



Student Organization Handbook

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**Note: All of the information in this handbook is also available at the
Student Organization Home Page:**

www.uakron.edu/law/students/studentorgs

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Introduction

This handbook outlines procedures and rules governing student organizations at The University of Akron School of Law. Failure to adhere to the procedures and rules outlined in this handbook may result in loss of access to EAF or SAF funding, as well as disciplinary action.

Student Organization Gatherings

Categories of Student Organization Gatherings

A **meeting** is a gathering of law students for planning and organizational purposes.

An **event** is a one-time occurrence, such as a guest speaker, a cookout, a tailgate party, a dance, or a banquet.

A **project** is something that is ongoing, such as LAW's Angel Tree, ALLSA's Canned Immunity, morning coffee sales, etc.

How to Schedule a Meeting, Event, or Project

Here are the steps to follow in order to schedule a meeting:

1. Check the events calendar at www.uakron.edu/law/news/calendar.dot to ensure that nothing else is happening on the same day/time as your meeting's planned date and time.
2. Complete the Event Approval Form:
<http://www.uakron.edu/webforms/law/studentorgs/eventprojectform.dot>
3. This form will generate an e-mail to Mary Ann Garrett in the Dean's Office, who will reserve a room for your event at the requested date/time. If there is a conflict, she will e-mail you. If not, she'll reserve the room for you.
4. If your event is just an organizational meeting (not an event or project), Ms. Garrett will post your meeting to the calendar and send you a confirmation message. If your event is an event or project, it will proceed through the following chain of steps for final approval.
5. If you plan to involve alumni or friends of Akron Law or local attorneys in this event (E.g., as guest speakers or financial supporters), please contact Associate Dean Meg Matejkovic at ema16@uakron.edu for approval and assistance.
6. Ms. Garrett will forward the event approval request to your faculty advisor.
7. Your faculty advisor will approve the event and forward the approval request to Associate Dean Matejkovic. If there are problems with the event or if clarification is required, your advisor will contact you.
8. Associate Dean Matejkovic will approve the event and forward the approval request to Ivy Washington-Marshall for approval. If there are problems with the event or if clarification is required, Dean Matejkovic will contact you.

9. Ms. Washington-Marshall will approve the event and forward the approval request to Ms. Garrett. If there are problems with the event or if clarification is required, Ms. Washington-Marshall will contact you.
10. Ms. Garrett will post the event on the events calendar and notify you that your event has been approved and posted.
11. If you would like an announcement to be posted on the School of Law Announcements Blog (<http://blogs.uakron.edu/law>) and an accompanying email to be sent out to the student body, please write the announcement exactly as you would like it to appear and email it to Adam Messner at apm@uakron.edu.

Please note: Policy Memorandum #7 states that “During the Reading Period, activities involving students are not to be scheduled by the administration of the School of Law or by members of the Law Faculty. This includes such activities as committee meetings, student organization meetings, early examinations, class make-ups, added classes, or special programs or activities.” **This means that student organization meetings, events, and projects MAY NOT be scheduled during Reading Period or final exams.**

Please note: Student organizations that raise money through donations/contributions from external sources without first seeking approval from Dean Matejkovic **will lose access to EAF and/or SAF money in an amount equal to the amount of money raised.**

Posters and flyers: If you would like to distribute or hang a poster or flyer around the law school to promote your project or event, e-mail a copy of the poster or flyer to Adam Messner (apm@uakron.edu) for approval. Adam will let you know via e-mail whether the publication is approved to distribute or that changes are necessary. Note that all student organization posters and flyers must bear this language: “[Name of Student Organization] is a registered student organization at The University of Akron. Registration shall not be construed as approval, endorsement, or sponsorship by The University of Akron of the student organization’s publications, activities, purposes, actions, or positions.”

Scheduling Conflict Policy

Meetings and Events may be approved by Assistant Director Adam Messner to be held at the same date/time if the meetings/events in conflict would not be expected to significantly impact attendance or participation for either organization. However, Mr. Messner will generally advise that organizations not plan to meet or have events at the same time in an effort to maximize a successful outcome.

Student organizations should consult the online events calendar BEFORE submitting the meeting or event request form to Mr. Messner. Events are generally approved on a first come, first served basis.

Mr. Messner reserves the right NOT to approve a meeting or event if there is a conflict which could potentially cause a meaningful impact on either organization so as not to create a disadvantage.

Reporting Service-Related Events

If a student organization holds an event the purpose of which is to complete a community service project (e.g., building a house for Habitat for Humanity, providing legal services for Wills for Heroes) or to raise money or other resources for a charitable cause (e.g., Angel Tree, Public

Interest Auction), these events **must** be reported to the appropriate personnel at the School of Law using the form available at <http://www.uakron.edu/law/community/student-organization-tracking.dot> .

Failure to report your organization's service-related events in a timely manner may result in the loss or suspension of your EAF funding for the current or subsequent academic year.

Use of Food within the Law School

Food is generally allowed to be served at general meetings in all classrooms except in rooms 151 and 165. Food is only allowed in rooms 151 and 165 if the event features a special guest speaker, and only with prior permission (contact Adam Messner at apm@uakron.edu to get permission).

Student organizations are responsible for cleaning up after events that involve food. Failure to do so may result in the loss of the privilege to serve food at any meeting or event.

Scheduling Events outside the Law School

On-Campus Venues

It is generally recommended that student organizations use on-campus venues (such as the Martin Center, the Student Union, and Quaker Square) for social events such as banquets and dances. In the event that an on-campus venue is not suitable or is not available for a given event, an off-campus venue may be acceptable, provided that prior permission is received as described below and that the guidelines below are carefully followed.

