receipts by themselves are not acceptable) and have the student's signature. **Please see page 5 for expenses not eligible for reimbursement.**

- All student organizations should keep in mind that the processing time for reimbursements or check requests is two weeks. Reimbursement will be forwarded to the treasurer or president of the organization for approval. Please note: reimbursement must be in accordance with the approved budget and cannot be in conflict with the law school's policies and procedures. Any request for reimbursement that does not fall within the approved budget will be returned unprocessed.
- At the end of the semester, any outstanding balances owed by student organizations to departments at Thomas Jefferson will be paid if the organization has remaining funds available.

**Changes to Budget Requests:** An Addendum must be submitted anytime the organization wishes to use allocated funds in a different manner than previously stated in the Budget Proposal. The addendum must be submitted to the Student Affairs Office at [studentaffairs@tjssl.edu](mailto:studentaffairs@tjssl.edu) prior to spending the funds. Please note that a request to have funds roll-over is not considered an addendum request and will not be considered.

**SAMPLE BUDGET**  
**Fall 2018 (need a budget for each semester)**  
**Organization Name**

(This sample budget is being provided as a guide by the Student Affairs Office. Please be aware that it does not cover all potential expenditures or serve as a guarantee that the maximum funding will be provided if used. In addition, it provides a minimum of activities.)

**Back to School Social Event, September 2018**

This event is designed to bring together entering students and current members of our organization. We will be providing food and sodas. This event will take place at Balboa Park and we have begun the process of securing the venue. We anticipate 75 people in attendance.

**Costs:**

Food (including hotdogs, hamburgers, chips, water, sodas, and condiments)	\$75.00
Plates, utensils, and other miscellaneous expenses	\$35.00
Total cost:	\$110.00

**Career Panel on (area of law), October 2018**

This event will feature guest speakers (lists names of panelists) who will discuss their careers, networking or externship opportunities, and paths to profession. The anticipated participation is 35 people.

**Costs:**

Snacks at event	\$30.00
Napkins and plates	\$10.00
Water and sodas	\$20.00
Total cost:	\$60.00

**Academic Support Program, January 2018**

This event is to supply simulated test-taking and debriefing of examinations to prepare students for their final examinations.

**Costs:**

Lunch (pizza, sodas, cookies, and water)	\$100.00
Plates, napkins, etc.	\$25.00
Pads of paper, pens, and pencils	\$25.00
Total cost:	\$150.00

Total anticipated costs for fall 2018 and Spring 2019:	\$320.00
Anticipated funding from alternate source dues (list)	\$100.00
(If a planned event will earn income, please submit a statement indicating how the proceeds will be spent).	

**Total amount requested** **\$220.00**

## EXPENSE REPORT

**This is an example please do not write over form and submit**

Period **From:** *Date of first expense*

**To:** *Date of last expense*

**Name:** *Name of Person Being Reimbursed*

**Department:** *Student Organization Name*

**\*\*\*\*TRAVEL EXPENSE\*\*\*\***

**Trip From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Purpose:** \_\_\_\_\_

Detail	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total
Airfare								
Lodging								
Transport.								
Telephone								
Tips								
Others								

Travel Account Number: *Completed by Student Affairs Administrator* Total \$ \_\_\_\_\_

**\*\*\*\*MEAL EXPENSE\*\*\*\***

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total
Date								
Breakfast								
Lunch								
Dinner								
Others								

Meal Account Number: *Completed by Student Affairs Administrator*

Total \$ \_\_\_\_\_

Details of Entertainment Expense (who, what company, purpose, amount)

*All food items should be listed in this area. You must include a description of event, along with the who attended the event, and the purpose of the expense. (Example: Panel Discussion on 10/17/17 for all studnets.)*

**\*\*\*\*MISCELLANEOUS EXPENSE\*\*\*\***

Date	Description	Account number	Total
		<i>Student Affairs Administrator</i>	

Total \$ \_\_\_\_\_

Recap: Gross Amount: \$ *Total*

Advance: \$ \_\_\_\_\_

**Net Amount:** \$ *Net Total*

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_ *(Please sign & date)*

Approved by: *Student Affairs Administrator* \_ Date: \_\_\_\_\_

**\*\*\*PLEASE SUBMIT YOUR REQUEST WITH ALL ORIGINAL ITEMIZED RECEIPTS\*\*\***



## Room Reservations

Student organizations wishing to request a room on campus must complete an Event Planner form available in the Student Affairs Office or on the SBA website ([www.tjssl.edu/sba](http://www.tjssl.edu/sba)). Event Planners *for rooms only* must be submitted **72 business days prior** to the date needed. **Event planners must be submitted to [studentaffairs@tjssl.edu](mailto:studentaffairs@tjssl.edu)**. There may be instances where rooms are not available for student organizations if Thomas Jefferson needs to utilize all the resources of the school or there is other approved programming. In addition, the organization must leave the room at the designated time and ensure the room is left in good condition.

## Email, Posting, Touchscreens, and Logos

Chartered student organizations will receive an email account. The account is to be used as a means of communicating events to your designated membership. For notification of events to be provided to all members of the TJSL community, the organization leader should consult the SBA guidelines found on the SBA website. Email accounts are a privilege afforded to student organizations; however, this privilege is contingent on users honoring the policies and procedures dictated in the Student Handbook. In addition, student organizations may only send emails that advertises a specific event (TJSL) and does not provide a personal or political opinion. The law school may impose additional rules as needed. Any leader not complying with email policies will have their email privileges revoked.

