Student Leader Handbook
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March 17, 2023

Dear Student Leaders,

Congratulations on your election as a leader of one of the University of Colorado Law School’s student organizations. We pride ourselves on the quality and diversity of our many student organizations. In addition to enriching our community for other law students as well as our faculty and administration, this experience will undoubtedly be a valuable learning experience in leadership for you. Thank you for your service.

We created this Student Organization Handbook to ensure that the year ahead runs smoothly for all of us. This handbook focuses on policies and procedures and best practices for event planning. We tried to identify common areas of concern for all our student leaders. We solicited input from many departments and current student leaders at Colorado Law in creating this. We welcome your suggestions on how we can improve this handbook to make it even more valuable for future student leaders.

The Student Affairs Team is here to support you in fulfilling your goals and dreams for the coming year. Please let us know how we can help. We look forward to working with you. Congratulations, again!

Best wishes,

The Law Student Affairs Team
General

Priorities and Responsibilities

The University of Colorado School of Law has adopted these rules and policies that apply to all our approved student organizations. Each organization shall:

I. Comply with all University of Colorado policies and procedures, including but not limited to those detailed in the Student Organization Handbook, Law School Honor Code, Law School Rules, and University Student Code of Conduct.

II. Adhere to the organization’s constitution and bylaws.

III. Keep the organization’s information current, including newly elected leaders with the Student Affairs Team by completing the Student Group Leadership Google Form.

IV. Be open to all currently enrolled University of Colorado Law students who are in good academic standing. If an organization has an exclusive membership list, this is acceptable if the organization had an initial tryout period that was open to all law students.

V. Ensure that there is no discrimination based on race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, or national origin, in any of its policies, procedures, or practices.

VI. Remain consistent with and supportive of the University’s stated objectives in promoting diversity, equity, and inclusion to maintain a culture of belonging.

VII. Send a representative of your organization to all required SBA meetings. The SBA sends the meeting dates in a student-wide email each semester.

VIII. Utilize all communication platforms including email, apps, websites, and social media, responsibly and professionally.

IX. Develop and maintain honest and open lines of communication with the Law School’s Student Affairs Team, and, if applicable, their Advisor.

X. Sponsor and supervise programs in a safe and responsible manner to ensure that they do not interfere with the normal operation of the University or the ability of students to learn and study.

XI. Utilize University facilities for the purposes that they are intended and scheduled for.

XII. Reimburse the University for damage to property or facilities for which it was responsible.

XIII. Comply with all University fiscal policies and pay all bills and debts of the organization in a timely manner.

Inclusive Leadership

Colorado Law is committed to creating a culture of belonging where all students feel valued and can be actively engaged in the intellectual and social life of the Law School. Student leaders bear the important responsibility of helping to cultivate and maintain the health and strength of our community. This includes providing students with opportunities to engage in dialogue to enhance their leadership development and multicultural competency. In doing so, student leaders are called upon to continually assess the degree to which they are empowering and respecting their members as well as the members of other organizations who represent a diverse selection of backgrounds and identities. Students, staff, and faculty share responsibility in this important aspect of training future lawyers and leaders.
With that in mind, student organizations are encouraged to prioritize diversity when planning events. This includes, but is not limited to, race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin, and political affiliation. Our programs and learning environment are enriched by the participation of individuals with varying perspectives and life and professional experiences.

If you would like training in these areas or would like to talk with someone about how to be inclusive in your organization, please contact the Diversity, Equity & Inclusive Excellence Team or the Student Affairs Team.

University Freedom of Expression

Freedom of expression, as guaranteed under the First Amendment, and academic freedom, as defined by the Laws of the Regents, while distinctly separate concepts, are central to CU Boulder’s academic mission and underlie our community values of inclusivity and critical thinking. CU Boulder’s steadfast commitment to freedom of expression and academic freedom including relevant policies, programs, and events is available here.

Registering a New Student Organization

Students who wish to establish a new student organization should reach out to the Student Bar Association (SBA) and send them a few required documents, including bylaws, a list of leadership, and a calendar for the year. The SBA will vote on whether to approve your organization. Once your organization is approved, the SBA will notify you and the Student Affairs Team that your organization has been approved. Once approved, Leadership from the new organization should complete the Student Group Leadership Google Form to get access to post events in MyLaw.

Student Organizations have the option to be a registered student organization (RSO) with main campus, though it is strongly discouraged, with few exceptions (affinity groups who will request funding from the Cultural Events Board (CEB)). For several reasons, most law student organizations choose not to register as RSOs (e.g., administrative fees and upfront out-of-pocket costs for events, no university protections for advisors). Organizations wishing to request funding from the Cultural Events Board (CEB) or Student Organization Allocations Committee (SOAC) should register as a registered student organization (RSO). If you have questions about what it means to be an RSO and the implications of doing so, please contact the Student Affairs Team.