Off-Campus Venues

Prior to booking an off-campus venue for a student organization event, please secure permission from (1) your faculty advisor and (2) Adam Messner. The venue must also be approved by the organization's officers.

The list below spells out a number of issues that organizations must consider prior to booking an off-campus venue for an event. This list is not exhaustive and will be updated as new issues arise. **RULE NUMBER ONE when booking an off-campus venue: IF YOU ARE NOT SURE ABOUT SOMETHING, ASK.** Please contact Adam Messner at apm@uakron.edu or 330.972.7334 for assistance with any of these issues.

- **Contracts (VERY IMPORTANT).** Students at The University of Akron **ARE NOT PERMITTED TO SIGN CONTRACTS ON BEHALF OF THE UNIVERSITY.** If the venue requires a contract to be signed, **DO NOT SIGN IT.** Instead, contact Adam Messner at apm@uakron.edu or 330.972.7334 for further guidance. The contract must be sent to the University Purchasing Office for approval and a signature. **A student who signs a contract on behalf of the University is not only potentially subject to disciplinary action, but may also be held personally liable on the contract.**
- **Alcohol.** Student organizations are **not permitted** to have open bar alcohol service at their events (cash bar is permissible). See the next section for more information on alcohol and student organization events.
- **Licensing.** Is the venue properly licensed to hold this type of event? **VERY IMPORTANT** - If catering is involved, is the caterer licensed by the local health department?

- **Payment.** EAF money **MAY NOT** be used to pay deposits at external venues – only SAF money may be used for this purpose. (EAF may still be used to pay for non-food and non-alcohol expenses related to an event at an off-campus venue.)
- **Security.** Does the venue require security personnel to be present during the event? If so, will they arrange for security, or is that the student organization’s responsibility?
- **Insurance.** Does the venue carry liability insurance for this type of event? If not, will your organization be required to purchase an insurance policy?

Alcohol and Student Organization Events

General Policy

Student organizations are generally permitted to have alcohol at events as long as the service of alcohol is in compliance with university restrictions, guidelines, and policies **and** as long as alcohol consumption is not the sole purpose for the event.

Law student organizations are professional organizations. Activities coordinated by these organizations reflect on the character and fitness of student leaders and student participants. Great responsibility is associated with student organization events and unfortunate outcomes associated with alcohol abuse increase risks and create dangerous liabilities which could harm not only the student organization but personally harm leaders of those organizations.

As such, the following rules apply:

- Alcohol may be served **only on a cash bar basis** whereby students and guests pay for their drinks at the event.
- Open bars or pre-sales of “drink tickets” prior to the event will **not be permitted**.
- The cost of alcohol may **not be included** in any ticket price.
- Attendees may purchase alcoholic drinks at the event if desired and/or available.

Questions about alcohol and student organization events may be addressed to Adam Messner at apm@uakron.edu or 330.972.7334. It is always best to ask if you are not sure about something.

Posting and Distributing Posters, Flyers, and Leaflets

- **Before** posting a poster or flyer in the School of Law, please e-mail it to Adam Messner (apm@uakron.edu) for approval.
- There is to be no posting on any painted walls, or any granite/marble columns.
- Posting on wooden, interior doors is permitted **except** within the Law Library.
- There are two bulletin boards devoted to student organizations only (near 151, and near the SBA office). Only Student Organization postings are allowed on these boards.
- The following statement must appear on **ALL** postings, flyers, and other publications:
 “[Name of Student Organization] is a registered student organization at The University of Akron. Registration shall not be construed as approval, endorsement, or sponsorship by The University of Akron of the student organization’s publications, activities, purposes, actions, or positions.”
- One bulletin board (across from the student organization board by SBA office) is **only** for Study Abroad postings.

- All other boards are considered “General Announcements” and anything may be posted on these boards as long as it is school-appropriate.
- If you wish to copy a flyer and distribute it in the student mailboxes, that is permissible. However, your organization must bear the cost of copying, and your officers/members are responsible for stuffing the mailboxes - the Dean’s Office staff and student assistants cannot do this for you.

Posters and flyers that do not adhere to these guidelines are subject to removal without notice.

Outdoor Events and Commons Requests

From time to time, student organizations have a need or a desire to hold events in an outdoor space on the campus of The University of Akron. In order for such an event to be approved, you must complete the standard event approval process (as described earlier in this handbook) and then submit a completed **Commons Request Form** (available at www.uakron.edu/law/students/studentorgs/forms.dot) to the office of the Vice President for Administration and Finance (Buchtel Hall Room 222, campus ZIP 4715) **at least six weeks in advance of the planned date of your event**. A representative of the Vice President’s office will review your event and email you when the event has been approved, if more information is needed, or if the event is not approved.

Events Involving Gambling

When planning an event that includes gambling, extra care must be taken so as not to violate Ohio gaming laws. The University of Akron Office of General Counsel has provided the following guidance regarding student organization events that include gambling:

- Gambling events may be conducted **only** to raise money for charity. A student organization **may not** earn money from an event that includes gambling.
- Gambling events **may not** include a required buy-in or entrance fee for access to the game or games.
- Gambling events **may not** include cash prizes. Noncash prizes are acceptable. Remember that prizes may not be purchased with EAF money – they may be donated or purchased with SAF money.

If you are planning such an event and are not sure if it conforms to the above guidelines, **please ask**. Questions regarding gambling events may be addressed to The University of Akron Office of General Counsel at generalcounsel@uakron.edu or **330.972.7830**.

Guest Speakers

Travel Expenses

Student organizations may use EAF funds to pay for reasonable travel expenses and accommodations for a guest speaker.

