

Student Organization Training

Office of Student Affairs



Overview of Topics

- Funding & Expense Policies
- Event Planning
- Leadership Elections or Selection Process
- Logos & Merchandise
- Connecting with the Office of Alumni Engagement
- Technology & Website Info
- Final Information and Reminders

Funding Basics



Student Org Funds

SBA Funded Orgs

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 student org related requests such as conferences or competitions.

Admin Funded Orgs (Law Reviews and Journals)

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

How to Request Funds

SBA Funded Orgs

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

Admin Funded Orgs (Law Reviews and Journals)

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

Account Number & Balance

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 do you receive funding?

1. Elections must be complete in the Spring Semester.
2. Report new leaders to Student Affairs by the deadline communicated via email (TBD for Spring 2025)
3. All executive board members must complete Student Org Training (Student Affairs) and DEI Training (Dean Freeman).

*Deposits are made for organizations who complete these steps.

Special Event Funding

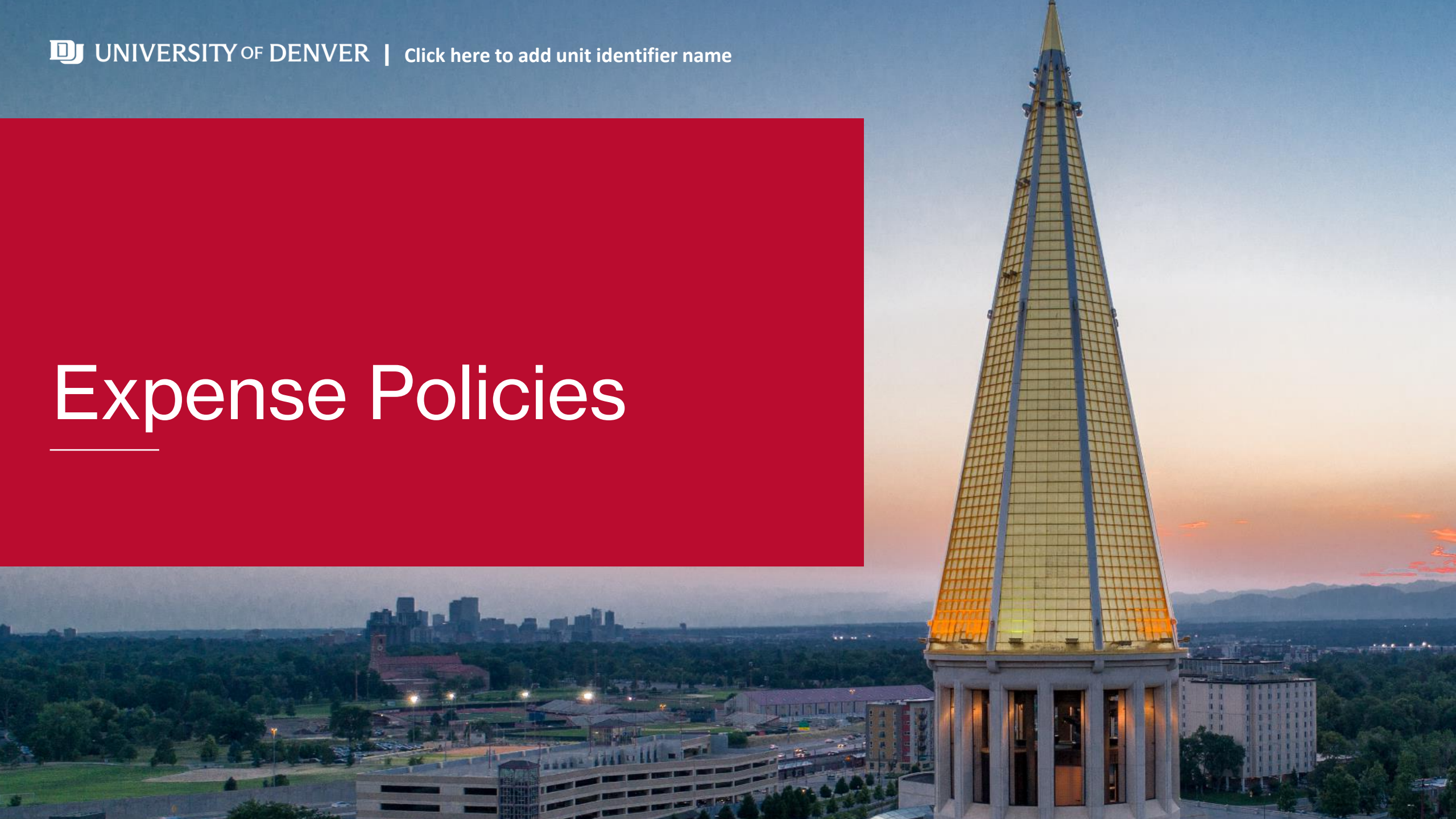
SBA Funded Orgs

- Designed for additional events and funding needs beyond the 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 Orgs

If you need additional funds for any reason, contact your advisor and/or [Theresa Baker](#).