Mailboxes and Lockers

Student Organizations have mailboxes on the third floor near the lockers above the Café. The lockers are located at the west end of the hallway. If you do not have a mailbox and need one, please reach out to the Building and Operations Team.

Student organizations should contact the SBA if they would like to pay for a locker. Note, locker space is limited and is prioritized for individual students.
Membership, Bylaws, Transitions, and Advisors

Membership

Student organizations play a vital role in providing engagement opportunities to currently enrolled students during their law school experience.

Each organization must have current contact information available on the Law School's webpage. This is discussed in greater detail below.

Bylaws

An organization’s bylaws must contain (but is not limited to) the following information:

- Mission statement
- Listing of officer positions
- Method for electing officers
- Process for amending the bylaws

Each organization must have at least two officers: (1) A President or Chair who will serve as the liaison between the organization and the Student Affairs team. This person will be the primary contact for all things relating to the student organization and (2) A Treasurer or financial officer who will be the primary person responsible for maintaining the organization’s budget.

Transitions

Each spring student organizations go through a transfer of leadership. Student organizations need to elect a new President and Treasurer by the deadline the SBA communicates each Spring. The Student Affairs Team seeks to assist each organization in making this transition as smooth as possible. Newly elected student officers should take the following steps after assuming their leadership roles within an organization:

1. Fill out the Student Group Leadership Google Form with the names and contact information for each of the new officers of the organization.
2. Meet with outgoing leadership to ensure a smooth transition. Review any pending projects that were not completed in the previous year.
   a. Items to review may include transitioning canvas page ownership, email accounts, financial information, and connecting new leadership with your advisor (if you have one).
3. All inactive organizations, or those that have not provided their information for the current academic year, must reapply for organizational status. To verify organizational compliance, please contact the SBA and the Student Affairs Team.

Advisors

We strongly recommend that all student organizations have an advisor. Advisors can play an important role in assisting student organizations to achieve their strategic goals. If you need help identifying a member of the faculty or staff who may be a good fit to serve as an advisor for your organization, please contact the Student Affairs Team. The purpose of the advisor is to provide guidance, lend institutional
knowledge, share historical perspectives, and provide continuity to the student organization. Advisors and student organization members should maintain open lines of communication. The advisor must stay informed of the organization’s activities and ensure that University policies and procedures are followed.

The responsibilities of advisors to their student organization include, but are not limited to:

- Attending meetings, activities, and programs
- Assisting in program planning, particularly identifying alumni and others in the legal community to speak on panels.
- Assisting in officer transition and training
- Sharing ideas and thoughts
- Providing feedback
- Helping to resolve inter-group conflict

The responsibilities of student organizations to their advisor include, but are not limited to:

- Discussing expectations of the advisor and the role they play in the student organization
- Notifying the advisor of all meetings, activities, and programs
- Providing copies of the strategic plan and other important meeting minutes in a timely manner
- Meeting regularly with their advisor to discuss organizational matters
- Consulting the advisor prior to making significant changes to the structure or policy of the organization

**Budgets and Funding**

The Law School is part of a complex financial structure that supports the University of Colorado, a 501(c) (3) organization. As a result, the Student Affairs Team must ensure compliance with university policies and procedures for spending money.

**Budget Tracking**

Student Organization treasurers are responsible for tracking their budgets. To do so, use this [Budget Tracking Sheet](#). If this budget sheet is not up to date, it may prevent you from accessing your approved Student Fee Committee Funds. If you do not want other student organizations to be able to see your budget amounts, please “hide” the cells that you would like to keep private. The Student Affairs Team will only unhide these to review your budgets and will re-hide them in the same fashion when complete.

**Funding Sources**

All student organizations [automatically have access to $500 per year](#) from the Student Fee Committee (SFC) without submitting a funding request. Each student organization will have its own account at the law school. This will allow the law school administration to easily track expenses and balances. Organizations can submit a funding request if they anticipate needing more than $500 for the school year. Credit-bearing student organizations, such as Barrister’s Council, Law Review/Journals, and
International Moot court do not automatically receive $500 from SFC because of the availability of alternative funding sources such as endowments. However, Barrister’s Council, Law Review/Journals, and International Moot court can submit a funding request to SFC if they anticipate needing SFC funding for the year.

Parameters for the $500 SFC Allocation:

- The annual $500 allocation does not roll forward to the next fiscal year. Any unspent money goes back to the SFC.
- SFC money cannot be used for alcohol.
- If the funds are being used towards gratuity, it cannot exceed 20% of the total bill per campus rule.
- It is expected that these funds will be used towards general student group operating expenses, supplies, and events with a clear business purpose. If student groups plan on making purchases that are outside these categories, they should first check with Student Affairs to confirm allowability.

