INTRODUCTION

Fall 2014

Dear MSU Law Student Leaders,

At Michigan State University College of Law we are committed to providing the support your student groups need to succeed and to thrive. The Office of Student Engagement is equipped with many resources and it is one of the main focuses of my position to work closely with you, the student leaders, to foster your group's and the College's objectives.

This student group handbook is intended to serve as a useful resource to you. As a registered student group, your group is responsible for becoming familiar and complying with the policies and procedures presented in this handbook. You should consult this handbook first with any question you might have about our law school's policies and procedures regarding student group activities. Please be sure to make this handbook readily accessible to your members and particularly to the committees that will be planning events and thus, in true need of this information.

I encourage you to come to my office (room 308B) to visit me if you are still unsure about any applicable policy or procedure. I can also provide feedback and advice on fundraising, budget planning, programming, leadership advising and other student group issues.

If you have any comments or suggestions for the student group handbook, please forward them via e-mail to ckingston@law.msu.edu.

I commend each of you for your commitment and dedication to the MSU College of Law community. You and your group's efforts make all the difference to student life at MSU College of Law.

I truly look forward to working with each of you during this academic year.

Sincerely,

Caroline Kingston, J.D.
Associate Director for Student Engagement
Michigan State University College of Law
Office of Student Engagement
648 N. Shaw Lane, Suite 308b
(517) 432-6808 ckingston@law.msu.edu

DISCLAIMER: The College of Law policies and procedures presented in this handbook are subject to revision at any time. We ask that you consult with the Office of Student Engagement as needed with any questions. College of Law policies and procedures often change from year to year; therefore, all student groups should read the Student Group Handbook at the beginning of each academic year.
Purpose of the Student Group Handbook
The purpose of this handbook is to assist student groups in planning events, accessing school/SBA allocated funding, handling College of Law financial procedures, running effective meetings and navigating the policies of MSU College of Law. It is our hope that providing extra and co-curricular programs will create opportunities for the development of leadership, knowledge and skills. We see participation in student groups as a source of community building and opportunity for important leadership development. This handbook can serve as a blueprint and reference to MSU College of Law policies and procedures and is meant to aid student leaders in successfully planning for and achieving groupal goals.

The Office of Student Engagement
The Office of Student Engagement has a primary purpose of enhancing the quality of student life and community at MSU College of Law by initiating and supporting programming and by assisting student groups to accomplish their goals. Particularly, it is one of the main focuses of the Associate Director for Student Engagement, Caroline Kingston, to ensure student leaders have the resources and support they need to create and achieve these goals. She will train student group executive boards on the correct procedures to use when spending school/SBA allocated funds. She can also serve as a great resource for programming ideas, effective leadership and in generating interest in your group. With the “Lawyers as Leaders” program, we are enhancing the leadership training and education provided to student leaders, beginning in 2011-12.

Office of Student Engagement Contact Information
Location: Room 308 (3rd floor across from Registrar’s Office)
Caroline Kingston  (517) 432-6808  ckingston@law.msu.edu
Dean Alsup  (517) 432-6806  alsupc@law.msu.edu
Main Line  (517) 432-6835  oselaw@law.msu.edu

Benefits for Student Groups
✓ Ability to hang fliers or posters inside MSU COL about meetings, recruitment or events on bulletin boards, corkboard strips or on blackboards/sign stands
✓ Access meeting and event space inside MSU COL and reserve rooms
✓ Ability to post an announcement in the Daily Docket email that goes to our entire community
✓ Ability to post an electronic bulletin on the Events screens
✓ Use of photocopy & fax machine in the Supply Room (Room 413)
✓ A table at the Fall Student Group Fair
✓ Ability to be listed as a Student Group on the directory on the school’s website
✓ Telephone usage in SBA Office (Room 215)
✓ Access to parking passes for speakers via Events Office (Room 404)
✓ Access to a student group locker for storage
✓ Access to use of marketing professionals to create promotional materials for events via Communications Department (Room 320)
✓ Ability to apply for SBA allocated funding to host events and meetings (Room 215)
✓ Ability to apply for MSU COGS funding to attend conferences (main campus)
✓ Ability to apply for Alumni Association funding to host events (Room 400)
✓ Ability to apply for Career Services funding to host “Ask A Lawyer” events (Room 301)

Responsibilities of Student Groups
  o Have at least one officer participate in the Fall Service Project day during Immersion Week
  o Host a recruitment table at the Fall Group Fair
  o Have its E-Board participate in the Fall Lawyers as Leaders Retreat
  o Have its E-Board participate in the Lawyers as Leaders trainings
  o Maintain an updated Constitution/By-laws with the Office of Student Engagement and ensure that it complies with all of the school’s policies
  o Collect money following safe handling policies, including making deposits into the group account on at least a daily basis
  o Have both its outgoing and incoming E-Board attend the Lawyers as Leaders Transition Meeting in the spring
  o Host events and meetings that are open to any student at MSU COL by widely publicizing all gatherings
  o Host group and membership activities that are open to all MSU COL students
  o Every student group must host at least one meeting and host/co-host one event each semester to qualify for re-registration at the end of the year
  o Demonstrate that it does not discriminate on the basis of age, color, disabled status, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight
  o Maintain an up to date student group officer/E-Board contact list with the Office of Student Engagement immediately after elections and within one week of any changes
  o Complete an Activity Report each March to outline details of events and meetings held during the year, attaching event posters and meeting minutes
  o Complete a Financial Report each March to outline in detail the use of school/SBA allocated funds, fundraisers conducted and use of fundraising funds
  o Complete a Registration Form each March to demonstrate compliance with expectations of official student groups, including updated By-laws and Officer List
  o Highly encouraged to engage its members in at least one community service/volunteer event per academic year
Policies and Procedures

A. General Services - There are many services provided to registered student groups by MSU College of Law:

1. Lockers
At the beginning of the year, each student group has the opportunity to register one locker on the 4th floor (section 451) with the Office of Student Engagement during the Locker Registration Period (publicized each year). Please be aware of emails that will be sent out in August that set the deadline for registration.

In many cases, your student group will already have a locker in place with a lock on it and items stored inside. The key or combination to this lock should be retrieved from your predecessor. Student groups that fail to re-register the locker before the announced deadline will have their lock cut off, items removed and locker released to be used by another student group. Student groups are limited to one locker each.

Lockers are likely to contain many relevant items that may assist you, such as banners and materials used each year, so please be sure to obtain the key or combination from your predecessor and check this locker early on in the semester.

1. Mailboxes and Delivery Services
Student group mail is sorted and delivered to the Office of Student Engagement. The President/Vice-President will be emailed by our staff advising you to pick up your mail at OSE (Room308). You will have up to two weeks to retrieve your mail.

There are also a few student groups that have mailboxes on the 3rd floor outside of the faculty lounge (Journals, Moot Court). Student groups should assign a board member to check those mailboxes on a weekly basis, especially before major events, such as NTAC.

Interoffice mail for College of Law faculty and staff mail should be delivered to the faculty/staff mailboxes across from the Faculty Lounge (room 349).

To send out group-business mail, please stop by the Accounting Office for any questions.

2. Office Supplies, Letterhead, and Business Cards

Office Supplies: Each student group is responsible for ordering their office supplies from Beth Wey in the Dean’s Suite (Room 368). Orders should be made through Beth instead of going to the store, as we can benefit from reduced pricing and tax exempt status. Orders take several days to arrive, so please plan ahead.
Effective Fall 2013, if you do not order through Beth Wey in the Dean’s suite and therefore get taxes taken off (and our school discount) then the Accounting Department will not reimburse you for the taxes on the purchase price. Groups should plan ahead so that all orders are placed through Beth.