Expense Policies



Approved/ Unapproved Expenses

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 executive board meetings and/or student org 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

- Must start by reaching out to the Assistant Director of Student Affairs, [Amber Rux](#), with your request. Request will be brought to SBA for a vote to approve funding.
- Receiving Funds:
 - Reimbursement will be made AFTER your travel has concluded.
 - Traveler must fill out the following form: [Travel Expense Report](#)
- Email the Finance & Budget Coordinator, [Theresa Baker](#), in the Dean's Suite if you have any questions about reimbursement.

SBA Travel Requests

For SBA funded organizations only:

- 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.

Event Planning



How to Start an Event

**All student organizations hosting ANY
TYPE OF EVENT must complete the
[Student Event Registration 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.****

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.

Registering a Guest Speaker

- You must first fill out the [Student Event Registration 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. See image below.
- View the [DU Speaker and Public Events Policy](#) for more information.



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

On- Campus Events

1. Reserve your physical space here:
<https://25live.collegenet.com/du/>.
 - Sign-in using your MyDU credentials.
2. Fill out the [Student Event Registration Form](#) and receive a confirmation from the Student Affairs Office with next steps to proceed.
3. You are required to follow the [Classroom Food Policy](#).
4. If you have questions about reserving rooms, please contact [John Farrell](#).

Alcohol Approval

You must first fill out the [Student Event Registration 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 Food & Catering

Alcohol Approved Event

- DU Catering must be used
- Contact Assistant Director of Events, [Libby Fatta](#), to create an order through Sodexo.
- Bartender is supplied through this process

Non-Alcohol Events

- Outside vendors (pizza, sandwiches, etc.) are an option.
- Students arrange orders
- DU Catering is still an option
 - Contact Assistant Director of Events, [Libby Fatta](#), to create an order through Sodexo.

On-Campus Physical Setups

- If you require a physical set-up for your on-campus event different than the default for that classroom or space, contact the Assistant Director of Events, [Libby Fatta](#), for support.
- 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 Event Registration Form](#)

If alcohol is involved, you still must submit an [Alcohol Approval Petition](#) to 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!**

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.

Physical Advertising

- Flyers must be approved by Student Affairs. Bring your printouts to Suite 115. They will be reviewed for approval in 1-2 business days.
- **This statement must be included in all advertising:** “The use of University of Denver resources or facilities for this event does not constitute an endorsement by the University or the Sturm College of Law of the views of the organizers or speaker(s).”
- A maximum of TWO (8 ½” x 11”) flyers may be posted in classrooms.
- Flyers are not allowed to be on tables, hang on windows, doors, bathroom stalls or mirrors, or in the elevators. Hang flyers ONLY with thumb tacks on bulletin boards.
- You may check-out easels & foam board from Student Affairs (Suite 115).
- **All flyers found in unapproved locations will be removed.**

Hosting a Public Interest Event?

Apply for C-Scholar's Public Interest Fund

The Chancellor's Scholars Program is committed to supporting public interest initiatives throughout the law school by funding events other student orgs are hosting. If your student org would like financial support, please submit a funding request.

Contact cscholarsdu@gmail.com with any questions, comments, or concerns.

Submit your application here:

<https://docs.google.com/forms/d/e/1FAIpQLSfUsmttogk5zLA3fB0Y6czODaASPgkV--ICT32wgSO-cHVa6w/viewform>

Other Event Information

Tabling: If you want to table on Student Street, you must fill out the [Student Event Registration Form](#), receive a confirmation email from Student Affairs, and reserve a table on 25Live.

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 per day.

Parking tickets for guests cannot be reimbursed.

Student Organization Elections and Reporting Requirements



Elections

- All student organizations are required to organize elections or a leadership selection process in the early spring semester.
- Student Affairs 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 communicate effectively to incoming leaders.

Reporting New Leadership

Student Affairs will distribute an online form in the spring for student orgs to report their new leadership.

At minimum, all student orgs must have a President and Treasurer.

Student organizations that do not report new leadership by the deadline will be considered **INACTIVE** for the upcoming year.

