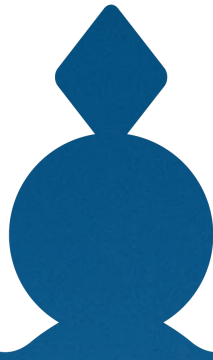




Columbia  
Law School



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# Student Organization Handbook



Academic Year 2021-2022

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## Student Organizations: An Overview

Student organizations at Columbia Law School are among the most important drivers of students' lives and experience during their time here. Student organizations shape the public conversation, provide social spaces, mentor and guide students and create both macro and micro communities. This is important work that requires a real dedication of time, effort and energy.

Managing a student organization is akin to managing a small not-for-profit organization, and like managing a not-for-profit, requires a combination of vision, dedication, financial oversight, flexibility and the ability to plan and then execute those plans. As with any organization there are benefits and responsibilities that are inherent with your role. We have summarized those below:

### Benefits and Privileges

The following are some of the benefits and privileges extended to a registered and approved Columbia Law School student organization. Registered student organizations can:

- Reserve space and facilities on the Law School campus.
- Apply and receive funding from Student Senate and other Columbia Law School Offices.
- Host events at the Law School and elsewhere at the University
- Be listed on the Law School Student Organization Website.
- Can request to create a webpage and an @law email.
- Advertise events in approved areas or websites, such as LawCal.
- Reserve AV equipment through the Law School AV Office.
- Use "Columbia Law School" as part of the organization name.
- Participate in the Student Senate Group Fairs.
- Receive advice and assistance from Student Services and other Columbia Law School Offices.
- Raise money on a tax-advantaged basis for your organization.

### Responsibilities

In addition to benefits and privileges, student organizations also have certain duties that they must adhere to, including the following:

- Have members who share a common interest in collectively pursuing their activities in a collegial and professional manner.
- Register annually with Student Services by the end June.
- Attend officer training/information sessions in both the Fall and Spring semesters.
- Attend student organization meetings called by Student Services, other Columbia Law School Offices, and/or Student Senate.
- Refrain from engagement in commercial activity with non-Columbia University affiliates.
- Be open to the entire Columbia Law School community, regardless of race, ethnicity, religion, sexual orientation, gender and/or age.
- Forego duplicating the function of other recognized student organizations or Columbia Law School offices.
- Accept all rules mandated by [Columbia University Event Policy](#) and local, state and federal law.
- Abide by the policies set forth in this Handbook and the Law School's [Policy on Academic Integrity](#).
- Abide by the policies set forth in the [Student Senate Handbook](#)

**Failure to follow policies set forth in the Student Senate, Room Reservation and Student Organization Handbooks will result in a revocation of privileges with respect to room reservations and funding for student organizations' orientation events.**

We have divided the balance of the handbook in the following ways.

**SECTION ONE: PLANNING GUIDELINES**

- On-Campus Events
- Retreats
- Off-Campus Events (includes Banquets and Galas)
- Virtual Events

**SECTION TWO: FINANCES**

**SECTION THREE: BUDGET**

**SECTION FOUR: OTHER HELPFUL INFORMATION**

**SECTION FIVE: CONTACT INFORMATION**

## Planning and Hosting an Event at the Law School

Planning and hosting an event is tremendously worthwhile for your organization. Although there are a number of policies to follow, this section sets them out for you to make your job that much easier. Of course, you should always feel free to come to Student Services or, as applicable and set forth in this Handbook, another Columbia Law School Office, with any questions.

### **STEP ONE: CHOOSE A DATE**

In an effort to avoid conflicting programs, please check the following calendars well in advance of the event (e.g., a month or more prior):

- [Law Cal \(LawCal\)](#)
- Student Organization & Affinity Groups Calendars
- Student Affairs Calendar
- Dates when room reservations are limited

### **STEP TWO: ROOM RESERVATION**

- The [Room Reservations Handbook](#) is a resource you should review before submitting a room reservation request. All requests for space must be submitted to Room Reservations via [Virtual EMS](#). Please review the [Room Reservations page](#) for additional information on available law school rooms, including their capacity and AV capabilities.
- Please contact [Room Reservations](#) after you have consulted the Room Reservations Handbook and ask any questions you still might have.
- If you would like to reserve a room or space at another Columbia University School or venue (such as the auditorium at Lerner Hall or any outdoor space at the University) please contact Jeff Bagares as far in advance as possible. Some spaces at the University must be reserved in the semester prior to the one during which the event is held.
- Depending on the date and time, you might be charged to use the space, please review pages 27 & 28 for additional information.

### **STEP THREE: INVITING A SPEAKER**

Extend an invitation to the individuals you would like to speak via e-mail or mail.

- If your student organization is covering travel expenses for your guests (airfare, [lodging](#), cab fare) please speak with Jeff Bagares at least 6 weeks before the expenses will be incurred. Only designated staff, travel arrangers, can book travel on behalf of Students and Guests. Please note that all travel requires a Detailed Business Purpose addressing the 5 W's: *Who? What? When? Where? Why?*
- If the person is a head of state, head of government, cabinet minister, high government official or leader, or is considered high profile or controversial, please let Jeff Bagares know as soon as possible but not less than 10 business days before the event. If the person is a federal or state court judge or senior court administrator, please refer to the section below entitled "The Judiciary." Please note, events including any of the aforementioned will require an event review by Student Services and/or another applicable Columbia Law School Office as set forth in this Handbook.
  - Carefully review the [University's Policy on Partisan Political Activity](#) before you plan any action or event sponsored with a political party or candidate.
  - If your guests require special security, your student organization will be charged the additional security fees.
  - If you aren't sure if your invited speaker or guests fall in this category, please reach out to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) and, if applicable, any other Columbia Law School Office that may require "Additional Outreach" as set forth below.

## **STEP FOUR: ADDITIONAL OUTREACH**

Students Organizations that are planning career or professional events should first coordinate with the relevant Columbia Law School Office:

- **Private Sector:** If your student organization is planning to host a program on any of the following topics please send the date, names of law firm(s) and speakers to [Sonovia Harmon \(sh3477@columbia.edu\)](mailto:sh3477@columbia.edu) in the [Office of Career Services](#). Please note, the Office of Career Services schedules annual meetings in the late summer/early fall with student groups that actively plan career related programming.
  - Recruiting/Job Search/On-Campus Interviewing
  - Interviewing and Networking skills
  - Professional Development and On-the-Job Issues
  - On-Campus Networking Receptions
  - Resumes for Private Sector Jobs
- **Public Interest:** [SJI](#) has a limited amount of funds for co-sponsorship of student programs that address SJI core issues and careers. These funds need to be used fairly and where they will have greatest impact. Please notify Natalie Stephenson ([nls2165@columbia.edu](mailto:nls2165@columbia.edu)) of SJI as far in advance as possible and coordinate with her if you would like to co-host a public interest event with SJI. Please keep in mind that we will need to be directly involved in the planning and likely only be able to contribute a portion of the total cost of the event. After receiving a request, SJI will do an internal assessment based on objective criteria to determine whether we can co-sponsor the event.
  - Public Interest/Public Service at Columbia
  - Pro Bono
  - Post-Graduate Fellowships
  - Summer Internships and Legal Careers in Public Interest, Government and International Human Rights
  - Alumni in Public Interest or Government
  - LRAP
  - Resumes for Public Sector Jobs
- **The Courts, the Judiciary, and Judicial Clerkships:** The [Office of Judicial Clerkships \(OJC\)](#) provides institutional support to student organizations with respect to their efforts to bring the Courts to Columbia and Columbia to the Courts. As part of its work, OJC will often co-sponsor and/or otherwise assist student organizations in coordinating the advertisement, promotion, and reservations related to a student organization's program, lecture or event where the guest speakers will include judges, court administrators or law clerks (particularly, alumni law clerks). OJC also works with other Columbia Law School Offices and the Faculty Clerkships Committee, as appropriate, to ensure institutional coordination with respect to the Law School's interactions with this important constituency.

If your student organization is planning to host a program, lecture, or any other event where a judge, court administrator, or law clerk will be a guest speaker or participant in any capacity and/or there will be a discussion regarding the judiciary, the courts or clerkships, please send the 5 Ws in an email to George Kusserow ([gk2529@columbia.edu](mailto:gk2529@columbia.edu)) in OJC as far as advance as possible (ideally, at least a month prior). Please note, OJC schedules annual meetings in the late summer/early fall with student groups that actively plan judicial career related programming. Further, to the extent that OJC's co-sponsorship or assistance is not sought, but a student organization will host such programs, events, or lectures at the Law School, OJC requires that student organizations provide it with similar advance notice.

