

Stanford Law School



Student Organization Handbook 2023-2024

Every effort is made to ensure that the applicable policies and other materials contained in this *SLS Student Organization Handbook* are accurate and current. However, the Law School reserves the right to make changes at any time without prior notice. *The SLS Student Organization Handbook* in the form that it exists online on the Law School's website at <https://law.stanford.edu/office-of-student-affairs/student-organization-resources/>, is the governing document and contains the currently applicable law school policies and information.

Leaders of student organizations are expected to read this Handbook, and will be held accountable for knowing and following the policies contained herein. Student organizations are also bound by the university policies and procedures for all voluntary student organizations (VSOs). Those policies are available on the website of Stanford's Office of Student Engagement (<https://ose.stanford.edu/ose-policies/core-10-student-org-policies>).

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INTRODUCTION

Stanford Law School (SLS) is home to over sixty student organizations which are open to all students and represent a wide variety of purposes and interests. SLS student organizations come under the jurisdiction of the Office of Student Affairs (OSA). OSA provides funding and acts as the primary resource for student organizations. Use of the Stanford name is a privilege, and organizations agree to be bound by the law school and university policies governing the conduct of student organizations, which are set forth in this *SLS Student Organization Handbook* and online through Stanford's Office of Student Engagement (OSE) (<https://ose.stanford.edu/ose-policies>). Organizations that violate any of these rules or policies risk losing allocated funds and privileges, or in extreme cases, find the organization dismantled.

Questions regarding these rules and policies should be raised with the OSA staff:

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Hard copies of this *Handbook* can be obtained from the Office of Student Affairs. Soft copies are available on the OSA website: <https://law.stanford.edu/office-of-student-affairs/student-organization-resources/>

STUDENT ORGANIZATION CATEGORIES

In general, Stanford Law student organizations must be open to all law students. There are three categories of student organizations at SLS:

STANFORD LAW ASSOCIATION

SLA is the representative body for all SLS students, and is charged with planning social events for the entire student body.

AFFINITY GROUPS

Affinity student groups are a subset of student organizations that are made up of individuals who are connected by shared cultural identities, including: race/ethnicity, gender identity, sexual orientation, religious affiliation, age/parental status, and/or disability or veteran status. Affinity groups generally reflect cultural identities that have been/are underrepresented in law schools or legal profession, and/or are afforded legal protections against discrimination. Affinity group spaces offer current law students the opportunity to engage with one another around shared cultural identities, to represent the groups' interests within SLS, engage with admitted students and alum communities, and to connect across affinity groups to build a more inclusive SLS community, promote mutual understanding, and bridge cultural differences.

INTEREST GROUPS

Interest Groups are centered on a particular area of law (e.g., Criminal Law), interest (e.g., Musical), or politics (e.g., SLS Democrats). Interest groups may not hold signature cultural events, though they may hold conferences. Interest groups are also prohibited from using their funds for social events (unlike SLA) or community building events (unlike Affinity Groups). An exception to the policy against social events for interest groups will be made for the 2023-24 academic year.

STARTING A NEW STUDENT ORGANIZATION

The following are guidelines for starting a new student organization:

- Research existing groups to be sure that the proposed activity is not already being supported;
- Demonstrate clear goals and purpose of your proposed group;
- List three student officers (one of whom must serve as the Financial Officer) and recruit a minimum of ten SLS members;
- Submit a completed “*Proposal to Create a New Student Organization*” to the Office of Student Affairs. The form is available on the Student Affairs website: <https://law.stanford.edu/office-of-student-affairs/student-organization-resources/>

Applications for new organizations will be considered in Spring Quarter for the following academic year.

Submitting a proposal does not guarantee recognition or approval. Once an organization has received written notice of approval, members of the new group can elect the executive board and begin organizing events.

REQUIREMENTS OF A STUDENT ORGANIZATION

In addition to adhering to law school and university policies governing the conduct of student organizations, the following items are required of SLS student organizations.

ANNUAL REGISTRATION

Registering Your Organization with SLS

The law school re-registration process includes the following steps:

- Notifying OSA of new officers after Spring elections;

- Attending the OSA new officer training in May (generally held the first or second Friday);
- Submitting a Summary Report by Outgoing Officers by the second Friday in June;
- Submitting a proposal for the next academic year by July 15.
- Reviewing your group's bylaws and constitution and notifying OSA of any changes.

All student organizations must re-register their groups before the end of the school year by providing the names of elected officers to the Office of Student Affairs immediately after elections.

Student organizations are expected to begin a leadership transition in April or early May, as the Office of Student Affairs will hold a training for new officers on the first or second Friday in May. This allows time for new officers to establish contacts with OSA and to discuss plans for the new school year before it begins. It also permits OSA to contact current officers over the summer.

Some student organizations prefer not to maintain a hierarchical structure; nevertheless, every student organization must provide the name of the student who acts as a liaison to the administration (president, executive editor, or chairperson), a student who keeps track of the finances (treasurer, business manager, or financial officer), a student who is responsible for calendaring events and reserving rooms (event manager), and the person responsible for maintaining the organization's website. The actual titles are not important; the functions are.

The Office of Student Affairs distributes contact information for leaders of all student organizations and journals to other departments within the Law School.

Registering Your Organization with the University

SLS student groups must register (or re-register) with the University's Office of Student Engagement (OSE) in order to be recognized as

an official Stanford organization. The OSE Office is located on the second floor of Old Union Building, Room 206. Registration is done through the [CardinalEngage](#) platform.

Registration with OSE allows groups to seek funding from several University sources. It also gives groups access to University facilities and resources.

CONSTITUTION

A constitution is designed to establish a long-term structure and scope for your group as approved and should outlast your current members. If you need assistance crafting a constitution, or would like a template, reach out to OSA.

Add other items as appropriate but remember that all items must be approved by the law school before implementation. Additionally:

- All recognized student organizations are expected to **faithfully follow all aspects of their approved constitution**, including purpose and scope of activities. Expansion of activities and scope is not guaranteed and can only occur after review and approval by the university.
- We expect **transparency** about how your organization is run.

MISSION, VISION, VALUES

While not a requirement, OSA recommends each group contemplate and memorialize the mission, vision, and values of the group each year. The exercise of creating and considering your mission, vision, and values will provide a purpose for your group's activities, and can help chart a path forward if problems arise within the group. See OSA if you would like guidance on this.

RECORD KEEPING

Documents from past years

Each organization is given access to a Google folder to archive any documents from past years. Reach out to Megan Brown for access to your folder, and be sure to save documents to the folder for future leaders.