Honorariums

Student organizations may pay a cash honorarium in appreciation of a guest speaker. The generally accepted limit on cash honorariums is **\$50**. To pay the honorarium, fill out the

Honorarium Form at <http://www.uakron.edu/law/students/studentorgs/forms.dot> after the speaking engagement has been completed.

If a guest speaker requests a larger honorarium, it may be possible to pay for part or all of it out of EAF. Please consult with Adam Messner in the event that a guest speaker requests an honorarium in excess of \$50. Honorariums in excess of \$50 must be approved in advance of the guest speaker's engagement.

How to Announce an Event on the Akron Law Announcements Blog

Send an email to Adam Messner at apm@uakron.edu with the following information:

- Intro sentence with brief description of purpose of organization,
- The who, what, where, when, why of your event,
- A contact name and email address for your organization for questions. If you do not provide a contact name and email address, the name and email address of the individual requesting the announcement will be used as the contact person in the email announcement.
- Note that the event and Project Approval Form contains an option that allows you to request an announcement on the Announcements Blog.

Organizations are allowed one announcement per event. Announcements are only posted on the Announcements Blog (<http://blogs.uakron.edu/law>) and are not sent out via the ua-law student listserv.

Money Matters

How to Buy Things for Your Organization

There are three ways to make a purchase for your student organization:

1. Use your student organization's University Purchasing Visa Card (see the next section for information on how to get and use a Visa card).
2. Buy the item or goods with personal funds and request reimbursement (this process is discussed in the section after the Visa section).
3. Get an invoice from the vendor and ask for a requisition (this process is exactly the same as requesting reimbursement, except that the payee is a third party rather than a student).

All student organization related purchases require the approval of the organization's faculty advisor and treasurer.

Note that the University is a tax-exempt organization, so you can save your organization money by not paying sales tax. When making a purchase that would normally be subject to sales taxes, please tell the cashier or sales associate that you are making a **tax-exempt purchase for The University of Akron**. If there are any questions, have the cashier or sales associate call Adam Messner at 330.972.7334 for a tax exemption certificate.

How to Apply for, Access, and Use a University Visa Card

In order to obtain a University Visa Card, a Student Organization must be in good standing with The University of Akron and have no holds on its SAF or EAF money.

Procedures for Obtaining a Visa Purchasing Card

1. A Visa Purchasing Card Application is available at www.uakron.edu/law/students/studentorgs/forms.dot .
 - a. The application must be completed by one of the organization's officers. This individual will be known as the **Cardholder** and is the one **responsible for the card and receipts**. The University application allows the cardholder to indicate **up to three** additional authorized users of the card.
 - i. Authorized users should be responsible members of your organization who may be asked to make purchases for the organization.
 - ii. The Cardholder and additional authorized users are the only ones that will be allowed to check out the Visa card from the School of Law Admissions Office. Please see the explanation below on Cardholder and Authorized Users.
 - iii. A UA Student ID card is required to check out a Visa card.
 - b. Fill in all required information on the application form and have it signed by your Organization's advisor.
 - c. The signed application is to be turned in to the School of Law Admissions Office as soon as possible but **no later than** September 15.

2. The application will be reviewed by the School of Law Admissions Office and then forwarded to the University Purchasing Department for processing. It should take approximately seven business days for you to receive your card, once Purchasing receives and processes the application.
3. Adam Messner in the School of Law Admissions Office will notify the Cardholder when the card is ready. The Cardholder must attend a short orientation by Adam Messner on the use of the Visa Purchasing Card in order to activate and begin using the card. It is not required, but it is recommended, that all authorized users also attend the orientation session; otherwise, it will be the responsibility of the Cardholder to explain the procedures to the users. The Cardholder will be the signer on the back of the card.
4. Visa cards are kept in a locked safe in the School of Law Admissions Office and checked in and out by Adam Messner when needed to make a purchase.

Using a Visa Purchasing Card

1. Visa cards can be used to purchase approved items wherever the Visa card is accepted.
2. When you want to use your Visa card to make a purchase for an item for your organization, submit a completed **Student Organization Request (SOR) Form** (available at www.uakron.edu/law/students/studentorgs/forms.dot) outlining your proposed purchase.
3. Visa Check Out – To make a purchase:
 - a. Bring your UA Student ID card along with the completed SOR form to the School of Law Admissions Office.
 - b. Adam Messner will check your UA Student ID and verify that you are a Cardholder or authorized user for the organization.
 - c. Adam will review the SOR form following standard procedure.
 - d. The cardholder or authorized user will be required to review a check list of items and to read and sign the UA Visa Purchasing Program Cardholders Agreement each time the Visa card is checked out for a purchase. The agreement states you agree to abide by the University Purchasing policies and UAF policies that govern fundable purchases as well as the date the card was signed out and date the card is expected to be returned.
4. Visa Return/Check In – After making a purchase:
 - a. The Visa card along with original receipts must be returned to the School of Law Admissions Office by the Due Date noted on the Cardholder Agreement form (which is two business days after check out) by the individual that checked out the card. It is recommended that you scan or keep a copy of this document and receipt(s) for your file before turning them in.
 - b. Receipts: If there is an issue with acquiring receipt(s) for the purchase, please discuss this with Adam Messner and make arrangements to turn them in when you receive them (electronically or hard copy). Not having receipts is an unacceptable excuse for not returning the card by the due date. If there are any delays that would cause you to return the card later than the due date noted, please leave a message by phone or email with Adam Messner (apm@uakron.edu or 330.972.7334)
 - c. If the Visa card is not returned within the expected timeframe and arrangements have not been made with Adam Messner, the Visa card may be

cancelled and the student organization may not be able to utilize the privilege of using a Visa card for the remainder of the fiscal year.

