Sept. 6 Student Group Town Hall: Summary and Guidelines for 2017-18

General Info

1. Dean Ted Ruger & Dean of Students Monica Monroe
   a. All student groups will be supported, and groups need to adhere to the University’s Open Expression Guidelines.
   b. For events that could be controversial or would require support, please contact the Student Affairs Office (StudentAffairsHelp@law.upenn.edu) – we can work with you to provide Open Expression Observers, security (if needed), etc.
   c. No student events on Mondays at noon (held for admin/faculty events)
   d. If you’d like to invite Dean Ruger to speak (or attend) your event, please send info to his administrator, Nancy Waxman (nwaxman@law.upenn.edu)

2. Center on Professionalism with Claudia Toro (toro@law.upenn.edu)
   a. COP can provide guidance on any matters involving professionalism (correspondences with potential speakers, questions about group management, etc.)
   b. COP can review invitations to speakers (and provide pointers on how to improve these correspondences)
   c. COP office is located in the Clock, near TPIC (see here for the COP PPT)

3. Career Planning & Placement Office with Maureen Reilly (all-cpp@law.upenn.edu)
   a. Keep CP&P in the loop! If you’re inviting judges for an event, please get in touch with CP&P – they can assist with invites
   b. If you’re event has a career-related component, let CP&P know, and they can advertise in their newsletters
   c. CP&P offers funding for career-related student events. They need two weeks notice, and you can apply for the funding here. (CP&P funds can go toward food, printing, etc.)

General Logistical Info

1. Student Affairs Info with Dimitri (mdislam@law.upenn.edu)
   a. **Calendarizing for Your Event**
      i. **Finding a Date for Your Event**: Check the **EMS Calendar** AND the **Public Events Calendar** to find an open time
      ii. Once you find a good date and time, you can reserve a room for your event – either online or with Julie in Student Affairs (jcollelu@law.upenn.edu) (spring room reservations won’t be granted until November)
      iii. **RSVPs**: You’re encouraged to use Qualtrics or Google Forms to take RSVPs (Facebook is an imperfect medium)
      iv. **Putting YOUR Event on the Calendar**: Click “Add New Event” on the **Public Events Calendar** and make sure to add your event so everyone can see it!
      v. **Advertising**: Use On the Docket, other social media, etc.

   b. **Alcohol Policy**
      i. No alcohol for student events before 4:30pm
ii. All events with alcohol need to have a professional bartender serving – this bartender can either be your licensed caterer (if you have one), OR a University bartender. To get a University bartender, please email Dimitri AND Margaret Yang (xiaojiao@upenn.edu), our central U. contact who coordinates bar services. Please email us two weeks before your event. Student Affairs will pay the fee for the bartender service – so this comes at no cost to students.

iii. Student groups must fill out an Alcohol Form.

Funding for Student Groups (Money)

1. Administrative Funding
   a. Grants from admin offices (e.g. Student Affairs, CP&P, etc.) run through the school – so if you get an admin grant, the school can pay directly for things (no need for student out-of-pocket expenses).
   b. Student Affairs oversees the DEAN’S SPEAKERS FUND – this can go for reasonable travel/hotel reimbursements for speakers. This fund cannot go toward food expenses. Apply 2-3 weeks before you need the funds.
   c. Student Affairs also oversees COLLABORATION FUNDING – funding offered for student groups that collaborate on events. (App for this fund is forthcoming.) Apply 2-3 weeks before you need the funds.
   d. CP&P has CP&P FUNDING for student events (if you have trouble with the link, click “Current Students” on the CP&P page, followed by “Student Funding”). Apply 2-3 weeks before you need the funds.
   e. The Int’l Programs Office may have funding available for programming with an international component. Email Lauren Owens for info. (Note, GAPSA may have funding too – inquire with this group.)

2. CSR (Student Government) Funding
   a. CSR intakes budget applications from student groups, and then awards groups with budgets to use for the year.
   b. To pay for things (food, posters, etc.), students make purchases themselves, keep the receipts, and then seek reimbursement through CSR (CSR does not pay directly).
   c. Groups can fill out a budget application HERE, and apps are due on October 1, 2017 at 11:59pm EST. CSR will send groups their budgets the week of October 9.
   d. Student groups planning September programming can use their CSR budget from LAST year as a ballpark estimate of what they can expect to receive this year.