Effective Fall 2013, when a student group has an office and they have a Keurig coffee maker (or something similar), school funds cannot be used to purchase the K-cups or coffee. New appliance purchases (such as a coffee maker) must be approved in advance by emailing Caroline Kingston (ckingston@law.msu.edu) and Rhonda Bleisner (sedlak@law.msu.edu) both.

**Letterhead and business cards** will *not* be an approved expense while using SBA Funds. If your group sees the need for these items, you must hold fundraisers or obtain revenue from other sources to supply this. Your student group’s funding should not be used to buy business cards that are only for a few select members. Student group funding is provided to benefit your membership and the student body.

For direct-school-funded groups (Journals and Moot Court), your letterhead and business card orders must be generic to your group and not with named individuals, unless prior approval is granted by Dean Rick Lameti.

Note: It is more cost effective to place multiple stationary orders at one time. Therefore new letterhead and business card orders for the incoming board will be accepted **at the beginning of the fall and end of the spring semesters only.**

Process: Please complete a “Business Card/Letterhead Order Form” picked up from Beth Wey in the Dean’s Suite (room 368). It will take at least twenty (20) business days to receive your business card or letterhead order. There will be a charge for these items against your student group’s account, that you are personally expected to reimburse or via your group’s separate fundraising account.

3. **Photocopying/Fax Machine**

There is one copier for student group use in the 4th floor copy room (Room 413).

Each student group will have a code to this machine. This code should be kept confidential and access to the code should be restricted. The group’s copier/fax use will be monitored every semester and abuse of copying/fax privileges will lead to cancellation of the code and follow up by the administration.
New codes are issued every fall, placed in the front of the Lawyers as Leaders Binder, and to new student groups after their registration is confirmed. If your code is lost, the president for the registered student group must stop by and get the code number in person from Caroline Kingston in the Office of Student Engagement (room 308B).

To use the Copy Room machine:
1) Enter your code into the "Dept ID" field
2) Tap on the Password screen
3) Enter your code into the "Password" field
4) Hit the colored "ID" button. Proceed with copying

Because color paper from the copy room is very expensive, student groups will be required to purchase their own color paper for copying. This applies to use of color paper for backgrounds for the blackboards as well. Student groups are not allowed to use color paper from the copy room.

NOTE: During FINALS, access will be restricted to the 4th floor copy room!!

The following copying should not be conducted on the Copy Room copier:
- Copying items that would violate any copyright laws;
- Syllabi or law school course materials (e.g. handouts, assignments);
- Copying of books. Books include hardbacks and all bound materials consisting of 50 or more double-spaced pages.

The fax number for this machine is 517.432.6966

Computers
You can use the main Computer Lab on the 2nd floor next to the Law Library. There is one desktop in the Lab that is reserved specifically for Student Group use and that computer has the software you will need to manipulate the Communications Templates for posters and fliers and is also set up to print to the color printer in the 4th Floor copy room. The only way to gain entry to the copy room, is by sending a registered student leader to OSE (Room 308) to check out a key, so that we can ensure that this color printing privilege is used properly.

Phones
There will be a phone available for student group business use in the SBA office (Room 215). This telephone is to be strictly used for group business and not for personal use. The phone number is (517) 432-6983. There will be a phone message pad placed in this office, as the voicemail option is not activated on this phone. If you are in the office, please answer this phone and take detailed messages for your colleagues and place them in their group mail box.
Fax

There is now a fax machine available for student org/journal/moot court business use. The machine is inside the copy room (Room 413) and you will use your code to access the machine. These codes are distributed at the Retreat in August. You may also receive business faxes at this location and the number is (517) 432-6966. There will be fax mailboxes inside the copy room that you should check regularly to pick up your incoming faxes.

4. E-mail, Contact Information, Website, and TWEN page

E-mail

Many student groups already have a general MSU e-mail account for their group. If you need to obtain a new MSU e-mail address for your group or need help accessing an established MSU e-mail account please contact O S E at oselaw@law.msu.edu.

Be sure to record the password to this email in your Transition Binder each year and relay it to new leaders each year as it is very difficult to re-set passwords with MSU.

Contact Information

Each registered student group is listed on the MSU College of Law student group directory. If you would like to have your student group's contact information modified on the website please notify O S E at oselaw@law.msu.edu with the details.

Website and TWEN Options

A. Websites

Our webmaster, Steven Klukowski, has asked me to share several website options for your student group.

1) MSU College of Law website: Student groups are NOT allowed to update their own College of Law websites. Student groups can send all content for their website to Steven Klukowski in Word or Word Perfect. Please indicate whether this is a new website request or if it is just an update to an existing website. All requests should be in writing via email and should be sent to Steven Klukoski and copy Caroline Kingston ckingston@law.msu.edu.

NOTE: Since Mr. Klukowski is our only webmaster, your request may take several business days to process.

2) Student groups wishing to establish a Pilot account/AFS space through MSU main campus for the purpose of developing a web page must do the following:
GETTING RSO STATUS AND A WEBPAGE THROUGH MSU

Step 1: Register your group with MSU Dep't of Student Life

http://www.studentlife.msu.edu/

At this URL, click "Activity Planning Form (APF) / Student Group Registration" on the left column. Register online from this link. You will log in using your StuInfo ID and password. The registration requires:

- Group name
- Group mailing address (400 Law College Building)
- Group statement of purpose, ten words or less
- The NetID and PID of an executive board member contact and up to five (5) additional members who will have access to this system
- Name and NetID of your advisor

NOTE: Your group's faculty/staff advisor's name and identifying information should be used when completing the application.

After submitting this form for approval, the Department of Student Life will contact the group with approval as a "Registered Student Group" via email. NOTE: This has taken up to several weeks during the fall/spring semesters.

Step 2: Obtain AFS space and an email account (if needed) from MSU

First, check with Caroline Kingston (room 308) to make sure your student group does not already have an assigned NETID before we can do the following.

If your student group does not have a NETID, you can complete a NETID request form. Be sure to give Caroline a copy of the email from the Department of Student Life verifying you are an RSO which will be faxed along with this request form.

The next business day, visit room 220, Computer Center, on the main MSU campus (a five minute walk from the law college). They will provide a temporary password for the AFS account (web-page) and email.

Step 3: Have group president attend RSO training

Contact the Student Life Department at 517-355-8286 to set up training. However, Student Life is constantly re-working the training program, but this won't delay becoming an RSO or getting a web-page/email account

NOTE: Having an MSU website might create a problem since webmasters for your group can change often and the password can get lost in the transition every year. It is very difficult to obtain a new password so please make sure you pass along this information during your executive board transitions.
Our Technology Services Dept has some information regarding web pages and network space:

http://www.law.msu.edu/tech/students/services.html#afs

The MSU website for AFS webpage creation is:

http://techbase.msu.edu/viewpathfinder.asp?id=2394

3) External third party website developers: We cannot recommend any particular vendor. The main concern here is that they are often very costly to maintain and with executive boards changing year-to-year you run into access and maintenance issues here as well.

B. TWEN Page
To set up or update the TWEN page for your student group you must go through Westlaw. The Westlaw students representatives who work in the Computer Lab can help with this or you can email the Westlaw representative for MSU College of Law. It is your group’s responsibility to then maintain this site and update the content throughout the year.

All TWEN sites must be open to any student, faculty and staff member to be join. If you decide to password-protect your TWEN site, you must provide this password to Caroline Kingston, ckingston@law.msu.edu who will be a member of every student group, group or journal TWEN site. No exceptions.

At the beginning of each academic year, you will need to update your TWEN site to be active for the next year. OSE will attempt to do this on your behalf over the summer, but if your page does not show up in the listings, it means it has not been updated. Please contact our Westlaw Rep directly.