- d. Adam Messner will record the date and time of the return on the Cardholder Agreement form and place your card back in to the locked safe.
- e. The SOR form, original receipts, and Cardholder agreement are then filed in the Student Organization's file maintained by the School of Law Admissions Office.

Limitations of the Visa Purchasing Card

You are limited to \$1,000 per month on your Visa Card, up to \$1,000 per purchase, and up to 8 transactions per day.

1. If you anticipate that your purchases are going to exceed these limits you must indicate that on the SOR form.
2. Your request will be reviewed and Adam Messner will work with the Purchasing Office to have the \$1,000 per purchase/\$1,000 per month limit increased for one day. This process should not take more than one business day, but in order to ensure that you receive the release when it is needed for your organization, you should plan ahead and allow for additional processing time for your Visa request.
3. You will be notified by Adam Messner once your increase has been approved.

Precautions to Follow for Visa Purchasing Cards

The Student Organization Visa Purchasing Card is University property and should be secured just as you would secure your personal credit cards. If a card is lost or stolen, the Cardholder should immediately notify JP Morgan Chase (phone number: 1-800-VISA-911) and also the Department of Purchasing at 330-972-7340. Written confirmation of card loss should also be sent to Purchasing (bf4@uakron.edu) as well as Adam Messner (apm@uakron.edu) as soon as possible to limit University liability.

Upon receipt of your call, further use of the Visa Purchasing Card will be blocked. Prompt action in these circumstances can reduce the University's and your Student Organization's liability for fraudulent charges.

If the Purchasing Department or JP Morgan Chase is made aware of questionable or fraudulent transactions on your Visa card, they will place a hold on it until discussing the issue with the cardholder. If either determines that the Visa card is to be cancelled and communicates this to Cardholder, please notify Adam Messner (apm@uakron.edu) in writing via email:

Cardholder and Authorized Users – Visa Purchasing Card

1. The cardholder and the authorized users only can authorize a purchase to be made with this credit card.
2. The Cardholder is the main person responsible for the Visa card. Even though we are permitting up to three additional authorized users to check out the Visa, some vendors may not accept the Visa card from anyone other than the Cardholder. Some stores may require the Cardholder to be present in order to ring up the purchase. Typically authorized users find it easier to use the cardholders Visa for an internet or phone order.
3. If you are traveling and the Cardholder is not present on the trip, hotels will need the Cardholder to provide authorization in order to charge the payment. Hotels and other

entities will provide you with their Authorization form in order to get approval to use the Cardholders card for payment. Forms are typically emailed to the requestor to complete and return to them authorizing approval for you to use the card.

4. NEVER put the credit card number in an email. If you must refer to a card number in an email, use only the last 4 digits.
5. Finally, remember you are committing University funds each time you use the Student Organization Credit Card. This is a responsibility that cannot be taken lightly.

How to Get Reimbursed or Request Payment of a Third Party

1. Fill out a Student Organization Request Form, available at www.uakron.edu/law/students/studentorgs/forms.dot
2. To expedite processing, **please tape all receipts to 8.5" x 11" office paper** so that they may be scanned easily.
3. Sign and date your reimbursement request form.
4. Get the form signed by your advisor **and** your treasurer.
5. Submit the form and accompanying receipts, invoices, or other documentation to Adam Messner in the Dean's Office.
6. Adam will submit your request to Accounts Payable for processing. Accounts Payable typically takes 1-2 weeks to generate checks in fulfillment of these requests.

Guidelines for Use of EAF

The University of Akron utilizes a portion of students' general service fees to provide financial assistance to registered student organizations and other student activities on our campus. This fund is called the Extracurricular Activities Fund (EAF). The Extracurricular Activities Fund exists to encourage programs, activities, leadership development, and other diverse opportunities to direct the University student toward a more valuable college experience.

The application process for an EAF grant begins with the distribution of EAF Grant Request materials by the School of Law Dean's Office. An EAF Allocation Committee is then convened to review the requests and determine the allocations. This Committee is made up of Adam Messner, Prof. Carro (SBA Faculty Advisor), The President and Treasurer of SBA, and an officer from three other student organizations, which are chosen at random during the EAF grant meeting. No organization that was represented on the Allocation Committee in either of the previous two years may be represented on the current year's Allocation Committee.

A small pool of the money given to the Law School is held back in case unexpected expenses come up for a student organization after their initial allocation has been depleted. At this time, Adam Messner will review further requests.

EAF Purchasing Restrictions

EAF money may NOT be used for any of the following:

- Alcoholic beverages. (Alcohol **may not** be purchased with SAF money, either.)
- Equipment such as, but not limited to, furniture, computers, printers, VCRs, cabinets, chairs, uniforms, outing equipment, etc. Exceptions will be made at the discretion of the

funding committees. All approved equipment purchases are property of The University of Akron, must remain University property, and must have an up-to-date inventory at the end of each academic year. Individual members must pay for missing items before any organization can be considered for future EAF funding. After the academic year, an organization may be ineligible for funding if an inventory list cannot be provided.