- **Alumni:** If you are inviting Columbia Law School alumni to participate in an event, please work with Brooke Ruskaup ([lbr@columbia.edu](mailto:lbr@columbia.edu)), Senior Director of Alumni Relations, and Katrina Sullivan ([katrina.sullivan@law.columbia.edu](mailto:katrina.sullivan@law.columbia.edu)), Associate Director of Alumni Relations in the Office of Development and Alumni Relations as well as Jeff Bagares.
  - If you would like to invite alumni to your event as attendees, but require access to the alumni database, you should contact Brooke, Katrina, and Jeff with a copy of the invitation you would like to distribute. Please provide as much prior notice as possible, but no less than four weeks' notice.
  - If you would like to invite alumni to your event, as either speakers or attendees, and have independently obtained contact information, you may contact those alumni directly, but should

provide Brooke Ruskaup and Katrina Sullivan with the names of the alumni you plan to contact and the reason for the contact.

**NOTE:** The Development Office has requested at least 4 weeks' notice prior to the date that you would like your invitations (or "save the date" notices) distributed. Keep in mind that, for events whose success depends on robust alumni attendance, you should plan on having your invitations distributed at least two months before the date of your event.

- **Externships, Moot Court, and Legal Writing:** If your event will involve Externships, Moot Court, or Legal Writing, please reach out to [Sarah Shin \(sds2191@columbia.edu\)](mailto:sds2191@columbia.edu), Assistant Director of Externships, Legal Writing, and Moot Court Programs as far in advance as possible, but not less than 2 weeks before the event so that your organization can coordinate with her.

## **STEP FIVE: ADVERTISING AND PUBLICITY**

Student organizations have multiple options for advertising and publicizing their events. Student organizations can use:

- **LawCal** – The Law School advertises events via the Law Calendar (LawCal). LawCal events are included in a daily email to students and also appear on the Law School's monitor in JG Lobby. Please complete an [Event Submission Form](#) as soon as the details for your event are finalized. Any updates or changes to your original description should be e-mailed to [studentevents@law.columbia.edu](mailto:studentevents@law.columbia.edu).
- **Google Group** - Student organizations can also send out emails regarding upcoming events to all students subscribed to their group. This is probably the most often utilized method of event publicity.
- **Front Email** - Student organizations have their own inbox management where they can receive and send out emails to students subscribed to their organization and external parties by using Front app.
- **Organization Website** - You should also consider how best to utilize your organization's website both to publicize events in advance and to use your "web presence" to keep interested people abreast of your organization's activities in general.
- The [Office of Communications, Marketing, and Public Affairs](#) is committed to providing as much publicity for student-run events as possible. If you think that Public Affairs might be interested in covering an event hosted by your organization, please contact Jeff Bagares as far in advance as possible but no less than 2 weeks before the event to discuss.

## **STEP SIX: CATERING**

When ordering food, please be sensitive to the range of dietary restrictions reflected in our student body, including Kosher, Vegetarian/Vegan, gluten-free, and various food allergies. If possible, add healthy options.

All food delivery and drop-off on campus do not require a contract and payment is made against an invoice. However, a contract is required for events of 30 or more attendees. Please refer to Events Contracts on page 22.

A purchase order is strictly required for catered events that include waitstaff or other labor. Please know that if alcohol is served, a NYC temporary Catering Permit is also required for each day of the event. Please refer to Purchase Orders on page 24.

You must follow the [alcohol policy](#) if you plan on serving alcohol at your event.

We strongly encourage you to choose from one of these Preferred Caterers when catering on campus: Alice on Six, Food Trends, Gracious Thyme, Cloud Catering, Kitchenette, Scholastic, Sterling Affair, Corner Cafe, Between the Bread (Blake & Todd), Dig Inn Seasonal Market

## **STEP SEVEN: PAYING FOR THE EVENT**

**A student can NEVER sign a contract on behalf of student organizations or the University.**

Below you will find a summary of the different ways the Law School can pay a vendor on your organization's behalf. Please note, though, that not all payment methods may be used in all situations. Therefore, you are strongly

encouraged to consult with your treasurer in advance of the event and to read pages 20 to 25, which provide more in-depth details.

- **Letter of Credit (LOC):** Only student organization Treasurers can obtain a LOC from Student Services. Once obtained, the Treasurer can "hand it off" to another member of your organization to actually conduct the transaction with the vendor.
- **Limited Use Credit Card:** Student Services has access to a limited use credit card, which we refer to as the P-card. Of particular importance to student organizations, the card may be used to purchase Books, Subscriptions, Memberships, Conference fees, Postage, Supplies and materials (not available at Staples), Promotional items from Approved Promotional Vendors, Food/Meals delivered on campus (strictly delivered and consumed on campus), if you would like to use this, please email [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).
- **A Purchase Order (PO):** Certain goods and services require the issuance of a Purchase Order (PO). A requisition, which is a request for a Purchase Order, must be submitted to the Student Organizations in order to be initiated. Any goods and services that require the issuance of a Purchase Order, cannot be ordered and work cannot commence until a requisition has been approved by the Central Purchasing and a Purchase Order has been issued.
- **Invoice:** An invoice prepared and submitted by an approved vendor can be paid by the Law School. Please note that Columbia University is a tax-exempt organization. Sales tax should never be included in the amount to be paid. You can obtain a tax-exempt form by requesting it to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).
- **Honorarium:** An honorarium payment is a gratuitous payment to a lecturer or a professional person outside the University community (not a University faculty, staff member or students) as an expression of thanks. It is taxable income and is reportable to the Internal Revenue Service. **Honorarium payments should not exceed \$250.00.**
- **Student Prizes & Awards:** Awards to Columbia students who receive Financial Aid must be submitted to the Financial Aid office for processing. Awards to Columbia students who do not receive Financial Aid, or payments to non-Columbia students, may be submitted to Student Organizations for processing, and do not need to go through the Financial Aid office. If your student organization does not know whether or not a student receives Financial Aid, check with the student organizations first to determine the appropriate route for payment. Please note, prizes are won in a competition; awards are achieved or granted.
- **Student Reimbursement:** This should be considered a last resort. Please be aware that it may take several weeks to process a reimbursement request and the Law School cannot guarantee that it will issue a reimbursement before a student is required to pay for a charge that appears on their credit card statement. The Law School will not reimburse students for any finance charges incurred on a personal credit card. So before a member of your organization pays for any expenses out-of-pocket, explore with Student Organizations whether that is the only payment method available.



## Planning and Hosting A Retreat

Students have really enjoyed the fact that retreats give the opportunity to bond, build community and get away from the city for a couple of days! In order to ensure a successful retreat, please review the following steps.

### STEP ONE: CHOOSE A DATE

In an effort to avoid conflicting programs please check the following calendars well in advance of the event:

- [Law Cal](#)
- Student Organization and Affinity Groups Calendars
- Student Affairs Calendar

### STEP TWO: CHOOSE A LOCATION

Student Services maintains a [list of approved retreat locations](#) that other student organizations have used in the past. New venues can be added to this list, but this entails a University approval process that requires additional planning time. Even once a venue has been approved, the contracting process can be time-consuming, and you should allow 3 weeks for drafts to be exchanged and a contract to be signed.

### STEP THREE: PAYING FOR THE RETREAT AND MISCELLANEOUS COSTS

**A student can NEVER sign a contract on behalf of student organizations or the University.**

Below you will find a summary of the different ways the Law School can pay a vendor on your organization's behalf. Please note, though, that not all payment methods may be used in all situations. Therefore, you are strongly encouraged to consult with your treasurer in advance of the event and to read pages 20 to 25, which provide more in depth details.

- **Letter of Credit (LOC):** Only student organization Treasurers can obtain a LOC from Student Services. Once obtained, the Treasurer can "hand it off" to another member of your organization to actually conduct the transaction with the vendor.
- **Contracts:** Student organizations are encouraged to hold events at venues outside of Columbia University. If your organization will be staying at a venue overnight, such as a retreat, a contract is mandatory. Once vetted, an amendment may be created and sent to the vendor for signature. If the vendor does not require a contract, but Columbia requires one for events of 30 or more attendees or events like retreat, please contact student organizations and we will draft a contract. All contracts need to be submitted by your organization to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) with the subject: **Event Contract\_Vendor's Name\_Date**
  - It may take as many as three weeks for a contract to be reviewed and approved, so please plan accordingly.
  - If the venue you plan to use is not in the University's financial system, it will take approximately one to two additional weeks to add it. Student Services can verify whether or not a venue is in the financial system by emailing [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).
- **Limited Use Credit Card:** Student Services has access to a limited use credit card, which we refer to as the P-card. Of particular importance to student organizations, the card may be used to purchase Books, Subscriptions, Memberships, Conference fees, Postage, Supplies and materials (not available at Staples), Promotional items from Approved Promotional Vendors, Food/Meals delivered on campus (strictly delivered and consumed on campus) please email [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).
- **A Purchase Order (PO):** Certain goods and services require the issuance of a Purchase Order (PO). A requisition, which is a request for a Purchase Order, must be submitted to the Student Organizations in order to be initiated. Any goods and services that require the issuance of a Purchase Order, cannot be ordered and work cannot commence until a requisition has been approved by the Central Purchasing and a Purchase Order has been issued

- **Invoice:** An invoice prepared and submitted by an approved vendor can be paid by the Law School. Please note that Columbia University is a tax-exempt organization. Sales tax should never be included in the amount to be paid. You can obtain a tax-exempt form by requesting it to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).
- **Student Reimbursement:** This should be considered a last resort. Please be aware that it may take several weeks to process a reimbursement request and the Law School cannot guarantee that it will issue a reimbursement before a student is required to pay for a charge that appears on their credit card statement. The Law School will not reimburse students for any finance charges incurred on a personal credit card. So before a member of your organization pays for any expenses out-of-pocket, explore with Student Organizations whether that is the only payment method available.
- **Transportation:** Columbia Transportation provides bus and van charter services and it requires 3 weeks in advance in order to guarantee a bus. Quotes and reservation can be made by completing a [Charter Request Form](#) and it should be completed to obtain quote(s) for charger services. Upon receipt, Columbia Transportation will provide a quote within 2-3 business days. [Visit this website for more information.](#)

#### **STEP FOUR: REGISTER YOUR RETREAT**

Once you solidify your retreat plans, please email Student Organizations at [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) the following information. Columbia Law School's Business Office will not process any paperwork/payment related to the retreat without this information:

- 1) Name of Organization
- 2) Date of Retreat
- 3) Name of Organization's
- 4) Contact Person
- 5) Contact Person's UNI
- 6) Purpose of Retreat
- 7) Budget
- 8) Approval Letter from the Dean of Students

Once this information is received, you will receive a copy of a waiver that all members who are attending must sign and return to Student Services at least two business days before the retreat.

