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 [www.law.stanford.edu/students](http://www.law.stanford.edu/students), 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 Student Activities and Leadership ([https://sal.stanford.edu/policies](https://sal.stanford.edu/policies)).
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INTRODUCTION

SLS is home to a wide variety of student organizations that come under the jurisdiction of the Office of Student Affairs (“OSA”). OSA provides funding and acts as the primary resource for student organizations. 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 Student Activities and Leadership ([https://sal.stanford.edu/policies](https://sal.stanford.edu/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 which consists of:

Jory Steele  
Associate Dean for Student Affairs,  
Room 108, 650-723-6203  
jsteele@law.stanford.edu

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

Megan Brown,  
Student Services Administrator,  
Room 146, 650-726-8766  
mybrown@law.stanford.edu

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

Gisell Quihuis,  
Associate Director for Community Engagement and Equity  
Room 146, 650-721-2933  
gisell@law.stanford.edu

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/#slsnav-student-resources](https://law.stanford.edu/office-of-student-affairs/#slsnav-student-resources)

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/](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. *The Office of Student Affairs must be notified of any changes in leadership.*
ANNUAL REGISTRATION

REGISTERING YOUR ORGANIZATION WITH THE LAW SCHOOL

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

- Notifying OSA of new officers after Spring elections;
- Attending the OSA new officer training on the second Friday in May;
- Submitting a Summary Report by Outgoing Officers by the second Friday in June;
- Submitting a budget proposal for the next academic year by July 15.
- Review your group’s bylaws and constitution and notify 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 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 chief 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. The same information (name, titles and email addresses) is published on the Law School’s website. Officers who do not wish to be listed on the website must notify OSA in writing; however, each organization must have at least one officer willing to be listed as the group’s contact.

REGISTERING YOUR ORGANIZATION WITH THE UNIVERSITY

SLS student groups must register (or re-register) through CardinalSync with the University’s Student Activities and Leadership Office (SAL) in order to be recognized as an official Stanford organization. The Student Activities and Leadership Office is located on the second floor of Old Union Building, Room 206.

Registration with SAL allows groups to seek funding from several University sources. It also gives groups access to University facilities and resources. For information about SAL’s registration process and deadlines, please visit their website at: https://sal.stanford.edu/vso-leaders/annual-registration

RECORD KEEPING

FINANCIAL RECORDS

The Financial Officer of each student organization must keep 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.

 SOURCES OF FUNDING

The Office of Student Affairs oversees budgeting and provides funding for all student organizations. The Financial Officer (FO) of each organization is responsible for the funds allotted to the student organization. The FO must process reimbursements and expenditures charged to the student organization.

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. Student organizations receive Law School funding primarily in two ways: from initial budget allocation and through conference funding.

Budget Allocation

The Office of Student Affairs gives a budget 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.

Only in extraordinary circumstances will OSA consider increasing a group’s budget. Student organizations are expected to make the most of their budgets.

Please note that 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.

Conference Committee Funds

Student groups may be eligible for funding from the Law School’s Conference Fund. Groups seeking funding must complete a preliminary form of intent to hold a conference no later than November 15. A completed and approved Conference Funding Application is necessary to secure your date on the SLS calendar. A copy of the intent form and the conference funding 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 seek funding at least 90 days prior to the date of the conference. Applicants must consult with Holly Parrish, the Associate 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 ASSU and GSC.

ASSU Funds

ASSU funds student groups through special fees funding and general discretionary funding. Student groups that register with the Office of Student Activities and Leadership Office may seek funding from ASSU.

In addition, the ASSU has a separate Graduate Student Council (the "GSC") that provides funding for activities targeted to graduate students. Guidelines on procedures for applying for funds are listed in the GSC’s website found here. The ASSU also provides banking services for organizations, through GrantEd.
Office of Student Activities and Leadership Funds

The Student Activities and Leadership Office has funds set aside for programs targeted to graduate students. More information can be found here: https://sal.stanford.edu/student-leaders/funding.