Financial records

The Financial Officer of each student organization is responsible for keeping accurate records of the student organization's income and expenses to ensure that the organization stays within its budget. At the end of the academic year, the Financial Officer is required to provide a detailed accounting to the Office of Student Affairs.

Summary Report by Outgoing Officers

Outgoing officers are asked to submit a summary report of the group's activities by the second Friday in June each year. The report should include the following:

- the group's name and mission statement;
- a financial report for the year, listing income and expenses
- a list of events hosted and co-hosted;
- the group's goals and priorities for the year and whether they were accomplished;
- any challenges faced;
- advice for incoming board members.

FUNDING: SOURCES OF FUNDING

FUNDING FROM THE LAW SCHOOL

The Law School makes every effort to fund student activities that provide intellectual, social and cultural benefits to the SLS community. While Student Affairs oversees budgeting and provides initial funding for all student organizations, it is not the only source of funding for student organizations (see below).

It is important to note that SLS funding for student organizations comes from the law school budget, *not student activity fees*. Student activity fees are directed to the university in order to fund ASSU and GSC activities. Other Stanford professional schools (e.g., GSB) have a different funding structure, so comparison of student organization funding procedures and policies are not always useful or relevant.

Budget Allocation

The Office of Student Affairs allocates funding to each student organization for the academic year. Budget allocations are based on an evaluation of the group's past activities and spending pattern. Groups are expected to use their budget allocations for events throughout the school year and to collaborate with other student groups to maximize resources and attendance at events.

Student organizations are expected to make the most of their budgets. OSA retains a small pot of funds for new student organizations, or for groups who wish to plan events in response to current events, and who otherwise would not be able to.

Please note that SLS money not spent in one year will not be carried over to the following year. The Law School's fiscal year is September 1 – August 31. Any funds remaining in the group's ASSU account in the law school-funded line (2860) will be reclaimed at the end of the academic year.

Affinity Group Funding

Affinity groups receive additional funding to support their mission, including funding for an annual Faculty Dinner in the fall quarter, as well as funds for a Group Retreat (\$150 per person for an overnight trip or \$75 per person for a day event, up to \$6750 total). The purpose for retreats is to build community, plan for the year, and explore some aspect of identity. Retreats, whether overnight or a day trip, cannot be purely social. Retreats are generally held in the fall and winter, not spring quarter.

In addition, affinity groups may request to hold a single ‘signature cultural event’ (open to the entire SLS community) and receive permission to solicit donations in order to fund it. Affinity groups are expected to work closely with OSA staff on event planning for retreats and signature cultural events. Signature events are traditionally held on campus to allow the entire SLS community the opportunity to attend.

Conference Attendance

Student organizations can request funding (\$750 per person, up to a maximum of \$5250 per group) for their members to attend national conferences as long as the traveling students agree to provide a write-up on what they learned afterward. The *Conference Attendance Application* is required and can be found on the Student Affairs website. Student travelers must submit original receipts and proof of travel before payment is disbursed. In cases of financial need, students may request to receive a stipend in advance.

Conference travel funds are processed as a stipend and reported as taxable income to recipients. Stanford University will prepare a Form 1099 for the student.

Conference Hosting

Student groups may be eligible for up to \$7000 in funding from the Law School’s Conference Fund. In addition, groups may request to seek funding from outside sources (see ‘fundraising’ section). Groups planning to host a conference must submit a preliminary form of intent by October 15 in order to secure the conference date.

A completed and approved Conference Application is necessary for any student organization conference. A copy of the intent form and the conference application are available on the Student Affairs website: <https://law.stanford.edu/office-of-student-affairs/student-organization-resources/>.

The Law School requires student organizations to have (and consult) a faculty advisor and to submit the conference application at least 90 days prior to the date of the conference.

Applicants must consult with Holly Parrish, the Director for Student Affairs, on the budget portion of the proposal before submitting.

FUNDING FROM THE UNIVERSITY

The University has sources of funding specifically for graduate student programming through the GSC.

Graduate Student Council Funds

The Graduate Student Council (the "GSC"), a branch of the Associated Students of Stanford University (ASSU), provides funding for activities targeted to graduate students. Their funding comes through student activity fees and general discretionary funds. Student groups that register with the Office of Student Engagement may seek funding from the GSC. *We encourage all SLS groups to seek funding from the GSC as your student activity fees directly fund them.*

Guidelines on procedures for applying for funds are listed in the GSC’s website found [here](#).

NON-STANFORD SOURCES

Student organizations often wish to raise money from sources external to Stanford, such as law firms. The Law School discourages such pleas for funds in most instances because firms and businesses dislike being constantly asked for small amounts of money. Therefore, The Dean’s Office, the Office of External Relations, and the Office of Student Affairs have developed the following policy regarding student organizations contacting external sources. These guidelines also apply when external organizations, such as firms, approach student organizations directly.

Funding from Outside Sources

To ensure proper financial stewardship, any money received from an outside entity (with the exception of parent organizations, see ‘parent organization funding’ for more information) must be deposited at the law school. Individual

students are not allowed to accept personal reimbursements for money spent on behalf of a student organization from an entity outside the university.

Fundraising Policy

The mission of the Office of External Relations is to engage and involve various stakeholders in the life of the school in positive and meaningful ways with a focus on alumni and with the goal of inspiring substantive financial support for the School. In this regard, approaches by student groups to external organizations are encouraged—whether promoting student programs among the school’s alumni, recruiting speakers for a conference, finding a host for a special event, or soliciting funds for a conference or signature event.

The following guidelines have been established to govern students’ efforts to raise funds from external organizations, and have been approved by the Dean of the Law School and the Associate Deans for External Relations and Student Affairs. They are designed to ensure that a comprehensive picture of external contacts is maintained by the Office of External Relations and that interaction with prospective donors support rather than undermine critical School-wide priorities.

Please note: Solicitation of individual alumni or prospective donors is the purview of the Office of External Relations. **Student groups are to limit their fundraising activities to law firms and corporations only, as described below. If individual alumni or prospective donors contact your student organization about a donation, connect them to the Office of External Relations.**

Eligibility to Fund-Raise from External Organizations:

- Affinity groups are permitted to fundraise for one (signature cultural) event each year. These may not be purely social events. Any student organization is permitted to host an

academic conference. These events must be in accordance with the University’s [fronting policy](#).

- Approval for student fundraising from law firms and/or corporations will be limited to those student programs and special projects whose overall program budget exceeds \$7,500.
- Funding for smaller events, guest speakers, etc. must be sought from the Office of Student Affairs, the ASSU funding sources, and/or other on-campus student program funding sources.

