Every effort is made to ensure that the applicable policies and other materials contained in this SLS Journal Guidebook and the 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 Journal Guidebook and Student Handbook in the form that it exists online on the Law School’s website at www.law.stanford.edu/students is the governing document and contains the currently applicable policies and information.
# TABLE OF CONTENTS

INTRODUCTION .............................................................................................................1

GENERAL JOURNAL INFORMATION .............................................................................2

AUTHOR AGREEMENT ..................................................................................................3

COPYRIGHT PERMISSION REQUESTS ...........................................................................3

DESKTOP PUBLISHING PROCEDURES .........................................................................3
  The Printer ..................................................................................................................3
  The Journal Manager ................................................................................................4
  On-Time Publishing ..................................................................................................4
  The Editing Process .................................................................................................4

SUBSCRIPTION INFORMATION .................................................................................6
  The Stanford Law Review .........................................................................................6
  The Stanford Journal of International Law ...............................................................6
  The Stanford Environmental Law Journal ...............................................................6
  The Stanford Law and Policy Review ......................................................................6
  The Stanford Journal of Law, Business and Finance ..............................................6
  The Stanford Journal of Civil Rights and Civil Liberties .........................................6

SOURCES OF FUNDING ...............................................................................................7
  Budget Allocation ....................................................................................................7
  Funding from the Law School Conference Fund ....................................................7

FUND RAISING GUIDELINES ......................................................................................7
  Student Journals Fundraising Policy .......................................................................8
  Eligibility to Fund-Raise from External Organizations ...........................................8
  Student Journals Fund-Raising Guidelines .............................................................8

SPENDING GUIDELINES .............................................................................................9
  Authorized Expenses ...............................................................................................9
    Food and Drink for Events ....................................................................................9
    Orientation/Recruiting Meeting ............................................................................9
    Galley Nights (one per issue)/Editing and Member Development ......................10
    Transition and Training Meeting .......................................................................10
    Library Training ..................................................................................................10
    Guest Speaker Events .........................................................................................10
    Guest Speakers’ Travel Expenses .......................................................................10
    Tokens of Appreciation ......................................................................................10
  Unauthorized Expenses ..........................................................................................10
    Alcohol ..................................................................................................................10
    Personal Items ......................................................................................................11
    Gifts to Individuals ...............................................................................................11
    Additional Insurance Coverage for Guest Speakers ............................................11
INTRODUCTION

Stanford Law School (SLS) students produce seven journals under the supervision of the Office of Student Affairs (OSA). One journal is published in an online format and does not require a subscription.

Stanford Technology Law Review

Six publish a printed version and require annual subscriptions. They are, in order of their founding:

Stanford Law Review
Stanford Journal of International Law
Stanford Environmental Law Journal
Stanford Law and Policy Review
Stanford Journal of Law, Business and Finance
Stanford Journal of Civil Rights and Civil Liberties

All seven entities are subject to the rules and procedures set forth in this Journal Guidebook and the Student Organization Handbook. It is essential for each member of the journal’s editorial board to know and follow the rules and policies. Journals that violate any of these rules or policies could lose allocated funds and privileges, or in severe cases, the journal may be discontinued.

_A signed acknowledgement of receipt and understanding of this handbook is required to be submitted to the journal manager by October 11, 2018_
Questions regarding these rules and policies should be raised with the OSA staff, which consists of:

Meg Harrington, Journal Manager
mharrington@law.stanford.edu, 650-723-2747, Fax 650-724-5714, Room 112

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

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

Megan Brown, Student Services Administrator 650-736-8766, Room 146
mybrown@law.stanford.edu

Hard copies of this Journal Handbook can be obtained from Meg Harrington, and a PDF version is available for download on the Student Affairs website.

GENERAL JOURNAL INFORMATION

All Stanford journals are edited and published by students of the Stanford Law School, Crown Quadrangle, 559 Nathan Abbott Way, Stanford, California 94305-8610.

Each journal has its own editorial board elected by its staff members for each volume/academic year. The board may be comprised of Editors-in-Chief, Senior Managing Editors, Submissions Editors, Managing Editors for Development, Managing Editors for Publishing, Managing Editor for Finance, Managing Editors for Symposium, Member of Editors, and Online Editors.