## Planning and Hosting Conferences/Galas/off-campus events

### STEP ONE: CHOOSE A DATE

In an effort to avoid conflicting programs please check the following calendars well in advance of the event:

- Law Cal
- Student Organization and Affinity Groups Calendars
- Student Affairs Calendar

### STEP TWO: BUDGET

There are a whole host of factors to consider when budgeting for a conference and gala. Please [find a list of venues](#) and vendors Columbia Law School Student Organizations have used in the past.

### STEP THREE: SECURING A VENUE

Once you have decided on a venue and it is available to host your event, please email [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) as soon as possible to discuss payment. Please reach out to Student Organizations no later than 6 weeks before your event. You will more than likely have to enter into a contract to facilitate payment to the venue.

#### **A student may NEVER sign a contract on behalf of student organizations or the University.**

Some area venues have a master agreement with the University which allows for a slightly expedited, certainly more streamlined method of approval. A list of vendors and venues with a master agreement can be [found here](#).

If your off campus event meets any of the following criteria, you must have a contract signed by the University:

- Food and alcohol will be served at your event and 29 or more attendees are expected.
- Food will be served at your event and 29 or more attendees are expected.
- Your event involves an activity that raises issues of physical safety of physical safety (e.g., laser tag).
- Your organization will be staying at a venue overnight, such as a retreat.

If you have a contract or master agreement, please forward it to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu). If the venue doesn't have a contract, please let Student Organizations know and we will have a contract prepared for you by the Business Office. It will take as many as three weeks for a contract to be reviewed and approved, so please plan accordingly. If the venue you plan to use is not in the University's financial system, it will take approximately one to two additional weeks to add it. Student Organizations can verify whether or not a venue is in the financial system by speaking to Jeff Bagares.

### STEP FOUR: SPEAKERS AND GUESTS

Extend an invitation to the individuals you would like to speak via e-mail or mail. If your student organization is covering travel expenses for your guests (airfare, lodging, cab fare) please speak with Jeff Bagares at least 6 weeks before the expenses will be incurred. Only designated staff, travel arrangers, can book travel on behalf of Students and Guests. Please note that all travel requires a Detailed Business Purpose addressing the 5 W's: *Who? What? When? Where? Why?*

If the person is a head of state, head of government, cabinet minister, high government official or leader, is considered high profile or controversial, please let Jeff Bagares know as soon as possible but not less than 10 business days before the event. Please note, events including any of the aforementioned will require an event review.

- Carefully review the [University's Policy on Partisan Political Activity](#) before you plan any action or event sponsored with a political party or candidate.
- If your guests require special security, your student organization will be charged the additional security fees.

- If you aren't sure if your invited speaker or guests fall in this category, please reach out to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).

### **Additional Outreach**

If you are inviting a speaker or bestowing an award to an attorney who works for the private sector please contact [Sonovia Harmon](#). If you are inviting a speaker or bestowing an award to an attorney who works in the public interest sector please contact [Natalie Stephenson](#). If you are inviting or bestowing an award to a judge, please contact [George Kusserow](#). If the speaker is also an alum please notify Brooke Ruskaup and [Katrina Sullivan](#).

### **STEP FIVE: PUBLICIZING AND INVITING ALUMNI**

Student organizations have multiple options for advertising and publicizing their events. Student organizations can use:

- **LawCal** – The Law School advertises events via the Law Calendar (LawCal). LawCal events are included in a daily email to students and also appear on the Law School's monitor in JG Lobby. Please complete an [Event Submission Form](#) as soon as the details for your event are finalized. Any updates or changes to your original description should be e-mailed to [studentevents@law.columbia.edu](mailto:studentevents@law.columbia.edu).
- **Google Group** - Student organizations can also send out emails regarding upcoming events to all students subscribed to their organization. This is probably the most often utilized method of event publicity.
- **Front Email** - Student organizations have their own inbox management where they can receive and send out emails to students subscribed to their organization and external parties by using Front app.
- **Organization Website** - You should also consider how best to utilize your organization's website both to publicize events in advance and to use your "web presence" to keep interested people abreast of your organization's activities in general.
- The **Office of Communications, Marketing, and Public Affairs** is committed to providing as much publicity for student-run events as possible. If you think that Public Affairs might be interested in covering an event hosted by your organization, please contact Jeff Bagares as far in advance as possible but no less than 2 weeks before the event to discuss.

If you would like to invite alumni but do not have their contact information, contact [Katrina Sullivan](#) at least four weeks in advance with the details of your event, the alumni you wish to contact and why you want to contact them.

### **STEP SIX: PAYING FOR EXPENSES**

**A student may NEVER sign a contract on behalf of student organizations or the University.**

Below you will find a summary of the different ways the Law School can pay a vendor on your organization's behalf. Please note, though, that not all payment methods may be used in all situations. Therefore, you are strongly encouraged to consult with your treasurer in advance of the event and read pages 20 to 25 which provide more in depth details.

- **Letter of Credit (LOC)**: Only student organization Treasurers can obtain a LOC from Student Services. Once obtained, the Treasurer can "hand it off" to another member of your organization to actually conduct the transaction with the vendor.
- **Limited Use Credit Card**: Student services has access to a limited use credit card, which we refer to as the P-card. Of particular importance to student organizations, the card may be used to purchase books, subscriptions, memberships, conference fees, postage, supplies and materials (not available at Staples). Promotional items from approved promotional vendors, food/meals delivered on campus (strictly delivered and consumed on campus). If you would like to use this, please email [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).
- **Contracts**: Student organizations are encouraged to hold events at venues outside of Columbia University. If your organization is holding a conference, gala, banquet with more than 30 attendees, a contract is mandatory. Once vetted, an amendment may be created and sent to the vendor for signature. If the vendor does not require a contract, but Columbia requires one for events over 30 or more attendees or events such as, please contact student organizations and we will draft a contract. All contracts need to be

submitted by your organization to student [organizations@law.columbia.edu](mailto:organizations@law.columbia.edu) with the subject: **Event Contract\_Vendor's Name\_Date.**

- Some area vendors have a master agreement with the university which allows for a slightly expedited, certainly more streamlined method of approval. A list of vendors and venues with a master agreement can be [found here](#).
- It may take as many as three weeks for a contract to be reviewed and approved, so please plan accordingly.
- If the venue you plan to use is not in the University's financial system it will take approximately one to two additional weeks to add it. Student Services can verify whether or not a venue is in the financial system by emailing [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).
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- **Honorarium:** An honorarium payment is a gratuitous payment to a lecturer or a professional person outside the University community (not a University faculty, staff member or students) as an expression of thanks. It is taxable income and is reportable to the Internal Revenue Service. **Honorarium payments should not exceed \$250.00.**
- **Invoice:** An invoice prepared and submitted by an approved vendor can be paid by the Law School. Please note that Columbia University is a tax-exempt organization. Sales tax should never be included in the amount to be paid. You can obtain a tax-exempt form by requesting it to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).
- **Student Prizes & Awards:** Awards to Columbia students who receive Financial Aid must be submitted to the Financial Aid office for processing. Awards to Columbia students who do not receive Financial Aid, or payments to non-Columbia students, may be submitted to Student Organizations for processing, and do not need to go through the Financial Aid office. If your student organization does not know whether or not a student receives Financial Aid, check with the student organizations first to determine the appropriate route for payment. Please note, prizes are won in a competition; awards are achieved or granted.
- **Student Reimbursement:** This should be considered a last resort. Please be aware that it may take several weeks to process a reimbursement request and the Law School cannot guarantee that it will issue a reimbursement before a student is required to pay for a charge that appears on their credit card statement. The Law School will not reimburse students for any finance charges incurred on a personal credit card.

