Student Organization Manual
Welcome!

Dear Student Leader:

Welcome to your leadership position and to your official partnership with the Office of Student Affairs and the School of Law! Student Organizations are a vibrant and vital part of the student life experience here at the University of South Carolina School of Law.

The School of Law focuses on creating not only excellent lawyers but lawyer-leaders that take their experiences both inside and outside the classroom and help their community move to the next level! Participation in an organization, especially as a leader supports social development, leadership skills and potential networking opportunities.

If you don’t know, the Office of Student Affairs is located on the 1st floor of the School of Law opposite the café, or on the Gervais Street side of the building in the Student Service Suite. We are office number 127. We are here to assist you with as much as we can to make your student organization as strong as possible. We want you to be successful in your role as a student organization leader, so we have prepared this manual to help you understand the resources and regulations for the School of Law, which impact your organization. While this Manual is not an exhaustive source of law school or institutional policy or procedure, it is a primary resource for you and your organization. If you come across a topic where you would like more information, please ask.

We look forward to working with your group!

The Office of Student Affairs

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Title</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Palmer</td>
<td>Associate Dean</td>
<td><a href="mailto:spalmer@law.sc.edu">spalmer@law.sc.edu</a></td>
</tr>
<tr>
<td>Heather Beatty</td>
<td>Director</td>
<td><a href="mailto:pembleto@law.sc.edu">pembleto@law.sc.edu</a></td>
</tr>
<tr>
<td>Jacob Watters</td>
<td>Coordinator</td>
<td><a href="mailto:wattersj@law.sc.edu">wattersj@law.sc.edu</a></td>
</tr>
</tbody>
</table>
What is a recognized Student Organization?

A “recognized student organization” is an organization that has completed all of the steps outlined by the University of South Carolina’s Office of Student Life. This is a process that must be renewed on an annual basis.

Failure to register may result in the organization losing its ability to receive funding through the D Fund allocation process.
Student Organization Events

The School of Law and the Office of Student Affairs encourage all student organizations to host programming that is relevant to their groups interest and the progress of their legal education. Our hope is that between the variety of student organization interest areas that there will be a “home” for all of our students to find their place.

Student Organizations should keep in mind that one of the best ways to have a successful and well attended event would be to collaborate with one another as well as explore the opportunities to collaborate with offices such as Student Affairs, Career Services, Pro Bono or various faculty members with similar interests and/or resources.

Student Organization events are classified in the following way:

1. **Meetings** – must be scheduled out no less than 1 week in advance; student organization meetings may overlap
2. **Events** – must be scheduled out no less than 3 weeks in advance; student organization events may not overlap
3. **Signature Events** – has recurred annually for more than two years; has a regular attendance of 75 guests or more, exhibits a clear education, cultural or social theme. Student organizations hosting signature events are required to work with the Office of Student Affairs, Office of Special Events, and potentially the Office of Development and Alumni Relations. The date of the Signature Event must be approved by the Dean of the Law School or his/her representative. Signature event dates must be planned and approved NO LESS than 4 months in advance

Student organizations dates are subject to rejection due to institutional School of Law events.

If a student organization needs to reschedule an event – another organizations’ event will not be bumped to make room for the rescheduling.

The Office of Student Affairs will provide guidance for any meeting, event or signature event.
The School of Law takes seriously the problem of alcohol and substance abuse within the legal profession. We want to do our best to support our students that host events with alcohol to insure that they are prepared and informed regarding the responsibility that comes with that privilege. The University’s alcohol policy governs consumption of beer, wine and distilled spirits at the University of South Carolina campus and in or at any University owned or controlled facility by any University student organization or department. The policy determines what areas on campus those of legal age may consume beer and wine as well as designate under what conditions events may serve.