Each board holds office for a full-year term. The existing board has the full responsibility of producing a complete volume of its journal publications. All issues must be completed and published no later than June 30.

The editorial board is also responsible for updating its journal’s online information on the Law School’s website. Thus, each new editorial board should do the following:

1. Send a list of new editorial board members or changes to Meg as soon as the new election is completed. The email should include: the new editor’s name, position/title, and email address.

2. Contact webteam@law.stanford.edu to obtain access authority for those who will be responsible for updating the website and posting articles. If there is a need for a training session on how to work on the website, please email the web team to arrange a training session. The webteam also has weekly office hours on Tuesdays from 1-3 pm, in Room 134 of the Crown Building. If you would like to meet with them during these office hours, please email them in advance.

3. The editorial board should upload all current volume/issues to the SLS website as soon as they are published.
AUTHOR AGREEMENT

The Board of Trustees of Leland Stanford Jr. University holds the ownership rights to all the journals. As a condition of publication, SLS requires that each author assign the copyright of his/her article to the journal. Assignment of copyright is not negotiable. Maintaining the copyright enables SLS to comply with its contractual obligations with Lexis/Nexis, Westlaw, and Hein-Online to make the published materials available in their information databases and other electronic formats.

Author agreements must be signed by both the author and the journal, and an electronic copy of each agreement must be sent to the Journal Manager immediately after acceptance of an offer and before the editing process begins. Journals should retain a copy of the signed agreement in their BOX file.

The author(s) may receive 25 complimentary offprints of an article published in an SLS journal. Co-authors may divide the free 25 copies as they wish, but any division must be indicated on the offprints form prior to publication.

Additional offprints in increments of 25 and/or full issue(s) orders can be requested by an author prior to publication. The estimated costs for offprints are usually determined by the length of the article, the quantity ordered, and the postage fee. The total cost of additional offprints and/or the entire issue(s) will be billed to the author after the publication. For additional printing costs and billing information, contact Meg directly.

COPYRIGHT PERMISSION REQUESTS

To ensure the widest possible dissemination of articles, journals may grant the right of publication of all or any part of the article for public use, provided that such republication clearly acknowledges the original publication and is properly cited. Reasonable copyright fees may be charged when the article is used. These permission requests should be sent to the Copyright Clearance Center (CCC) at www.copyright.com or by phone to Customer Service at (978) 646-2600.

DESKTOP PUBLISHING PROCEDURES

Desktop publishing procedures apply to all journals published in printed version only.

The Printer

SLS has contracted with Joe Christensen, Inc., (JCI) to provide publishing services to the journals -- from camera-ready electronic service to completion of mailing. Our customer service representative is Michele Cumpston. She can be reached by phone at: (402) 476-7535 or (800) 228-5030 and by e-mail at cumpstom@christensen.com.

All computers in the journal offices have the JCI desktop publishing software (Macro PC) templates installed on them. JCI offers Word point-and-click templates to assist all users with easily and consistently formatting their pieces to match their journal’s pages.
Using the JCI job options settings allows for fonts to be embedded, further insuring that the pages will remain as produced. The Adobe Acrobat .PDF (portable document format) files capture each page just as it appears on the computer, holding pagination, word placement, etc. PDF files can be viewed on any computer, regardless of the operating system, with the same results. The styles are journal-specific, giving the articles the “look” of the final journal pages. Journals can send these pages to authors for their final approval and use them in their in-house editing. This is a convenient feature for e-mailing author’s proofs of their articles.

Distiller settings should be periodically checked to ensure the settings remain constant. JCI provides instructions and technical support for using these templates. For further assistance, please contact JCI Technical Support at 1-800-228-5030 or e-mail questions to tech.support@christensen.com

The Journal Manager

Meg Harrington acts as liaison between JCI, authors, and the editorial boards to facilitate the publication process. She also:

- Manages the budgets of all journals including symposia. Processes reimbursements and P-Card transactions.
- Acts as a central resource for all journals’ correspondence; approves access authority for website editing.
- Manages copyright permission requests for republication and/or reuse of an article.
- Assists in troubleshooting matters related to journal operations, such as: printing and author contracts.
- Works with SLS Information Technology staff and JCI technicians to equip all computers with desktop publishing software and to make sure all applications are synchronized with JCI.
- Assists with planning and budgeting of symposia.
- Manages the annual overview meeting with journal editors in the Fall.