To use these funds, complete the Student Organization Event Form. Students have the option of making purchases and being reimbursed (see Reimbursements for more details). If you do not receive written approval from Student Affairs prior to purchase, you may be ineligible for reimbursement if your expenses do not meet the University's fiscal guidelines. Alternatively, in some cases, Student Affairs can make purchases on behalf of student groups using a university credit card. While we can help pay for goods and services, we cannot accompany students on trips to grocery stores, party stores, etc. Students are expected to respond to emails from administrators who contact them regarding their student organization budgets. At some point in the Spring semester (approximately March), our Assistant Director of Operations & Finance will reach out via email for an estimate of how much of their remaining SFC money students plan to spend for the rest of the year. Student groups that do not respond to this email will have their remaining budget swept as of a specific date (TBD). Groups whose budgets get swept will need to submit a new funding request from the SFC if they need funding for the remainder of the year.

Student Fee Committee (SFC)
The Student Fee Committee (SFC) is a committee comprised of law students from each of three classes (1L, 2L, 3L), with two members of the administration serving as advisors. The SFC is charged with evaluating funding requests made by law student groups and individual law students. In administering the fee, the members of the SFC shall seek to fund activities that help enrich the academic experience of law students. The SFC is funded through the student activity fee, which is $150 per student per semester. SFC funding cannot be used to pay for alcohol.

The SFC meets via Zoom at the end of each spring semester, but also accepts and reviews funding requests throughout the year. We recommend each student organization that anticipates needing more than the $500 they are automatically allocated submit an SFC request for the upcoming year in Spring after new leaders are elected.

To submit a funding request, please complete BOTH forms below and email them to the SFC.
1. Funding Form
2. Budget Template *please submit this document in Excel format

Cultural Events Board (CEB)
The CEB sits at the epicenter of many different ideas, beliefs, and backgrounds, and the Cultural Events Board supports and facilitates students as they navigate these points of intersection. Events that sit at this intersection may be eligible for funding from the Cultural Events Board. We want to encourage our affinity groups or any other groups that plan to request funding from the Cultural Events Board (CEB) to register as an RSO (registered student organization) at CSI and to make note now of the CEB funding request dates. The deadline for requesting CEB funds is often one semester earlier than events, so apply as early as you can. 

Graduate and Professional Student Government (GPSG) Student Group Grants
GPSG is the primary advocacy group for graduate and professional students on the CU-Boulder campus. GPSG is a possible source of funding for conference travel (up to $300 per student) and bringing speakers to campus. There are three grant cycles per academic year, one each semester and one in the summer. The funding application opens at the beginning of each semester. It is important to plan ahead to ensure that you don’t miss the application window. Information on applying for a grant can be found here.

Student Organization Allocations Committee (SOAC)
The SOAC is a CUSG funding board that distributes student fee dollars to student organizations in order to help promote enrichment, education, and inclusiveness of the CU Boulder community. SOAC makes decisions from a neutral viewpoint by understanding that everyone needs that place to feel included. Only student groups that are registered RSOs with main campus can receive SOAC funding.

Bank accounts
Since the majority of student organization funding comes from the SFC, most student organizations do not have individual bank accounts off campus. If your organization is interested in opening an off-campus bank account, please contact the Student Affairs Team.

Other Sources of Funding

Collection of Member Dues
The collection of membership dues is strongly discouraged. Students who cannot pay dues cannot be excluded from leadership or membership of an organization. If you plan to collect member dues for your student organization, please contact the Student Affairs Team before doing so.

Donations and Sponsorships
Solicitations of contributions from alumni, the legal community, or other sources outside the School of Law must be approved in advance by the Student Affairs Team and the Office of Development and Alumni Relations at the Law School. In some instances, the Dean will determine that the Law School will fund an event or project internally, rather than solicit external support.
Event Funding

Student organizations should be thoughtful about where they are getting funding from when planning an event. All student-led events must complete the Student Organization Event Form.

There are multiple sources of funding for law student events and travel. Funding can be provided to an individual or to a student group traveling to a conference. Students should explore all of the different sources.

Alcohol Funding for Events

The Student Affairs Team has a limited alcohol fund, please reach out to them to request funding. The university does not reimburse for alcohol. Please see the Alcohol Policy Section of this document to ensure all protocols are being followed.

Travel

Except for students traveling on behalf of organizations with a faculty advisor or full-time administrator (e.g., Barristers’ Council, law review/journal, and Silicon Flatirons Student Group), before planning or booking any student organization-related travel, students should contact the Student Affairs Team.

