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**DEPAUL UNIVERSITY
COLLEGE OF LAW**

**STUDENT ORGANIZATIONS AND JOURNALS
RESOURCE GUIDE**

Academic Year 2009-2010

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I. STUDENT SERVICES

A. SUPPLIES

SUPPLIES: The Faculty Services Manager is responsible for ordering general office supplies and stationery items for your organization. A representative from your organization should send supply requests to lawfs@depaul.edu or gjones@depaul.edu. Please note that lawfs does not work properly outside DePaul University. In the subject line of your e-mail, please state your organization's name and the words "Supply Order." For general supply items, just simply let me know what you need in your e-mail. For specific items, please feel free to browse through our vendor's website, www.staples.com, and send me the item names and item numbers. Supply orders will be filled or placed on Tuesday of each week and available by Thursday. You will be notified (by phone or e-mail) of the arrival of your supply order. Your order will be available for you to pick-up in the Photocopy/Mailroom (726-OMP) or it will be delivered to your office. For rush supply requests, you should receive your order the next business day. Note: if an item is out of stock at our vendor's warehouse, you will receive your rush request within 2 to 3 business days. Your supplies will be charged to your organization's account. The Faculty Services Manager has a listing of all account numbers.

STATIONERY: For stationery requests (letterhead and envelopes), please provide me with a sample sheet of your organization's letterhead & sample envelope or mark-up a copy of regular law school letterhead and envelope. Please allow three to four weeks for delivery of all stationery items.

OFFICE FURNITURE & COMPUTER EQUIPMENT: For office furniture, you should see Leigh Georgell, Business Director, 931, X2-5138. For computer equipment, you should see Ali Belkairous, Computer Director, 1152-LC, X2-5216.

PLEASE ONLY REQUEST OR ORDER WHAT YOU REALLY NEED!

B. PHOTOCOPYING

The Photocopy/Mail Room is located in room 726-OMP. Your organization must fill-out a "Photocopy Request" form for all copying assignments. Small jobs under 50 copies can be completed in one day. Jobs over 50 pages may take 2 to 3 days depending on the quantity requested. If the photocopy clerk's workload is heavy, you may be asked to make your own copies.

COLORED PAPER: Because colored paper is expensive, student organizations are allowed to use 50 sheets per copy request. Additional copies will be reproduced on regular "white" xerox paper. If you need more than 50 sheets of colored paper, you must order a ream for your organization and charge it to your account.

SPECIAL COPY REQUESTS: For Large requests requiring special binding and/or covers, allow a 5 day turnaround time (depending on size of document and quantity needed).

PHOTOCOPY CARD: All photocopying done within the College of Law will be charged to the appropriate budget. Copy machines with card readers should be activated by the card of the person or organization to be charged. Copy machines without card readers will have logs in which the number of copies and the user name must be recorded. If you don't have a copier card, please notify Leigh Georgell, Business Director, room 931, x25138.

Each month the reader on every law school copy machine will be examined. The log and reader will be compared to assure that all copies are being charged to appropriate accounts.

Some large projects will be transferred to outside sources for copying. The requesting party will be informed of the completion time set by the outside provider.

SPECIFICALLY EXCLUDED COPYING

The following copying requests will not be honored:

1. Copy work that would require violation of copyright laws.
2. Syllabi-each course syllabus can be posted on Blackboard or on the College of Law website and can be downloaded and printed by the student.
3. Book Copying-It is not permissible to request the copying of an entire book. A book shall include hardbacks and all bound materials consisting of 50 or more double-sided pages.

C. CLASS HANDOUTS

1. Syllabi and First Class Assignments.

All syllabi will be on Blackboard or on the College of Law Website. First class assignments may be made available to students as a handout (see #2 below).

2. Class Handouts

Since students cannot access faculty office or clerk areas after normal business hours, all student handouts will be either:

- a) distributed in class;
- b) placed on Blackboard; or
- c) Placed in the handout cabinet located in the vending machine area of the student lounge.

D. MAIL AND DELIVERY SERVICES

INCOMING MAIL: Student organizations' mail is sorted and placed in the Beige File Cabinet located near the vending machine area by student organization offices. Please ask a representative from your organization to check for mail periodically (at least once a week).

INTER-OFFICE MAIL: Inter-office mail should be delivered to the mail/copy workroom (Room 726) in appropriate inter-office envelopes with a clear indication of the name and location of the intended recipient.