On-Time Publishing

All volume-issues must be published in accordance with the publication schedules for 2018-2019. Timely publication is a reflection of your work, Stanford Law School and Stanford University. In addition, authors, subscribers and subscription services expect and rely on your timely publication of issues.

The Editing Process

Please see the Joe Christensen, Inc., Customer Handbook, beginning on page 45, for a complete step by step guide to the Camera-ready service
With the JCI Camera Ready Electronic Service, the journals have full control of the final appearance of each journal. By simply using the JCI template or other journal-designed methods, journals can do their own lay-out and paginate each journal issue.

After the content is thoroughly edited, these articles along with the front cover materials, the table of contents, the copyright information, and the law school faculty list, will be ready for a contract proof. All these content files should be sent to JCI in both Adobe Acrobat Distiller PDF and Macro PC Word DOC formats along with an “Off-prints Form”, and a completed “Order of Materials for Camera Ready Form”.

Please copy Meg on all correspondence with JCI so she can follow the progress of publication of each issue.

The off-prints information such as author’s name, page numbers, order quantity, shipping address, phone number, and an email address should be listed on the Offprint Order Form. Meg will be using this information on invoices sent to authors after publication.

The printing order information should be completed on the “Order of Materials for Camera Ready Form” because JCI will be unable to schedule a date for production until all forms and files have been received. The Journal Manager will give you electronic copies of the Off-Prints and Order of Materials forms.

Meg will contact the editorial board as soon as the first proof arrives from JCI via overnight mail. The hard copy proofs should be picked up immediately and reviewed by the editorial board for corrections. Then, a signed and dated contract proof along with the edited electronic files should be returned to JCI, again in both PDF and Doc formats.

If no mark-ups/corrections are required after the first round of proofs, a final contract must be signed and dated by an editor. This signed contract should be sent to JCI as the final approval to press. Meg will provide JCI with the current subscription list, distribution and quantity order form, and the address verification form for final mailing.

The entire procedure from sending an initial proof to the finished product will take four weeks or longer depending on the frequency of mark-ups/corrections. So, for example, if the deadline of your publication schedule is the end of January, all your articles would have to be wrapped up by December 19th to meet the deadline. Therefore, it is recommended that articles be submitted for proofs at least a month before the publication due date. Printing turnaround time will take about ten business days after final approval. Please consult the Outlook Calendar provided by J. Christensen, which gives you a detailed timeline for production.

Off-prints will usually take a few additional days before being shipped directly to authors from JCI. Off-prints questions can be directed to Meg.
SUBSCRIPTION INFORMATION

Subscription inquiries for all journals should be directed to Meg Harrington by phone: 650-723-2747, fax: 650-724-5714, or e-mail: mharrington@law.stanford.edu.

Purchase of a single issue for all journals requires an additional shipping and handling fee of $10.00 per issue within the U.S., $20.00 per issue for an international, and $15.00 for Canada.

The Stanford Law Review

SLR (ISSN: 0038-9765) publishes six issues in each volume per academic year. Current publication for FY19 is Volume 71. Volume prices are $60.00 domestic, and $75.00 international. The price for a single issue is $22.00 plus shipping fee.

The Stanford Journal of International Law

SJIL (ISSN: 0731-5082) publishes two issues in each volume per academic year, occasionally publishing a symposium issue in lieu of or in addition to a regular issue. Current publication for FY19 is Volume 55. Volume prices are $46.00 domestic, and $56.00 international. The price for a single issue is $24.00 plus shipping fee.

The Stanford Environmental Law Journal

SELJ (ISSN: 0892-7138) publishes two issues per academic year. Current publication for FY19 is Volume 38. Volume prices are $45.00 domestic, and $55.00 international. The price for a single issue is $24.00 plus shipping fee.

The Stanford Law and Policy Review

SLPR (ISSN: 1044-4386) publishes two issues in each volume per academic year, occasionally publishing an additional symposium issue.