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 students’ contacting external sources. Please note that these guidelines also apply when external organizations, such as firms, approach student organizations directly. Please also note that requests from non-Stanford sources must be done substantially in advance of your event.

Fundraising Policy

The mission of the Office of External Relations is to engage and involve various constituent groups in the life of the School in positive and meaningful ways with a focus on alumni and with the goal of inspiring substantive and 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 program or project.

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 fund-raising activities to law firms, corporations, and foundations only.

Eligibility to Fund-Raise from External Organizations:

- Approval for student fund-raising from law firms, corporations, and/or foundations will be limited to those student programs and special projects whose overall program budget exceeds $5000.
- 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 organizations 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.
- Student requests for support from external organizations must be approved in writing in advance, and should not exceed $2,500 annually per external organization. Please note, particularly for budgeting purposes, that the
University keeps 8% of every gift for administrative costs.

- If not submitted in advance (see guideline #1), students should submit 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.

- 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).

- 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 approaches a student organization to offer to pay for an event or provide monetary support in any form, students are required to contact the Associate Director of Development, Corporate & Foundation Relations before responding to the company/law firm.

- In-kind gifts need to be discussed with the Associate Director of Development, Corporate & Foundation Relations before acceptance.

- 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.

SPENDING GUIDELINES

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 SAL website) runs the risk that the event’s costs 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 the Office of Student Affairs has not been able to reimburse students for expenses that did not comply with policy. This is extremely unfortunate, and something we hope to be able to avoid in the future. 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 only when “necessary”. Expenses for food and non-
alcoholic drinks should be calculated at the following levels: $7 per person or less for snacks (late afternoon or evening events) or no more than $12 per person for lunchtime or dinnertime events. These amounts exclude tax and tip.

Student Organizations can provide food for the following types of events:

**Introductory/Recruitment Meeting**

A student organization can spend a maximum of $250 of its initial budget on one general body/recruitment meeting per year. The Law School will not reimburse organizations that spend money on more than one non-academic event (i.e., an event where there is no clear academic benefit).

**Guest Speaker Events**

Student organizations can use their funds to provide food at guest speaker events as long as they follow the funding and spending guidelines and limits set forth in this SLS Student Organization Handbook.

**Educational Film Screening**

Student groups may spend up to $7 per person on refreshments for screening of educational films. A discussion of the film must follow the screening.

**Guest Speakers’ Travel Expenses**

When inviting guest speakers to campus, student groups must set clear expectations with the guest speaker about budgeting, reimbursement procedures and timeline. The Office of Student Affairs has handouts to provide your guest speakers that detail University policy.

**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 a few exceptions to this rule, such as Cinco de Mayo, the SPILF Auction, BLSA Gala, and select Law Association events. These events must register with Office of Alcohol Policy and Education (OAPE), 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 (https://alcohol.stanford.edu/party-planning/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.

**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 Other Clothing

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. Groups must work with the Communications office to secure trademark and design approval in advance (and as early as possible).

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 handling transactions 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.

- Link to GrantEd: https://granted.stanford.edu
- Information about GrantEd: https://assu.stanford.edu/finances/granted

GrantEd Trainings

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

- Information on trainings: https://assu.stanford.edu/finances/granted/granted-trainings
- GrantEd FAQs: https://assu.stanford.edu/finances/granted/faq

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

Most potential guest speakers will honor a student group’s request to come and 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 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." You must check with OSA staff before you enter into any agreement with the speaker.
Honoraria are considered taxable income to the speaker and require specific documentation before payment can be issued. The required documentation includes: **a full home address, a completed W9, and a letter of invitation stating the agreed amount.** For foreign visitors, form **LA-6** is required in addition to the documents listed above.

Some speakers may ask if the Law School can donate their honorarium directly to a charitable organization. The Law School cannot do so. 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 his or her 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 Guest 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, in an amount to be determined by the University’s Accounts Payable office. Guest speakers will not be reimbursed for use of frequent flyer 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 provide the following documentation in order to be reimbursed:

- A copy of unexpired foreign passport
- A copy of I-94 (departure record stapled in passport at arrival point)
- A copy of DS-2019 (J-1 only)
- A completed **LA-6 Form** certifying visitor's U.S. tax status (for Honoraria only)
- A completed form **8233** if claiming tax treaty, with SSN or a copy of completed ITIN application (W-7) that has been signed by **Bechtel International Center**

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.