## Planning and Hosting Virtual Events

For a variety of reasons, you may find it challenging to bring people together in the same space and you may end up organizing a virtual event.

### STEP ONE: CHOOSE A DATE

In an effort to avoid conflicting programs, please check the following calendars well in advance of the event:

- Law Calendar (LawCal)
- Student Organization and Affinity Groups Calendars
- Student Affairs Calendar
- Dates when rooms reservations are limited

### STEP TWO: INVITING A SPEAKER & ADDITIONAL OUTREACH

Extend an invitation to the individuals you would like to speak via e-mail or mail. If your student organization is covering travel expenses for your guests (airfare, lodging, cab fare) please speak with Jeff Bagares at least 6 weeks before the expenses will be incurred. Only designated staff, travel arrangers, can book travel on behalf of Students and Guests. Please note that all travel requires a Detailed Business Purpose addressing the 5 Ws: *Who? What? When? Where? Why?*

Student organizations and journals that are planning a career or professional events should coordinate with the relevant office within the Law School:

- **Private Sector:** If your student organization is planning to host a program on any of the following topics please send the information the date, names of law firm(s) and speakers to [Sonovia Harmon \(sh3477@columbia.edu\)](mailto:sh3477@columbia.edu) in the Office of Career Services. Please note, the Office of Career Services schedules annual meetings in the late summer/early fall with student groups that actively plan career related programming.
  - Recruiting/Job Search/On-Campus Interviewing
  - Interviewing and Networking skills
  - Professional Development and On-the-Job Issues
  - On-Campus Networking Receptions
  - Resumes for Private Sector Jobs
- **Public Interest:** SJI has a limited amount of funds for co-sponsorship of student programs that address SJI core issues and careers. These funds need to be used fairly and where they will have greatest impact. Please notify Natalie Stephenson ([nls2165@columbia.edu](mailto:nls2165@columbia.edu)) of SJI as far in advance as possible and coordinate with her if you would like to co-host a public interest event with SJI. Please keep in mind that we will need to be directly involved in the planning and likely only be able to contribute a portion of the total cost of the event. After receiving a request, SJI will do an internal assessment based on objective criteria to determine whether we can co-sponsor the event.
  - Public Interest/Public Service at Columbia
  - Pro Bono
  - Post-Graduate Fellowships
  - Summer Internships and Legal Careers in Public Interest, Government and International Human Rights
  - Alumni in Public Interest or Government
  - LRAP
  - Resumes for Public Sector Jobs
- **The Judiciary, the Courts and Judicial Clerkships:** . If your student organization is planning to host a program, lecture, or any other event where a judge, court administrator, or law clerk will be a guest speaker or participant in any capacity and/or there will be a discussion regarding the judiciary, the courts or clerkships, please send the 5 Ws in an email to George Kusserow ([gk2529@columbia.edu](mailto:gk2529@columbia.edu)) in OJC as far in advance as possible (ideally, at least a month prior). Please note that the default with respect to judicial lectures (whether in-person or by video conference) is that they will not be recorded. You must follow the protocol set forth below re: Obtaining Consent to Record or Live Stream.

- **Alumni:** If you are inviting Columbia Law School alumni to participate in an event, please work with Brooke Ruskaup ([lbr@columbia.edu](mailto:lbr@columbia.edu)), Senior Director of Alumni Relations, and Katrina Sullivan ([katrina.sullivan@law.columbia.edu](mailto:katrina.sullivan@law.columbia.edu)), Associate Director of Alumni Relations in the Office of Development and Alumni Relations as well as Jeff Bagares.
  - If you would like to invite alumni to your event as attendees, but require access to the alumni database, you should contact Brooke, Katrina, and Jeff with a copy of the invitation you would like to distribute. Please provide as much prior notice as possible, but no less than four weeks' notice.
  - If you would like to invite alumni to your event, as either speakers or attendees, and have independently obtained contact information, you may contact those alumni directly, but should provide Brooke Ruskaup and Katrina Sullivan with the names of the alumni you plan to contact and the reason for the contact.

**NOTE:** The Development Office has requested at least 4 weeks' notice prior to the date that you would like your invitations (or "save the date" notices) distributed, keep in mind that, for events whose success depends on robust alumni attendance, you should plan on having your invitations distributed at least two months before the date of your event.

- **Externships, Moot Court, and Legal Writing:** If your event will involve Externships, Moot Court, or Legal Writing, please reach out to Sarah Shin ([sds2191@columbia.edu](mailto:sds2191@columbia.edu)), Assistant Director of Externships, Legal Writing, and Moot Court Programs as far in advance as possible, but not less than 2 weeks before the event so that you organization can coordinate with her

### **STEP THREE: ADVERTISING AND PUBLICIZING YOUR EVENT**

Student organizations have multiple options for advertising and publicizing their events. Student organizations can use:

- **LawCal** – The Law School advertises events via the Law Calendar (LawCal). LawCal events are included in a daily email to students and also appear on the Law School's monitor in JG Lobby. Please complete an [Event Submission Form](#) as soon as the details for your event are finalized. Any updates or changes to your original description should be e-mailed to [studentevents@law.columbia.edu](mailto:studentevents@law.columbia.edu).
- **Google Group** - Student organizations can also send out emails regarding upcoming events to all students subscribed to their organization. This is probably the most often utilized method of event publicity.
- **Front Email** - Student organizations have their own inbox management where they can receive and send out emails to students subscribed to their organization and external parties by using Front app.
- **Organization Website** - You should also consider how best to utilize your organization's website both to publicize events in advance and to use your "web presence" to keep interested people abreast of your organization's activities in general.
- The [Office of Communications, Marketing, and Public Affairs](#) is committed to providing as much publicity for student-run events as possible. If you think that Public Affairs might be interested in covering an event hosted by your organization, please contact Jeff Bagares as far in advance as possible but no less than 2 weeks before the event to discuss.

If you would like to invite alumni but do not have their contact information, contact [Katrina Sullivan](#) at least four weeks in advance with the details of your event, the alumni you wish to contact and why you want to contact them.

### **STEP FOUR: VIRTUAL FILMING BEST PRACTICES AND WEBINAR ARRANGEMENTS**

When planning an event, please use this guide for meeting and webinar best practices resources. The Office of Communications, Marketing, and Public Affairs has also prepared the following as guidance:

- Custom Zoom Backgrounds
- Filmini From Home Best Practices
- How to Use a Custom Background in Zoom

All current law school students have been upgraded to a Zoom Pro account and can host a zoom meeting with up to 300 attendees, hold meetings longer than 40 minutes, and schedule an unlimited number of meetings.

If you would like a webinar format for your event, please email [avreques@law.columbia.edu](mailto:avreques@law.columbia.edu) the following information:

- Whether it is a zoom meeting with one person present or a webinar panelist.
- Number of attendees expected.
- Registration y/n.
- Is it part of a CLS student group?
- If IT will train you, will you be able to run the session on your own.
- Title.
- Description.
- Date / Time.
- Co-host email addresses. (UNI only)
- Panelist email addresses.

#### **STEP FOUR: PAYING FOR EXPENSES**

**A student may NEVER sign a contract on behalf of student organizations or the University.**

Below you will find a summary of the different ways the Law School can pay a vendor on your organization's behalf. Please note, though, that not all payment methods may be used in all situations. Therefore, you are strongly encouraged to consult with your treasurer in advance of the event and read pages 20 to 25 which provide more in depth details.

- **Letter of Credit (LOC):** Only registered and trained student organization Treasurers can obtain a LOC from Student Services. Once obtained, the Treasurer can "hand it off" to another member of your organization to actually conduct the transaction with the vendor.
- **Limited Use Credit Card:** Student services has access to a limited use credit card, which we refer to as the P-card. Of particular importance to student organizations, the card may be used to purchase books, subscriptions, memberships, conference fees, postage, supplies and materials (not available at Staples). Promotional items from approved promotional vendors, food/meals delivered on campus (strictly delivered and consumed on campus. If you would like to use this, please email [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).
- **A Purchase Order (PO):** Certain goods and services require the issuance of a Purchase Order (PO). A requisition, which is a request for a Purchase Order, must be submitted to the Student Organizations in order to be initiated. Any goods and services that require the issuance of a Purchase Order, cannot be ordered and work cannot commence until a requisition has been approved by the Central Purchasing and a Purchase Order has been issued.
- **Honorarium:** An honorarium payment is a gratuitous payment to a lecturer or a professional person outside the University community (not a University faculty, staff member or students) as an expression of thanks. It is taxable income and is reportable to the Internal Revenue Service. **Honorarium payments should not exceed \$250.00.**
- **Invoice:** An invoice prepared and submitted by an approved vendor can be paid by the Law School. Please note that Columbia University is a tax-exempt organization. Sales tax should never be included in the amount to be paid. You can obtain a tax-exempt form by requesting it to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu)
- **Student Prizes & Awards:** Awards to Columbia students who receive Financial Aid must be submitted to the Financial Aid office for processing. Awards to Columbia students who do not receive Financial Aid, or payments to non-Columbia students, may be submitted to Student Organizations for processing, and do not



need to go through the Financial Aid office. If your student organization does not know whether or not a student receives Financial Aid, check with the student organizations first to determine the appropriate route for payment. Please note, prizes are won in a competition; awards are achieved or granted.