Current publication for FY19 is Volume 30. Volume prices are $48.00 domestic, and $58.00 international. The price for a single issue is $27.00 plus shipping fee.

The Stanford Journal of Law, Business and Finance

SJLBF (ISSN: 1078-8794) publishes two issues in each volume per academic year. Current publication for FY19 is Volume 23. Volume prices are $45.00 domestic, and $55.00 international. The price for a single issue is $28.00 plus shipping fee.

The Stanford Journal of Civil Rights and Civil Liberties

SJCRL (ISSN: 1553-7951) publishes two issues in each volume per academic year. Current publication for FY19 is Volume 14. Volume prices are $42.00 domestic, and $52.00 international. The price for a single issue is $24.00 plus shipping fee.
**SOURCES OF FUNDING**

Student journals receive funding primarily through The Office of Student Affairs. A small portion of income is received from subscriptions and royalties. Occasionally, there is funding to support special conferences and/or symposia but only with approval of the Office of Student Affairs.

**Budget Allocation**

Each student journal has a budget for the academic year. Journals are expected to use their budget allocations for events throughout the school year to maximize resources and attendance at events. An updated expenditure summary will be provided to the editorial board upon request. Budget expenditures include: printing, postage, food for galley nights, training and supplies, etc. *Please note that money not spent in one year will not be carried over to the following year.*

**Funding from the Law School Conference Fund**

Student journals planning symposia/conferences may be eligible for funding from the Law School’s Conference Fund. Journals seeking funding must first complete a preliminary form of intent to hold a conference **no later than November 15, 2018**. A completed and approved Conference Funding Application is necessary to secure your date on the SLS calendar. A copy of the intent to hold a conference form and the Conference Funding application are 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/). The Law School requires you to consult a faculty advisor and seek funding at least ninety days before the date of the conference.

Meg can assist you with the preparation of the conference funding application. Applicants must consult with Meg on the budget and date of symposia prior to submittal. Once a funding application is approved, Meg should be kept apprised of the symposium/conference planning as it progresses. Please note that conference funds not spent in one year will not be carried over to the next year.

The Law School’s fiscal year is September 1st to August 31st. If a student journal spends more money than their allotted budget, the amount of overspending will adversely impact funding for the next year. Student journals that exceed their budgets before the end of the year run the risk that individual student members will not be reimbursed for expenses. For that reason, individual members who plan to expend personal funds should contact Meg to make sure that enough funds remain for reimbursement.

**FUND RAISING GUIDELINES**

Student journals often wish to raise money from sources external to Stanford, such as law firms and other businesses. The Law School discourages such requests for funds in most instances because firms and businesses dislike being constantly asked for small amounts of money.
**Student Journals 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, Associate Dean of Student Affairs, and the Assistant Director of Development & Corporate Foundation Relations. They are designed to ensure that the Office of External Relations maintains a comprehensive picture of external contacts and that interaction with prospective donors supports 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 $5,000. 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 Journals Fund-Raising Guidelines**

Student requests for support from external organizations must be approved in writing in advance and should not exceed $2,500 annually per external organization. For budgeting purposes, please be aware that the University keeps 8% of every gift for administrative costs.

Student journal representatives must submit to the Assistant Director of Development, Corporate & Foundation Relations a complete copy of the approved Application for Conference Funding (and/or relevant special event or project description with a complete budget) and a list of firms and/or organizations the group wishes to contact at least 1 Quarter (3 months) before contacting potential donors.

Journals 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 eligibility for consideration by the Conference Funding Committee.

Once a check is received, please deliver it to Meg Harrington with the original envelope and correspondence.
Student representatives are responsible for acknowledging each gift in writing, with a copy forwarded to the Associate Director of Development, Corporate & Foundation Relations and the Journal Manager. thanking the donor will play an important role in ensuring future funding.

Student journals are also 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).

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 to the number of firms each student organization can contact in a given academic year, as well as which specific organizations can be contacted.

**SPENDING GUIDELINES**

A student journal that spends money “out of policy” (i.e., in a manner inconsistent with the rules and regulations outlined in this Journal Handbook and the Student Organization Handbook) runs the risk that the event’s costs will not be reimbursed by the Law School.