Flyers will only be posted via the touchscreens and students may not post event flyers in the restrooms or any other area within the law school. In addition, flyers cannot be left on tables or other areas on campus. To have a flyer posted on the touchscreen please email [touchscreenflyer@tjssl.edu](mailto:touchscreenflyer@tjssl.edu).

Further Policies and procedures for emails and posting at Thomas Jefferson School of Law:

1. All flyers, or email messages must have clear sponsorship identification, as well as where and when the event will take place. Speakers should also be clearly listed. All this information must be clearly displayed. Please note: all copyrighted work should be attributed to the author. If the Communications or Student Affairs Offices has questions or concerns regarding an email or flyer, the staff will contact the student organization in order to engage in a discussion regarding the intent and purpose of the posting.

It should be noted that the policies and procedures provide that violations of the policy will result in a warning by the Student Affairs Office. The second occurrence of a violation will result in the loss of privileges for posting or emailing for that semester.

Student organizations may not use the law school's name, past or current logo on any items without the written permission of the Student Affairs Office. In addition, student organizations may not use their own logo with the law school's name.

## Planning Organizational Events

Many student organizations plan events onsite during the course of the academic year. Student organizations must complete an Event Planner for each event. The Event Planner provides the Events Office with essential information in order to access the resources needed to facilitate your event. The Event Planner can be found on the SBA website.

When planning your event, we recommend that you have *at least* one-month lead time. However, if your organization is planning a large symposium or other high-profile lecture series, one semester advance planning is strongly advised. Remember: you must receive authorization prior to planning your event. Students planning symposiums or professional panels should consult the Career Services or Student Affairs Offices.

Please note: This is a private law school; therefore, student organizations may not invite the public to an event or meeting without prior consent from the Student Affairs Office.

All media coverage anticipated on or off campus for an organizational event must be approved by the Student Affairs Office.

Any catering that does not utilize school funds will be the responsibility of the student organization. The organization will work with the caterer and provide payment directly. The law school may not be billed for expenses not authorized by the Student Affairs Office.

Throughout your planning process, it is important to check in with the offices offering assistance. Careful planning and regular check-ins can keep planning on track and provide a less stressful experience.

**Policies and procedures regarding room reservation:**

1. Reserved space will be available at the reservation start-time scheduled. It is essential that all reservations terminate at the scheduled end-time.
2. The Events Coordinator must be notified ([events@tjssl.edu](mailto:events@tjssl.edu)) of any cancellation as soon as possible, and not later than noon the day before the event, or by noon on Friday for a weekend event.
3. The sponsoring party is responsible for all set-ups, equipment requests, and clean up.
4. All events that are open to the public will require additional security provided by GMI. This cost may be charged to the sponsoring group. Please note: any request for public guests must be submitted at the time of booking and be approved.
5. Thomas Jefferson School of Law is not responsible for any materials and/or outside equipment left in the building overnight or during breaks.
6. The sponsoring group or individual will be held financially responsible for the costs of repairs if equipment or property is damaged.
7. Decorations or other materials should not be attached to the walls or doors of the facility. The sponsoring group must remove all materials at the conclusion of the event.
8. Thomas Jefferson School of Law is not responsible for any losses or injuries suffered by any person as a result of a room reservation and/or activities sponsored by the reserving organization.
9. Violations of the policies and procedures may result in the sponsor or sponsoring organization losing the privilege of sponsoring future events.

**Fundraising:** All student organizations who would like to fundraise (externally) for their organization should make an appointment with the Assistant Dean for Student Affairs who will work with the Alumni Relations and Development Office.

**STUDENT ORGANIZATION EVENT PLANNER**

Please complete this form and return to [studentaffairs@tjsl.edu](mailto:studentaffairs@tjsl.edu)

Date Submitted: \_\_\_\_\_ Student Org. Name: \_\_\_\_\_

Contact Person\*: \_\_\_\_\_ Email & Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

Event Name: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Budget Amount: \$\_\_\_\_\_ Co-Sponsored by: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Will there be outside Speakers (Alumni, Attorneys, or other Professionals)?: \_\_\_\_\_ If so, how many? \_\_\_\_\_

(Please provide the first and last names for parking access at least two days before the event)

Will you be providing your own refreshments? \_\_\_\_\_ or a caterer? (fill in name) \_\_\_\_\_

**Please note: There may be some dates and times where rooms are not available. Students are responsible for ensuring rooms are cleaned after use. In addition, any event that is career related needs to be new programming and not duplicative of that provided by that office.**

**8<sup>TH</sup> Floor Requests:** This space is only available for special events that have been approved by the Student Affairs Offices.

***CATERING REQUESTS (Below is an example of catering categories to assist students in planning professional events. Student organizations will need to plan and pay for any catering.)***

BEVERAGES: \_\_\_\_\_

BREAKFAST: \_\_\_\_\_

LUNCH: \_\_\_\_\_

RECEPTION: \_\_\_\_\_ BARTENDER: \_\_\_\_\_

MISC. REQUESTS (for professional events):

IT/AV \_\_\_\_\_ Podium Banner \_\_\_\_\_ Tablecloth(s) \_\_\_\_\_

**\*Please sign below to indicate that this Event Planner form has been completed in accordance with the event policies and procedures of Thomas Jefferson School of Law:**

\_\_\_\_\_