- **Student Reimbursement:** This should be considered a last resort. Please be aware that it may take several weeks to process a reimbursement request and the Law School cannot guarantee that it will issue a reimbursement before a student is required to pay for a charge that appears on their credit card statement. The Law School will not reimburse students for any finance charges incurred on a personal credit card.
- **Speaker and Performance Agreements:** If you have a speaker or workshop facilitator invited to your event, you will need a completed speaker agreement and an invoice. If you have invited a performer to your event, you will need a completed performance agreement and an invoice. Please make sure that the invitees are in the University System.

## FINANCES

Student Senate is the umbrella group for all organizations and it distributes and oversees student organization funding. The Student Senate conducts a funding application process each semester to allocate money to student organizations. Only recognized student organizations may apply for funding.

### Background

Each recognized student organization that receives funding has an account number that will be solely for use by that particular student organization for expenses incurred against available funds, tracking expenses, and revenue generated. Funding provided to student organizations from Student Senate are to be spent in the term in which funding was allocated. At the end of each semester, the Student Senate may request that all unspent funds previously distributed by the Senate for student events be returned to the Student Senate account. [NB – This would not affect any funds that your organizations received through other sources, such as member dues or outside fundraising.]

Please email Student Organizations if you would like to obtain account balance information or a statement of transactions that have been posted to your organization's account during a specified period of time (a Trial Balance).

[NB – your "account balance" does NOT appear on the Trial Balance report. The figure at the end of a Trial Balance report is merely the net of revenues and expenses during the specific time of the report.]

It is imperative that your organization's Treasurer maintain an independent internal ledger as there may be significant delays between the times that a transaction occurs and when it is posted to an account. If your organization does not have a ledger, your Treasurer will need to create one. If you need an account audit, your Treasurer should contact Jeff Bagares at Student Services.

**If a student group believes it has been erroneously charged by the Law School or the University for any fees, you should contact Jeff Bagares. Student Services can generally obtain copies of back-up documentation for facilities charges and purchase transactions to help investigate whether your group was appropriately charged.**

### Recordkeeping

While Student Services strives to maintain an electronic copy of your student organization's transactional records, we strongly recommend that your Treasurer save all copies of all transactions.

### External Accounts

It is strictly forbidden for any student organization to maintain external bank accounts outside the Columbia University accounting system. Non-Columbia accounts for Columbia activities jeopardize the Law School's status with the Internal Revenue Service, and could nullify your organization's eligibility to use the Columbia name or to benefit from its non-profit status.

### Generating Revenues

There are four ways in which student organizations can generate revenue:

- 1) **Student Senate Allocations** - Each semester, the Law School Student Senate allocates funds to student groups through its budget process. All inquiries regarding the Senate allocations should be directed to the Student Senate Treasurer.
- 2) **Dues from Members** - A student organization may choose to support its activities by collecting dues from its members. Once collected, these funds should be submitted to Student Services for deposit into the organization's Law School account.
- 3) **Revenue from Fundraising Events or Sales** - A group may also try to raise money by selling items such as T-shirts or other promotional items, by holding events and charging admission, or through other sales or fundraising events. (Please see the section below on Use of University

Trademarks for further information.) The procedure for depositing revenue from events for sales is identical to the one outlined above for membership dues.

4) **Outside Fundraising** - If you are interested in soliciting funds from any outside source, here are the three (3) steps that your organization must follow:

1. A solicitation letter ("the ask"), which is usually no more than one page in length. In the solicitation letter, please include what (events, projects, causes) you are planning and how they will be implemented given the present environment (i.e., the event's modality). If possible, explain how you intend to use the funds; you don't have to go into great detail or delineate your budget. Instead, provide a broad overview of the expected expenses and the total cost.

If there are firms that did not get to hold an event in the Spring of 2021, you are encouraged to offer the firm an event in the fall to honor the prior commitment based on their contribution for the 2020-2021 year.

2. A separate document detailing donor giving levels and benefits, as well as donor information (i.e. a donor form).

3. A list of firms to which you plan to send the sponsorship materials. You may send your materials to the firms after July 1.

Once Jeff has reviewed your solicitation package, you should submit the package, together with your prospective donor list (e.g., the names of the law firms or other entities that you seek to solicit), to Joshua Kraemer at the Development Office (jdk2144@columbia.edu) and Nancy Merriman of Career Services (nm3025@columbia.edu) for their review. Please copy Jeff on these communications.

Please note that no solicitation package may be distributed to potential donors until the Development Office has approved your submission. You should allow at least ten business days for the Development Office's review and approval process, so be sure to plan ahead and incorporate this intervening period into your event-planning timeline.

## Depositing Funds

Student organizations' checks for deposit must be brought to Student Services, located at Big Warren, Room 506, ideally within one week of receipt to avoid check expiration. It is your responsibility to keep a copy of the check for your records and to track if a check bounces. Please deposit as follow:

- To deposit sponsorship checks – please use this [FORM](#).
- To deposit membership dues, sales, royalties and non-sponsorship checks, please use this [FORM](#). Handwritten forms will not be accepted.
- All checks must be written to Columbia Law School and should have your organization's name in the Memo line.
- Foreign/International checks or cash deposits are never accepted.

Checks mailed by vendors and donors in response to outside fundraising solicitations will be delivered to Student Services. When a check is received, your organization's Treasurer will be notified. At that time, it is the responsibility of the Treasurer to complete the appropriate deposit form. Student Services will then forward the check to the Development Office or the Business Office for deposit.

**NB – IT IS VERY IMPORTANT THAT EITHER YOUR TREASURER OR FUNDRAISING CHAIR KEEP TRACK OF CHECKS THAT ARE EXPECTED AND RECEIVED IN ORDER TO ENSURE THAT ALL CHECKS ARE PROCESSED AND THAT THE FUNDS ARE ALLOCATED TO YOUR ORGANIZATION'S ACCOUNT.**

All checks, mails, and packages are to be mailed to:

Columbia Law School % Name of Student Organization  
116th Street Box B-25  
New York, NY 10027

## **Transferring Funds**

For a student organization wishing to support another group's event or contribute to an activity, the preferred method is a departmental transfer. The sponsoring student organization must e-mail **Jeff Bagares** and copy the student organization they are sponsoring the following details:

- The name of the student organization receiving funds and its AG number;
- The amount being contributed; and
- The reason or the name of the event.

## **Donations**

The University has a strict policy in compliance with IRS guidelines when it comes to issuing payments for contributions or donations; not all entities can receive this type of payments. We strongly encourage you to always check with us in advance, before offering this type of payment to other entities. This way we can confirm that Columbia University and the IRS does allow contributions/donations to them. You can do this by submitting a vendor request to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) along with their contact information, W-9 Form, and essentially their 501(c)(3) certificate.

## PAYING FOR EXPENSES

There are different ways to request that the Law School pay for an organization expense. In order for the Law School to pay a vendor directly, the vendor must be approved and in the University's vendor system. For a vendor to be added to the University's system, you should email the following information to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu):

- Nature of Business (e.g. photographic services, reimbursement of travel expenses...)
- Company Name
- Address
- Contact Person
- E-mail Address (of contact person)
- Telephone Number (of contact person)
- A completed + manual signed 2018 W9 form

Before engaging a new vendor for your event, you should inform them of the University's billing procedures and time constraints in payment. Those procedures and constraints are listed in the following sections.

### Letters of Credit

Only the student organization treasurer can request a letter of credit from the Student Services Office. Please email [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) with the **Subject: Letter of Credit (Name of Student Organization)** and please complete the following steps:

1. Confirm that you have sufficient funds in your organization's account to cover the LOC.
2. Confirm that the vendor you have chosen still accepts letters of credit.
3. Attach a copy of the "proof of event" – which can be any announcement of your event, such as a Google Group email.
4. Provide the following information:
  - a. Vendor
  - b. Person Making Purchase
  - c. Name of your Organization
  - d. Purpose
  - e. Event Date
  - f. Location
  - g. Attendees #: List full names and unis of attendees if 10 or fewer

Tips may be added to the LOC at the time they are handed to the vendor, but the tip amount cannot exceed 20%. LOCs may also be used for off-campus events if you have fewer than 29 attendees at your event. Gatherings of 30 or more attendees require a formal event contract. Refer to **Event Contracts on page 21**. Catered events with wait staff strictly require a purchase order. Refer to Purchase Orders on page 24.

You can find the vendors who may accept Letters of Credit [HERE](#). Please confirm with the vendor you have selected on the list if they still accept letters of credit.

## Contracts and Agreements

Student organizations are encouraged to hold events at venues outside of Columbia University. Vendors providing services for meetings and events that require a contract, submit their contract for vetting in advance of the event. Once vetted, an amendment may be created and sent to the vendor for signature. If the vendor does not require a contract, but Columbia requires one for events of 30 or more attendees, please contact student organizations and we will draft a contract. All contracts need to be submitted by your organization to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) with the subject : **Event Contract\_Vendor's Name\_Date**

We strongly encourage you to choose from one of these vendors that have already been vetted and approved by Columbia University: [Approved Master Agreement Vendors](#)

If the vendor you plan to use is not in the University's financial system, it will take approximately one to two additional weeks to add it. Student Services can verify whether or not a venue is in the financial system by speaking to Jeff Bagares.