All Barristers’ Council (Mock Trial, Moot Court, and Transactional Division) travel should be arranged in coordination with the Schaden Experiential Learning Program Team. The Law School pays upfront for the cost of flights, hotels, car rentals (if applicable), and competition registration. Students will be reimbursed for Uber/Lyft and will be given a daily per diem rate for meals and incidentals. Travel will be booked by the appropriate staff to minimize the need for students to spend their own money and get reimbursed and so the Law School can take advantage of negotiated rates. Reimbursements should be kept to a minimum for incidental travel expenses that were previously budgeted and approved.

The SFC cannot fund travel for individual students to attend conferences if attendance serves only to benefit an individual student and not the Law School. However, students seeking funding for individual attendance at a conference or event are encouraged to apply for a funding grant through Graduate and Professional Student Government (GPGS). There are three grant cycles per academic year, one each semester and one in the summer – it is important to plan ahead! Additional information about funding student travel can be found here.

Travel for a class (e.g., seminar trip) should be approached through a coordinated request on behalf of the whole class to the Student Fee Committee. Before requesting funding from the SFC, please discuss funding options for the class trip with your faculty member. It is best to start the process at least six weeks prior to the date of travel.
Reimbursements

Student organizations may be reimbursed for expenses with prior authorization and approved funding from the Student Fee Committee or another funding source. Email the Student Affairs Team for more information.

Under the IRS Accountable Plan Rules, expenses are required to meet two conditions to be subject to reimbursement: (1) There must be a legitimate business purpose and an explanation of the business conducted; (2) Expenses must be substantiated by original receipts and/or bank statements showing the amount of the expenses. Reimbursements will not be processed without itemized receipts. The Law School will not reimburse students for the purchase of alcohol. For more information, see CU’s website on “tests of propriety”.

Before you make a purchase, please contact the Student Affairs Team to have your purchase approved. If you do not receive written approval from Student Affairs prior to purchase, you may be ineligible for reimbursement if your expenses do not meet the University’s fiscal guidelines. Students paying out-of-pocket will cost the organization more money because purchases will not be tax-exempt. Reimbursements must be submitted within 30 calendar days of the purchase. The individual purchaser will be responsible for any taxes owed on expenses submitted for reimbursement after 90 calendar days of the initial purchase. The reimbursement request form can be found here.

If your funding source is from outside of the Law School, you are responsible for working with your funding source to purchase supplies.

For information on purchasing food and supplies for events, see Ordering Food and Supplies in the Events Section of this document.

Communications and Advertising

We all benefit from good publicity of law student events. To that end, we strive to promote professional and positive communications amongst student organizations, the Law School community, prospective law students, alumni, and the greater legal community. All communications, whether in print or electronic form, should be consistent with our university policies as articulated in this Handbook, including but not limited to the Inclusive Leadership Policy and the University Freedom of Expression and Outside Speaker Policy.

MyLaw

Student Organizations are given access to post announcements and events in MyLaw. Events hosted that are not specifically intended for Colorado Law students cannot be advertised on MyLaw (e.g., Colorado Bar Association happy hour cannot be advertised in MyLaw). If you need access to post on MyLaw, please contact the Student Affairs Team. Organizations should create an event in MyLaw in addition to reserving space for the event. This will allow the event to appear on the MyLaw calendar and in the body of the Daily Buff Bulletin email. To have your event featured at the top of the Daily Buff
Bulletin, please select that option in the event posting and email the communications team to request the feature. For instructions on using MyLaw, please refer to the MyLaw Basics Guide.

Student Organization Email Accounts

All student organizations can have an organizational “@colorado.edu” email address. Student organizations should use this email account rather than personal @colorado.edu (e.g., john.smith@colorado.edu), Gmail or other external accounts. This ensures that the organization will never be locked out of its primary account due to password issues, security problems, or changes in leadership. If your organization would like an organizational email, contact the Student Affairs Team.

Global Emails

With a few exceptions (e.g., SBA leadership, Honor Council), individual students do not have access to send global emails to the entire Law School or individual classes. The Student Affairs Team cannot send global emails on behalf of student organizations. Instead, students should use MyLaw, Canvas, and the class Facebook pages to advertise events.

Please also send our Communications and Marketing team photos with captions from your event. If you are hosting an event with alcohol, promoting your event on a public facing is prohibited in compliance with the campus alcohol policy.

Colorado Law students should ensure that all posts on their social media accounts respect the guidelines of professionalism. Future employers and the bar regularly review content as an indication of each individual’s character and fitness to practice law.

We remind future members of the bar that the Colorado Bar and most state bars now view lawyer misconduct to cover anyone who disparages, humiliates, or discriminates against anyone on any basis, including, but not limited to, race, ethnicity, gender, religion, national origin, disability, marital status, sexual orientation, age, socioeconomic status, employment, or physical characteristic.

Colorado Law students should respect these professionalism standards in all their communications. Upon acceptance to the University of Colorado Law School, admitted students are added to their respective class Facebook pages and email distribution lists.