In order to have management privileges as the student leader, this setting needs to be entered. If your predecessor has not updated those privileges, you can do so by following these steps:

**Changing Course Administrators**

1. Access your desired course;
2. On the left-side of the course, towards the bottom, select Modify Course; and
3. Select Modify Course Information
4. Go to Co-Teachers and hit Look-Up
5. To Add: Highlight the desired names from the left-column and move them to the right – hit Save
6. To Remove: Highlight the desired names from the right-column and move them to the left – hit Save
   *Those in the right column are administrators and those on the left are not.*

7. Save Course

8. They have now been added as co-administrators

**C. Lexis Webcourse**

You have another great option to communicate with your members, in lieu of a TWEN page and that is Lexis' Webcourse function. By virtue of your position as a student leader, you are already a part of our Student Group Forum Webcourse and that is how we communicate as a group of 200 leaders together. The message you receive from me are via the Webcourse and there are lots of great features to try out. You can request a Webcourse by speaking to our Lexis representative in the computer lab or contacting our School Rep.

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**5. Event Planning, Meeting Planning, Room Reservations, Table Reservations, and Catering**

**Event Planning:**

Events, separate from meetings, must be conflict-checked by various departments via the Event Planning Form, before you will be permitted to go forward with planning or even book a room or arrange catering.

Online you will find the Event Planning Form (EPF) at [https://www.law.msu.edu/engagement/leadership.html](https://www.law.msu.edu/engagement/leadership.html), which you must fill out online and print out/save and email. You should turn in the form to the Events Office (Room 404) or via email to [events@law.msu.edu](mailto:events@law.msu.edu). This form should be submitted several weeks prior to your event to allow for proper planning. Large scale events will require several months notice. *Failure to submit the EPF in a timely manner may subject your event to cancellation.*

Once the form is approved by the Events Office for a room booking and that no conflict exists, it is forwarded to Caroline Kingston in OSE, who examines the form to determine if it should be labeled a [Level 1 Event](https://www.law.msu.edu/engagement/leadership.html) or a [Level 2 Event](https://www.law.msu.edu/engagement/leadership.html). *See the form to understand the breakdown further. Level 2 events may receive additional support from the Communications Department to promote their event.*

It should be noted that events requiring the larger spaces on campus (e.g., Castle Boardroom, fourth floor classrooms) should be made at least six (6) weeks or more in advance. Major events will be given first priority for space allocation. Other events will be allocated space according to the order in which requests are received. All reservations are subject to change at any time.
If you are receiving SBA funding for the event, you **must attach** the completed SBA Funding Request Form to your Event Planning Form or details of your granted amount.

Groups that host an event, are responsible for returning the room space to its original condition and ensuring that the space is available to the next occupant by the end time listed on the reservation confirmation. This includes wiping down desks where food was eaten and/or tidying any food garbage from the space. Student groups are also responsible for any damage to the facilities resulting from their event. *Failure to return a room to its original condition may result in denial of future room requests for your group.*

When you are collaborating with another student group for an event, or are working with Advancement or Career Services for an event, the sponsoring student group must designate a representative(s) to be in charge of handling these procedures, as well as the planning and carrying out of the event.

All events must be made public and open to any MSU COL student and so must be published in at least the Daily Docket and fliers/posters should be displayed in advance. You can request a Daily Docket entry by completing all of the required fields online and submitting the form which can be found at [http://www.law.msu.edu/students/index.html](http://www.law.msu.edu/students/index.html).

**If your student group is planning an alumni event:**
When filling out your Event Planning Form, you should check the appropriate boxes to identify that your event will target or involve Alumni. This will flag your form (and event) by Caroline to bring the Advancement Department in to assist. At that point, you will be contacted by and/or can reach out to the Associate Director of Advancement, April Jones, at jonesap@law.msu.edu or (517) 432-6982 to schedule an appointment. She **must** be involved in the early planning and operations of all of these events. She is available to help improve attendance for your event by notifying alumni about your event. *Failure to contact or work with the Advancement Department on an event involving MSU Law alumni will result in cancellation of your event.*
**Political speakers - there are specific policies regarding external speakers.**

  - Reviews MSU's policy on outside speakers
- Political fundraising or campaigning on campus is strictly prohibited
- The lecture must be strictly of an academic nature
- Q&A session is permissible as long as it is not conducted as a political rally or endorsement of one political viewpoint. Questions must be asked from both sides of the issue or topic being discussed
- We highly encourage you to make an explicit statement on any flyers and during the event after introducing this speaker as follows:
  - “Michigan State University College of Law and [insert name of your group(s) here] does not support or oppose the views of this/these speaker(s).”

**Meeting and Team Practice Round Planning:**

For your membership meetings or for team practice round space needs, you should place your room booking request with us in the Office of Student Engagement by visiting Room 308 or contacting her via email at [oselaw@law.msu.edu](mailto:oselaw@law.msu.edu). There is a checklist of information we will need to collect from you to make the booking.

Requests should be made at least two (2) weeks before the need for the room. It should be noted that meetings requiring the larger spaces on campus (e.g. Castle Boardroom, fourth floor classrooms) should be made at least four (4) weeks or more in advance.

Major *events* will be given first priority for space allocation over any *meeting or team practice* booking requests. Meeting/practice room requests will be allocated space according to the order in which requests are received. **All reservations are subject to change at any time.**

Groups are responsible for returning the room space to its original condition and ensuring that the space is available to the next occupant by the end time listed on the reservation confirmation. This includes wiping down desks where food was eaten and/or tidying any food garbage from the space. Student groups are also responsible for any damage to the facilities resulting from their event. *Failure to return a room to its original condition may result in denial of future room requests for that group/team.*

For meetings and team practices, Student Groups will need to make all arrangements for food ordering and delivery independently. You should cover the cost of the food and then submit a reimbursement request to the Accounting Department. Similarly, if technology equipment is needed for your meeting/practice, you should contact Tech Services independently by calling 517.432.9292.
All meetings must be made public and open to any MSU COL student and so must be published in at least the Daily Docket. You can request an announcement by completing all of the required fields online and submitting the form which can be found at http://www.law.msu.edu/students/index.html.

**Event Security**
For all high-profile or anticipated to be highly attended events, please speak to Caroline Kingston in Student Engagement at least three weeks prior to the event. In the past, we have needed to alert Michigan State University Police and have a formal security detail, and so this advance notice is absolutely necessary. These details will all be coordinated by Caroline Kingston. Failure to notify Caroline Kingston with proper advance notice may result in cancellation of this event.

**Audiovisual and Videotaping:**
All audiovisual and videotaping requests for student group events are coordinated through the Events Office. You should include this request on your Event Planning Form in the appropriate section. Therefore, be sure to anticipate your needs and use this step to really think through the big picture for your event.

When requesting Technology assistance after your EPF has been submitted, be sure to include full event details including date, start/stop time, room location and the contact information for the group member in charge of the event. Please submit this request at least 5-7 business days before the event to events@law.msu.edu

**Speaker Gifts:**
All student groups are encouraged to spend a maximum of $30.00 per speaker gift, as a reasonable gift. When this amount is exceeded on a per gift examination, the administration will scrutinize this expense and you may not be reimbursed. During our weekly review of reimbursement requests, we will examine how many speakers in fact attended so groups should not buy additional items beyond their actual speaker roster, without pre-approval from OSE and Accounting.

Student members (or graduating members) should not be given gifts using school funds. This includes direct-funded groups like journals. The only way this expense will be reimbursed is if it is a clearly labeled line item in the budget that is approved the winter earlier by CFO, Dean Lameti. No other requests will be reimbursed for student gifts.
6. Funding of Alcohol Policy

MSU College Law will not fund, either directly\(^1\) or indirectly\(^2\) the purchase of alcohol for student consumption.