**Authorized Expenses**

According to rules promulgated by the University’s Controller, student journals may use University funds only for events that further the school’s academic mission. The Controller’s Office enforces these rules in a very strict manner. You are encouraged to check with the journal manager prior to purchasing anything out of the ordinary. This will avoid the possibility of a student not being reimbursed for expenses that do not comply with policy.

**Food and Drink for Events**

The University only permits student organizations to provide food and non-alcoholic drinks at events when “necessary.” All events providing refreshments must have a business purpose. Expenses for food and non-alcoholic drinks should be no more than $12 per person exclusive of tax and tip for lunch or dinner events.

**Orientation/Recruiting Meeting**

A student journal can have one orientation or recruiting meeting if it is related to journal development. The cost of this event shall not exceed $250.00. 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).
**Galley Nights (one per issue)/Editing and Member Development**

Student journals can host a galley night meeting where group members work together to edit an issue for publication so long as the group adheres to the funding and spending guidelines and limits set forth in this Journal Handbook.

**Transition and Training Meeting**

Student journals can host an event after the election of a new board to train new members.

**Library Training**

It is permissible to provide food for any Library Training that takes place during a lunch or dinner hour.

**Guest Speaker Events**

Journals may invite an outside speaker to present a legal talk and/or journal-related training. Food can be provided for these events, within the policy and spending guidelines. Please check with Meg to make sure you have money for such an event.

**Guest Speakers’ Travel Expenses**

Guest speakers’ travel expenses are calculated at the following levels: airfare is based on economy/coach fare and hotel accommodations should not exceed $300 per night or less (taxes included). Most local hotels have a special Stanford Rate. Parking at speaker’s local airport, cab/shuttle/ride-sharing rides to and from airports (including speaker’s local airports) are reimbursable expenses if they are reasonable and follow government reimbursement rates.

**Tokens of Appreciation**

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

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

**Unauthorized Expenses**

Student journals are explicitly prohibited from using their funds to pay for the following:

**Alcohol**

Student journals cannot pay for alcohol using their Law School funds. If there is a compelling reason to serve alcohol during an event, the journal must get written pre-approval from Associate Dean Steele at least two weeks in advance.
Personal Items

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

Gifts to Individuals

Journals may not use their funds to purchase gifts for individuals.

Additional Insurance Coverage for Guest Speakers

Stanford student journals and their guests are covered under Stanford’s insurance policy during their business travel. Journals should advise their guest speakers against purchasing additional coverage when renting vehicles.

T-shirts or Other Clothing

Student journals are not allowed to purchase any type of clothing with Law School funds.

Contributions to Charitable Organizations

University policy prohibits student journals from making charitable contributions with University Funds.

Library Fines and Lost Books

University policy prohibits reimbursement for fines and lost books.

PAYMENT/REIMBURSEMENT PROCEDURES

In General

Requests for payment or reimbursement must contain the following documentation:

- A completed reimbursement form (if applicable);
- Original, itemized receipts showing purchase (or invoice for vendor payment);
- An appropriate business purpose detailing the ‘who, what, when, where, and why’ of the expense. See the reimbursement form on the OSA website for details on writing a clear business purpose.
- A flyer or email announcement describing the event (note that the announcement language should be consistent with the stated business purpose);
- A list of event attendees (if applicable);
Paying Vendors

Student organizations can pay vendors several ways:

Purchasing Card (P-Card)

The Journal Manager has a MasterCard that journal representatives may borrow to make purchases on behalf of their journal. The use of this card eliminates the need for students to pay cash up front. Students may obtain the P-card from Meg (Room 112) and must return it immediately after making the purchase, but no later than 3:00 PM the same day. See documentation requirements above under ‘In General.’

The P-card can only be used for purchases of up to $4500 (including taxes, shipping and handling). Charges cannot be split into two transactions to avoid this rule. The P-card may not be used for travel-related expenses. All expenses must be made in accordance with the spending guidelines outlined in this Journal Guidebook.

It is critical that students using the P-card do so in accordance with University regulations. Please remember that use of the P-card is a privilege that can be taken away if abused.

Student Pays Upfront–Method of Reimbursement

Students who use their own money to pay for organization-related events can be reimbursed for their authorized expenditures by submitting their documentation to Meg in Room 112. See documentation requirements above under ‘In General.’