Required Student Leaders Trainings

All student org Presidents and Treasurers must complete the following Student Leader Trainings to receive their initial \$500 allocation from SBA to start the year:

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

Logos and Merchandise



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.

Merch

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 branding, compliance, and ordering.

Connecting with the Office of Alumni Engagement



Office of Alumni Engagement

Contact Katelin Ybanez,
Senior Director of Alumni
Engagement, at
katelin.ybanez@du.edu

Or stop by Suite 315!

Question: When should you connect with the Office of Alumni Engagement?

Answer: If your student organization is:

- Inviting alumni to campus
- Hosting an event to which alumni are invited
- Requesting alcohol funding
- Communicating with alumni
- Looking for alumni to serve as guest speakers
- Looking for alumni to serve as volunteers

Office of Alumni Engagement

Contact Katelin Ybanez,
Senior Director of Alumni
Engagement, at
katelin.ybanez@du.edu

Or stop by Suite 315!

Question: Can student organizations send external communications (e.g., event invitations to alumni or donors) on their own?

Answer: No.

Student organizations may not send external communications on their own and must work with the Office of Alumni Engagement and the law school's communications team to do so.

Office of Alumni Engagement

Contact Katelin Ybanez,
Senior Director of Alumni
Engagement, at
katelin.ybanez@du.edu

Or stop by Suite 315!

Question: Is there an easy way for students to connect with alumni?

Answer: Yes! CrimsonConstellation is a new space for students, alumni, faculty, and staff to connect and support one another throughout their careers. **Signing up** takes less than 5 minutes using your DU login, LinkedIn, or email address.

Want to create a group for your student organization on CrimsonConstellation? Email Assistant Director of Professional Mentoring Marissa Ronquillo (marissa.ronquillo@du.edu) and copy Senior Director of Alumni Engagement Katelin Ybanez (katelin.ybanez@du.edu).

Requests for Alcohol Funding Through Alumni Advancement

All student organizations must follow the Sturm College of Law Advancement Guidelines for Student Organizations Requesting Alcohol Funding at Events



STURM COLLEGE OF LAW ADVANCEMENT GUIDELINES FOR STUDENT ORGANIZATIONS REQUESTING ALCOHOL FUNDING AT EVENTS

The Advancement team for the Sturm College of Law will consider requests from recognized student organizations to fund alcohol at events so long as:

1. Requests are made at least three (3) weeks in advance of the event at which the student organization would like Advancement to fund alcohol
2. Requests are sent via email to Executive Director of Development Kelly Hall (kelly.hall@du.edu) and Senior Director of Alumni Engagement Katelin Ybanez (katelin.ybanez@du.edu)
3. Requests include all the following:
 - a. Confirmation that the student organization has submitted the Student Affairs [Alcohol Approval Form](#)
 - b. Confirmation that food will be served at the event
 - c. A list of alumni who will be invited to the event
 - d. A list of alumni who will be speaking at the event, if any
4. At least 1/3 of attendees are alumni of the University of Denver Sturm College of Law
5. All alcohol comes from the law school's stock
6. The student organization notifies Executive Director of Development Kelly Hall (kelly.hall@du.edu) and Senior Director of Alumni Engagement Katelin Ybanez (katelin.ybanez@du.edu) when it receives approval from Student Affairs to serve alcohol at the event
7. After the event, the student organization provides the Advancement team with all of the following:
 - a. Total number of people who actually attended the event
 - b. A list of alumni who actually attended the event
 - c. A list of alumni who spoke at the event, if any

If the Sturm College of Law's Advancement team approves a recognized student organization's request to fund alcohol at an event, such funding will be limited to the cost equivalent to two (2) drinks per attendee, a value to be determined by the Sturm College of Law's Advancement team. The Sturm College of Law's Advancement team will not cover any costs associated with bartending.

The student organization requesting funding will be responsible for ensuring that all applicable policies and procedures are followed with respect to serving alcohol at the event. The Sturm College of Law's Advancement team will not assume such responsibility.

Technology and Website Information



Using 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.
- To have your student org mission statement edited, please contact our Digital Marketing Specialist, [Justin Speer](#).
- Student Affairs has a “Student Organization Resources” webpage [HERE](#).

Final Information and Reminders



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!**
- 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.

Represent at Derby Day!

Recruit New Student Members at DERBY DAY!

Saturday, August 17, 2024 from 11:00-2:00pm
in the Law School Forum.

FREE LUNCH!

More information and a RSVP has been sent from
SBA. Please check your email or contact
SBA@law.du.edu if you have any questions.

THANK YOU