- “Unreasonable” honorariums for speakers or performers. EBC and/or GSGRC have the right to determine this amount. Additionally, EAF monies may be used to purchase “tokens of appreciation” under \$50 for a speaker/performer in place of an honorarium.
- Dinner or banquet food, food, or beverages. EAF monies may be used to cover non-food related expenses up to \$125 per year excluding facility rental. Food and beverage items however, must be paid out of admission fees, dues, etc. deposited in an SAF account. The only “banquet” funded via EAF is the LIFE Awards celebration because it is campus-wide. Student organizations may request funding for food through the Department of Student Life “Partners in Programming” policy.
- Organizational prizes, awards, or gifts such as plaques, trophies, gift certificates, frames, etc. All campus awards for students such as the A-Key, Outstanding Senior Awards, Homecoming, and Intramurals are permissible EAF expenditures provided that a detailed breakdown of the expenses is given and the expenditure is reasonable.
- Salaries and stipends for student assistants, clerical support, etc., except as recommended by EBC and/or GSGRC. For these exceptions, a complete breakdown of all salaries must be provided to EBC and GSGRC with the grant request. Due to the demand for student workers, students on the College Work Study Program (CWSP) may not be eligible for employment by a student group. This matter is subject to committee review regarding exceptions.
- Student Leader Compensation requests are separate from the EAF grant process.
- Petty cash funds and cash advances.
- Individual membership dues or other items of personal benefit.
- Paying off existing debts or financing loans.
- Projects, programs, or services that are a duplication of such activities or services already provided by University departments or other student groups.
- Personal clothing items; i.e., T-shirts, jackets, hats, etc. The budget committees may review requests for exceptions.
- Private lessons.
- Legal fees.
- Charitable organizations, donations, scholarships, or other philanthropy.
- Fundraiser expenses.

Due to the limitations of the EAF funding, we encourage all student organizations to participate in fundraising efforts to supplement these funds. These funds are maintained in a separate account named a **Student Activities Fund account (SAF)**.

Revenues from the fund raiser, donations, dues, or other “self generated” funds may be deposited in a Student Activities Fund (SAF) account. Unlike the Extracurricular Activities Account (EAF), the SAF monies are transferable year to year.

How to Use EAF for Printing and Copying Expenses

Student organizations have a computer and printer in their offices that are typically used for small print jobs. For larger print jobs or print jobs involving larger media such as posters or

banners, organizations may elect to have some of their EAF transferred on to a courtesy Zip card, which they can then use to print and copy documents at any printer or copy machine in the law school or at any of the DocuZip shops on campus.

This courtesy card must be treated just like petty cash and is ONLY TO BE USED FOR PRINT/COPY JOBS RELATED TO STUDENT ORGANIZATIONS – ABSOLUTELY NO PERSONAL PRINTING/COPYING WITH THESE FUNDS IS PERMITTED. Like cash, lost or stolen courtesy cards cannot be replaced.

If you would like to allocate some of your EAF money to printing, please e-mail Adam Messner (apm@uakron.edu) with the **name of your student organization** and the **amount** that you'd like to allocate toward printing (\$75 maximum). You will receive your print card within two weeks of your request.

EAF Spending Deadline

Student organizations must either spend or submit to Adam Messner a written plan to spend all remaining EAF money by **the last Friday of spring semester final exams**. Such a written plan may include expenditures that occur no later than June 15. Any EAF money not spent or not included in a spending plan by this deadline will be swept back and not carried over to the following academic year.

Guidelines for Use of SAF

Since SAF money is raised by student organizations, it is generally available to be used to purchase any item, except for controlled or illegal substances (e.g., alcohol, tobacco products, weapons, narcotics). Up to \$25 per academic year from SAF may be used to purchase token gifts for organization officers.

How to Raise Money for Your Organization

Student organizations have two types of funding available to them - EAF and SAF. EAF funds come from fees that students pay, and thus their use is fairly restricted.

SAF funds, on the other hand, are generated by the student organizations and can be used for a wider variety of purposes. SAF funds are typically generated through membership dues and through fundraisers.

Some student organizations do not have SAF funds, and EAF funds cannot be used to pay for materials that will be used for fundraisers. So the question arises, "If my student organization does not have any SAF money to begin with, and we can't use EAF money as seed money for a fundraiser, how do we generate SAF money? Isn't this a Catch-22?"

Generally speaking, student organization officers front money for initial fundraisers. For example, let's say your organization decides to sell pizza in the student lounge every Wednesday at lunch. The first Wednesday that you do this, the officers would have to chip in, say, a total of \$50 to pay for the pizza. The first \$50 you make from the pizza sale would go back to the officers, allowing them to recoup the cash they laid out for the pizza. Anything else would be retained as petty cash (retaining more than \$50 in petty cash at any given time is not recommended) or deposited into the SAF account. Over time, the balance in the SAF account should grow, making it unnecessary for officers to front money for fundraisers.

You may also wish to ask external sources, such as alumni, local attorneys, local businesses, and friends of the University or the School of Law for contributions. **Before doing this, always ask Associate Dean Meg Matejkovic (ema16@uakron.edu) for permission to ensure that no conflicts exist and that these third parties are not overburdened with requests for assistance.** Remember that Student organizations that raise money through donations/contributions from external sources without first seeking approval from Dean Matejkovic **will lose access to EAF and/or SAF money in an amount equal to the amount of money raised.**

Note that cash advances from SAF accounts are not allowed. The process for purchasing goods for use by student organizations is described previously in this handbook.

Special note on fundraisers involving food items: The University prohibits student organizations from selling or otherwise distributing food items that are not prepared in a licensed facility. **Homemade food items are not permitted to be sold or distributed as part of student organization functions.** If you wish to hold a bake sale or sell other food items to raise money for your organization, the items sold must be pre-packaged or have been prepared in a licensed facility. One way to hold a bake sale specifically would be to ask local bakeries (e.g., Giant Eagle, Acme, Sam's Club, any licensed small bakery in the area, etc.) to donate baked goods to your organization for sale. Since these goods will have been prepared in a licensed facility, you would be permitted to sell them to raise funds for your organization.