Students that are leaders of a group who host activities or events which either include alcohol or take place off-campus at a location that could potentially serve alcohol\(^3\) must submit detailed and specific line-item receipts, demonstrating that no school funds were used to purchase alcohol. These records are weekly reviewed by the College of Law for compliance and no reimbursements will be made for any alcohol purchases.

Student groups who intend to host socials or events off-campus and use school funding, must schedule a meeting with Caroline Kingston in advance of any bookings or publicity release for such event. On a case-by-case basis, Caroline Kingston will speak with the leaders to approve only those events/socials where the group can show an alternative activity as the central focus, ie. Bowling or baseball game, and that all members of the student body will be notified, invited and have an equal opportunity to attend. **Approval for such an event/social will be made by Caroline Kingston only in advance of the event. Failure to obtain approval in advance may result in denial of any reimbursement for the expenses for such event/social.**

Pre-approval is not necessary where the event is one co-sponsored by the Advancement Office, because April Jones in Advancement will be working closely to ensure appropriate use of school funds.

**Rationale:** A potential vicarious liability may exist if the College or its agents fund the purchase of alcohol, then knowingly allow a student or their guests to become inebriated and that person(s) subsequently causes injury or damages to third parties. The College desires to control this potential liability and believes that this policy is necessary to do so. Additionally, it is not within the mission of this College to use tuition dollars for this type of expense. Further, tuition dollars should be used in a way that benefits the most students. Having an event off-campus limits who can or will attend.

**MSU Ordinance 22.02:** The use or possession of alcoholic beverages is prohibited in classrooms, lecture halls, laboratories, the libraries, the chapel, and within buildings or arena where athletic events, lectures, or concerts are held.

**MSU Ordinance 22.03:** The use of alcoholic beverages is prohibited in all public areas of campus buildings except with respect to events or occasions where such is approved or authorized by the Secretary of the Board of Trustees, pursuant to express criteria which have been prepared by the Secretary and reviewed by the Office of the General Counsel.

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\(^1\) through direct group accounts ie. Journals/Moot Court
\(^2\) by the general funding of student groups through the SBA or departments
\(^3\) For example, a restaurant, bar, hotel, conference center or similar location
7. Student Travel Policy

The faculty have developed a policy on what expenses can be reimbursed by the school for school-related/extra-curricular related travel. You can view this policy in detail at http://www.law.msu.edu/engagement/leadership.html.

On our student group leadership website, there is also the “Student Travel Request” form that all students who intend to travel using school funds must complete and submit with attachments. This must be submitted in advance of booking any travel arrangements (flight, hotel, rental car) to Rhonda in the Accounting Office (306). If approved, Rhonda will provide this form to you to give to Beth Wey in the Dean’s Suite who can then use the school credit card to book approved student travel. If you would prefer to book the travel on your own and then seek reimbursement, do not book any travel until after this form has been approved by Rhonda. Without having this Form approved by Rhonda, no bookings will be made for student travel by the school and you may not be reimbursed if you book travel arrangements on your own.

The exception to the Student Travel Form policy above is travel of the official Moot Court & Trial Advocacy Board, whom already has a detailed policy working closely with the administration. Their policy applies to that group.

8. Credit Card Policy

Arrangements can be made to accept charges on behalf of student groups via credit card (ie. Collect money for ticket sales). This procedure does create extra work for our Accounting Office, and so approval is only granted on a case-by-case basis in advance of any publicity stating credit cards will be accepted. You can inquire by speaking with Rhonda Bleisner in the Accounting Office (Room 306).

The Law College will accept cash and checks on behalf of the student groups. Make sure your student group name and event/item involved in the purchase appears on the memo line of the check.

9. Lobby Table Reservation Guidelines

1. There are a maximum of four (4) spaces for lobby tables at any given time. Groups may share tables, but no more than four tables will be permitted or available for use.

2. Student groups are to use the tables that are stored in the 1st floor loading dock and not move tables from any other floor or area for lobby table use.
3. There are 6-8 stackable, grey chairs on the dock for students to use at tables rather than using Sparty's chairs. When chairs are stored on the dock they must be stacked neatly near the tables that are standing neatly behind the door to the dock area.

4. No student group display is to be left in the lobby area overnight. It is your group's responsibility to set up and tear down your table, chairs and displays at the beginning and end of each period. **Return all tables to the dock behind the door leading into the dock. The chairs must be stacked neatly next to the recycling bins, but not blocking the fire extinguisher.**

5. A student group representative must remain at the table display at all times.

6. Live animals should not be included in any lobby display or event without prior approval by Caroline Kingston, which will be determined on a case-by-case basis.

7. Food sales are prohibited on the first floor lobby per MSU's Spartan Life Student Handbook that states "When the University has a food operation in a building (i.e., Sparty's), food will be sold only by that unit."

8. Lobby events are not intended to promote outside concerns or individual political campaigns.

9. Only registered MSU Law student groups may host a lobby table.

10. Lobby displays must be presented in a professional manner.

11. Associate Dean Connell Alsup and Caroline Kingston have the final determination over which displays are deemed appropriate.

12. Lobby tables are self-policing and no advance reservations are required. If you see a student group abusing these regulations, please report this to Caroline Kingston in the Office of Student Engagement. If these policies are not followed, all student groups will lose the privilege of lobby tables for the remainder of the semester.

11. **Announcements – The Daily Docket**

   If your student group has an announcement to share with the College of Law community in the Daily Docket, you can request an announcement by completing all of the required fields online and submitting the form which can be found at [http://www.law.msu.edu/engagement/index.html](http://www.law.msu.edu/engagement/index.html).

   **Be sure to carefully fill out all of the required fields and check for**
proper spelling and grammar before you submit the online request. If we find grammatival or spelling errors in your submission, it will not run and you will be notified to re-submit your entry the following day.

Each submission will appear on the web for a maximum of two weeks, with the current week’s activities listed by day at the top with priority and then the next week’s activities listed in a “preview” section at the bottom of the page.

The Daily Docket email will only be sent out once each day.

Announcement requests must be received by the Office of Student Engagement no later than 12:01AM the day it is to be posted, with no exceptions. Any requests received after this time will be included in the following day’s email. Only submissions completed via the web form will be published. No emails or handwritten submissions will be considered.

NOTE: We strongly encourage you to plan ahead and submit your announcement well in advance to promote your event effectively.

The Office of Student Engagement reserves the right to edit any communication that has been submitted for posting. We also reserve the right to refuse to run any announcement that does not comply with our policies. Alcohol related events and events not connected to the law school or student life will not be approved.

The purpose of the Daily Docket is to provide the MSU College of Law community with updates regarding administrative and student life sponsored events of a noncommercial nature. Messages of a commercial nature will not appear in the Daily Docket.

Any messages that need to appear for an indefinite or extended period of time should be placed on a flyer and on a bulletin board or corkboard strip.

12. Invitations

If you would like to invite faculty and staff to an event: The invitation text and recipient list should be submitted via e-mail to Caroline Kingston at ckingston@law.msu.edu with “Faculty/Staff Invite” in the subject heading. Please submit the invitation at least one to two weeks ahead of time. Special events may require at least a month or more advance notice.

Paper invitations can be hand delivered to the appropriate faculty or staff by your members.

If you would like to invite the Dean to an event: The invitation should be sent via e-mail to Lori Blankenship at blankens@law.msu.edu with
“Invitation for Dean Howarth” in the subject heading. Please submit the invitation at least several weeks ahead of time. Special events may require a month or more advance notice, so please plan accordingly.

13. Promoting Student Group Off-Campus Events and News

After submitting your Event Planning Form (EFP), it is reviewed by the Office of Student Engagement to see if it should be deemed a large scale/high-profile event.