3. Fundraising – Seeking Funds from External Sources (Law Firms, Private Orgs, etc.)
   a. Groups seeking funds from external orgs should confer first with Penn Law’s Alumni Office.
   b. The Alumni Office can assist with the creation of solicitation letters, and can assist with the mechanics of receiving donations (e.g. checks can be sent to the Alumni Office).
   c. Contact this office early! Please email Andy Maynard (amaynard@law.upenn.edu), Lucy Gorski (lgorski@law.upenn.edu) and Kimberly Benenhaley (kbenen@law.upenn.edu) to set up a meeting time. It’s best to connect 5-6 weeks before you need external funds.
   d. Funds received will then be held with our Business Affairs Office, and they can pay directly for things.
   e. There is a 20% University-imposed fee on donations received. This fee goes toward admin costs, processing costs, and is also used to augment the educational mission of the U (e.g. increasing salary pools for new faculty, improving research stipends, etc.).

4. Penn Law Business Affairs Office (businesshelp@law.upenn.edu)
   a. If you have admin funding or external funds, this office will hold the funds received, and can pay DIRECTLY for things!
   b. Please, do not sign contracts directly – Business Affairs can help with this process.
   c. Please go HERE for a range of helpful Business Affairs docs – from info on how to be reimbursed to how to book hotel rooms.
Using Resources in the Building (Shelter)

1. **Facilities with Kathleen Sinnott** *(facilities@law.upenn.edu)*
   a. Golden rule: leave the room as you found it (put trash in bins, erase whiteboards, etc.)
   b. If you have a spill or a mess, please contact Facilities (Room Golkin 102, or email)
   c. You can see the PPT with building hours, policies, etc. [HERE](#).

2. **ITS with Christine Droesser and Neal Swishe** *(itshelp@law.upenn.edu for general IT qs, itsmedia@law.upenn.edu for qs about classroom technology)*
   a. For a list of resources ITS can provide, include unlimited dropbox storage, [please go here](#).
   b. For info on printing, [please go here](#).
   c. For info on classroom tech, see the PPT available [HERE](#).

3. **Communications with Emily Brennan** *(all-comm@law.upenn.edu)*
   a. Comms oversees our On the Docket system (no advertising alcohol at events, please)
   b. Comms can also provide graphic design support to prepare flyers, posters, graphics, etc.
   c. Comms does NOT have a printer for student use – students need to find their own printing
   d. If you’d like your event to be on the calendar on the Penn Law homepage, or want social media publicity surrounding your event, get in touch with Emily Brennan in Comms *(emib@law.upenn.edu)*
   e. To make a request of this office, [please go here](#) and click “Request a Project”. Please do this **two weeks in advance** of when you need your materials.
   f. Comms controls the TV screens in the building – so if you’d like your flyer on a TV screen, include that in your request form!

**Additional Resources**

1. **CLE for Events with Joseph Carroll and Hagana Kim** – how to attract practicing lawyers to your events!
   *(carroll3@law.upenn.edu and khagana@law.upenn.edu)*
   a. Continuing Legal Education can attract practitioners to your events – and any event with an educational component could be eligible for CLE!
   b. Refer to the CLE documents (available [HERE](#)) to find out how to accredit your event. **Submit your materials for review 3-4 weeks before your event.**

2. **International Programs with Lauren Owens** *(lowens@law.upenn.edu)*
   a. If your event has an international component, Int’l Programs can help! They may have funding available, and suggestions to enhance your event.
   b. This office also provides visa support, can link students to translation services, and much more.

3. **General Event Support with Dori Pavel** *(dpavel@law.upenn.edu)*
   a. Dori can review catering invoices with you, make suggestions about caterers to use, and much more – she’s our in-house counsel on events!
   b. For major student events (3.5+ hr events), Dori’s office can make wine orders for student groups
   c. Student Groups can refer to the [Penn Law Event Planning Website](#) for suggestions on caterers, photographers, florist vendors, and more.
   d. For more info on this office, please see Dori’s Powerpoint, [available HERE](#).