How to Deposit Money into Your SAF Account

To make a deposit into your SAF account, follow these steps:

1. Download the deposit memo at www.uakron.edu/law/students/studentorgs/forms.dot
2. Edit the top part of the memo so that it includes the current date, your student organization's information, and SAF account number rather than the placeholder information that is there by default. If you do not know your SAF account number, please contact Adam Messner (apm@uakron.edu).
3. Enter the checks, credit card slips, and cash according to the template that is laid out on the memo.
4. Bring any checks that are a part of your deposit to Adam Messner for endorsement.
5. Take the deposit memo, along with all checks, credit card slips, and cash to the Cashier's Office window on the first floor of Simmons Hall.
6. The Cashier will deposit the funds into your SAF account and send the receipt to Adam Messner. Adam will then leave the receipt in your student mailbox.

Do not hold on to cash (other than small amounts of petty cash), checks, or credit card receipts for longer than one business day.

Membership Dues

Student organizations are permitted to charge chapter membership dues in accordance with the policy set forth in their constitutions.

Some student organizations are associated with regional or national parent organizations that charge membership dues on top of what the Akron Law chapter might already charge. Student organizations may pay dues to these parent organizations in two ways:

1. SAF money
2. Passing the cost of the membership dues along to the organization's members

EAF money MAY NOT be used to pay membership dues to regional or national parent organizations.

Generally speaking, the easiest way to handle dues for a parent organization is as follows:

1. Have the organization's members write a check payable to The University of Akron for the amount of your chapter's membership dues plus the parent membership dues.
2. Deposit the checks into your SAF account.
3. Fill out a **SOR Form** requesting payment of the parent organization in the amount of the parent membership dues times the number of members.
4. Get the SOR Form signed by your advisor and submit it to Adam Messner. Adam will arrange to have a check mailed to the parent organization within 1-2 weeks of submission of the completed SOR form.

Student Organization Travel

Student Travel Policies

Generally speaking, students are advised to travel as if they were travelling at their own expense. The travel policies as established by the University Controller's Office are available at www.uakron.edu/busfin/controller/travel.php.

Getting Permission

Before scheduling a trip, you must submit a **Travel Authorization Form**, which is available at www.uakron.edu/law/students/studentorgs/forms.dot. This form is intended to force you to put together a travel budget and to determine whether or not the trip is realistic within your organization's budget. Your Travel Authorization Form must first be submitted to your advisor for a signature and then to Adam Messner for final approval.

Funding

EAF funds may be used to **partially** fund **one** student organization trip per year (Moot Court and Mock Trial teams are exempt from the one trip limit). The **total** amount of EAF funds that may be used is determined by the number of students going on the trip, as follows:

- 1 student: \$500
- 2 students: \$750
- 3 or more students: \$1,000

Any expenditures above and beyond allowable EAF funds must be covered from personal funds or SAF.

A student organization that has good reason to take a second trip may do so with advance permission; **however, the total amount spent from EAF on travel in a given year may not exceed \$1,000.**

Making Travel Arrangements

You may ask Adam Messner (apm@uakron.edu, 330.972.7334) help you make travel arrangements (hotel reservations, flight reservations, rental car reservations, etc.), because he can use a University Visa card for these reservations. Contact Adam to set up an appointment when you are ready to make travel arrangements.

If your student organization has a Visa card, you may check the card out to make travel arrangements. **Note that if you make reservations using your personal credit card, you will not be able to seek reimbursement until AFTER your travel is completed.** This is especially important to note for pre-paid travel arrangements.

Receipts

All expenses claimed on your travel expense report must be substantiated with **ITEMIZED** receipts, so **please save all of your receipts**, and **please remember to ask for receipts**, especially

after cash transactions (e.g., cab rides, toll booths, etc.). Expenses that are not substantiated by itemized receipts **will not be reimbursed**.

Meals

Note that meal reimbursements are only available to students traveling with competition teams. Student organizations attending non-competition team related events (job fairs, conferences, etc.) are **not** eligible for meal reimbursement **unless** the members of the organization have agreed to spend SAF to assist with meals (EAF cannot be used to purchase food).

Students must provide **ITEMIZED** receipts for **all** meals and will receive the **lesser** of the actual cost of the meal (including tip, **not** including alcohol – see below) or the per meal/per diem limit for the destination city.

For example, assume an organization is traveling to Chicago. The per diem/per meal limit for Chicago is \$12 for breakfast, \$16 for lunch, and \$43 for dinner. If a student spends \$9 on lunch one day, that student would be reimbursed \$9. If the student spends \$20 on lunch, the student would be reimbursed \$16.

If one person buys a meal for more than him/herself, please list everyone that was included on that particular check.

If a meal is provided at the competition, you **will not** be reimbursed if you choose not to attend that meal.

See <http://www.uakron.edu/controller/travel.dot> for a list of per diems for partial days, as well as a state-by-state listing of cities eligible for per diems higher than that allowable within Ohio.

Alcohol

The University **does not** reimburse for alcohol purchases.

Miscellaneous Purchases

The University generally **does not** reimburse for miscellaneous purchases (e.g. tissues, gum, etc.). If a competition team participant purchases something **directly related to the competition** (e.g., photocopies of a brief), such an expense may be included on the travel expense report.

Parking

The University will reimburse for parking at the airport, so please save the receipt you get on the way out of the parking facility.

Mileage and Tolls

The University will reimburse for round-trip mileage between the airport and the University (**not** your home!) at a rate set by the University Controller's office (see www.uakron.edu/busfin/controller/travel.php for the current rate). If you take the turnpike to the airport and want to be reimbursed the dollar or so it will cost you round-trip, please remember to ask for a receipt.

Side Trips

The University does not reimburse for side trips. For example, if your team or organization goes to Chicago for a competition or conference and you take a side trip to the Shedd Aquarium, this is **not** a reimbursable expense, and **neither** is the cab or train fare you paid to get there.