Flyers

Posters and flyers can only be posted on bulletin boards. Posters that are for non-Law School events need to be approved by the Building and Operations Team before posting. Please see the posting policy for more details.

We encourage students to make flyers for their events using Canva.com. If you need assistance with using Canva, please see these tutorials. Please contact the Communications and Public relations Team if you want to post a flyer or information about a student-led event on the official Colorado Law Facebook or Instagram accounts.
Logos

Student organizations cannot use the University of Colorado Logo on promotional materials unless they are partnering with a Colorado Law office on an event. This includes the CU buffalo (buffalo are allowed, just not anything trademarked by CU), CU mascots, the interlocking “CU,” and the standard university logo.

Student organizations can create their own logo. All unique student organization logos must be completely distinct from university logos and cannot be based in any way on existing CU trademarks.

Events and Conferences

The planning of an event, be it an organizational meeting, panel, lecture, or workshop, is an important task requiring careful organization and follow-through. Essential components of a successful event are planning and budgeting early. There are multiple steps that need to be taken when planning an event including but not limited to:

1. Seek funding approval prior to planning an event. Please see Event Funding under Budgets and Funding for more information.
2. Check the MyLaw Events Calendar for conflicting events at your date/time.
3. Consider collaborating with other student organizations or campus offices, especially when inviting an outside speaker.
4. Reserve Rooms in MyLaw.
5. Publish the event on the MyLaw Events Calendar using the “Create” button.
6. Complete the Student Organization Events Form.
7. Advertise the event on bulletin boards in Wolf Law Building. Please be sure to remove the advertisement after its expiration.
8. Additional information on planning an event can be found here.

COVID-19 Public Health Considerations

The University of Colorado is continually evaluating its COVID-19 guidelines and protocols. CU Boulder employs a framework for public health and COVID-19 decision-making that follows Centers for Disease Control and Prevention (CDC) guidance. We will communicate any updates to the student body.

Co-Sponsoring Events

Co-sponsoring events with other Colorado Law Student Organizations is highly encouraged because it combines the resources of existing groups and/or departments and benefits all parties involved. The most successful co-sponsorship arrangements consist of the following:

- A proposal early in the planning stages that two or more groups combine resources to carry out a successful program or service.
- Involvement of all co-sponsors in the planning, marketing, and execution of the event.
- A written agreement outlining each organizations’ responsibilities for the event or service.
- Recognition of all co-sponsoring organizations or departments in advertising and promotional campaigns, and during or following the event.
Reserving Rooms and Creating Events in MyLaw

To avoid overscheduling and double booking, please view the MyLaw Events Calendar prior to planning events. When you plan an event, please book a room and post the event to the MyLaw events calendar. Please be mindful of building hours – particularly when scheduling on nights and weekends. Events cannot be scheduled when the building is closed. Reach out to the Building and Operations Team for reservations during those times.

The following spaces must be reserved through the Business Services Manager: Spaces for any event co-hosted with an organization outside of the law school (a fee is charged), Wittemyer Courtroom, Carrigan Courtroom (102), Schaden Commons, Garden Level Conference Room, Boettcher Hall, Foyer, Terrace, and Courtyard. If the event is related to Barrister’s Council, Silicon Flatirons, or Journals – please reach out to your advisor to book the space.

Please see the MyLaw Basics Guide for step-by-step instructions on reserving rooms and creating events.

Reserving Space at Other University Locations

The University has different venues (on campus, but outside the Law School) that student organizations may reserve, including Kittredge Field South. The SBA can assist student organizations in making these reservations which should be free of charge if the SBA makes the reservation. These reservations are made through CU Campus Recreation Services website and through communicating directly with their office.

Tabling

Tabling outside the Schaden Commons is an effective way to generate interest in student organizations. Tables are available on a first come, first served basis and are stored near the vending machines in the Commons. Please put the tables back after use.

Parking

Parking near the Law School, in lots 402 and 470 is enforced 7 days a week from 7:30 a.m. to 10:00 p.m. The Law School has a limited number of parking passes that they can sell each day, and they are available on a first come, first served basis and is not guaranteed. If you would like help securing a guest parking permit for a campus visitor, please contact the Building and Operations Team. If you need more than four parking passes, please contact Parking Services.

Parking for Special Events

Complete the Parking Request for Special Events Planning form. Complete and submit this form to Parking Services’ Events staff when:
- A specific area needs to be reserved to accommodate parking for an event.
- Four or more vehicles are expected on campus.
- Oversized vehicles (e.g., semi-trailer or high cube delivery trucks) need to be parked in areas of campus not designed to accommodate them.
You want information regarding possible parking and traffic conflicts with other events on your planned event date.

Your event may require access for guests with disabilities.