For Level 1 events, your group will have access to poster and flier templates on the Student Leader website that you can use to tweak to your needs, print and then display throughout the building. If you cannot manipulate the templates on your personal computer, we have set up a computer in the Lab that is for the exclusive use for Student Group work and this computer has the software ready and access to print to the color printer in the 4th floor copy room. Entry to this room is only by a registered student group leader checking out a key from OSE (Room 308) and we will monitor usage for appropriateness.

Groups are limited to printing up to 4 posters (11x17) and up to 10 fliers (8 1/2-x11) on this printer and also for display in the building. These limits will be enforced by OSE staff. Color paper is not allowed to be used on blackboards as background. Only tape can be used on the blackboards, NO glue!

For level 2 events, you will be contacted to discuss promotion options.

14. Student Achievements/Accolades

Many of your members carry the Law College name to off-campus competitions or other activities. Some examples are student groups that send members to moot court competitions.

When your members win competitions or otherwise successfully participate in outside activities, it’s important for the Law College to applaud you and tout your successes publicly.

If you have any members who participate in off-campus competitions or events that should be promoted, please e-mail the Communications Department at: market@law.msu.edu with the following information:

1. When you plan to travel with members to the competition or event (please include the dates and send this notice as soon as the event is scheduled.);

2. A brief description of the event;
3. The outcome of the event;

4. The name of your faculty supervisor for the competition or event;

5. A photo of the team. Your group should take this photo on site while dressed in professional attire in as formal of a shot as possible.

15. Publicity for meetings

Student groups are responsible for creating their own flyers and posters and submitting the online form for an entry into the Daily Docket.

16. Copyright reminders

If you create your own publicity materials, remember to avoid copyright infringement. Do not cut/paste photographs or other graphics from the internet. Photographers and other media creators must be given credit and/or paid for their work. If in doubt, please contact stop by the Office of Communications. Occasionally, permission to use the work from the author/creator can be obtained and received via e-mail.

**Photograph Resources**

MSU Photos: [www.photos.msu.edu](http://www.photos.msu.edu) Prices vary from $25-$60 per photo

17. Posting of Fliers (8 ½ x 11)

Do not post flyers on any painted, wood, or glass surface in the building. They will be removed. There are corkboard strips and boards throughout the building and in Sparty’s Café for the posting of 8 ½ x 11 fliers. Groups can post up to 10 fliers in the building at any one time. *This limit will be enforced by OSE staff.*

18. Posting of Posters (11 x 17)

You can place posters onto blackboards that are then clipped onto sign stands. Only tape can be used on the blackboards, **NO** glue! You can check-out blackboards from the Office of Student Engagement on a loan system that must be signed out and returned once your event has concluded. Leaders should not remove posters of other groups in order to use a sign stand for their own poster, unless the event has clearly transpired. **Improper displacement of another group’s poster may result in loss of privileges to the offending group.**
You can retrieve an additional sign stand from the freight elevator shaft area on each floor. You are not to move sign stands between floors, as they have been strategically spread out through the building. If you need a sign stand and there is not one available on a certain floor, please see us in Student Engagement (Room 308).

Groups can post up to 4 posters in the building at any one time, one on each floor. This limit will be strictly enforced by OSE staff.

Protocol for Student/Student Group Publicity in the Law College Building
Office of Communications & Office of Student Engagement policies

The Office of Communications and the Office of Student Engagement assist student groups with publicizing events within the Law College. While it is a goal of the Law College staff to reduce paper in the hallways by means of using available electronic media, certain cases require posters to be produced.

In an effort to help smooth the process of creating these posters, the Events Office with the Office of Communications has created the following instructions:

1. Events and Meetings warrant different publicizing by the Law College.
   a. Meetings (student orgs., group study, etc.) taking place in the Law College will use electronic means to communicate to its participants, whether through Daily Docket and TWEN.
   b. Events that bring members of the community to the Law College (roundtable discussions, panel discussions, speaker engagements, etc.) may use posters and flyers to be hung on black boards and stands or bulletin boards.

2. Submit the online form to have an announcement sent out in the Daily Docket.

3. Complete the Event Planning Form on the student leader website. Once Caroline Kingston ranks your event as either a Level 1 or Level 2 event, she will forward it to the Communications Department, who will notify you of your ranking and your role in promotion.

If you are hosting a Level 1 event and you choose not to use one of the approved poster templates but want to use any MSU College of Law official logos and/or photographs in your design, the Communications Department must approved your design in advance of posting. Poster approval requests must be received at least 3 days in advance.
If you are notified that you are hosting a Level 2 Event:
We will connect you with the Communications Department who will contact you to discuss specifics and a timeline.

5. Official MSU Law logos can be downloaded from the student leader website. Logos should not be modified in any way. Additional limitations are outlined in the Brand Standards Manual on the student leader website. Please note that there are limitations on the use of trademarked logos for MSU and MSU Law. Use for promotional purposes and/or merchandise require prior approval from the Office of Communications and MSU Licensing. Please review “T-shirt/Sweatshirt/Apparel Logo Item Sales” in this handbook.

19. End of Year Reporting

**Activities Report**

All student groups must prepare and submit an Activities Report with their re-registration packet. This report should include all agendas, minutes, description of events, posters/invitations use to promote these events and your “playbook” used for planning. The purpose of this report is to assist in transitioning your successor so that we can continue the positive progress we make each year.

**Financial Report**

All student groups must submit in March of every year a detailed Financial Report, outlining what money has come in through funding requests/fundraising and what money has gone out of your student group bank accounts. These records must be sufficient in detail to describe the student responsible for making the expenditure, the product or service purchased or provided, the vendor, the date, and an itemized list of the funds spent.

The Accounting Office is located in room 306 across from the Registrar’s Office.

The student group contact in Accounting is Rhonda Bleisner and she can be reached at bleisner@law.msu.edu

20. Funding and Fundraising Options on Campus

Applications for funding for Student Groups from the following avenues can all be found on the Student Leaders webpage at [http://www.law.msu.edu/engagement/leadership.html](http://www.law.msu.edu/engagement/leadership.html)

Student groups can apply for funding from the following entities:

a. **Student Bar Association (SBA)**

   Funding procedures and policies are announced at the beginning of every semester. Updates will be provided from the SBA Finance Director during
the Lawyers as Leaders Retreat and on the Lexis WebCourse “Student Group Forum”.

b. Council of Graduate Students (COGS)
The Council of Graduate Students (COGS) offers additional funding of up to $1,500.00 per student group and conference grants.

However, in order to apply for COGS funding you must be a registered student group with the Student Life office at MSU. For more information on registering with Student Life, please visit: http://www.studentlife.msu.edu/current_students/rso/orgs.htm

The COGS website and application for COGS general funding and grant funding guidelines are available at: http://cogs.msu.edu/funding.html.

COGS will not fund an event after it has taken place. NO Exceptions!

If you have any questions, e-mail the College of Law representative for COGS at cogslaws@msu.edu.

c. Alumni Association
The MSU Law Alumni Association has limited funds which it may, in its discretion, make available to qualifying student groups to help offset costs of a special event.

Applications are available online at https://www.law.msu.edu/engagement/leadership.html and can be picked up from the Office of Advancement (Room 400).

Requirements: Below are the threshold requirements for student groups that request funding from the Alumni Association. As a general rule, if an event falls within these qualifications, it will receive consideration for funding, but the board retains discretion on whether to make a grant. If an event cannot satisfy these guidelines, it will generally not be considered for funding.