- **On Campus Events:**
  - General guidelines
    - All events involving alcohol must be registered
    - No common source containers that are not being managed by a licensed/paid bartended (e.g. kegs, coolers, etc.)
    - Must use a licensed, qualified and insured third party vendor
    - Must use one of the following identifications options:
      - Carding at the bar
      - Carding at the door
      - Guest list with date of birth
      - Wristbands
      - Hand stamping
    - Do not use alcohol as an incentive to attract participants (free drinks, drink specials, etc.)
  - The approval process for alcohol at events is approved outside the School of Law and managed by the University’s Substance Abuse Prevention and Education (SAPE) Office. The approval process can take up to 2 weeks. Use the [Event Registration Form](https://sc.edu/about/offices_and_divisions/substance_abuse_prevention_and_education/alcohol-campus-events/event_reg_form.php) to register your event with SAPE.

- **Off Campus Events:**
  - See Student Affairs
Contracts for Events:

Only an official representative of the University can sign contracts. A student cannot sign contracts on behalf of their Student Organization, the School of Law, or the University of South Carolina. If there is a contract involved, you will need to be working with Student Affairs or Special Events so that they can process the paperwork properly and get the contract signed by the University’s General Counsel’s Office.

This requires a minimum of a two-week turnaround for reviewing purposes or longer if any updates/revisions need to be made.

Scheduling and Reserving Space:

1. **Meetings** – SO’s must schedule meetings no less than 1 week in advance by working with the Office of Student Affairs to reserve a room. When submitting a date request, if there are other meetings scheduled for that date, SA will communicate to the SO those conflicts and then at the SO’s discretion will either move forward with scheduling it for the proposed date or work with their organization/SA to find a date that may work better. SA will make an attempt to not have more than 3 student organization meetings on the same day and time.

2. **Events** – Similar to the process for scheduling meetings, only events should have more notice of at least 3 weeks in advance. Depending on the nature of the event, your organization may need to fill out the Event Planning form.

3. **Signature Events** – Similar to the process for meetings and events, only signature events should have at least a 4-month notice and mandatory completion of the Event Planning Form.

If the student organization needs to cancel, please notify all parties involved in planning know as soon as possible. If catering is involved, please be aware that depending on when cancelled, the student organization may still be required to pay.
Custodial

Custodial costs vary depending on the size and scope of your event.

Technology

The Academic Technology department can assist in many ways for all of your events.

Panopto – if you would like your meeting/event Panoptoed, you will need to submit a recording request through the following form: https://at.uofsclaw.org/forms/video-recording-request Be sure to have your room request confirmed prior to the recording request

Furniture – You may not move the furniture in the classrooms and courtrooms on your own. Most of the furniture in the building is connected to power and is equipped with AV technology. This does not mean that furniture cannot be moved, but the AT department must be consulted prior to your event if you plan and/or hope to move anything

Courtyard – There is not built in AV in the courtyard, therefore, if you are interested in hosting an event in the courtyard that will need AV that will need to be set up. The law school can provide a speaker system equipped with a microphone and an auxiliary device port (for music, etc.) for you.

For extensive resources, be sure to check out: https://at.uofsclaw.org/article-categories/journals-student-organizations

Catering

A Student Organization may utilize any catering entity under $500 (tax included) in a drop off capacity if the event is being held on campus/in building.

Any other catering that will go above $500 MUST utilize Horseshoe Catering. Depending on the event, your group may qualify for a student organization discount.
Distinguished Speakers & Guests

In an effort to work more collaboratively with our Office of Development and Alumni Relations if a student organization is considering inviting an alum, elected or appointed official or any other high profile person, the student organization must notify the Office of Student Affairs prior to extending the invitation. This is not to micromanage your speakers/guests but to make sure the proper internal parties are aware of who is in the building so they may be properly greeted and/or thanked for their participation and support of our students.

Remember as you communicate with your speakers/guests that you are always representing yourself, your organization and the School of Law. If you have questions about how you should address the people you are communicating with, please ask.
Collaboration with Law Departments

A nice way to save money, get extra marketing and promotion, have additional attendance outside your organization, and have access to additional resources that you may not have had access to is by collaborating with various departments within the law school OR other student organizations.