### Payment and Reimbursement for Student Participation in National Conferences

Student organizations can request funding 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 use the Student Affairs’ travel card to cover travel expenses when advance payment by the student would create a financial hardship.

**Conference travel funds are reported as taxable income to recipients. Stanford**
**PLANNING EVENTS**

The following section applies to events with an audience of ten or more.

*See “Planning a TGIF” for details specific to TGIF events.*

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

**IN GENERAL**

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 PTA or ASSU account for payment. The sponsor must identify at least one Stanford person as a 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.

**SCHEDULING AN 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.

Before scheduling an event, student organizations should review the SLS Event Calendar (https://law.stanford.edu/events/) to be sure there are no conflicts with their proposed date, and the Room Calendar to make sure a room is available. If no apparent conflicts exist, the organization’s Event Manager can submit the event to the calendar and request a venue.

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.

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 about space from Facilities before confirming your speakers and/or advertising your event.

**Spaces Available for Reservation by Student Organizations**

- Classrooms in Crown
✓ 79A, 85, 90, 95, 172, 180, 185, 190, 230, 271, 272, 280A, 280B, 283, 285, 290
✓ Moot Court Room (room 80)
✓ Swig Room in Library
➢ 3rd Floor Seminar Rooms in Crown
  ✓ 301, 302, 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 Neukom. So, 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 Lounge 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. 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 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
➢ Manning Faculty Lounge
  ✓ NOTE: Exceptions can be made to reserve Manning

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.

ARRANGEMENTS FOR CLEANUP

The student organization that sponsors an event is responsible for cleanup. Some functions, particularly those held on weekends 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 and 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.

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 board, the *Weekly Brief*, and electronic mailing for advertising. Notices in individual student boxes should be kept to a minimum. **Advertising should not begin until the event has been approved on the web calendar and a location has been assigned.**

**Web 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 Brief**

*The Weekly Brief* is an electronic newsletter that goes out to all students, faculty and staff on Monday mornings. The newsletter 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 Brief* by sending the announcement to weeklybrief@law.stanford.edu.

**Posting Policy**

Any SLS individual (student, faculty, or staff) or group (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. You may also post fliers on the columns in the Crown breezeways and around the classroom staircase. We ask that you limit the number of posters to reduce visual clutter and leave space for other groups.

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 surfaces
- Painted surfaces
- Windows
- Furniture
- Restrooms
- Elevators
- Anywhere in the library
- In or on the Neukom Building

**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. Facilities will remove any fliers left up after 24 hours, or any fliers posted against these regulations. It is 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. The following statement should be used: *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.

Electronic Mail

Student organizations can advertise their events on the student run email listserv: law-announce@lists.stanford.edu, pursuant to the rules set out by Law Association for such postings.

Student Mailboxes

Student organizations are discouraged from distributing fliers in student mailboxes. Such advertising is rarely justified, is time-consuming and can be counter-productive since many students will be annoyed by extra paper in their 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.

CardinalSync

Groups must register an event with CardinalSync when:

- They need to reserve a space outside of the law school
- They need to register an event with the Office of Alcohol Policy and Education (OAPE) to obtain approval to serve alcohol
- Using EventBrite for ticket sales
- Working with minors

Event Planner Contact Information for Large Events

The Office of Student Affairs works closely with all groups planning large or ‘signature’ events and conferences. If you are planning a large event, please reach out to OSA as soon as possible and provide contact information for the event organizers. OSA will distribute the information to staff at the Law School who may receive phone calls about the event from third parties.

The information sheet and/or email should have all the necessary details of the event:

- The name of the event
- The dates, times and locations
- The sponsoring organization
- A contact person and phone number for people to call.