How to get Reimbursed for Travel

You may only be reimbursed for travel **after** you have returned from a trip. If you pre-pay for airfare, hotel, or other travel-related items, you cannot be reimbursed for them until after you return.

1. Fill out a [Standard Travel Expense Report](http://www.uakron.edu/controller/travel.dot), which is available at <http://www.uakron.edu/controller/travel.dot>. The form looks very complicated at first glance, but detailed instructions on completing the form are available within the Excel file, on the tab labeled "Travel Rpt Instructions." Please read the instructions carefully before completing the report.
2. Save it using the format **Travel_RPT_Lastname_Firstname_MMDDYY_MMDDYY.xlsm**. For example, Sally Smith would submit a travel expense report for travel during September 28 through October 3 as **Travel_RPT_Smith_Sally_092811_100311.xlsm**.
3. Scan your receipts into PDF file format. The law school has two scanners in the law library that students can use. If you have questions about how to use them, please ask one of the librarians or ask Eli Eubanks, who manages the computer labs and technical support for law students, faculty, and staff. Mr. Eubanks' office is right next to room 152.
4. Email your report and scanned receipts to Mary Ann Garrett at mgarret@uakron.edu.
5. Ms. Garrett will check your expense report for accuracy and completeness. If your expense report is incomplete or something is incorrect, she will send it back to you and ask for it to be corrected.
6. If no further information is needed, Ms. Garrett will forward your report and receipts to your faculty advisor for approval.
7. Once your faculty advisor approves, he or she will forward your report and receipts to Adam Messner for final approval and submission to Purchasing for payment.

It usually takes about 2 weeks to receive a reimbursement check after your expense report has been submitted to Purchasing.

Procedural Matters

Registration

All student organizations are required to register with the SOuRCe (Student Organization Resource Center) at The University of Akron. The registration process typically occurs in late summer or early fall of each year and is completed using an online system called OrgSync (see <http://www.uakron.edu/studentlife/source/get-involved-orgsync.dot> for more information about OrgSync).

Registration requires a list of officers, a list of members, a constitution (see the next section for information on how to arrange your organization's constitution), and faculty advisor approval. **Please note** that you are **not required** to provide student ID numbers on your member roster – this requirement applies only to undergraduate student organizations. Organizations that do not complete the registration process **risk losing access to EAF and SAF funds until the registration process is complete.**

Constitutions

Each student organization is required by University rules to have a constitution. The constitution must contain at least the basic elements that are in the sample constitution (available at <http://www.uakron.edu/law/students/studentorgs/docs/sampleconstitution.doc>).

Elections and New Officers

Student organizations should plan to have next year's officers in place by **March 31** of each academic year. Once new officers have been elected, fill out the new officer notification form at www.uakron.edu/webforms/law/studentorgs/officernotificationform.dot .

How to Request EAF Money for Your Organization

Student organization officers are typically given until July 1 to write a grant request for the coming academic year. Each grant request is composed of a Master Form, which summarizes the organization's planned activities for the coming academic year, and a series of Estimated Activity Expenditures forms, each of which details the estimated expenses for a planned activity listed on the Master Form. Activities may include a combination of events (such as guest speakers, workshops, dances, banquets, etc.), projects, and travel (moot court/mock trial competitions, conferences, field trips, career fairs, etc.).

When all EAF grant requests have been received, an **allocation meeting** is held, typically in July or August. The Allocation Committee decides how much EAF to allocate to each organization. The committee members are as follows:

- SBA Advisor
- SBA President
- Administrators charged with student organization finance oversight
- Presidents from **three** other student organizations chosen at random (no organization may be represented twice in a 3 year period)

The student organizations' grant requests are discussed and considered by the Allocation Committee. Allocations are typically completed over the course of this single meeting. Student organization presidents and treasurers are then notified via e-mail what their EAF allocation for the coming academic year will be.

Student Organization Offices and Office Keys

- To request a key for your office, complete the Key Request Form at www.uakron.edu/webforms/law/studentorgs/keyrequestform.dot.
- For your convenience, keys may be picked up twenty-four hours a day at the dispatch window located adjacent to the university police office in the physical facilities operations center. Keys may be picked up by the person to whom they are issued only upon presentation of appropriate photo identification.
- After individual notification, key orders are cut and left for pick-up at the police dispatch office for a period of sixty days, then returned to locking systems and restocked. Students who do not pick them up after sixty days will be assessed a ten dollar restocking charge per individual.
- You are responsible for all keys signed out in your name. It is not recommended that you give your key to anyone else. If the key is lost or stolen, you will have to pay the fees.
 - All lost and/or stolen keys must be reported to physical facilities locking systems (extension 6162) and the university police department (extension 7123). It is expressly forbidden to loan or trade university keys.
 - It is the responsibility of the key holder to safeguard these items at all times. If the key holder cannot account for the keys, this may result in a loss of key privileges and the key holder may be subject to the charges imposed by the key policy.
- When an officer no longer needs his or her key, it needs to be returned **to the Lockshop**. The locking systems office is open from seven a.m. to three p.m., Monday through Friday, and is located in room fifty-eight in the basement of the physical facilities operations center. Keys must be returned by the individual to whom they were issued. When you return a key, you should request a key inventory that shows the return so that you have proof in your records that you've returned it.
- When students transfer to another department or leave the University's employ, they must personally return all their keys to locking systems. Failure to do so may result in a charge to the department as if the keys were lost or stolen and a financial hold may be placed on the key holder.

If you have any questions about your office keys, please contact **Anthony Colucci** at apc6@uakron.edu.

How to Get a Website for Your Organization

Each student organization has the capability of creating a public web presence using OrgSync, a service that is provided by The University of Akron Student Organization Resource Center (SOuRCe). OrgSync is available to all student organizations at no charge. Please see

<http://www.uakron.edu/studentlife/source/get-involved-orgsync.dot> for more information about OrgSync.