Student Organization Fund-Raising Guidelines:

- Student organization representatives must submit to the Associate Director of Development, Corporate & Foundation Relations a complete copy of the Application for Conference Funding and a list of firms and/or corporations the group wishes to contact at least 1 quarter (3 months) before contact. If available, relevant special event or project description with a complete budget is also welcome at this time. The Associate Director of Development, Corporate & Foundation Relations will work with the group to set a fundraising goal accordingly.
- If not submitted in advance (see guideline #1), students should submit a special event or project description with a complete budget to the Associate Director of Development, Corporate & Foundation Relations for review 8 - 10 weeks prior to the program or event. The Associate Director of Development, Corporate & Foundation Relations will work with the group to set a fundraising goal accordingly.
- There will be a limit on the number of firms each student organization can reach out to in a given academic year. Additionally, there will be restrictions

on which firms each student organization can reach out to during each academic year.

- Student requests for support from external organizations must be approved in writing in advance, and should not exceed \$7,500 annually per external organization. **Please note, particularly for budgeting purposes, that the University applies an infrastructure charge of 8% to every gift to support administrative costs.**
- Once received, gifts should be delivered to the Associate Director of Student Affairs. The original envelope and correspondence must accompany the gift.
- Student representatives are responsible for acknowledging each gift in writing, with a copy forwarded to the Associate Director of Development, Corporate & Foundation Relations. Thanking the donor will play an important role in ensuring future funding.
- Student groups are responsible for honoring any recognition promised in conjunction with a gift (e.g., listing the donor as a sponsor of the event on printed materials and web sites).
- Use of Stanford's Name and Emblems for promotional purposes, including recognizing gifts from external organizations, are subject to the following University guidelines: <https://trademarks.stanford.edu/name-use-guidelines>.
- Groups that do not receive prior approval in writing for fund-raising from external organizations are subject to a two-year suspension of general funding from the Law School and from eligibility for consideration by the Conference Funding Committee.
- If a company or law firm approaches a student organization to offer to pay for an event, provide monetary support in any form, or host an event off Stanford

premises students are required to contact the Associate Director of Development, Corporate & Foundation Relations before responding to the company or law firm.

- In-kind gifts, such as donated food, beverage, or equipment, need to be discussed with the Associate Director of Development, Corporate & Foundation Relations before acceptance.
- Benefits and/or recognition for donors may not include goods or services with fair market value. Benefits may include invitations to the event and appropriate recognition in printed and web-based materials. Student organizations wishing to offer benefits and/or recognition to donors outside of or in addition to the above are required to contact the Associate Director of Development, Corporate & Foundation Relations for approval (see also *Law Firms, Working With*).

In-Kind Donations

To avoid running afoul of [fronting regulations](#), student groups are discouraged from accepting 'in kind' donations from entities outside the university. Groups that want to work with law firms on specific events need to work with the Office of Career Services (OCS) or the Levin Center to arrange such events. It is possible for a firm to host an off-campus event that they organize, plan, and pay for. Doing so lessens the administrative burden on groups, and does not go against university fronting policies.

Parent Organizations

Groups that are chapters of national organizations must work with OSA on processing deposited funds for annual operations directly into their ASSU account.

FUNDING: SPENDING GUIDELINES AND POLICIES

A student organization that spends money "out of policy" (i.e., in a manner inconsistent with

the rules and regulations outlined in this Handbook or the Office of Student Engagement website) runs the risk that certain expenses will not be reimbursed.

AUTHORIZED EXPENSES

According to rules promulgated by the University's Controller, student organizations may use University funds only for events that further the school's academic mission. These rules are enforced by the Controller's Office in a rigid and inflexible manner. This means that, unfortunately, there have been instances where students were unable to receive a reimbursement for expenses that did not comply with policy. This is extremely unfortunate, and something we hope to avoid. For this reason, we encourage students to meet with the Office of Student Affairs to discuss any 'non-standard' expenses before making purchases.

Stanford University's accounting system runs on the academic calendar year; thus, all references below to the term "year" are to a period of time from September 1 to August 31 of the following year.

Food and Drinks

The University and law school permit student organizations to provide food and non-alcoholic drinks at events. The majority of a student organization's operational costs will go toward food and drink for events. Expenses for food and non-alcoholic drinks should be calculated at the following levels: **no more than \$18 per person** for lunchtime or dinnertime events. These amounts exclude tax and tip.

UPDATED for 2023-24: With the profusion of added fees for food delivery services, the law school and university are looking to set clear guidelines regarding acceptable tips. No matter which method you are using to pay (reimbursement, p-card, etc.), please use the following guidelines. **Note that tips are calculated based on food and tax only.**

- Be mindful of additional fees. If your vendor or delivery service adds on additional fees, you may need to adjust the tip accordingly.
- For food that's delivered and dropped off through a third party (e.g. DoorDash, Uber Eats, etc.): Tip should be no more than 10%, up to a max of \$50
- For food that is delivered and set up by the vendor (i.e. the restaurant delivers the food and sets it up at your event): Tip should be no more than 20%, up to a maximum of \$150

Copies and Printing

Student orgs can use the Law School's Copy Center for copy and print orders. The Copy Center is located in the Law School basement. Student orgs can charge these orders to their law school PTA (ask OSA for that number). These charges are processed regularly and charged to the group's ASSU account through an ijournal transfer.

Expenses for large-scale events

When appropriate for large-scale events (e.g., signature cultural events, SLA all-school events, and conferences), and, budget-permitting, groups may spend a reasonable amount on the following:

- Decorations. Restrictions exist on where decorations can be placed at the law school. Consult OSA for details.
- Event Rentals. Items such as additional tables, chairs, etc. may be arranged. Student groups must work with OSA to place orders for event rentals.
- Service Providers (e.g., DJ, event photographer, etc.)

Many of the above items must be arranged by OSA. Groups planning large-scale events must work with OSA on logistics.

Film Screening

Student groups may use their general funds to show an educational film. A discussion of the

film is encouraged. You must obtain a license in advance to show most films. The Robert Crown Library has a number of films already in stock that are approved for public showing.

Funds may be used to pay for the movie licensing fee, as well as up to \$10 per person on refreshments.

Membership Meetings

Provided your budget allows, groups may use funding to pay for food for one membership meeting per quarter. This is not to say that groups cannot hold more than one meeting per quarter, only that they may pay for food at just one meeting.

Social Events

UPDATE for 2023-24: In recognition of the need to create community post-COVID, Dean Martinez has eliminated the restriction on social events for the 2023-24 academic year. We have established the following guidelines:

- Interest groups are allowed one social event per quarter, and Affinity groups are allowed multiple per quarter. This is in addition to quarterly general body meetings, fall recruitment and spring transition meetings.
- The intent here is to create community, and our preference is that you hold multiple events throughout the year rather than one large event.
- Use your funds wisely, being mindful of your reputation, as well as the reputation of your group, the law school, and the university. (In other words, don't do anything that would cast a bad light, or imperil your moral character application should it end up on the news!)
- Depending on what the next Dean decides, this may not be a permanent change.