Threshold qualifications for obtaining money from the Alumni Association:

a) Student groups must apply for funding prior to the event/activity. Except in extenuating circumstances, all requests must be submitted at least 30 days prior to the event if you wish to receive a response prior to your event.

b) The event should be one which positively reflects on the Law College.

c) The event should be one which advances the goals of a legal education and missions of the Law College.

d) The event should be open to the entire student body, or benefit the advancement of the Law College in some significant way.
e) The Alumni Association should be recognized for its contribution (preferably in print form).

f) Requests for $500 or less do not required full Board approval, and instead the Student Liaison Committee may decide on its own.

d. **Diversity Services Office (Event Funding)**

Any registered student group can apply for DSO event funding via the application found on the DSO and the student leader website. This should be submitted via email to diversity@law.msu.edu and not slid under the DSO office door on the 2nd floor, as Mary Ferguson travels for Admissions and may be out of the area. For event funding, applications should be received no later than two weeks prior to the event. If your application is approved, you will be contacted by email and the Accounting Office notified to transfer funds to your group’s bank account prior to the event.

**Diversity Services (Conferences/Competition Funding)**

Any MSU Law student, whether part of a student group or not, may apply for DSO funding to attend a conference or competition. Applications can be found on the DSO and student leader websites. No directed study moot court competitions will be approved for funding this way and these groups are directed to speak to their faculty advisor for funding questions.

Applications for DSO Conference/Competition funding are due:  
- Fall Semester trips – no later than September 30th  
- Spring Semester trips – no later than January 30th  
- Summer Semester trips – no later than April 15th

If approved for funding, you will be notified and you should submit all receipts and requests for reimbursement directly to Mary Ferguson in Room 201A, instead of submitting same to the Accounting Department. Ms. Ferguson will personally review requests and contact you to go over any details.

e. **ASMSU Funding Board**

The Associated Students of Michigan State University (ASMSU) Funding Board was created to fund individual projects of Registered Student Groups at Michigan State University.

ASMSU Funding Board provides funding to MSU Student Life Registered Student Groups (RSOs) and major governing groups. Groups can apply for funding for a wide variety of projects such as speakers, conferences and educational programming. Events should appeal to the MSU community at large interdepartmental collaboration is strongly encouraged. Typically the events funded involve large budgets of which ASMSU funding is only a percentage.

Established in 1981, the board's goal is to provide funding to groups that
have a demonstrated financial need, are young, developing groups, or are groups whose projects benefit the general student body at Michigan State University. A Registered Student Group may be granted up to $4,500.00 per academic year.

Registered Student Groups wishing to apply for funding should speak with the Funding Board Chairperson to schedule a meeting with the Funding Board. The Funding Board application must also be submitted to the Funding Board office for review and may be downloaded from the link below. Groups’ meeting with the general board must also prepare a short presentation outlining the group’s project and financial needs. Student groups will be notified within three days of presenting regarding funding request.

For more information or to schedule a meeting, please contact 517-355-8266 x106. ASMSU Funding Board is sponsored by the MSU undergraduate student tax. For more information about the application and group eligibility requirements, visit the ASMSU website at:

http://www.asmsu.msu.edu/modules.php?name=Pages&sp_id=161&m1=7&m2=158

f. Career Services: Co-Sponsorship of Speakers (Meet A Lawyer events)

The Career Services Office (room 301) is available to co-sponsor speakers who will present on legal related topics at the Law College. The student group should contact a Career Services Advisor early on in the planning process with the topic of interest, possible dates, and provide any contact names, if applicable.

The Career Services Office will then do all of the following, as requested:
1. Identify and invite the speaker(s).
2. Provide all of the print and email publicity.
3. Order and pay for 50% of the cost of the food, up to $100.00.
4. Book a room for the program.
5. Provide a gift for the speaker(s).

The Career Services Office does rely on the student group to “publicize” the event via word of mouth to its members.

The student group also needs to encourage fellow students to attend the event.

g. Fundraisers

Fundraising by student groups or individual students to benefit an outside group must be approved by the Office of Student Engagement on a case-by-case basis. Fundraisers will be approved on a first-come-first-serve basis. Please refer to “Appendix A: The ABCs of Fundraising” for a list of creative fundraising ideas.
Limitations on use of any Fundraised Funds

Student Groups must publicize how raised funds will be used during promotion of the fundraiser, at the time of the fundraising event and when money is collected so it is clear how the money will be used. A reasonableness test will be applied by the Office of Student Engagement on these uses.

**Bake Sales:**
Bake sales are no longer allowed in the Law College building. In the past, the Office of Student Engagement has approved “bake-off” events, but with several stipulations. To request permission for this type of activity, please see Caroline Kingston in Student Engagement.

21. **Charitable Gaming Training**
Trainings are scheduled every year through the Michigan Department of Charitable Gaming. Visit their website for more details at:
http://www.michigan.gov/cg

If you intend to host a charitable gaming event, please notify Caroline Kingston at least 3 months in advance as it could take this long to seek and obtain state approval for the event.

22. **Use of MSU / MSU Law Name and Logo**

All MSU Law apparel and promotional items that reference Michigan State University, Michigan State University College of Law, or any variation thereof, must be approved by the Office of Communications before an agreement with any vendor for an order, publicity or sales begin. To help you plan, please read the following FAQs:

1) **If a student group wishes to use the MSU College of Law logo(s) on an item, who do they see?**

Approved logos can be downloaded from the student leader website. Please reference the Brand Standards Manual for usage limitations. No modifications are to be made to official logos. Approval of usage and design must be obtained by the Office of Communications (communications@law.msu.edu). This request might require an appointment and cannot be done on a walk-in basis.

2) **What about using the MSU College of Law name at all? Can student orgs create their own design of the school's name OR must they use the approved name logo(s) only?**
Student groups can design their own logo; however, no part of the branded logo can be taken apart and used in a new logo design. The "new" design must be UNIQUE. The Communications Office will not design a unique logo for students; however, the Office of Communications does have group-specific logos that incorporate each student group name at the base of the Law College's existing logo. If you are not sure if your design is UNIQUE, please consult with the Office of Communications.

In addition to using any unique design, the official MSU Law wordmark logo must be featured somewhere on the item. The MSU Law logos and the blocked print name “Michigan State University College of Law” on official merchandise are considered to be trademarks.

If you plan to sell general merchandise with ONLY the Michigan State University College of Law logo(s) and/or name on it, you do not have permission to do so. Official MSU College of Law merchandise can only be created, distributed, and sold by the Law College or by an approved vendor for the Law College.

TIP: Make sure your student group name is included in your design if you are planning to use any MSU Law-related items or apparel for fundraising purposes and that your design is UNIQUE.

3) Are student orgs allowed to take their designs, especially with COL logos, to an outside vendor? Do we have a preferred vendor?

Yes, the Law College does have a preferred official logo vendor, which is Mahoney and Associates, Inc. However, only contact Mahoney when you are confident that your group can afford to commit and place an order. Graphic design layout and proof development is time-consuming and expensive. Before you contact Mahoney, you must have design approved by the Office of Communications.

Be considerate of Mahoney's staff and only ask them for pricing and/or a proof when your student group fully intends to place an order. You are representing MSU Law and we do not want to waste Mahoney's time and staffing resources, you can reach them at:

Mahoney and Associates, Inc.
Lisa Livingston-Yetsko
lisa@mahoneypromo.com

Some items may take 6-8 weeks for delivery, so plan to obtain approval well in advance.
4) Are there any recommended vendors for non-logo items?

For Items or Apparel without the official MSU College of Law logos, some student groups have used:

Retroduck.com (4-5 business days turn around)
210 Abbot Rd, East Lansing, MI 48823
(517) 333-8253, www.retroduck.com

23. Apparel, Logo Items and Tablecloths

Use of MSU Law logos which include the full block listing of the college's name “Michigan State University College of Law” is copyrighted and cannot be used without express permission of MSU Law. Please see the Office of Communications (Room 320A) or market@law.msu.edu for approval.

Apparel: You will not be permitted to purchase merchandise, clothing or hats using your SBA Funds. You will need to conduct fundraisers to cover this type of expense. These items can also take up to 6-8 weeks for delivery. Please be sure to use the MSU COL Tax Exempt Certificate for this purchase, to have the taxes taken off by the vendor.