Career Services and Academic Technology are two departments that are always happy to assist in collaboration in sponsorship and helping to identify speakers that fit your needs.
Listserv Emails and Advertising for your Events at the Law School:

- All meetings and events will be posted in the Daily Lunch Menu sent out by Student Affairs unless SA is notified by the group to not include.
- If you are advertising for a speaker or event, please be sure to craft your email with all of the relevant information – Student Affairs is not responsible for proofing, editing or correcting your information.

EVENT PROMOTION:

For most events (speakers/meetings held during the lunch hour), Communications can usually assist with promotion by posting a slide to the digital monitors and amplifying via social media. However, this is most effective when all materials are produced/provided by the student organization, as we typically do not have time to create these items, nor programs/bulletins/flyers/press releases, etc. See below sections for additional requirements and recommended tools. For best results, lead time is at least 4 weeks in advance of the event.

For larger scaled events, (examples: BLSA Banquet, WIL to Run, Moot Court/Mock Trial finals rounds, etc.), we can help with additional aspects, including the above, but also adding some possible media promotion (as appropriate), event photography and printed programs as necessary. However, we typically do not have the capacity to create graphics or write press releases for these events. Lead time on these events should be at least 3-4 months in advance.

For major initiatives, such as the journal symposiums and Faculty Auction, we are pretty full-service, creating artwork/graphics, assisting with promotion through a variety of tactics and channels including to media outlets and School of Law social media channels, creating programs/posters/flyers/invitations, and taking photos during the event. We may request that student organizations try to write a first-draft of a press release that we can edit before dissemination. When working on a project of this scale, we typically don’t want to start planning any later than 4-6 months out (the further out, the better).
CALENDAR LISTINGS:

This is perhaps one of the best ways to promote your event. Of course, it is crucial to reserve a room for events happening in the School of Law. But events happening off-campus should also be submitted for a calendar listing as well. In either case, pretend you are creating a Facebook event, and provide specific details to promote your event. Usually, this can just be 2-3 sentences that describe the event and its purpose. For instance, for a guest speaker, include the name of the speaker, his/her title, and a sentence or two about the topic of their talk. Also include whether it is free or not, whether it is open to the public or not, and include a registration link, link to speaker bio, link to website with more info, etc.

Communications will occasionally peruse the School of Law’s website calendar, and so often, we see “[Student Group] Speaker” or “[Student Group] Meeting,” with no additional details listed, and we don’t have time to track down the student org to get more info. However, if we have this crucial info, we might be able to use that content to further promote the event.

Finally, refrain from using acronyms in your descriptions, and especially in the “Event Name” field. While SBA, SALDF, WIL, BLSA, etc. may be familiar to members of this law school community, visitors to our website will not be familiar and would not know whether your event is one they would want to attend. Events that are open to the public and/or legal community outside of this school should appear on the law school’s homepage calendar listing, and we want this to be a useful tool for those end-users.

DIGITAL MONITORS:

Communications recommends using “Canva.” Canva is both an app as well as a desktop accessible service. Canva is pretty good for creating all sorts of graphics. Once you have created your graphic, sign, etc., you can download/export and then print/post as necessary.

Canva has a “Desktop Screensaver” document option, which happens to be the correct size for the digital monitors, and is ideal for creating those slides. If a student organization would like to use something other than Canva, please note the correct dimensions for the digital monitors are
1920x1080 pixels, and they must be saved as .jpg files, preferably at 150 dpi, but not lower than 72 dpi and not higher than 300 dpi. If given an option, RGB Color mode should be selected.

Text should be kept to an absolute minimum so as to increase readability/comprehension during the short time frame it will be up and as people are walking by.

While slides may say that food/drink will be served, we will not accept slides that advertise specific drink specials or drink prices, promote happy hour-type events, or feature images of alcoholic beverages/glassware (wine bottles, martini glasses, etc.). We reserve the right to NOT accept or post a slide, and in most instances will work with the organization, providing feedback and allowing for changes to be made and resubmitted.