**Ordering Food and Supplies**

If you have had funds approved and provided by the Law School Student Fee Committee, you can request food be ordered by the Student Affairs Team. Because the university is a 501(c)3, when we use our university card to pay for food, we are tax-exempt. Please complete the [Student Organization Event Form](#) at least ten business days prior to your event. If you do not receive a response at least five calendar days before your event, please contact the [Student Affairs Team](#). Once the Student Affairs Team receives your request to order food, you will receive an email with confirmation and details about food delivery, pick-up, tipping, etc. Note: for delivered food, the university limits tips to 10%.

Alternatively, students can opt to pay out of pocket and be reimbursed for approved expenses. Please contact the Student Affairs Team before your purchase for reimbursements. If you do not receive written approval from Student Affairs prior to purchase, you may be ineligible for reimbursement if your expenses do not meet the University's fiscal guidelines. See [Reimbursements](#) in the Budgets section of this document for more information.

If your funding source is from outside of the Law School, you are responsible for working with your funding source to purchase supplies.

**Set-up and Clean-Up**

Organizations are responsible for following building policies regarding event set up as well as cleaning up after each event. Organizations that fail to follow building policy and/or to leave a room in the proper condition may lose the privilege of hosting events and be assessed a cleaning fee.

Cardboard (e.g., pizza boxes) must be placed in either the blue carts next to the vending machine in Schaden Commons or brought outside to the dumpsters at the loading dock (use a buddy system to ensure re-entry to the building). Leftover food may be dropped off in the Schaden Commons to be offered to other students. Do not leave food unattended in classrooms. We ask that any unopened, leftover, non-perishable items (such as sodas, chips, etc.) be dropped off at the Student Affairs Office (Dean’s Suite) for use at future events. **All lunch events should end by 12:50 p.m. so that classrooms can be cleaned in time for 1:00 p.m. classes to start promptly.**

If the event is after hours or on a weekend and trash (food) is left in the trash cans, it must be taken out to the trash on the loading dock. The dock hours are 8:00 a.m. – 5:00 p.m. Monday through Friday, so use a buddy system for re-entry if it is outside of those hours (hours subject to change).

**Alcohol Policies**

We recognize that law students are typically of legal drinking age. However, alcohol does not be served at every evening event hosted by student organizations. Many legal employers and bar associations are
evaluating the necessity of alcohol at professional events as an integral part of their agendas to promote lawyer well-being.

All events led by students that will have alcohol must complete the Student Organization Event Form at least 30 days prior to the event and follow these University policies which are in full effect at the Law School:

1) Student Organizations must notify the Student Affairs Team when hosting an event with alcohol on campus 30 days before the event by completing the Student Organization Event Form. Student organizations will work with the Student Affairs team to complete the Alcohol Authorization Form, which is a campus requirement for all events with alcohol.

2) Organizations must follow campus protocol for serving alcohol at events. This includes:
   a. Ensuring that servers are TIPS trained, and following TIPS Protocols. Training is regularly offered by and paid for by the Law School.
   b. Ensuring that correct forms have been completed by emailing the Law Student Affairs Team at least 15 business days before the event.

3) Money obtained through the Student Fee Committee cannot, under any circumstance, be used for alcohol.

4) Students wishing to use University funds for alcohol must submit a request to the Student Affairs Team to receive permission from the Dean of Students to serve alcohol at any school sponsored event. The Student Affairs Team has a limited alcohol fund, please reach out to them to request funding.

5) The University will not reimburse or cover out-of-pocket purchases of alcohol at student organization events. In limited circumstances, the University may cover the cost of a bartender at an event.
   a. TIPS Trained students are preferred and are more cost-effective overpaying for a bartender.

6) In accordance with state law, it is unlawful to sell, give, serve, or permit to be served, alcoholic beverages to persons who are under 21 years of age.

7) Organizations may organize events off campus, but any alcohol served must be on a cash-bar or self-pay basis at a licensed alcohol establishment. Organizations must make a non-alcoholic beverage option available as well.

8) We are concerned about the professional behavior of our students on and off campus and how this impacts their character and fitness to practice law. Student leaders, even when off campus, should ensure professional behavior at all student organization events.

9) Professional networking events and on-campus events should be focused on the program or speakers and not on drink specials or offers of free alcohol. Publicity of these events should avoid mention of discounted drink specials that could detract from the professional networking environment.

10) It is our policy to discourage open bars not regulated by drink tickets or some other way of controlling consumption.
11) Public intoxication in any University controlled building, area, or at any University event is prohibited. Intoxicated students may be subject to disciplinary action.

12) Any organization failing to adhere to university guidelines may lose campus programming privileges.