Tablecloths: Previously purchased tablecloths have our school’s old logo on them and so can no longer be used face side up. A tablecloth from our vendor typically costs $289.51 and so it is not financially possible to replace 50+ tablecloths. Thus, we are asking student groups to make other plans when setting up a lobby table or a check-in table for an event. Occasionally, for high-profile events, special permission can be granted by Caroline Kingston to use the underside of a tablecloth (so no white text/images show).

Foam signs were purchased for each registered student group displaying their name for use any time by student groups hosting a table, meeting or event. These can be checked out at the Office of Student Engagement.

24. Information about the Student Bar Association (SBA)

Student groups should get to know the SBA executive board and senators. The SBA serves an important role with regard to student groups at MSU College of Law. The SBA provides funding to student groups throughout the academic year.

The SBA office is in room 215.
The SBA website is: http://www.msusba.org/

The stated purpose of the SBA is:
1. To promote, establish, and run such activities and group as are deemed beneficial to its members and the Michigan State University College of Law [hereinafter “Law School”] and to represent student concerns and interests.

2. To promote social and academic interaction among the students, faculty, alumni, and administration of the law school.

3. To develop a mutual awareness and appreciation of the profession of law among the Law School and community at large.

4. To promote professionalism among Law school students by providing an opportunity to participate in an integrated Bar modeled on the State Bar of Michigan.

25. Overview of Student Group Policies and Guidelines

1. The Office of Student Engagement supervises all student groups, including the SBA. The Office of Student Engagement aims to work closely with student groups, journals and moot court boards to support their endeavors and to be the liaison to the administration for student groups.

2. Caroline Kingston is the Associate Director for Student Engagement. Caroline’s office is in room 308B. She can also be reached at 517-432-6808 or via e-mail at ckingston@law.msu.edu. Please feel free to contact Caroline with any questions or concerns you may have.

3. Student groups provide MSU College of Law students, faculty, and staff with additional academic and extracurricular programs. Student groups provide speakers, community events, social activities, and mentorship. Activities sponsored by student groups benefit the entire community. Groups, journals and moot court boards provide opportunities to improve leadership skills and work on projects in team settings with peers, faculty, and staff.

4. Under College of Law guidelines, each group must re-register each Spring semester with Office of Student Engagement. Registration forms are distributed during the Spring semester at the Lawyers as Leaders Transition meeting and TWEN to the current group presidents. A list of officers and members should be submitted. Groups must have a minimum of five (5) current MSU law student members.

5. Each group must have a constitution or by-laws that should be submitted electronically along with the registration materials to OSE. The constitution/by-laws must incorporate the regulated language provided by the Office of Student Engagement each year.
6. Student leaders should remember that academics should remain a priority during law school. We strongly encourage executive board members to maintain at least a 2.50 GPA during their tenure.

7. Each group is required to have an advisor from the faculty or staff of the College of Law. Please see Caroline if you need assistance in locating an advisor.

8. Each registered student group/group is responsible for creating and monitoring its budget and ledger. The Accounting office policies and procedures for reimbursements are included in this handbook.

9. Be sure to submit a complete contact list of your group's executive board via e-mail to the Office of Student Engagement at oselaw@law.msu.edu once elections are finalized for the following year.

10. No student group should purchase alcohol with SBA/school funds and/or advertise the availability of alcohol at a law-school sponsored event. Please refer to the “Funding of Alcohol Policy” discussed in the Funding section above.

11. **Individual students on behalf of student groups, groups and journals may not enter into contracts with outside vendors.** The Events Office also cannot sign contracts on behalf of student groups. Contracts must be signed by either Caroline Kingston or Associate Dean Connell Alsup. Journal contacts can be signed by Faculty Advisors, Caroline Kingston or Associate Dean Connell Alsup.

12. **New Fall 2013** Student groups should not have in their Constitution/By-laws any matters that are not within the powers of students to regulate (ie. scholarships, financial stipends and/or academic credits). These items are regulated/determined by the administration and faculty and so should not be included as items in the student group Constitution/By-laws. It is the responsibility of the President/Editor-in-Chief/Executive Director to administratively remove any items that do not comply with this provision immediately.

13. Student groups are invited to meet and greet all students during the fall Service Project, Student Group Fair at the start of Fall semester and again during several Admissions Open House events during the Spring semester.

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4 An administrative removal in this instance means that no vote of the students is required to take this action. Since it was not proper for such items to be in student group Constitution/By-laws, it is not procedurally proper for a vote to take place.

5 Leaders must be in compliance by the start of classes in January 2014 and submit updated by-laws to the Office of Student Engagement via email. Failure to comply with this provision could mean that the student group loses its official status.
14. Each student group is highly encouraged participate in or plan at least one pro-bono, legal networking, legal issue education program, law-related charitable or community service event during the academic year.

15. Groups are also encouraged to work with other groups in their participation or planning of events throughout the year. A contact list of student group leaders will be distributed during the Student Leaders Retreat in the fall and posted on TWEN.


STUDENT GROUP LONG RANGE PLANS:

Registration:

✓ Fill out the registration forms each Spring. Be sure the form has all the required signatures and reports
✓ Compile a list of officers and members
✓ Turn in all forms to Caroline Kingston in room 308B prior to the stated deadline in March/April of each year

Summer:

✓ Have a planning meeting to organize the first meeting and events for the first months of the Fall semester
✓ Communicate with the executive board and hold strategic planning meetings
✓ You should have some of your events planned ahead of time, including when and where your first meeting and events will be to generate interest, and have fliers explaining the mission and events held by the group
✓ Review group files, update documents, and discard any outdated materials

2. Fall:

✓ Check out what’s in your group locker and dust off your group tablecloth, banner and any other helpful items. Re-register your group’s locker in the first week of classes.
✓ Participate in the Student Group Fair. The fair is typically held on the College of Law Veranda and lawn (weather permitting) early in the semester.
✓ Attend the Lawyers as Leaders Retreat in the Fall to learn important policies and procedures
✓ Attend any Lawyers as Leaders trainings
✓ Network with other student group leaders and collaborate on events
✓ Schedule meeting time and locations ahead of time, classroom space fills up quickly. Book your meeting rooms by visiting the Office of Student Engagement (308)
✓ Hold an informational meeting to recruit new members
✓ Plan icebreakers to help your new and returning members get acquainted with each other and the executive board
✓ Share group materials with all members: constitution or by-laws, membership list, the goals and objectives for the year, a calendar of meeting and event times and locations, and a list of any standing or ad hoc committees
✓ Schedule regular meetings with your executive board and advisor
✓ Set a timeline for accomplishing your goals and objectives for year
✓ Update the Signing Officer Form for the Accounting Office
✓ Check on the financial status of the group. Obtain a copy of your account ledger from Rhonda Bleisner in Accounting
✓ Conduct a budget planning session with your executive board and determine if there is a need to fundraise

3. Spring:
✓ Recruit new members in the first weeks of the Spring semester
✓ Remember many 1Ls and transfer students were focused on getting acclimated to law school and/or MSU in the fall and now may be interested in joining
✓ Review your previously set goals and objectives- is the group on track?
✓ Strategize about additional goals and what legacy you want to leave behind. Set a timeline for accomplishing those goals in the remainder of the term
✓ Schedule Spring meeting times and locations. Share dates with your membership
✓ Attend any Lawyers as Leaders trainings
✓ Prepare for and hold executive board elections in February
✓ Attend the Student Leader Transition Meeting in March to ensure the incoming board has all the information they need to be successful the following year
✓ Outgoing officers should train the newly elected officers and review all group files and information (including financial) with the incoming officers
✓ Draft an Activities Report summarizing the group’s activities, successes and failures with recommendations for future planning. Include posters/fliers and to do lists from your events and minutes from your meetings. This is useful to the new executive board and provides historical information for the group files
✓ Draft a financial report outlining income and expenses for the past academic year
✓ Inform the Office of Student Engagement of newly elected officers via e-mail at oselaw@law.msu.edu

- 32 -
✓ The new executive board should hold a meeting to discuss goals with the membership for the following year
✓ Make sure you update your membership list before summer begins. This will make contacting returning members in the Fall much easier
✓ Fill out the registration form for the next academic year. Be sure to have all the required signatures
ACCOUNTING FOR STUDENT GROUPS

INCLUDED IN THE STUDENT GROUP HANDBOOK FROM THE OFFICE OF STUDENT ENGAGEMENT IS A FORM FOR THE ACCOUNTING OFFICE. THIS FORM IS SIMILAR TO A SIGNATURE CARD AT THE BANK AS THESE TWO PEOPLE WILL BOTH NEED TO SIGN ANY CHECK REQUESTS.

