

Student Org Training

Office of Student Affairs



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Overview of Topics

- Funding & Expense Policies
- Event Planning
- Leadership Elections or Selection Process
- Logos & Merchandise
- Technology & Website Info
- Other Resources



FUNDING BASICS



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Student Organization Funding

SBA Funded Organizations

Annual Budget Allocation

- All executive board members who complete BOTH student leader trainings will receive a \$500 allocation from SBA.
- All remaining funds at the end of each academic year revert to SBA for redistribution the following year.

Special Event Requests

- Must be submitted to SBA 2 weeks prior to the event
- Special event requests are for funding anything beyond the annual \$500 allocation

Travel Requests

- Funding available by SBA for ad hoc requests (conferences and competitions).

Administration Funded Orgs

- Law Reviews, Journals, Moot Court Board, and Honor Board
- Funding request must be submitted to administration/advisor.
- Not eligible for SBA funding, including travel
 - Request travel through administration.



How to Request Funds

SBA Funded Org's

- All funding forms are located on the [Student Affairs Forms/Documents webpage](#).
- Incomplete, undetailed, or late requests will not be accepted.

Administration Funded Org's

Contact your funding source, advisor, or Denver Law's Finance & Budget Coordinator, [Theresa Baker](#).



Each student organization has a unique budget or "fund" number where finances are deposited and disbursed. Contact Finance & Budget Coordinator, [Theresa Baker](#), to learn what your org's budget number is or to receive account updates.

Each student org is responsible for checking their student org's balance and spending accordingly.



How to Qualify for Funds (SBA & Admin Funded Orgs)

Elections must be complete in the Spring Semester.

Report new leaders to Student Affairs by the deadline communicated from SBA (TBD).

All executive board members must complete Student Org Training and DEI Training.



EXPENSE POLICIES



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Basic Expense Policies

[View this comprehensive cheat sheet of expense policies](#)

- Examples of **approved** expenses:
 - Food for general student organization events & speaker events.
 - Materials for events promoting student life on campus.
 - Student org signage using University-approved logos and office supplies.
- Examples of **unapproved** expenses
 - Food & beverage for Organization Officer Meetings and/or Student Organization Offices.
 - Activity, food, and/or alcohol costs ***off-campus*** are prohibited ***without prior approval*** by Student Affairs. You will not be reimbursed.
 - Gifts for students, faculty, staff, or vendors (this includes GIFT CARDS).



Expense Forms

- **To get reimbursed**: If your expense is under \$250, submit your itemized receipt and [Student Reimbursement Form](#) directly to [Theresa Baker](#). Expenses that will cost at/over \$250 need to be voted on and approved by the SBA Finance Committee PRIOR to the purchase. Email your request of \$250+ to SBATreasurer@law.du.edu.
- **To deposit money into a Student Org account**: [Student Organization Deposit](#)
- **To have SCOL pay for an expense directly** (if a student cannot carry a balance for reimbursement), contact [Student Affairs](#).
- All other expense forms can be found on the [Student Affairs Forms/Documents Webpage](#).



State Sales Tax Exemption

- DU will ***not*** reimburse Colorado and local sales tax as DU is exempt from state and local taxes.
 - **No exceptions!**
 - Download the [Certificate of Sales Tax Exemption](#) and take with you to the vendor to have sales tax removed!
- **Itemized receipts** are required for reimbursement.
- Provide as much information as possible on your [Student Reimbursement Form](#).



Travel Funding

- All Students: Must start by reaching out to the Assistant Director of Student Affairs, [Amber Rux](#), with your request. SBA will vote on your request to receive funding.
- Options for Receiving Funds:
 - Reimbursement ([Travel Expense Report](#))
 - [Per Diem Travel Request](#)
- See the Finance & Budget Coordinator, [Theresa Baker](#), in the Dean's Suite (#215) for further questions.



SBA Travel Requests

(only for SBA Funded Orgs)

- Student travel may be funded for no more than two-thirds (2/3) of eligible expenses from SBA Travel Funds
 - Eligible expenses are lodging, transportation, and registration fees.
- Limits
 - Not to exceed \$500 for each student annually
 - Not to exceed \$1500 for an organization annually.



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EVENT PLANNING



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All student organizations hosting ANY TYPE OF EVENT must complete Student Affairs' STUDENT ORG EVENT FORM

This includes on-campus, off-campus, remote, hybrid, or tabling events.

You will receive a confirmation email from Student Affairs for your event.

If your organization is inviting a guest speaker to an event, you must fill out this form 3 weeks before the event.