Facilities

Copying and Faxing

Copy orders can be processed by the Law School’s copy center, located in the Law School basement and billed to the student organization’s law school PTA account. These charges are processed regularly and charged to the group’s ASSU account through an ijournal transfer.

Student organizations can use the fax machine located on the second floor of the Law Library, in the Teaming room. That number is 650-724-2983. There is currently no system for sorting faxes for students, so students have to pick up their faxes themselves.

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.

Student organizations can use the Law School’s mailroom services for outgoing mail. Outgoing mail should be divided into three categories: (1)
mail to people within the Law School; (2) interdepartmental (I.D.) mail for delivery elsewhere at the University; and (3) mail going through the U.S. Postal system with the group’s law school PTA account number and organization name clearly listed on each envelope.

**Office Equipment & Event Rentals**

Student organizations are assigned permanent office equipment depending on the needs of the organization, subject to budgetary restrictions. Once an item of new equipment is approved, the Law School will arrange for its purchase in the most economical way.

Temporary rental equipment for events (such as extra chairs or tables) may be procured through OSA, see Megan Brown. These expenses will automatically be charged to the student organizations’ account. Arrangements must be made at least a week before the event to allow enough time for delivery.

**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.

**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/

**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 Passes**

Guests of the Law School may be reimbursed for parking in Visitors’ Parking if they save their receipts. Student groups may also 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.

**PLANNING a TGIF**

TGIFs are social events for the entire Law School community (students, faculty, and staff) typically held on Friday afternoons in Crocker Garden or the Munger BBQ. Law Association assigns dates for TGIFs, so groups interested in hosting one must contact Law Association to get a date. Student organizations sponsor TGIFs by working with Law Association and the Office of Student Affairs.

The procedure for hosting a TGIF is as follows:

- Follow the procedures set forth by Law Association to get an approved date.
- The total cost of food, non-alcoholic drinks, and paper goods (including taxes) must not exceed $500. Law Association contributes $100 for the alcohol. In order to be reimbursed the co-sponsoring organization must submit a list of people who attended along with the original receipts.
The co-sponsoring student organization is responsible for advertising the event. Please state on all advertisements that the TGIF is co-sponsored by the student organization, Law Association, and the Office of Student Affairs. Since the event is open to all faculty, staff and students, it is a good idea to send an email announcement to OSA to forward to law-faculty@lists.stanford.edu and to law-staff@lists.stanford.edu.

The co-sponsoring organization is responsible for tidying up. The furniture should be returned to the original position, tables should be wiped down and all items brought into the venue should be removed after the event.

Prohibited Behavior

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.

Political and For-Profit Activity

The use of Stanford's funds and facilities is restricted because Stanford University is a tax-exempt organization. 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

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; thus, groups without ASSU accounts will likely not get their money. There are options available for organizations to use EventBrite for ticket sales. More information on this policy is listed on the following website: https://sal.stanford.edu/policies. Groups who who anticipate having sales revenue (through the sale of items or tickets), should consult with OSA as soon as possible during the planning process.

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.
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 Services Administrator
Room 146, 650-726-8766
mybrown@law.stanford.edu

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

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

Gisell Quihuis
Associate Director for Community Engagement and Equity
Room 146, 650-721-2933
gisell@law.stanford.edu

Jory Steele
Associate Dean for Student Affairs
Room 108, 650-723-6203
jsteele@law.stanford.edu

ALUMNI RELATIONS / EXTERNAL RELATIONS

Alumni Affairs 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.

Mary Elizabeth Fitzpatrick
Assistant Director of Alumni Relations
Room B19M, 650-723-8434
maryliz@law.stanford.edu

Sachi Rodgers
Director of Alumni Relations
Room B01, 650-721-1846
sachirodgers@law.stanford.edu

Danny Ho
Associate Director of Development, Corporate & Foundation Relations
Room B07, 650-725-4247
dannyho@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

Michelle Kersey
UX Designer and Content Manager
Room 134, 650-721-6221
mkersey@law.stanford.edu

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

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

FACILITIES

The facilities team handles building access, maintenance, and limited event support.

Room 205, 650-724-0137
facilities@law.stanford.edu