**Please note: Students may never sign a contract on behalf of student organizations or the University.**

## Speaker Agreement

Vendors providing education and training services such as seminar facilitators, leaders, presenters, and speakers, need to complete and sign a Speaker Agreement which needs to be submitted by the student organization for signature to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) with the subject: **Speaker Agreement \_Vendor's Name\_Date**

[Speaker Agreement Form](#)

## Performance Agreement

Vendors that are performers or professional artists, actors, musicians, orchestras, ensembles, DJ's, dancers, and magicians, need to complete and sign a Performance (Artist Agreement) which needs to be submitted by the student organization to student [organizations@law.columbia.edu](mailto:organizations@law.columbia.edu) with the subject: **Performance Agreement\_Vendor's Name\_Date**

[Performing Artists - Individual Only](#)

[Performing Artists - Individual with Props](#)

[Performing Artists - Company/Tropes](#)

## Writer Agreement

Vendors providing author/publication services need to complete and sign a Writer Agreement which needs to be submitted by the student organization for signet to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) with the subject: **Writer\_Agreement\_Vendor's Name\_Date**

[Writer Agreement](#)

## Photographer/Videographer Agreement

Vendors providing photography and videography services need to complete and sign a Photographer/Videographer Agreement which needs to be submitted by the student organization for signature to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) with the subject: **Photographer/Videographer Agreement\_Vendor'sName\_Date**

[Photographer/Videographer Agreement](#)

If the vendor will only be providing photography or cinematography with no editing or production, no PO is needed. If the services are performed on campus and the supplier brings equipment on site that needs to be set-up, e.g. lights, sets, tripods. Electrical wiring, etc... a Certificate of Insurance is required. No insurance is required of the supplier is only using hand-held equipment:

## Certificate of Insurance

### **Limited Use Credit Card**

Student Services has access to a limited use credit card, which we refer to as the P-card. Of particular importance to student organizations, the card may use to purchase business related, non-travel, goods and limited services under \$2,500 per transaction. All P-Card transactions must have legitimate business purposes and must comply with [P-Card Policy](#) and other University policies.

The following items have been approved for purchase using the P-Card:

- Books
- Subscriptions
- Memberships
- Conference fees
- Postage
- Supplies and materials (not available at Staples)
- Promotional items from [Approved Promotional Vendors](#)
- Food/Meals delivered on campus (strictly delivered and consumed on campus)

If you are uncertain if the P-Card can be used for a purchase, please email [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).

### **Restricted Items**

The following is a list of common items that are NOT approved for purchase using the P-Card. Please refer to the Purchasing Card Policy Appendix for a comprehensive list of restricted items and do NOT purchase any of these items using the P-Card. If you are uncertain if the P-Card can be used for a purchase, please contact [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu)

#### **Personal items**

Alcoholic Beverages

Entertainment (movie tickets, sporting event tickets, etc.)

Flowers, greeting cards, candy, fruit baskets

Purchases from Edible Arrangements

Gifts/prizes/awards of any kind

Gift cards and gift certificates of any kind for any reason

Purchases using personal PayPal accounts

Catering

Food Off Campus

Online auctions (i.e. eBay, Craigslist)

Groupon

Cloud Hosting, Cloud Storage and File Sharing services

Any promotional items with University Logo or trademark or any branded product not purchased thru an approved Licensed Vendor.

### **Invoice (for approved vendors only)**

To request an invoice to be paid, submit the following documents and be mindful of possible prerequisites for certain types of goods and services:

Proof of event - event flyer, agenda, email, or invitation reflecting the business purpose of the activity

Invoices - official document submitted to a Law School Student Organization by a vendor requesting payment for goods or services. The invoices should include the following:

- Supplier/Payee Name
- Bill-to Address (Name of Student Organization)
- Payment Remit Address
- Invoice Date
- Invoice Number
- Description of goods or services
- Amount Due

Please note that Columbia University is a tax-exempt organization. Sales tax should never be included in the amount to be paid. You can obtain a tax-exempt form by requesting it to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu)

### **Student Reimbursement**

We strongly advise students to sign up for ACH direct deposit in advance if they are planning to request reimbursement. This way, students will receive payment faster and directly into their bank account. Please be aware that it may take several weeks to process a reimbursement request and the Law School cannot guarantee that it will issue a reimbursement before a student is required to pay for a charge that appears on their credit card statement. The Law School will not reimburse students for any finance charges incurred on a personal credit card. So before a member of your organization pays for any expenses out-of-pocket, explore with Student Services whether that is the only payment method available.

The payee is expected to obtain receipts for all expenses. A receipt may take many forms (i.e. cash register receipts, copy of an order form, web receipt or confirmation). A complete receipt must identify:

- Date of purchase
- Vendor name
- Itemized list and unit price of the purchased items
- Total amount

Receipts are strictly required for the following expenses:

- Airfares/rail
- Hotel/lodging
- Car rental

### **Proof of Payment**

The payee is also expected to obtain proof of payment for all expenses. Proof of payment is usually included in the receipt with a notation of:

- "Cash tendered"
- Paid
- A zero balance due
- Debit/credit card payment (card type, last four digits of card and/or signature)

Additional supporting documentation:

- Proof of the event



## Check Requests

Under exceptional circumstances, it may be necessary to request a check for approved vendors as advance payment for goods or services, or in payment to individuals who are non-Columbia University personnel.

A check request is usually required under one of the following circumstances:

- If a vendor requires pre-payment and will not invoice for a payment.
- If reimbursement of payments by individuals not affiliated with the University is required.

Check request should NOT be used for:

- Compensation for University employees.
- Travel expenses or advance.
- Purchases properly processed through the Purchasing Office or that require purchase orders (e.g., equipment, supplies, entertainment, website creation, DJs or bands, performing artists, etc.) as well as an invoice.
- Stipends.
- Personal service vendors (consultants).

Under the exceptional circumstances listed above, Student Services can submit a check request to the Business Office Staff, but must do so at least five (5) weeks before you will need the check.

## Purchase Order

Certain goods and services require the issuance of a Purchase Order (PO). A requisition, which is a request for a Purchase Order, must be submitted to Student Organizations in order to be initiated. Any goods and services that require the issuance of a Purchase Order, cannot be ordered and work cannot commence until a requisition has been approved by Central Purchasing and a Purchase Order has been issued. Central Purchasing can and has in the past rejected Purchase Order requests for work already completed. If you have questions, please contact the [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu).

Noteworthy

- PO eligible vendor profile must be available in the University System.
- Work must not commence until after the PO has been approved. NO work can be billed until PO is issued.
- PO in the amount of \$10000 or more required a minimum of two(2) competitive bids
- Consultants must include their travel expenses on the invoice as part of their service as it is work-related and therefore taxable to them.

## Request a PO

Submit a request to [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu) with the Subject: Purchase Order - Vendor Name and include all appropriate information, and attach all required documents for a requisition to be initiated.

### Required Information

- Vendor Name
- Purchase Order Amount
- Start and End Dates
- SpeedChart Key & SpeedChart Description (where the PO is being charge to)
- Goods/Service Summary (what the Purchase Order is for)

### Required Documents

- Quote(s) – Purchases over \$10,000 require a minimum of two bids
- Client List – If the vendor is not able to provide a list of customers, an email is required stating the reason.
- Resume/Company Brochure

- Scope of Work (SOW)
- Certificate of Insurance (COI) – Only applicable if the service was provided on-campus, view sample of a Certificate of Insurance
- NYS Liquor Permit – If applicable
- Service Provider Agreement – If applicable
- Independent Contractor Certification (ICC) – Required each time they are engaged. “The Trustees of Columbia University in the City of New York” must be listed as the Certificate Holder and under Description of Operations it should read *"The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured."*

#### Goods & Services Requiring a PO

The following requires the issuance of a Purchase Order prior to commencing work, when the amount of the purchase is \$2,500 or more:

- Promotional Purchases

The following requires the issuance of a Purchase Order prior to commencing work, when the amount of the purchase is \$10,000 or more: Advertising, Printing, Subscriptions, Rental Services

The following requires the issuance of a Purchase Order prior to commencing work: Graphic Designers, Audio/Video Editors, Software/Licensing, Translators (on-campus), Interpreters (on-campus), Catering (on-campus), Business & Strategic Consultants, General Research

You must never pay for a PO out of pocket. Further, all contracts or agreements **must** be reviewed by the University to ensure compliance with all University regulations.