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Registering Guest Speakers

- You must first fill out the [STUDENT ORG EVENT FORM](#) **3 weeks before your event** if you are inviting a guest speaker.
- If reserving a space on 25Live, you will need to check the box indicating your event features a guest speaker.
- You must complete [DU's Guest Speaker Registration Form](#) if your event includes a guest speaker.
- [DU Speaker and Public Events Policy](#)



01. No Auxiliary Services needed for this event
Comment

02. Event will feature a Guest Speaker (Include Name and Topic in comments)
Comment

03. Technology Support is needed (see confirmation email for details)
Comment

04. Furniture Setup is needed
Comment

05. Custodial Service is needed
Comment



Who is Considered a Guest Speaker?

A Guest Speaker includes anyone who is not a *current* student, faculty, or staff member of the University of Denver, including an adjunct professor who is *not* teaching in the current term. Alumni are considered guests.



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On-Campus Events - Room Reservations

- You must first fill out the [STUDENT ORG EVENT FORM](#) and receive a confirmation from the Student Affairs Office.
- Reserve your physical space here: <https://25live.collegenet.com/du/>. Sign-in using your MyDU credentials.
- Follow the step-by-step instructions to fill out the form.
- You are required to follow the [Classroom Food Policy](#).
- If you have questions about reserving rooms, please contact [John Farrell](#).



Alcohol Approval

You must first fill out the [STUDENT ORG EVENT FORM](#) and receive confirmation from the Student Affairs Office.

- **To Do:**
 - Submit an [Alcohol Approval Petition](#) to Dean Boynton no less than 2 weeks prior to the event date.
 - Events where alcohol is present **must be fully catered.**
 - If the event will be 50+ people, complete an [event form with Campus Safety](#).
- **How to pay for it:**
 - Student orgs **CANNOT** use its funds to pay for alcohol.
 - SBA cannot give student org money for alcohol.
 - If you need to have alcohol at your event, please work with a department or outside organization to fund the alcohol.
 - DU Law Events Office must receive the funding in advance of the event.
- **Things to consider:**
 - All events where alcohol is being served and students will be present require **drink tickets.**
 - We have several students that are NOT 21 – your org may be responsible for checking ID's.
- See the [Student Handbook Alcohol Policy \(click here\)](#) for the full details.



On-Campus Events - Food & Catering

Alcohol Approved Event

- DU Catering must be used
- Contact the DU Law Event's Office to place a catering order
- Bartender is supplied through this process

No Alcohol at Event

- Outside vendors (pizza, Mad Greens, etc.) are options
 - Students arrange order
- DU Catering still an option
 - Contact DU Law Events Office



On-Campus Events

Physical Set-Up

- If you require a physical set-up for your on-campus event different than the default for that classroom or space, contact the DU Law Event's Office (events@law.du.edu).
- DO NOT attempt a physical set-up yourself under any circumstance.



Off-Campus Events

All *off-campus* events must be submitted to Student Affairs using the form below:

[STUDENT ORG EVENT FORM](#)

If alcohol is involved, you still must submit an [Alcohol Approval Petition](#) to Assistant Dean Boynton no less than 2 weeks prior to the event date.

Risk Management & University Counsel

- Contracts
 - Event space, food/beverage, band/DJ, photo booth, etc.
 - Students cannot sign contracts. If you sign a contract, you will be personally liable!
 - If you need a contract approved, contact [Student Affairs](#): **3 weeks advance notice needed.**
- Risk Management
 - Certificates of insurance
 - Activity waivers
 - Contact [Student Affairs](#): **3 weeks advance notice needed.**



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Special Event Funding

SBA Funded

- Designed for additional events and funding needs beyond annual \$500 allocation
- [Special Event Funding Request Form](#)
- Special Event Funding request must be submitted to sbatreasurer@law.du.edu no later than **2 weeks** prior to the event.

Administration Funded

If you need additional funds for any reason, contact your advisor and/or

[Theresa Baker.](#)



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Electronic Advertising

- Use this [Qualtrics Form](#) to have your event or announcement advertised in the ***Weekly Student Affairs Newsletter*** and added to the television monitors throughout the building.
- Events and announcements must be submitted by **Thursday at 5:00 p.m.** to be included in Monday's weekly email.
- You may also request [Student Affairs](#) to send a targeted email on your org's behalf. We cannot send email "blasts" to the entire student body. You must have a direct audience to reach (1Ls, 2Ls, 3Ls, part-time program, master's students etc.)