Speaker Payments

In general, student groups are encouraged to invite local speakers who do not incur

expenses. When appropriate, groups may pay for speaker travel or provide an honorarium, not both. See below for more information.

Honoraria or 'Speaker Fees'

Most guest speakers will honor a student group's request to speak at SLS as long as their travel expenses are covered. With that in mind, the Law School strongly discourages student groups from paying honoraria or 'speaker fees' to guest speakers. In rare circumstances, a group may pay honoraria to guest speakers with the organization's funds. However, the amount must be "reasonable." We recommend you check in with OSA if you plan to offer an honoraria or speaker fee.

The general guideline for honoraria/speaker fees is \$10 per guest (e.g., for an event with 25 attendees expected, a speaker honoraria will be \$250).

Some speakers may ask if the student group can donate their honorarium directly to a charitable organization. This is not possible, as doing so could jeopardize Stanford's non-profit status. If the speaker wants to donate the money to a charitable organization, the speaker must first receive taxable income from Stanford University and then make the donation on their own.

If a speaker wants to sign a contract for a speaking engagement, please contact the Office of Student Affairs. Students cannot enter into contracts on behalf of Stanford University.

Travel Reimbursement for Speakers

SLS will reimburse "reasonable" travel and lodging expenses incurred for authorized Law School business. The university prohibits reimbursement for first class or business class airfare. If a speaker submits a receipt for first class or business class airfare, Stanford University will only reimburse the equivalent of a coach fare. Guest speakers will not be reimbursed for use of frequent flier miles for a Stanford visit.

SLS guest speakers' travel expenses are generally calculated at the following rates:

airfare at economy/coach rate; Palo Alto hotel accommodation at \$400 per night or less (taxes included); parking at the speaker's local airport, cab/shuttle rides to and from airports (including speaker's local airports) are reimbursable expenses as long as they are reasonable and within the government reimbursement rates. Note that we impose a limit of \$200 for all ground transportation.

Guest speakers must submit original receipts for reimbursement. The original receipt of an airfare ticket is the stub of the ticket or the electronic printout of the "ticketless travel" airfare. An itinerary of the flight or the credit card bill is not an original receipt of airfare.

Foreign guest speakers must submit documentation in order to be reimbursed. See OSA for guidance.

Guest speakers who incur travel expenses must seek reimbursement within 60 days of completion of travel or pay taxes on the reimbursement in accordance with IRS regulations.

UNAUTHORIZED EXPENSES

Student organizations are explicitly prohibited from using their funds to pay for any of the following:

Alcohol

Student organizations *cannot* pay for alcohol with SLS funds. There are exceptions made for SLA events, as well as signature cultural events (which use donated funds). These events must register with Office of Substance Use Programs Educations & Resources (SUPER), and receive pre-approval from the Office of Student Affairs. Additionally, these groups (and any group with a compelling reason for serving alcohol at an event) must adhere to the University's [Party Planning Guide](#).

Any organization planning to serve alcohol, must meet with Megan Brown or Holly Parrish in advance to ensure that proper arrangements and safety precautions are made before the event takes place. The law school will set

limitations on the quantity of alcohol to be served, as well as the amount of money to be spent.

Note that any event at which alcohol will be served and for which tickets will be sold must obtain the appropriate event liquor license with the county. More information:

<https://osep.stanford.edu/policies/alcohol-service-and-licensing-requirements>

Personal Items

Under no circumstances should a member of a student group use student organization funds to pay for personal items.

Gifts to Individuals and Charitable Organizations

Stanford University is a non-profit organization. Therefore, University policy prohibits groups from using their funds to purchase gifts for individuals or make donations to charitable organizations. A group may give a "token of appreciation" to a guest speaker in lieu of an honorarium; however, the cost of the "token" must not exceed \$50 (taxes, shipping and handling included). See "*Paying and Reimbursing Guest Speakers*" for more details.

Student organizations are not permitted to purchase "tokens of appreciation" for SLS students, staff, faculty, or contract employees with their student group funds.

Supplemental Vehicle Insurance

Stanford student organizations and invited guests of the University are covered under Stanford's insurance policy. Travelers should not purchase additional coverage from a car rental agency when travel is within the continental United States. Additional insurance is unnecessary and will not be reimbursed by the University.

T-shirts or Swag

Student groups are not allowed to use Law School funds to purchase any type of clothing (or other items) to be given to members on

behalf of the student organization. An exception is made when the item will be sold to members and the costs offset by sales income, or for graduation stoles for graduating affinity group members. Groups must work with the Communications office to secure trademark and design approval in advance (and as early as possible).

Use of Financial Transaction Applications Such as Paypal or Venmo

Student groups are prohibited from using any outside financial transaction applications as an option for accepting payments for Stanford products or ticket sales. It is considered a violation of university policy primarily because there is no way for Stanford to audit these transactions. There are options available for organizations to use EventBrite for ticket sales. Groups who anticipate having sales revenue (through the sale of items or tickets), should consult with OSA as soon as possible during the planning process.

FUNDING: PAYMENT & REIMBURSEMENT PROCEDURES

GRANTED

Student organization funding is handled through Stanford Student Enterprises' (SSE) Capital Group, the financial branch of Associated Students of Stanford University (ASSU).

Capital Group is located on the first floor of Old Union, Suite 103. Their hours are 9 am to 5 pm, Monday through Friday.

The Financial Officer of each organization is responsible for managing the finances for the group, and must undergo required training on GrantEd, the financial transaction system of SSE. GrantEd is used to make reimbursements, pay invoices, create group transfers, and manage student organization finances through requests. The FO must process reimbursements and expenditures charged to the student organization. The Financial Officer's duties extend until June 30 each year so they may

process any remaining transactions from the academic year.

- Link to GrantEd (make sure you're logged in with your SUNet ID first): <https://granted.stanford.edu>
- Information about GrantEd policies: <https://www.sse.stanford.edu/payment-policies>

GrantEd Trainings

Financial Officers are required to complete online training on GrantEd, as are Presidents and Vice-Presidents.

- Information on trainings: <https://www.sse.stanford.edu/funding-and-granted-trainings>

Spending Student Org Funding Through GrantEd

Any student can spend money on behalf of a student organization for an approved expenditure. There are three ways money can be processed:

1. Reimbursement
2. Cash Advance
3. Purchase card (P-Card)

Students can process a reimbursement request through GrantEd after spending money for a student organization. The FO is the one who approves all requests.