#### **Honorarium**

An honorarium payment is a gratuitous payment to a lecturer or a professional person outside the University community (not a University faculty or staff members) as an expression of thanks. It is taxable income and is reported to the Internal Revenue Service. A payment is not treated as honorarium if the payment is for specified services rendered by a service provider / independent consultant, University student or employee. **Honorarium payments should not exceed \$250.**

To request an honorarium payment for an in-class speaker/lecture or a professional person from outside the University community (not a University faculty or staff member) as an expression of thanks, submit the following documents: Proof of event (event flyer, agenda, email, or invitation reflecting the business purpose of the activity) and honorarium letter (office letter on organization letterhead, addressed to the payee, including the amount of the honorarium and signature of department authority)

#### **Student Prizes & Awards**

Awards to Columbia students who receive Financial Aid must be submitted to the Financial Aid office for processing. Awards to Columbia students who do not receive Financial Aid, or payments to non-Columbia students, may be submitted to the Business Office for processing, and do not need to go through the Financial Aid office. If your department does not know whether or not a student receives Financial Aid, check with the Financial Aid office first to determine the appropriate route for payment. Please note, prizes are won in a competition; awards are achieved or granted.

To request a prize or award for a qualified Columbia student, submit the following documents: Proof of event (event flyer, agenda, email, or invitation reflecting the business purpose of the activity) and Prize or Award Letter (official letter on department letterhead, addressed to the payee, including the amount of the award or prize, and signature of department authority).

The following language must be included in the description of services:

- Prize for a Columbia student who won in a competition (include the name and details of competitive event).

- Award for a Columbia student who does not receive Financial Aid, or, non-Columbia student award, or, Scholarship or fellowship (stipend) for a Columbia student who does not receive Financial Aid, or, non-Columbia student scholarship / fellowship / stipend.

### **Grubhub Cards**

Working with Student Services, student organizations will have the opportunity to purchase Grubhub Gift cards for five (5) separate events this fall 2021 semester. Student Services is only authorized to purchase Grubhub gift cards and the Law School will no longer reimburse students for purchasing any other gift cards. Each Grubhub gift card is limited to increments of either \$10 or \$15 only per event. There is not limit on the number of recipients so please budget accordingly. Only current students can receive Grubhub cards. For each event, you must submit the following within 3 business days after the event:

- Gift cards recipients with their UNI and;
- Proof of the event that **MUST** include this language “Per IRS regulations, gift cards are taxable to the recipient and must be reported as income to the IRS. In addition, because the IRS considers them to be cash equivalents, there is no de minimis value (see 2018 IRS Publication 15-B De minimis (Minimal Benefit). All cash and cash equivalents must be reported on a tax return. If one individual receives \$600 or more in non-payroll payments in a calendar year (ie. gift cards, honorarium, prizes, etc.), Columbia University is required to report those payments to the federal government on either a Form 1099 or Form 1042s.”

Gift cards will be distributed 2-3 days after the information is submitted to the form.

## BUDGET

When hosting an event, either on or off campus, your organization will be financially liable for many expenses. Below we have listed the types of expenses prior organizations have incurred.

### Facilities and Security Costs at the Law School

The Law School does not charge a fee to student organizations for reserving space on campus. However, your organization may incur facilities charges in connection with the use of the space (e.g., food clean-up costs), depending on the nature and timing of your event.

It is important that you understand the policies regarding facilities charges in order to responsibly budget for your organization's planned events. To assist you, Building Events Services will help you estimate the charges if, at least two weeks in advance of your event, email them to let them know (1) what will happen in the room reserved; (2) what furniture may need to be moved or brought in; (3) where the furniture should go; (4) how long the event will be; and (5) what type of food and food service there will be. Building Services may be emailed at [buildingevents@law.columbia.edu](mailto:buildingevents@law.columbia.edu).

### Events for which student organizations WILL NOT be responsible for facilities charges

If an event satisfies all of the criteria listed below, the sponsoring organization will not incur charges for facilities costs.

- The event begins on the Law School campus between Monday at 9AM and Friday at 9PM and is open to all Law School students;
- No alcohol is served;
- there are not extraordinary set-up or clean-up requirements for the event; and
- The event location is not misused or otherwise damaged during the event.

### Events for which student organizations WILL be responsible for facilities charges

If an event fails to satisfy any of the criteria listed above, your organization will be responsible for facilities charges incurred for the event. Student Services, however, will reimburse your organizations for the first hour of facilities charges incurred, up to a maximum of one hour per student organization per day.

If you are unsure whether or not your organization will incur facilities charges for a given event, please contact Jeff Bagares.

### How Facilities Charges Are Calculated

In general, the more elaborate or larger your event, the more workers will be required to support the event and the higher the charges will be. Facilities costs are charged at the following rates:

- The hourly custodial rate is approximately \$75 per worker per hour. There are no partial hour charges.
- If your event occurs after 2:30 p.m. during the week or at any time during the weekend, there is a minimum 4-hour charge per worker.

The Law School does not control the rate or assessment of these charges. The rates at which fees are incurred are set at the University level pursuant to negotiated contracts with the relevant unions.

If University property is damaged during your organization's event, the repair costs will be passed on to your organization. Whenever possible, Building Services and the Information Center will try to provide easels, tables and chairs (inside the building only) and coat racks from their building inventory, at no cost. At the same time, they cannot adversely affect other building areas by rearranging furniture or easels solely to accommodate an event.

## **Public Safety/Security – Requirements and Costs**

Certain events require additional security and assistance from University Public Safety. If your planned event might meet any of the following conditions, please contact Jeff Bagares and Building Services as far in advance of the event as possible:

- If you are inviting government officials, high profile, or potentially controversial speakers to campus or inviting many guests from outside of the University.
- If your event might be considered controversial in nature because of the topic or the speaker.
- If your group will host an event on the weekend and the event will be attended by non CUID holders
- If your event is in spaces outside of Law School buildings and grounds based on the event or other space requirements.

The rate for security coverage is approximately \$75 per hour and a 4-hour minimum charge applies at all times. There are no security charges for organization events that are CUID only and that are held at times when students, administrators, and faculty can enter the building themselves.

## **Swag and Gifts**

### **Use of Columbia Law School and/or Columbia University Trademarks**

Any item that incorporates Columbia Law School or any of its trademarks may be ordered only through one of the University's [approved vendors](#). Please check page 28 logo approval process.

The companies approved are licensed by Exemplar Associates to use Columbia trademarks on a wide array of promotional giveaway items and gifts for University departments and groups. Each company is affiliated with the Fair Labor Association and has agreed to comply with Columbia's Code of Workplace Conduct.

## OTHER HELPFUL INFORMATION

### Offering Continuing Legal Education ("CLE") Through Your Event

If you are hosting a program that you believe meets the state requirements (available on the [NY Courts website](#)), please review this detailed [Guide to CLE Accreditation at CLS](#). If, after reviewing the guide, you would like to apply for credit for your participants, please [complete this form](#) at least 3 weeks prior to your program.

### Recorded and Live Streamed Events

The recording or live streaming of events raises serious issues regarding privacy and consent not simply for the invited speaker, but also for attendees. Our students', faculty's, staff's, and guests' privacy must be respected by event organizers and every precaution must be taken to protect such privacy, even at the expense of publicity for the event or event speakers. For student organization events on the Law School campus, requests to have an event recorded or live streamed should be made to [avrequest@law.columbia.edu](mailto:avrequest@law.columbia.edu).

### Obtaining Consent to Record or Live Stream

Prior to the event, every guest speaker should sign a Columbia University School of Law Speaker Permission Agreement, a link to the form which can be found [here](#).

*If obtaining a signed consent form is not possible with respect to a particular guest, then prior consent via email must be obtained.*

In addition, if the recording is going to be made public via any medium—or if the event will be live streamed—the **consent of all audience members** who may appear or be heard during a Q&A session must be obtained by informing audience members of the recording and/or live streaming via:

- 1) A prominently-displayed notice at all entrances to the event space; and
- 2) An announcement at the start of the event and a reminder announcement at the beginning of any Q&A period.

Further, an **alternate method for questions** must be provided (e.g., providing index cards for written questions that can be passed to the moderator), so that audience members who do not wish to be recorded still have the opportunity to ask a question.

### Recording by Guest Speakers

Neither guest speakers nor any other non-University party may record or live stream an event at the Law School. Where consent has been obtained (as described above), a student organization may share the Law School's recording with a guest speaker only for that speaker's personal use

### Event Accessibility Checklist

Columbia is committed to assuring that events and programs are accessible to all students, including those with disabilities. Disability Services has created this checklist to assist student clubs, administrators, and meeting or event planners to create programs that are accessible to all. The purpose of this guide is to provide information for event planners about the elements of disability access that will foster full participation. Advance planning and communication is critical to making events accessible. Providing key details related to an event in advance, such as the agenda, format and activities, will help participants determine what accommodations may be needed. This will allow the participant to request the necessary accommodations to best access the event.

You can find helpful information at the [Event Accessibility Checklist](#) when planning an event or reach out to Jennifer Braden at [jb4431@columbia.edu](mailto:jb4431@columbia.edu)

### **Student Organization Logos, Banners and Trademarks**

Columbia Law School student organizations are allowed to have their own logo and/or banners. The student organization's logo/banners can be used for the following purposes:

- To promote student group events within the Law School and throughout Columbia University Campuses.
- To promote Columbia Law School Student organizations at conferences, workshops, career fairs, etc.