Sturm College of Law Flyer Policy:

- A maximum of TWO (8 ½” x 11”) flyers may be posted in classrooms.
- Flyers must be approved by Student Affairs. Bring your printouts to Suite 115. They will be reviewed for approval in 1-2 business days.
- **DO NOT** leave flyers on tables, hang on windows, doors, bathroom stalls or mirrors, or in the elevators. Hang flyers ONLY with thumb tacks on bulletin boards.
- **All flyers found in unapproved locations will be removed.**

You may check-out easels & foam board from Student Affairs (Suite 115).

If you want to table on Student Street, you must fill out the [STUDENT ORG EVENT FORM](#) and receive confirmation from Student Affairs.



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Other Event Information

- **Guest parking permits:** If you have a non-DU guest coming to SCOL for an event, email [John Farrell](#) to request a parking permit. Limited permits are available.
- Parking tickets cannot be reimbursed.



STUDENT ORG ELECTIONS AND REPORTING REQUIREMENTS



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Elections Process

(Early Spring Semester)

- All student organizations are required to organize elections or a leadership selection process in the early spring semester.
- SBA will send an email to all student leaders in the spring with the deadline to report new leadership.
- Newly-elected leaders do not officially assume the duties and responsibilities until the end of the current academic year.
- Student leaders are required to transition the student org and properly train new leaders.



Reporting New Leadership

- Student Affairs will distribute an online form in the spring for student orgs to report their new leadership.
- Student organizations that do not report new leadership by the deadline will be considered **INACTIVE** for the upcoming year.



Required Student Leader Trainings

All executive board members (president, vice president, treasurer, secretary) must complete the following Student Leader Trainings to receive their initial \$500 allocation to start the year.

- 1) Student Org Training via Canvas
- 2) DEI Training with Dean Freeman



LOGOS & MERCHANDISE



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Student Org Logos

- All student organizations must adhere to logo standards set by the University of Denver's Office of Communications. <https://www.du.edu/brand>
- Contact DU Law's Director of Marketing and Communication, [Chris Wangelin](#), for assistance with swag, promotional materials, and orders.
- LawComm **cannot** create custom student org logos.



Merchandise

Law Marketing and Communications can assist you in producing student org marketing and display items:

Table Covers

Banners

Display signage

Merchandise & Apparel

Contact [Chris Wangelin](#) for assistance with DU Logo compliance and ordering.



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TECHNOLOGY & WEBSITE INFORMATION



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Microsoft Teams for Student Org Management

- Holds institutional knowledge
 - Store documents from year to year
 - Supports the transition process of leaders
- Easily add/remove members
- Has a chat function for members to message each other individually or as a group.
- Contact [Tim Mitchell](#) to create a Teams channel for your organization if you don't already have one.



Student Org Website

- Denver Law Student Org's are listed on the Student Affairs webpage [HERE](#).
- Each student org includes its mission statement. The website directs individuals to contact Student Affairs for current leader information.
- Student Affairs has a “Student Organization Resources” webpage [HERE](#).



FINAL INFORMATION



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The Student Org Office

- Available for all student leaders
- For use of student org activities
 - This is not a personal study space!
- **Room 439, Door code: 2486***
- Student org event materials available for use
- Keurig coffee maker (bring your own K-Cups)
- This is a shared space...please be respectful and clean up after yourself!



Other Student Offices

Many law reviews, journals, and affinity student groups have their own offices located on the 4th floor. Please contact [John Farrell](#) for office numbers and/or door codes.



Student Org Lockers

- Lockers for student organizations are FREE.
- Located on the 4th floor, along the southeast hallway (500s & 600s).
- Contact [Student Affairs](#) to obtain your student org locker number and combination OR to reserve more lockers.
- No current limit on the number of lockers student orgs can reserve.



Reminders:

- **Recruit New Student Members at DERBY DAY!**
 - Saturday, August 26, 2023, from 11:00-2:00pm in the law school forum.
 - More information and a RSVP is forthcoming from SBA!
- ABA Student Membership:
 - An ABA student membership is free. [Sign-up Here](#)
 - Required for SBA student leaders
 - Please contact DU's ABA Student Rep, [Gulnara Anzarova](#), with questions.



Final Steps to Complete Training

- **Complete the Quiz for this training on Canvas**
 - Required by all Presidents, Vice Presidents, Treasurers, and Secretaries.
- **Attend Dean Freeman's DEI Training**
 - Friday, August 18th from 12:00-1:00pm via Zoom.
 - Required by all Presidents, Vice Presidents, Treasurers, and Secretaries.
- After completion, Student Affairs will:
 - Notify SBA and Law Administration that your organization is cleared for funding.



Thank you!



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