In most instances, slides will be scheduled to run for at least one week prior to an event, but no more than two weeks prior to an event (exceptions may be made for large-scale events). Scheduling of slides typically happens within 48 hours of receiving, so it is ideal to send us slides at least three weeks in advance. If you are less than two weeks out, and you are not seeing your slide after more than 48 hours since submission, please contact Rob Schaller.

However, slides can be scheduled far in advance, so if you have it ready three months out, send it to us, and we will schedule it to appear at the appropriate time. We always try to notify the sender when it has been scheduled.

**SOCIAL MEDIA:**

Again, Canva has a variety of document options that are pre-formatted for various social media channels. Once created, they can be downloaded and posted to these channels.

The BEST way to leverage the School of Law’s social media channels is for the student organization to tag the School of Law (@uofsclaw) in its posts. This notifies us of your content and we can then share/retweet/repost as necessary and amplify your message to our audience. However, it is also sometimes possible for the organization to send the post content (text and graphics) to Carissa McKinney and we can create the post for you. This option may take a little longer, however, as we try to work it in with pre-existing priorities.

Similarly, if you create a Facebook Event, please share it with us, so we can also include it on the School of Law’s Facebook Events.
FLYERS/POSTERS:

Once again, Canva has you covered with a variety of templates that can be created/downloaded. If you create fliers to post around the law school be aware that you may ONLY post them on the red glass walls in the building. Any signs found elsewhere will be removed. Your student organization is also responsible for taking down out of date fliers.

PRE- AND POST-EVENT STORIES:

Press releases and stories that advance an event may be submitted to Rob Schaller by a student organization. It may be edited prior to dissemination and it should include details such as the who, what, where, and why the event is taking place, the availability of the speaker to be interviewed by media, etc. Lead time should be at least 4 weeks prior to the event. Post-event stories are also welcomed, and may be considered for the School of Law’s website. Typically, they should be between 300-600 words, and include a quote or two from the speaker(s) and/or otherwise tell the story of what happened at the event. It is also helpful to include a quote or two from a participant/audience member who can speak to the impact the program had on him/her. There is no timing on this, but if interested, please contact Rob Schaller to discuss details.

LOGOS:

We typically do not have the time to create a logo for student organizations (again, Canva has logo-creation options). However, we are happy to review them and provide guidance/feedback from a designer’s perspective. Additionally, any logo that tries to incorporate the UofSC or the School of Law logo(s)--or any elements of the logo(s)-- MUST be submitted to Communications (Rob Schaller) for review/approval prior to printing/dissemination. Similarly, any materials that include the UofSC or School of Law logo(s) MUST be approved prior to printing/dissemination. While it typically takes less time, please add 1 week for review/approval to the estimated printing time.
PHOTOGRAPHY:

Requests may be made for photography, and we will do what we can to accommodate. However, coverage is not guaranteed, nor should it be assumed—regardless of whether an event is large or small. Photos taken during a previous event doesn’t automatically guarantee that it will happen again the following year, and all requests should be made to ensure that it is on Communications’ calendar. Unfortunately, I do not have suggestions for other photographers during instances we cannot be present. Requests may be sent to Rob Schaller and should be submitted 3-4 weeks in advance.
Funding Sources for Student Organizations:

Z Funds – Student Organization “Discretionary” Money

1. What is a Z Fund and where does that money come from?
   Z Funds are the student organizations discretionary fund. This money is collected from inside your student organization such as dues, fundraising, donations, royalties, etc. This is money that has the least amount of restrictions on it out of all the options.

   Not all student organizations have a Z Fund, but if you do, your Z Fund will be the primary fund for your organizations operational budget.

2. How does a Student Organization add money to its Z Fund?
   Checks and cash to be deposited into a Z Fund must be submitted to Student Affairs with a list of who the money is coming from, what it is (dues, canteen payment, etc.), what the total from that person is.