Students can also ask for a cash advance to pay for items on behalf of a student org. The FO will process the cash advance request through GrantEd. A check will physically be cut and picked up at SSE/ASSU. All receipts need to be shared with the FO who will reconcile the cash advance expenses. If there are remaining unspent funds, these funds need to be deposited back into your GrantEd bank account.

Each student org can apply for a Purchase Card (Pcard) through SSE. The FO is the officer responsible for the Pcard. They will apply, are the only officer who can use the card, and must process all monthly transactions in a timely manner. If the FO is fine with these responsibilities, please contact OSA to start the

application process. Pcards are valid for one academic year.

PAYING AND REIMBURSING GUEST SPEAKERS

Tokens of Appreciation

The University does not permit student organizations to offer “gifts” to guest speakers; however, in lieu of an honorarium, a student group may spend no more than \$50 (taxes, shipping and handling included) on a “token of appreciation” for guest speakers.

Honoraria

The general guideline for honoraria/speaker fees is \$10 per guest (e.g., for an event with 25 attendees, speaker honoraria will be \$250). Payment is done as a ‘service payment’ through SSE. Such payments are considered taxable income to the speaker and require specific documentation before payment can be issued (See ASSU Payment Policies). Payments over \$500 require advance approval.

Travel Reimbursement for Guest Speakers

As discussed in the policy section, SLS will reimburse “reasonable” travel and lodging expenses incurred for authorized Law School business. The student organization Financial Officer will process a reimbursement through GrantEd.

Guest speakers must submit original receipts for reimbursement. The original receipt of an airfare ticket is the stub of the ticket or the electronic printout of the "ticketless travel" airfare. An itinerary of the flight or the credit card bill is not an original receipt of airfare.

Guest speakers who incur travel expenses must seek reimbursement within 60 days of completion of travel or pay taxes on the reimbursement in accordance with IRS regulations.

EVENT PLANNING

SLS is a vibrant community with a multitude of events happening practically every day. Student groups contribute to that vibrancy by planning their own events and activities which add to the intellectual richness and sense of community. The events your organization decides to plan each year are up to the group, provided you follow all SLS and university policies and procedures.

The Office of Student Affairs is available to advise, guide, and assist you in the planning and execution of your events. In addition to understanding university policies and procedures, OSA has historical knowledge of past events. We want to work with you to turn your ideas into reality.

As a general rule, any student organization planning an event that involves a VIP, a large audience, extended sessions or multiple room use, should first consult with Office of Student Affairs to ensure that all necessary requirements have been met. OSA will involve other offices or entities as needed.

Student group events (especially speaker events) must be open to the entire SLS community and included on the SLS Calendar of Events. An exception is made for student organization membership meetings.

UPDATE for 2023-24: All student organization events must be added to the Event Calendar, even off-campus events, and even internal, members-only events or meetings. Groups holding internal meetings are allowed to 'hide' those meetings from the calendar, but must still register them.

SPONSORSHIP

All events require a law school sponsor, which is defined as one of the following:

- A Stanford Law School department, center, or institute

- Student groups within the law school that are registered with and approved by the Office of Student Affairs

The event sponsor is responsible for event planning and must provide a valid law school ASSU account or law school PTA for payment. The sponsor must identify at least one Stanford Law student or staff as the main contact at the event. Proof of compliance with the university's sponsorship policy may be required and Stanford Law School reserves the right to cancel reservations for those who do not meet the requirements.

FINDING A DATE

Before scheduling an event, student organizations should review the SLS [Event Calendar](#) to be sure there are no conflicts with their proposed date. For large-scale events, it is also a good idea to check for major religious holidays, as well as university and bay area events.

FINDING A LOCATION

@ SLS

Check the Room Calendar (SUNet login required) to make sure a room is available.

On Campus

Use CardinalEngage to reserve spaces on campus outside of the law school.

Off Campus

Work with OSA for any off-campus events requiring a contract.

SCHEDULING YOUR EVENT

Each student organization is required to have an "Event Manager." This person has the authority to add the group's events on the Law School's Events Calendar. Students can request an Event Manager account by completing the form on the SLS [website](#). That webpage also includes a tutorial on adding events to the calendar.

If no apparent conflicts exist, the organization's Event Manager can submit the event to the calendar and request a venue (<https://law.stanford.edu/new-event-request/>).

The SLS community and beyond rely on the Events Calendar for information about law school events. Therefore, student groups must provide a full and up-to-date description of their events on the calendar. If details of an event are unavailable at the time of booking, the group must update the calendar entry as soon as the details become available. To update an event, the Event Manager can go to the published event page, at the bottom of the page are links to make changes to the event.

OSA has the discretion to reject a scheduling request that lacks the basic details or one that conflicts with a scheduled administrative event or with too many previously scheduled events.

Room Reservation Procedure

Event Managers are responsible for adding an event to the calendar and requesting event space. Once the Event Manager makes the calendar request, it is routed to the Office of Student Affairs for approval. OSA will approve the event request if it determines that it does not conflict with an important administrative event or a number of previously scheduled events. Once approved by OSA, the calendar request then goes to Facilities for a room assignment. The approval/room assignment process can take up to 2-3 business days, so groups are advised to plan accordingly.

You must wait until you receive a written confirmation of your reservation from Facilities before confirming your speakers and/or advertising your event.

Spaces Available for Reservation by Student Organizations

- Classrooms in Crown
 - 85, 90, 95, 180, 185, 190, 230, 270, 272, 280A, 280B, 285, 290
 - Moot Court Room (Room 80)
- 3rd Floor Seminar Rooms in Crown
 - 301A, 301B, 311

- **NOTE:** 303, 304, 305, 306 and 307 cannot be reserved; they are first come, first served
- Seminar Rooms in Neukom
 - N102, N104, N106, N112
- Administrative/collaborative rooms in Neukom
 - N208, N316
 - **NOTE:** N224, N312, N332 cannot be reserved; they are first come, first served
- Russo Commons (law lounge)
- Crocker Garden
- Cooley Courtyard

NOTE: Food tables are not permitted in rooms within Neukom. Therefore, if you want to have food at your event, you should reserve a room in Crown.

Use of Russo Commons (student lounge)

Use of the SLS Russo Commons lounge space is intended for the enjoyment of the entire Stanford Law community.

When appropriate, the lounge may be reserved for community-wide law school and student organization events. Events with food are only allowed after the café has closed for the day (after 3:00 pm). Persons wishing to reserve the space must do so through the room reservation system.