### **Use of School Name**

In the text of letters, advertisements, and other documents, please use the full name of our school ("Columbia Law School") wherever possible. If you need to use a shortened name, you may use "Columbia Law" but you may not use simply "CLS". We also recommend that you use the full name of your student organization instead of simply relying on the acronym.

### **Student Organization Logo Approval Process**

The use of the Columbia Law School and/or Columbia University name, logo or crest, as well as other symbols and marks that are representative of Columbia University, may be used only with formal permission of the University. The policy restricts the use of the Columbia name or other impressions on business cards, advertisements, posters, letterheads, and clothing or in any communication to nonmembers of the Columbia University community without prior approval.

- If designing a new logo, you may want to reconsider using the University lion, which is the University's athletic mascot
- Your Logo should show association with the Law School so instead of using "Columbia University" it should say "Columbia Law School"
- You must have your student organization name
- No one is allowed to modify the crown, or overlay decorations on it
- If you are using the crown, which belongs to many other entities within the University, you must include Columbia Law School name and add your student organization name

### **Columbia Law School Visual Style**

*(Logo, Colors, Photography, Letterhead and, Posters)*

A consistent visual style and voice can positively influence how people view Columbia Law School. Columbia Law School's Communications Team created guidelines for colors, logos, photography, and typography to help you maintain our brand identity. Everything you say and do on behalf of the Law School is part of that living brand and conveys the Law School's story. You can view these guidelines at [law.columbia.edu/communications/visual-style](http://law.columbia.edu/communications/visual-style).

Organization letterhead must be approved by the Law School before it may be used on behalf of your organizations. If you are interested in creating letterhead, please speak with Jeff Bagares. Following approval, you may go to the Faculty Secretariat in Jerome Greene Hall, Room 711 to obtain stationery. Your organization will be responsible for any charges incurred.

### **Student Trips**

Student organizations that are sponsoring trips, either domestic or international, should consult with **Jeff Bagares** from the Office of Student Services regarding their travel plans 2 months in advance of the dates you have intended.

When you plan to attend student organization trips, you are representing Columbia University and the Law School. All ethical standards must be followed while you are away.

Each student attending a student organization sponsored trip must comply with the pre-departure travel requirements that can be found [HERE](#) and let You can find more resources about international travel at [Globaltravel.columbia.edu](http://Globaltravel.columbia.edu)

### **Organization Website, Email Accounts and G: Drive**

You should also consider how to best utilize your student organization's website to publicize events in advance and to create a "web presence" so that people are updated of your organization's activities in general.

### **Websites**

If your organization would like to create a website on the Law School's domain, contact the Law School's IT Team at [helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu). All web pages should be housed on the Columbia University Law School server, which is run by the Columbia Law School Information Technology Department. If you are unsure whether your group has a web page, please contact Jeff Bagares and the IT helpdesk at [helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu).

All student organization web pages must comply with both the Law School's **and** the University's policies about web page creation and usage, as well as with federal law such as copyright laws and restrictions on data transmissions. Please thoroughly familiarize yourself with the Law School's and the University's policies and recommendations, which can be found at the following links:

- <https://finance-admin.law.columbia.edu/content/technology-student-organizations>
- <http://cuit.columbia.edu/web-publishing>
- <http://cuit.columbia.edu/cuit/it-policies>

You should specifically note the following, as stated in the Columbia University policies:

- 1) Columbia University does not sponsor, review or monitor the contents of the personal home pages of its faculty, students, or staff on websites using University facilities, nor does the University endorse the contents of any such personal home pages.
- 2) You are personally responsible for what you do on the network as a member of the Columbia community.
- 3) No University system or network may be used for any purpose or in a manner that violates University rules or regulations or federal, state or local statutes or regulations.
- 4) Use of University systems or networks for commercial purposes, except where explicitly approved, is strictly prohibited.

As members of the Law School community, you are expected to exhibit professionalism, courtesy and respect for the rights of others. Your organization's web page should reflect this responsibility.

Further, the following disclaimer must appear prominently on the homepage of your organization web page:

**“Columbia University and Columbia Law School do not sponsor, review or monitor the contents of World Wide Web sites on University facilities, nor does the University or the Law School endorse the contents of any such web page.”**



## Email Accounts

Your organization has a unique email account. The outgoing board should have the password for the account. If you are unable to access your email account or if you are a new student group in need of an email account, please contact the Law School's **IT Helpdesk** ([helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu)). In your email, please copy **Jeff Bagares** ([jb3861@columbia.edu](mailto:jb3861@columbia.edu)) so that he can approve your request.

A member of your student organization should be assigned to monitor this email account, as it is the primary means for people to communicate with your group. It might be wise to have the person in charge of the account forward all emails to an account that they regularly check, in order to make sure that your group receives important emails.

## G: Drive

It is important that your organization has a folder on the Law School's G: drive to store your organization's financial ledger and other important documents. This will greatly facilitate your group's ability to pass on critical operational information from outgoing to incoming boards. It is much less efficient and potentially detrimental to your organization to have to transfer electronically-stored records from laptop to laptop each year. To have a folder created, e-mail the Law School's IT Helpdesk ([helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu)). In your email, please copy **Jeff Bagares** ([jeffrey.bagares@law.columbia.edu](mailto:jeffrey.bagares@law.columbia.edu)) so that he may approve your request.

## Google Groups

The Law School has created a Google Group for each organization to use to publicize its events and otherwise post announcements of activities to interested students. Group membership is limited to Law School students. When created, Google Groups are populated with all current Law students. Thereafter, all entering Law students will be made members of the Groups of all student organizations. At any time, a student has the individual option to withdraw from any or all of the Groups of which they are members. Responsibility for populating Groups belongs solely to the Law School, and there is nothing that individual student leaders need do in this regard. Requests for membership on behalf of non-Law students may be made by an organization's President directly to Jeff Bagares, and will be considered under exceptional circumstance

## Print Services

Columbia University Print Services (located in the basement of the School of Journalism on Broadway and 116<sup>th</sup> Street) can provide Law School groups with a broad range of services, including printing services, poster design and enlargement, copying, brochures, invitations, and flyer printing. To pay for these services, your student organization will need to provide Printing Services with a "chart string." The chart string for each organization is available from Student Services. Your organization will be later charged for any services provided. For more information, please [visit print.columbia.edu](http://visit.print.columbia.edu)

## Mailboxes, Mail Services and Postage

All student organizations should arrange all mail, including invoices, donor checks, and packages, be sent to:

Columbia Law School  
c/o Student Organization Name  
435 West 116<sup>th</sup> Street Mailbox B-25  
New York, NY 10027

The Information Center and Student Services will notify the student organization President and/or Treasurer when mail has arrived.

Students may leave packages to be mailed via USPS with the Information Center, located on the first floor of Jerome Greene Hall. Students can also obtain metered postage from the Information Center. The postage cost will be charged directly to your student organization's Law School account.

### **Student Services Fax Machine**

Student Services maintains a fax machine for organizations to send and receive faxes. The incoming fax number is 212-854-8843. The recipient's name and the student organization must be clearly marked on all incoming and outgoing faxes.

## **Directory**

Yadira Ramos-Herbert  
Associate Dean of Student and  
Registration Services  
[Yr2258@columbia.edu](mailto:Yr2258@columbia.edu)

Jeff Bagares  
Assistant Director of  
Student Services  
[Jb3861@columbia.edu](mailto:Jb3861@columbia.edu)

Student Services  
[Student\\_services@law.columbia.edu](mailto:Student_services@law.columbia.edu)

Room Reservations  
[Room\\_reservations@law.columbia.edu](mailto:Room_reservations@law.columbia.edu)

Building Services  
[buildingevents@law.columbia.edu](mailto:buildingevents@law.columbia.edu)

Audio Visual  
[avrequest@law.columbia.edu](mailto:avrequest@law.columbia.edu)

The Office of Judicial Clerkships  
[clerkships@law.columbia.edu](mailto:clerkships@law.columbia.edu)

Social Justice Initiatives & Public Services Lawyering  
[socialjustice@law.columbia.edu](mailto:socialjustice@law.columbia.edu)

Office of Career Services & Professional Development  
[careerservices@law.columbia.edu](mailto:careerservices@law.columbia.edu)

Externships, Legal Writing, & Moot Court Programs  
[externships@law.columbia.edu](mailto:externships@law.columbia.edu)

Robert Ford  
Executive Director of Student Services,  
Community Engagement and Equity  
[Rf2659@columbia.edu](mailto:Rf2659@columbia.edu)

Jennifer Braden  
Assistant Director of Counseling and  
Student Support  
[Jb4431@columbia.edu](mailto:Jb4431@columbia.edu)

Student Organizations  
[studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu)

Student Senate  
[senate@law.columbia.edu](mailto:senate@law.columbia.edu)

Law IT Helpdesk  
[helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu)

Student Journals  
[journals@law.columbia.edu](mailto:journals@law.columbia.edu)