3. Can Z Funds pay for alcohol?
   Yes.

4. How does a Student Organization check the balance of its Z fund?
   Student Affairs has the ability to check your current Z Fund balance. Just shoot Student Affairs an email requesting your account balance and if you would like a paper copy or if you would prefer it be emailed.
   Any dues paying member of an organization has a right to see the organization budget.

D Funds – Allocated Student Organization Money

1. What is a D Fund and where does that money come from?
   Student Affairs is given a lump sum that is managed in partnership between Student Affairs and the Student Bar Association for student organization programming.
2. How does my Student Organization receive D Funds?
   You apply for it – at the beginning of every semester, a representative from your organization will need to complete the Programming Allocation Request Form. This form is a proposal for organizations to ask for a piece of that money.

3. Can D Funds pay for alcohol?
   No.

A Funds

1. What is an A Fund and where does that money come from?
   A Funds is state monies that have been budgeted – there are LOTS of restrictions on the use of A Fund dollars. A Funds are things like the Student Affairs Budget.

2. Can A Funds pay for alcohol?
   No.

Education Foundation

See Student Affairs
How do Student Organizations pay for things?

There are a few ways to pay for things through the University and the Controller’s office has very specific rules and regulations in place for processing these payment requests. If an organization does not follow these requirements, it will be much more difficult to get the money and will result in delays or in extreme cases, the inability to pay.

Below you will find the requirements for the two most common payment requests, invoices and reimbursements:

Reimbursement:

When one of your organization members pays for something out-of-pocket, the money that they are paid back by the organization is considered a reimbursement.

Complete the online payment/reimbursement form: [https://student.uscschooloflaw.org/student-organization-support/reimbursement-request/](https://student.uscschooloflaw.org/student-organization-support/reimbursement-request/).

To do this successfully please make sure you are prepared with the following information:

- Who is being reimbursed.
- What organization is this payment connected to
- When was the event
- What are the details of the event?
- How is this being paid (A Funds/Z Funds/D Funds/Ed Fund)
- Ability to attach an original itemized receipt substantiating the expense. Original receipts are not credit card statements, bank statements, cancelled checks, or unpaid invoices

The reimbursement check will be sent directly to the Office of Student Affairs – when received, you will receive an email to come pick it up.
Invoice:

When your organization is paying a vendor directly you will need to acquire an invoice from that vendor.

Complete the online payment/reimbursement form: (https://student.uscschooloflaw.org/student-organization-support/reimbursement-request/).

To do this successfully please make sure you are prepared with the following information:

- An original invoice with full payee information – an invoice is not a statement, quote or contract
  - The Controller’s Office requires the following information to be included on the invoice:
    - The actual word “invoice”
    - The address that the check will be mailed
    - An invoice number
    - An invoice date
    - An itemized list of the services provided or items purchased
    - The total cost
      - Having the cost broken down with taxes and shipping (if applicable) is helpful but not strictly required
  - Outside vendors will need to provide a W9 so that they can be submitted as a vendor in PeopleSoft – payment cannot be made until they are an approved vendor. This process can take up to a week. This time could be added to if the address on the W9 does not match the address on the invoice (this typically happens with franchises).
  - To cut down on payment time and struggle, check with Student Affairs prior to utilizing an outside vendor to see if they are already a supplier in the system. If they are, great. If not, that does not mean you cannot use them, there are just some steps that can be taken ahead of time to speed up the payment process after the event.

- Description of the items purchased or services provided.

- Amount of payment
Timeline of payment requests:

Once Student Affairs has all appropriate documentation for the payment request, they will process into the system, PeopleSoft, within 48 hours of receiving them, barring any unforeseen circumstances.

Once a payment request has been submitted by Student Affairs, it must be pass through several levels of approval within the law school even before it is sent to the Controller’s Office. Once it has reached the Controller’s Office, it takes approximately 2 weeks for the check to be cut. If there are any issues with the submission the submission process will reset adding at least 2 weeks for each resubmission.