THE NEW OFFICERS LISTED ON THIS FORM WILL BE THE ONLY ONES TO HAVE ACCESS TO ACCOUNT INFORMATION OR TO AUTHORIZE CHECK REQUESTS. IF THE AUTHORIZED SIGNERS CHANGE DURING A SEMESTER, A NEW FORM WILL BE NEEDED.

DEPOSITS TO THE STUDENT GROUP’S ACCOUNT MAY BE MADE BY ANYONE. THESE USUALLY CONSIST OF MEMBER DUES, FUNDRAISING, OR DONATIONS. THERE IS A NEW DEPOSIT FORM TO BE USED BY STUDENT ORGS FOR ANY MONIES DEPOSITED. THESE FORMS ARE FOUND OUTSIDE THE ACCOUNTING OFFICE WINDOW.

PLEASE NOTE THAT WE DO NOT ACCEPT CREDIT CARD PAYMENTS FROM THE STUDENT GROUPS FOR ANYTHING. CHECKS SHOULD BE MADE PAYABLE TO MSU College of Law.

IF THE ACCOUNTING OFFICE (ROOM 306) IS NOT OPEN, REQUESTS MAY BE LEFT USING THE MAIL SLOT TO THE LEFT OF THE WINDOW.


***PLEASE NOTE THAT CHECK REQUESTS MAY TAKE AT LEAST 3 WEEKS TO PROCESS. IT IS VERY DIFFICULT TO PROCESS A CHECK IN ONE OR TWO DAYS DUE TO EACH CHECK NEEDING TWO SIGNATURES. PLEASE ALLOW PLENTY OF TURNAROUND TIME WHEN YOU TURN IN A REQUEST.***

ONCE A CHECK IS READY THE PERSON WILL RECEIVE AN EMAIL TO PICK UP THE CHECK UNLESS DIFFERENT HANDLING HAS BEEN REQUESTED. IF NO EMAIL HAS BEEN RECEIVED, THE CHECK PROBABLY ISN’T READY. IF THE STUDENT HAS DIRECT DEPOSIT

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FOR THEIR FINANCIAL AID REFUNDS, REIMBURSEMENTS WILL ALSO BE DIRECT DEPOSIT. IN THAT INSTANCE, THE PERSON WILL RECEIVE AN EMAIL TO CHECK THEIR BANK ACCOUNT ON A SPECIFIC DAY TO CONFIRM THE DEPOSIT.

AT ANY TIME THE AUTHORIZED SIGNERS FOR THE ACCOUNT MAY REQUEST A LEDGER INFORMING THEM OF THE ACCOUNT'S BALANCE AND TRANSACTIONS. CONTACT ACCOUNTING TO REQUEST THIS.

IT IS STRONGLY RECOMMENDED TO ALL GROUPS THAT YOU KEEP GOOD RECORDS OF ACTIVITIES AND BUDGETS FOR THAT YEAR IN A FORM THAT CAN BE PASSED ON TO THE NEXT OFFICER(S). ADD ANY NOTATIONS ABOUT HOW YOUR GROUP HANDLED FUNDRAISING, DONATIONS, AND/OR EVENTS SO THAT THE NEXT YEAR’S MEMBERSHIP AND OFFICERS GET THE BENEFIT OF YOUR EXPERIENCE ON THINGS THAT WORKED AND DIDN’T WORK. THIS WILL ENSURE THE MOMENTUM FOR YOUR GROUP CONTINUES FROM YEAR TO YEAR.

PLEASE ALSO NOTE THAT ANY REIMBURSEMENT FOR FOOD EXPENSES REQUIRES AN ITEMIZED CHECK AND CREDIT CARD RECEIPT. THESE TWO DOCUMENTS MUST BE SUBMITTED FOR REIMBURSEMENT.

ACCOUNTING OFFICE CONTACT:
RHONDA BLEISNER
bleisner@law.msu.edu
Frequently Asked Questions

1. Is it mandatory to register my student group with the College of Law?
   Yes, in order to receive school/SBA funding and have access to law school facilities and services, a student group must be registered with the law school.

2. Is it mandatory to register my student group with MSU Student Life?
   No, it is not mandatory, but required to apply for COGS funding and to reserve space on campus outside of the College of Law building.

3. It is mandatory to have a University account?
   No. A University account is necessary if you use a University service such as Physical Plant (they will only allow your group to pay for services through University accounts). Contact Rhonda Bleisner in Accounting if this issue comes up.

4. Can our group have an account at an off-campus bank?
   No. MSU College of Law requires student groups to have their financial accounts within the Law College.

5. Can we have a bake sale?
   No. Procedures to hold other fundraisers are discussed above.

6. Our group wants to conduct a fundraiser. Do you have any ideas?
   Please stop by and see Caroline Kingston in room 308B to discuss options.

7. Can I, as an group leader, be held personally liable if someone is injured at an off-campus event/retreat/trip?
   Yes, which is why contracts with outside vendors cannot be signed by students. When planning an off-campus event, care should be taken to include as many appropriate and safe arrangements as possible. As per MSU policy, alcohol should not be involved in the event.

8. Can we get a set of mailing labels of current MSU Alums?
   Yes. There are currently 9,500 alumni in the MSU College of Law alumni database. Any Registered Student Group can request mailing labels of MSU Alumni by state, by city, by county, or by student group affiliation. All mail label or spreadsheet requests should be directed to the Office of Advancement.

   There is no charge for the request. Please stop by to discuss your needs with the Office of Advancement to ensure you request the proper mailing labels. The Office of Advancement is located in room 400.

   Remember to include with your request: what the mailing labels are intended for (e.g. special event, communications with alumni) and contact person for your group. You can request either mailing labels or a spreadsheet with mail merge data for personalized letters or invitations.
Mailing labels will not be printed until 1-2 business days before the actual mailing to ensure up-to-date addresses.

11. **Do we receive monthly account statements from our Law College account?**

   Statements are not printed on a monthly basis. The two designated officers for the student group can request a statement printout from the Accounting Office. Student groups are encouraged to use good accounting practices and not to solely rely on official account statements to keep up-to-date with their account balance.

12. **If we change officers or advisors, do we need to notify anyone?**

   Yes, please inform the Office of Student Engagement at oselaw@law.msu.edu.

13. **How do we handle e-mails from prospective students?**

   Many of you might receive e-mails from prospective students seeking "student" answers to admissions-related questions. MSU Law Admissions suggests the following:

   (a) Refer the "prospective student" to the Admissions office if you feel uncomfortable answering questions, if you do not have time to answer their questions, or if you feel that the email is from a third party with an ulterior motive

   OR

   (b) Answer the prospect’s questions honestly (but only as many questions as you can or would like to - we’ve heard some e-mails have 20+ questions!) and be sure to include Admissions contact information in your e-mail back to the prospective student.

   Thanks for your help!