Groups using the lounge are responsible for returning the space to its original condition, which includes returning furniture to its original position (obtain a diagram from OSA or Facilities), and arranging for cleanup. Groups holding events after-hours on weekdays, or during the weekend, must place an order with Student Affairs for custodial cleanup. Any group that does not clean up afterward or return the lounge to its original condition will bear the cost of cleanup as well as the cost of any damages that may occur because of the event.

Note that events with food may not be held during café business hours (8 am to 3 pm) unless approved in advance. The furniture in the café (including the hot food station) is the

property of RD&E and cannot be moved without prior approval.

Spaces NOT Available for Reservation by Student Organizations

- Neukom Faculty Lounge
- Neukom Terrace

ACCESSIBILITY

It is good practice to make sure your event is accessible to people of all abilities. The Office of Student Affairs, and the Stanford Diversity and Access Office can serve as resources.

For events, especially those open to the public, we recommend you include an accessibility statement on your promotional materials. See the DAO website for examples.

ADVERTISING AND PROMOTING AN EVENT

The Office of Student Affairs strongly encourages student organizations to use advertising methods that are consistent with the Law School's attempts to reduce the use of paper, including using the web calendar, the lobby bulletin boards, the *Weekly Digest*, and informal student message boards for advertising. **Advertising should not begin until the event has been approved on the web calendar and a location has been assigned.**

Online Calendar

Every student organization must appoint an Event Manager, the student in charge of posting the organization's events on the Law School's main calendar. The online events calendar is a place where people go to check out upcoming events at the Law School. Events listed on the calendar are available to alumni and to the general public.

The Weekly Digest

[*The Weekly Digest*](#) is an electronic newsletter that goes out to all students, faculty and staff on Sunday mornings. The Digest includes

announcements, speaker events, upcoming deadlines and other important news. It also includes a link to the school's online calendar where all SLS events are listed. Student groups can request inclusion of their event in the Weekly Digest by selecting the designated box when adding an event to the calendar. Student organizations may also add an announcement to the Digest via this [form](#).

Event Managers may review the events and announcements they've added to the Digest through the Weekly Digest [Portal](#).

Listservs

The individual class listservs are reserved for administrative notices. Faculty, Staff, Centers and Programs, and Student Organizations are expected to make use of the Weekly Digest in lieu of emailing the listservs. Exceptions can be made for either of the following:

- Time sensitive notices that cannot wait for the Digest. In these instances, make sure your subject line includes 'Timely.'
- Emails for a subset of the student body (e.g., 1Ls only). In these instances, make sure your subject line includes the specific group (e.g., "1Ls").

If your message meets one of the criteria above, send it directly to the list(s) you wish to reach:

- For JD students:
[lawschool-\[year\]@lists.stanford.edu](mailto:lawschool-[year]@lists.stanford.edu)
(eg: lawschool-2024@lists.stanford.edu)
- For Advanced Degree students:
law-advanced@lists.stanford.edu

If you wish to email the faculty or staff listservs, send your email (as you would like it to appear) to a member of the OSA staff, who will forward it for you.

Creating Posters

The SLS print room (located in the basement of Crown) can produce posters or flyers for SLS student groups. Posters are sized 11x17. To request printing, send your materials to printjobs@law.stanford.edu and include your materials as a .pdf attachment. Be sure to specify the details of your job (e.g. number of

copies, in color, etc.) and the name of your organization. The cost of any print jobs will be charged to your ASSU account.

Posting Policy

Any recognized SLS organization (student organization, academic or administrative department, or center) may post fliers at the law school under certain conditions. We place limitations on the size, location, and manner of such postings. Sponsoring individuals or organizations must clearly list their name on any posting. Anonymous postings will be removed. Postings by non-SLS affiliated entities are limited to the public boards in the Kramer lobby, outside the law library.

Size limitations: Fliers must be no larger than 14"x17" in size.

Location limitations: SLS groups and individuals may post fliers on the Kramer lobby bulletin boards, which are located on either side of the library's main entrance, as well as the bulletin boards located on the first floor of the classroom building. We ask that you limit the number of posters to reduce visual clutter and leave space for other groups. Groups must obtain advance approval to hang a banner, and the location of banners is limited to Cooley Courtyard and Crocker Garden. **For 2023-24:** Groups may post to the columns in the Crown breezeway, and around Crocker Garden, but this policy will change next to disallow such postings, consistent with university policy.

Posting fliers in unapproved locations is prohibited. Posting of notices with adhesives that damage surfaces also is prohibited. The cost of removal and repair for any damage done will be charged to the group and/or individuals who posted said publicity.

Fliers **cannot** be posted on/in:

- Wooden or painted surfaces
- Windows
- Furniture
- Restrooms
- Elevators
- Anywhere in the library
- In or on the Neukom Building
- Over existing flyers

Duration limitations: Posting may go up two weeks before an event. For activities without an end date, postings may remain in place for 10 working days.

Poster removal: Individuals and groups must remove fliers within 24 hours after an event. Any fliers left up 24 hours or more after an event has passed, or 10 working days after a flier unrelated to an event is posted, or any fliers posted against these regulations will be removed. It is a violation of the Fundamental Standard to remove fliers properly posted by others.

Accessibility statement: All marketing materials for events, especially public events should have a statement about how to request accommodations for the event, or materials in alternate format. Please use the following statement:

If you need a disability-related accommodation or wheelchair access information, please contact: Sheila Sanchez/Diversity and Access Office at (650) 725-0326 or email: sheilas@stanford.edu. If you need materials in an alternate format, please contact (include name and contact information for event organizer). Requests should be made by _____ (date usually at least one week in advance of the event).

Student organizations that repeatedly violate these posting rules run the risk of losing funds allocated to them, and/or losing the ability to reserve space for events.

Student Mailboxes

Student organizations are discouraged from distributing fliers in student mailboxes. In the event that an organization decides to stuff student mailboxes, it is encouraged to use recycled, unbleached paper or reused paper, and to print notices on quarter or half sheets.

AUDIO-VISUAL SUPPORT

Student organizations may request A/V support for events as part of the room reservation request, or by sending an email to av-

requests@law.stanford.edu. To see a list of services available, see the SLS IT Department webpage.

CARDINAL ENGAGE EVENT REGISTRATION

Groups must register an event with [CardinalEngage](#) when:

- They need to reserve a space outside of the law school
- They need to register an event with the Office of Substance Use Programs Educations & Resources (SUPER) to obtain approval to serve alcohol
- They are seeking funding from GSC
- They plan to use EventBrite for ticket sales
- They are working with minors

CLEANUP

The student organization that sponsors an event is responsible for cleanup. Some functions, particularly those held on weekends or late into the evening may require special custodial services. The sponsoring organization is responsible for making clean-up arrangements with OSA at the time the organization reserves the space. If the student organization does not clean up adequately, and return the space to its original configuration after an event, the student organization will be charged the costs of the cleanup and risk being barred from reserving space at the Law School.