Once your organization's website is set up, please email the site's URL to Adam Messner at apm@uakron.edu for posting on the School of Law Student Organization Home (<http://www.uakron.edu/law/students/studentorgs/>).

How to Get Paper and Toner for Your Office Printer

Each student organization office is equipped with a computer and a printer. These printers are to be used for small print jobs and are for student organization print jobs **only** (no printing for personal purposes or class assignments).

Printer paper is available at the Dean's Office. If you need paper, just e-mail Adam Messner at apm@uakron.edu with your name, your organization's name, and the number of reams of paper you need (you can get up to 3 reams of paper at a time; there are 500 sheets of paper in a ream). Adam will place the paper at the receptionist desk in the Dean's Office for you to pick up. For each ream of paper you receive, \$3 will be charged against your organization's EAF account.

Printer toner is also available at the Dean's Office. If you need toner, just take your empty cartridge to the receptionist desk and ask Mary Ann or one of the student assistants for a new one. Toner is provided free of charge to student organizations.

For larger print jobs, the best way to go is to have some of your EAF money put onto a printing ZipCard so that you can run these on copy machines in the law school or at DocuZip (see **How to Use EAF for Printing and Copying Expenses** earlier in this handbook).

How to Start a New Competition Team

Procedure

Note: This information is also available in the Law Student Handbook, available at www.uakron.edu/law/students/studentorgs/studenthandbook.dot.

The existing schedule of competitions for the mock trial and moot court teams provides plentiful opportunities for those wishing to participate in these activities. However, the School of Law recognizes that students and staff may become aware of other competitions in which students may wish to participate. The following guidelines shall apply to the school's participation in all such new tournaments.

A written request to participate in the tournament must be made to the director of the respective program no later than March 1 of the academic year preceding the competition. The request shall include:

- The name of the competition and the tournament's sponsor
- The dates and locations of the regional and national rounds
- The estimated cost of the school's participation in the tournament, including, but not limited to the registration fee, hotel costs, travel costs, and meal costs for both the regional and national rounds
- The funding sources for the tournament
- The number of students who will be participating in the tournament

- How the tournament will benefit the participating students' advocacy skills in ways not already met by existing school-sponsored competitions.

The Trial Team Director or the Moot Court Team Director will evaluate the request in light of available resources, whether participation in the tournament will benefit students in a way which is not already being met by existing teams and the overall best interest of the School of Law. The decision to participate will rest solely with the respective director.

Funding

A select group of competition teams have been designated for permanent funding. Any teams outside of this select group receive funding if there is capacity within the School of Law budget.

Competition teams may use **up to \$1,000 from EAF** awarded to a student organization for participation in a competition. This funding must be requested through the normal EAF request process. For example, if the Environmental Law Society's request to send a team to an environmental law moot court competition was approved, the Environmental Law Society's officers would write in to their EAF Grant Request \$1,000 for this competition. **There is no guarantee that all or even part of the \$1,000 request would be fulfilled**, but this is the proper way to request EAF funding for competition teams.

There is a **Competition Teams fund** within the School of Law budget that is used to pay for the bulk of competition team expenses. This fund is limited in nature, however, and cannot necessarily accommodate every team that wishes to attend a competition.

Competition teams may **raise money to attend competitions**, as well. Money raised would go into a related student organization's SAF account. For example, for the Environmental Law Competition example above, money raised to fund travel to this competition would go into the Environmental Law Society's SAF account. That money would then be used to pay competition registration fees and to reimburse team participants for travel expenses incurred during the competition.

Budget reductions can occur at any time, so it is good practice to raise money to fund travel to moot court and mock trial competitions. Fundraisers allow student organizations and competition teams to be less dependent on the University and the School of Law for funding.

How to Start or Reactivate a Student Organization

Starting a new organization is essentially the same as reactivating an inactive organization. In order to start or reactivate an organization, follow these steps:

1. Find a faculty advisor.
2. Write a constitution (in the case of a new organization) or revise the old constitution (in the case of a restarted organization; contact Adam Messner for a copy of the most recent copy of the constitution in question) according to the sample constitution template (see www.uakron.edu/law/students/studentorgs/docs/sampleconstitution.doc).
3. Elect officers according to the procedure outlined in the constitution.
4. Hold a vote among the officers to adopt the constitution.
5. Print a copy of the constitution and have all of the officers and the faculty advisor sign it.
6. Present a signed copy of the constitution to the Alumni and Student Affairs Committee for approval. Ask at the Dean's Office for the current chairperson of this committee.

7. After the Alumni and Student Affairs Committee approves your organization, they will present it to the faculty for approval at their next meeting.
8. Once the faculty have approved your organization, e-mail a copy of your constitution (in MS Word format) to Adam Messner (apm@uakron.edu).

Student Organization Officer Orientation

The **Student Organization Officer Orientation** is held in late August, just after the start of fall classes, as a series of two meetings (**note that law student organization officers ARE NOT REQUIRED to attend the summer President's retreat that is advertised by the SOuRCe office**). The first meeting focuses on the rules and procedures outlined in this handbook. The second meeting focuses on leadership topics, brainstorming ideas for activities, and the expectations for student organization officers.

Officers who attend orientation for the first time receive a branded messenger bag, and repeat attendees receive a branded portfolio. The only way to get either of these items is to attend the Orientation meetings – neither item is for sale or is otherwise given away to law students.

Attendance at both orientation meetings is **required of all presidents and treasurers** and recommended for all other officers. **Failure to be properly represented at Student Organization Officer Orientation will result in the loss of EAF funding for the year.**