Paying and Reimbursing Guest Speakers

Honoraria

Most potential guest speakers will honor a student group’s request to come and speak at SLS if 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 Meg 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, which is not authorized. If the speaker wants to donate the money to a charitable organization, they must first receive the taxable income from Stanford University and then make the donation on their own.

If a speaker wants to sign a contract for a speaking engagement, please contact Meg Harrington. 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. SLS will not pay 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; hotel accommodation at $300 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 if they are reasonable and within the government reimbursement rates.

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 showing proof of payment. An itinerary of the flight or the credit card bill is not an original receipt of airfare. Speakers must mail in all travel receipts with the “Reimbursement Form” which is available on the Student Affairs website. The payment/reimbursement will be mailed directly to the speaker.

Foreign guest speakers must provide the following documentation 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.

PLANNING EVENTS – GENERAL GUIDELINES

The following section applies to events with an audience of ten or more. For small group meetings such as board meetings, students can request space directly from Facilities by filling out the following form: https://law.stanford.edu/office-of-facilities-and-operations/room-reservations/.

As a rule, any student planning an event that involves a VIP, a large audience, extended sessions or multiple room use, should first consult with Meg Harrington to ensure that all necessary requirements have been met by the student organization. Meg will involve other offices or entities as needed.
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. 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 others 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 sufficient details or one that conflicts with a scheduled administrative event or with too many previously scheduled events.**
Room Reservation Procedure

Groups must rely on their organization’s Event Manager if planning a large event, such as:
- membership meeting of more than 10
- a speaker event
- a conference/symposium
- a galley night
- or, some other large function

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 several 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 business days, so groups are advised to plan accordingly.

Please 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

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.
Spaces NOT Available for Reservation by Student Organizations

- Neukom Faculty Lounge
- Neukom Terrace
- Manning Faculty Lounge

**NOTE:** As a rule, the Manning Lounge is not available for student events unless the Law Lounge (which is the lounge space for student functions) is unavailable or the event includes a large contingent of judges, dignitaries and/or faculty. Merely having a faculty member “sponsor” the event is not enough.

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 Facilities at the time the organization reserves the space. If the student organization does not clean up adequately 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 the 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 Megan Brown.
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. Banners must be no larger than 3 ft. tall by 8 ft. wide.

Location Limitations: SLS groups and individuals may post fliers on the Kramer lobby bulletin boards, which are located on either side of the library’s main entrance, as well as on the bulletin boards in the classroom building. Fliers may be posted on the columns in the Crown breezeways. Please 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 in a matter 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

Duration limitations: Posting may go up two weeks before an event. Individuals and groups are responsible for removing fliers 24 hours after the event. For posters without an end date, postings may remain in place for 10 working days.

It is a violation of this policy to remove properly posted fliers before the event has occurred or the 10 working days has elapsed. 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. If an organization decides to stuff student mailboxes, please use recycled paper, and print notices on quarter or half sheets.

Event Planner Contact Information for Large Events

For larger events, contact the Office of Communications with details about the event. 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.

It is also helpful to provide the Office of Student Affairs with general information about students involved in the event—their roles, phone numbers and email addresses.

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 account.

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 must pick up their own faxes.

Mail – Student Organization Mailboxes

All incoming mail for journals is sorted and placed in the assigned mailboxes. Mailboxes are in the basement lobby opposite the Public Interest Community Center (PICC). Journals should check their mailboxes on a regular basis, so 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 account number (aka: your PTA, see Meg to obtain your PTA number) of the student organization 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 Facilities, Room 205. 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 regarding 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 104A. If you need more, you can buy them at Stanford Bookstore or order them through the Law School’s Facilities Office (Room 146). 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 and visitors may purchase a daily virtual parking pass directly from https://transportation.stanford.edu/parking/purchase-a-parking-permit/visitors. Visit Parking and Transportation Services website for more information about parking on campus.

**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 Guidebook could result in temporary or permanent rescission of the organization’s right to use the “Stanford” name, trademark, and/or logo.
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. Journals with any questions about entering into contracts should consult with Meg.

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:

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.

Groups who anticipate having sales revenue (through the sale of items or tickets), should consult with Meg as soon as possible during the planning process.