CONFERENCES

Student organizations are eligible to host an academic conference. The Law School limits the number of conferences in any given year. Groups that wish to hold a conference must file the 'Conference Intent Form' (available on the OSA [website](#)) by October 15 each fall (or at least 90 days in advance in the case of fall conferences).

Submission of the form will provide preliminary approval and hold a date for the conference, which will allow groups to move forward with planning. Preliminary approval also allows the group to work with the External Relations office to raise funds for the conference. The Law School will provide up to \$7000 in conference funding for approved conferences.

The full conference application is due no later than 60 days before the conference. A committee comprised of a faculty member appointed by the Dean, and members of OSA will provide final approval.

FACILITIES

Copies and Printing

Student orgs can use the Law School's Copy Center for copy and print orders. The Copy Center is located in the Law School basement. Student orgs can charge these orders to their law school account. These charges are processed regularly and charged to the group's ASSU account through an ijournal transfer.

Event Support

Facilities can provide items like tables for food, registration tables with tablecloths, etc. To request these items, select the 'requires Facilities assistance' as part of the room reservation process.

Mail – Student Organization Mailboxes

All incoming mail for student organizations is sorted and placed in the assigned mailboxes for each organization. Student organization mailboxes are located in the basement lobby opposite the Public Interest Community Center (PICC). Groups should check their mailboxes on a regular basis to be sure they don't miss important mail.

LAW FIRMS, WORKING WITH

It is sometimes the case that law firms reach out to student groups, especially affinity groups,

asking to partner on an event. We include these guidelines to help you navigate those relationships.

- It is acceptable for groups to host law firm representatives on panels to talk about their practice area, their experiences at a specific firm/employer, or as a subject matter expert.
- Student groups cannot accept funding or in-kind gifts from outside entities, except as detailed in the fundraising policy.
- Recruiting events are the domain of Career Services, and the Levin Center. Firms or employers that wish to host a recruiting event for your group should be referred to those offices.
 - If your group is amenable to a recruiting event or ‘meet and greet’ with a firm, the event should be off campus, and the firm should plan and pay for the event. The burden should not fall on students to plan these events.

MEDIA COVERAGE

Some invited guests assume that they are coming to speak to a group of students and are unaware that there may be news reporters in the audience. Therefore, it is important for groups to set clear expectations with guest speakers with regard to media coverage, blogging and tweeting before they speak on campus. This will help avoid any confusion or embarrassment for you, your guest and the media. Please refer to the [Media/Internet Coverage Advisory](#) on the Student Affairs website for tips on how to set clear expectations for your guest speakers, and to make the intended nature of the talk clear to the audience.

More information is available [online](#).

PARKING, TRANSPORTATION AND MAPS

The Law School’s website has visitors’ information such as driving directions, parking, transportation and maps at:

<https://law.stanford.edu/visiting-campus/driving-directions/>

Charter Services

Student groups planning large off-site events may want to work with Stanford Charter Services to arrange a charter bus. See <https://transportation.stanford.edu/charter-services> for details and rates.

Maps

An organization can get up to ten Stanford maps at a time from the Office of Student Affairs, Room 146. If you need more, you can buy them at Stanford Bookstore or order them through the Law School’s Facilities Office (Room 205). You can also download Stanford maps from the website at <http://campus-map.stanford.edu>.

Parking for Visitors

Guests of the Law School may be reimbursed for parking in Visitors’ Parking if they save their receipts. Although discouraged, student groups may purchase a daily parking pass on behalf of guest speakers directly from Parking and Transportation Services. You will need your speaker’s vehicle information, including plate number, in order to do so. Visit Parking and Transportation Services website for more information about visitor parking on campus.

STUDENT ORGANIZATION LOGOS

Student organizations are provided a lockup of their logo to use on correspondences and event advertising. Student organizations that wish to use the Stanford name as part of a design (e.g., for advertising or swag) must obtain advance approval from SLS Communications. Use of Stanford’s name, trademark, and/or logos is a privilege given by permission, not a right, and is therefore subject to limitation.

VIP SPEAKERS AND GUESTS

Any student organization hosting a dignitary or VIP speaker or guest (generally, any high-profile person or anyone who requires, or travels with, security) must notify OSA as soon as possible. The University has policies and protocols about welcoming dignitaries to campus.

GENERAL POLICIES

PROHIBITED BEHAVIOR

All School Surveys

Student organizations that wish to survey the entire student body must obtain advance approval from Student Affairs.

Entering into Contracts

Individual students and/or student organizations cannot formally enter into contracts for the expenditure of funds on behalf of Stanford University. Student organizations with any questions about entering into contracts should consult with OSA.

Named Awards

Any group wishing to give an award of any kind, including a named award, must get prior approval from the Dean and the Office of External Relations.

Outside Bank Accounts

SLS student organizations are prohibited from having bank accounts other than the established group account with Capital Group at Stanford Student Enterprises (SSE). Any leader who learns their group has an outside account must work with the OSA to close the account and transfer funds to their SSE account.

Political and For-Profit Activity

As a tax-exempt entity, Stanford University restricts the use of its name, funds, and facilities. Specifically, certain types of political activities such as using University facilities

and/or name to endorse a candidate or solicit funds for a candidate are prohibited. For more information on prohibited political activities, please refer to the administrative guide: http://adminguide.stanford.edu/15_1.pdf

As stipulated in Stanford's administrative guide, guest speakers and/or their organizations are prohibited from selling their products (e.g., videos and books) on campus grounds for their personal financial gain. Such conduct is considered unrelated business unless the proceeds go directly to benefit Stanford. As an alternative, guest speakers and/or their organizations can provide a website where the product can be ordered. For more information on this policy, please refer to the admin guide: <https://adminguide.stanford.edu/chapter-1/subchapter-5/policy-1-5-3>

Unofficial Use of the 'Stanford' Trademark

Use of Stanford's name, trademark, and/or logos is a privilege given by permission, not a right, and is therefore subject to limitation. Failure to conduct the activities of a student organization in accordance with the rules and regulations outlined in this Handbook could result in temporary or permanent rescission of the organization's right to use the "Stanford" name, trademark, and/or logo.

Use of Venmo/PayPal/Zelle payments

Stanford University prohibits the use of third-party payment systems such as Venmo, PayPal, or Zelle. If you are working with a vendor who only uses one of these, reach out to Capital Group at SSE to work out the details.

LAW SCHOOL CONTACTS

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is here to serve student organizations and should be your first stop for questions. If we don't have an answer, we will point you in the right direction.