Purchasing, Contracts, Travel, and Outside Vendors

In most instances, the Director of Events or Student Affairs Team will arrange and facilitate student organization purchases from outside vendors. This is because the university has contracts for reduced prices on goods such as office supplies, paper goods, and catering. Students should not sign any contracts or purchase agreements on behalf of the University under any circumstances. If you need to sign a contract, contact the Student Affairs Team. Purchasing Agents are the only individuals authorized to sign expenditure contracts for goods and services on behalf of the University. Any individual who signs contracts will be personally liable for the terms listed in the contract.

Gifts and Recognitions

Typically, speakers do not expect gifts for participating in programs or events. From a professional development perspective, a handwritten thank you note that is individually tailored to the speaker and highlights the value of their contributions to the event is an effective way to express gratitude on behalf of an organization. If your organization is hosting an outside speaker, please let us know so we can support your efforts.

Outside Speakers Policy

Student organizations are encouraged to have outside speakers at events. We do ask the following:

- Inform the Student Affairs Team and the Communications and Public Relations Team if you plan to have a well-known and/or political speaker.
- Inform The Office of Development and Alumni Relations at the Law School if the speaker is an alum of the Law School.
- Collaborate with other student organizations when inviting outside speakers when possible.

Alumni at Events

Alumni as Guest Speakers

Colorado Law alumni are eager to contribute to the professional development of students. Accordingly, student organizations are encouraged to seek out and prioritize Colorado Law alumni as program speakers whenever possible. Whenever an organization hosts a Colorado Law graduate, whether at a meeting, event, or small gathering, please share the graduate’s name, graduation year, firm/company, date, and location of their visit/event with the Office of Development and Alumni Relations at the Law School. Written communications, including flyers and emails, should always contain the graduate’s degree (e.g., J.D. and/or LL.M.) and graduation year(s).
Alumni as Attendees

If a student organization wishes to advertise a program or event to alumni, requests should be made to the Office of Development and Alumni Relations at the Law School at least 30 days prior to the event. Requests should include the criteria for alumni to be invited (such as practice area or graduation year), draft/sample invitation, and student leadership contact information.

Alumni Development

The Office of Development and Alumni Relations at the Law School is a resource for alumni contact lists, sponsorships (from alumni, law firms, corporations, or foundations), and guest speakers as well as coordination with the Law Alumni Association, Young Alumni Committee, and bar associations. To request assistance from the Office of Development and Alumni Relations at the Law School, organization leaders must first confer with the Student Affairs Team to assess which department is best situated to provide the requested assistance.

Organizations seeking assistance from the alumni office are required to complete a confidentiality agreement. The agreement must be submitted ten business days in advance of the requested assistance.

The Office of Development and Alumni Relations at the Law School coordinates all fundraising and solicitation efforts for the School of Law. All Student Organizations must have approval from the Office of Development and Alumni Relations at the Law School to contact alumni or law firms to request funds or engage in fundraising.

Law School Contacts

Student Affairs

Email: law.studentaffairs@colorado.edu

Emily Horowitz, Assistant Dean of Student Service, emily.horowitz@colorado.edu

Jake Moore, Assistant Director of Student Services, jake.moore@colorado.edu

Kelsy Grim, Student Services Coordinator, kelsy.grim@colorado.edu

The Office of Development and Alumni Relations at the Law School

Email: lawalum@colorado.edu

Georgette Vigil, Senior Director of Alumni Engagement and Outreach, georgette.vigil@colorado.edu

Communications and Public Relations

Robyn Munn, Director of Marketing and Communications, robyn.munn@colorado.edu

Building and Operations

Email: henderson.jamie@colorado.edu
Jamie Henderson, Business Services Manager, henderson.jamie@colorado.edu

Events

Email: law.events@colorado.edu

Yesenia Delgado, Director of Events and Inclusive Programming, Yesenia.Delgado@colorado.edu

Lindley Bell, Events Coordinator, lindley.bell@colorado.edu

Diversity, Equity & Inclusive Excellence

Fernando R. Guzmán III, Ph.D., Assistant Dean for Diversity, Equity & Inclusive Excellence, fernando.guzman@colorado.edu

Yesenia Delgado, Director of Events and Inclusive Programming, Yesenia.Delgado@colorado.edu

Schaden Experiential Learning Program

Gabrielle Daley, Director of Schaden Experiential Learning Program, gabrielle.daley@colorado.edu

Jacqueline Koehn, Student Journals & Competitions Coordinator, jacqueline.s.koehn@colorado.edu

Student Bar Association

SBA Webpage: https://www.colorado.edu/law/tab-student-group-sba

President, sba-president@colorado.edu

Vice President, sba-vp@colorado.edu

Treasurer, sba-treasurer@colorado.edu

Secretary, sba-secretary@colorado.edu

Events Coordinator, sba-events@colorado.edu

Student Fee Committee

SFC Webpage: https://www.colorado.edu/law/student-fee-committee

Email: lawstudentfee@colorado.edu
MyLaw Basics Guide

The following guide is intended to be a basic guide to booking rooms and placing events on the MyLaw Events Calendar. To avoid overscheduling and double booking, please view the MyLaw Events Calendar prior to planning events. When you plan an event, please book a room, and post the event to the MyLaw events calendar.