Megan Brown
Student Affairs Program Coordinator
Room 146, 650-726-8766
mybrown@law.stanford.edu

John Dalton
Director of Academic Success
Room 139, 650-497-8492
jwdalton@law.stanford.edu

Meg Harrington
Journal Manager
Room 112, 650-723-2747
mharrington@law.stanford.edu

Jeanne Merino
Interim Associate Dean for Student Affairs
Room 108, 650-723-6203
jmerino@law.stanford.edu

Holly Parrish
Associate Director for Student Affairs
Room 146, 650-725-0764
hparrish@law.stanford.edu

ALUMNI RELATIONS / EXTERNAL RELATIONS

Alumni Relations and External Relations can help you reach out to SLS alumni to serve as speakers or to attend an event. They also work with groups when fundraising for signature events or conferences.

Martha Ferguson
Director of Individual Giving
mwfergus@law.stanford.edu

Mary Elizabeth Fitzpatrick
Senior Associate Director of Alumni Relations
maryliz@law.stanford.edu

May-Ling Kuo Gonzales
Director of Alumni Relations
Room B01, 650-721-1846
maylingg@law.stanford.edu

Pedro Gonzalez, Jr.
Director of Diverse Alumni Communities
pgonzalez@law.stanford.edu

Miesha Hardy
Asst. Director of Diverse Alumni Communities
mieshah@law.stanford.edu

Chrisanthe Steininger
Associate Director of Development, Corporate & Foundation Relations
csteininger@law.stanford.edu

COMMUNICATIONS

The Communications team works with student organizations to maintain student org webpages, create conference event websites, publicize large events, handle media inquiries, and approve branded materials.

Alyssa Ashdown
Assistant Director of Digital and Social Media
Room 129, 650-725-7516
aashdown@law.stanford.edu

Stephanie Ashe
Director of Media Strategy
Room 128, 650-723-2232
sashe@law.stanford.edu

Shauna Hammond
Web Designer and Content Manager
Room 134, 650-721-6221
shaunah@law.stanford.edu

Jennifer Stroth
Director of Online Strategy and Identity
Room 133, 650-736-7909
jstroth@law.stanford.edu

ADDENDUM A – CHECKLIST FOR PLANNING EVENTS

Event Planning Checklist

PLANNING AHEAD:

If possible, start your planning 2 - 3 months in advance.

- Determine event goals and target audience.
- Set-up committee(s) and assign tasks.
- Make a budget and communicate budgeted amounts with your guest speakers and planning team.
- Familiarize yourself with SLS's Campus Free Speech and Disruption Policy [link] and ensure compliance with any preliminary steps needed prior to event.
- Check the [room schedule](#) for available space (note: you must be logged in with your SUNet ID to view).
- Go to the [main calendar](#) on the SLS home page and check for event conflicts.
- Have your [Event Manager add the event](#) on the on-line calendar and request space.
- Add your event to the Weekly Digest. On the event form is an option to add the event to the Weekly Digest. More information [here](#).
- Confirm all arrangements with speakers in writing.
- Choose a food vendor or caterer (OSA can help if you need ideas).
- For large and/or complex events, meet with Holly and Megan at least 8 weeks in advance to help with planning.
- Register your event with [CardinalEngage](#) if you will:
 - Need approval to serve alcohol (obtain approval from OSA first)
 - Need GSC funding
 - Need to use Eventbrite for ticket sales
 - Expect dignitaries (OSEP/DPS coordination)
 - Work with minors
 - Need a space outside of the law school

SECURE FUNDING:

Review the Student Organization [Handbook](#) for funding sources, deadlines and guidelines.

- Submit Conference Application 90 days before event if planning a conference or symposium. Funding application is on the Student Affairs [website](#).
- Groups that have received permission to fund-raise from external organizations should make an appointment with the Associate Director of Development, Corporate & Foundation Relations Chrisanthe Steininger (csteininger@law.stanford.edu).
 - Student orgs must submit all sponsorship/donation checks to Holly Parrish in Room 146 along with original envelope and correspondence.
 - Journals must submit all sponsorship/donation checks to Meg Harrington in Room 112 along with original envelope and correspondence.
 - Checks must be made out to “Stanford University”

CUSTODIAL WORK REQUESTS AND CLEAN-UP ARRANGEMENTS

Consult with Megan Brown for pre-planning assistance, including set-up and breakdown of furniture, supplies, equipment, and clean-up arrangements.

- Registration tables and chairs. You can request a registration table on the event submission page under ‘requires Facilities assistance’
- Food and beverage tables can be requested as part of the event submission page under ‘requires Facilities assistance’
- Extra tables and chairs for guest seating
- Tablecloths
- Additional trash, recycling, and composting cans
- Check with caterer for equipment needs
- Nametags – purchase from Facilities, print at the SLS copy center
- Tent cards – purchase from Facilities, print at the SLS copy center
- Printed programs – can be printed by the SLS copy center
- Directional signs – request from Facilities
- Parking permits – can be obtained via the Parking & Transportation mobile site
- Tape, staplers, pens
- Water for speakers

AUDIOVISUAL NEEDS:

You can either make your A/V requests at the time you make your calendar and room requests by checking the appropriate boxes or you can send an email message to av-requests@law.stanford.edu with a detailed description of your needs.

- Panel discussion setup (includes draped table, chairs and table mics). Note that we cannot set up panels (except for Room 290) in classrooms during lunch.
- Indicate on your request if moderator should wear a lapel mic or use a handheld mic
- Additional microphones for questions from the audience
- Video/audio capture (for conferences only)
 - You will need a signed release form from all speakers before taping
- Tele/videoconferencing setup
- Projection system setup
- DVD player
- Other A/V needs?

PUBLICIZING YOUR EVENT

Publicity should only start AFTER your event has been approved on the calendar and a room has been assigned.

- Be sure the event information on the main calendar is up to date. After an event has been fully approved, the Event Manager has the ability to go back in to the event page and include additional details, or request changes.
- Submit your event for inclusion in the [Weekly Digest](#)
- Post fliers/posters on authorized areas
- Press releases to the Daily and the Stanford Report. The SLS Office of Communications can help with this
- Send invitation to faculty and staff. OSA can forward email announcements to the faculty and staff listservs

COMPLETING THE PROCESS

- Send thank you notes to sponsors and guest speakers
- Obtain feedback on event
- Remind guest speakers to mail their travel receipts for reimbursement no later than 60 days after completion of travel. *It becomes taxable income after 60 days*
- Submit all reimbursement through [GrantEd](#) for processing
- Promptly negotiate any discrepancies and document in writing
- Develop file for your successor with timeline, actual budget, sample publicity and all correspondence