1. Room reservations for classes take priority over all other reservations
2. During certain times of the year, rooms may be unavailable for booking (e.g., exams, Orientation, when the Bankers are in the building)
3. Booking a room is different from placing an event on the MyLaw Events calendar
   a. Think of this as two different steps

VIEWING THE EVENTS CALENDAR BEFORE PLANNING AN EVENT AND BOOKING A ROOM

1. From the MyLaw Homepage, click on “Announcements and Events”

2. You can view the events calendar in a Calendar (monthly) View or List View
BOOKING A ROOM

1. Click on “Wolf Law Room Reservations” at the top of your MyLaw Homepage. Here you can find instructions on reserving a room as well as the link to the room reservation tool in EMS. Please reference the instruction guide here to learn how to reserve a room.
2. If you are looking to reserve an events space, note that it will have to be approved by our Building and Operations Team.

POSTING YOUR EVENT TO MYLAW EVENTS CALENDAR

1. From the MyLaw Homepage, click “Create” on the top right corner

2. Three common ways to post an event is as an announcement, event, or deadline. Regardless of the option you select (announcement, event, or deadline), you will have the option of selecting your audience (see screenshot under #3 below where it says “targeted audience”), requesting that your event be made public, and requesting that your item be featured. For targeted audience: who do you want to see your event? There are options for staff, faculty, and various student levels (1L, 2L, 3L, LLM, all JD, MSL). Sharing with non-law students is also an option, but non-law students do not have MyLaw access. For an item to be featured, you must check the box and email Director of Marketing and Communications.
If you are posting a general announcement, select “announcement.” You will notice on this screen that it asks you when you want to start and stop displaying the announcement. You will be asked to select the committee, department, or student organization you are posting on behalf of. Everyone may not have as many options as are listed on the screenshot above.

3. If you are hosting an event at a specific date, time, and location, select “event.” You will notice on this screen that it asks you when you want to start displaying the event, and the start time/end time and date for your event. The display date is the date that your event will appear in the daily buff bulletin email, while the start time is how your event will appear in the calendar.
within MyLaw, the start time will appear in the calendar immediately. You will be asked to select the committee, department, or student organization you are posting on behalf of.

4. If you are posting a deadline, select “deadline.” You will notice on this screen that it asks you when you want to start displaying the notification of the deadline, and the date and time of the deadline itself.
Posting Policy

Revised September 2022

Introduction: This policy is offered in order to ensure that information and notices may be disseminated via paper postings at Colorado Law in the most effective way possible. Members of the Colorado Law community (students, staff, and faculty) may freely avail themselves of mounting such postings in accord with the standards below. This policy does not apply to campus wide initiatives or programs. Items intended for display by persons outside of the law school community must be approved by the law school Business Services Manager prior to posting.

I. Locations:
   A. Any information posted in the school of law must be posted on one of the mounted cork boards found on the walls of the law school building including the bulletin boards located on:
      i. The first floor by the elevator and recycling bins
      ii. The second floor by the elevator and recycling bins
      iii. The third floor by the recycling bins, east stairs, and lockers
      iv. The fourth floor by the elevator and recycling bins
      v. The North wall of the Cafe

   B. Information shall not be posted on any surface other than those listed in item A. Specifically, these include but are not limited to:
      i. Bulletin Boards located in the library
ii. Lockers  
iii. Hallways, walls, or inside Classrooms  
iv. Bathroom or bathroom stall doors  

II. Media and means of affixing same:  
A. Thumbtacks shall be used to affix the paper to a bulletin board. PLEASE DO NOT USE TAPE. No other method of affixing paper to authorized surfaces is permitted.  

III. Content and amounts:  
A. Generally  
i. Authorized postings may be on a variety of subjects, however, those postings that announce law school activities or events shall have space priority at all times.  
ii. Within the constraints of the previous paragraph, information shall not be removed because of content, except those materials considered obscene or libelous in the minds of reasonable Law School community members.  
iii. Each posting shall contain:  
a. the name of the individual or organization responsible for the posting  
b. a point of contact for the posting  

IV. Duration  
i. No posting shall be mounted for a period greater than two weeks and should be removed no later than the two-week deadline, or after the expiration of its information, whichever is soonest.  

V. Removals  
i. Any information which is out of date shall be removed by the individual or organization that posted said information, or by law school Administration.  
ii. Any information which is not posted in accordance with any section of this policy shall be removed.