OUTGOING MAIL: U. S. first class outgoing mail that is delivered to the mail/copy workroom by noon will be posted the same day. Postage will be placed on all law school mail, however, all personal mail must be stamped before delivery to the mail/copy workroom. Please remember that the mail clerk has no stamps.

Letters and documents requiring special delivery shall be sent via U.S. priority mail (second day service). The Photocopy/Mailroom will maintain a supply of U.S. priority mail envelopes.

Please leave all the mail on the front counter top outside room 726-OMP or give it directly to the Photocopy/Mailroom clerk. The clerk will place your mail item(s) in the appropriate box, or slot located inside room 726-OMP. Faculty members' mail boxes are located outside room 726-OMP.

ARRIVAL OF MAIL AND MAIL PICK-UP: The University Mailing Services Department delivers all incoming mail to the law school between 11:00 a.m. and 12:00 noon, and retrieves all out-going mail at this time. The University Mailing Services Department is located in the DePaul Center, Concord Level, X2-6286.

E. FAX

Fax machines are located inside the Photocopy/Mail room (726-OMP). Student organizations must fill-out a "Fax Transmittal" form and leave this form attached to their document for faxing. **The Photocopy/Mail Clerk will handle all out-going and incoming fax transmittals. The fax is not available for personal use. The main fax telephone number is 312-362-5448.**

F. COMPUTERS

Faculty Services does not have computers for your use.

You can use the computers located in the Main Computer Lab located on the 5th floor, in the law library or the 14th floor Lewis Center.

G. TYPEWRITERS

Faculty Services does not have typewriters for your use.

There is a typewriter located in the Photocopy Room 402 in the Law Library for student use. Student organizations are responsible for handling their own work tasks and completing their own typing assignments.

H. FINAL EXAMINATION PERIOD

During all final examination periods, Law Students and Student Organizations are not allowed in Faculty Services and the Photocopy/Mailroom.

IF YOU HAVE ANY GENERAL QUESTIONS, PLEASE FEEL FREE TO CALL GLENNIS JONES- MARSHALL, FACULTY SERVICES MANAGER AT X26755.

II. ROOM RESERVATIONS AND CATERING

Each student organization must identify **ONE** individual to handle all room reservations. Only requests from this individual will be accepted by the event coordinator.

All reservations within the Law School including the Library, Human Rights area and the 7th floor student lounge must be made using the online scheduling system.

Requests should be made at least 2 weeks before the event. Major events will be given first priority for space allocation. Other events will be allocated space according to the order requests are received. All reservations are subject to change at any time.

- You must reserve a room using the **online reservation system**. Your reservation will be approved within 48 hours or you will be contacted for additional information or to let you know if your reservation has been denied.
- The link to the online reservation system can be found on the law school web site, www.law.depaul.edu, click on Events and Room Scheduler.
- To use the system, enter the username and password on the screen, click on the date and room that you want and then modify the time. Fill in all of the fields below, including your organization name (after the event title), double-check your information and click submit.
- To modify or cancel an existing reservation, please send the date, time, room number, event title and changes that need to be made to npinkey@depaul.edu.
- Organizations are responsible for returning all space to its original condition and making space available to the next occupant by the end time listed on the reservation.

If food and beverages will be needed for your meeting or event, arrangements must be made through Chartwells. Please see the section titled “Food, Catering and Alcohol” later in this booklet for more information.

LOOP & LINCOLN PARK SPACE

All **Law School** space (Lewis Center classrooms, O’Malley 6th floor rooms, 7th floor Student Lounge, Rare Book Room and the Human Rights area must be reserved using the online system

found at www.law.depaul.edu. In addition to the regular online reservation for the Rare Book Room, all student organizations must complete the Rare Book Room reservation form (found under the General Information heading on the College of Law website); the reservation will only be confirmed after the Director of the Law Library has approved your request.

The **DePaul Center 8th floor Conference Center** rooms, as well as any remaining **Loop classrooms** must be reserved through Conference Services. Send an email with the date, times, anticipated number of attendees, the event title or description and your organization name to confservices@depaul.edu. They will assign you a room based on your needs.

DePaul Center space (11th floor and Concourse) must be reserved using the Student Centers online system found at <http://studentcenter.depaul.edu/virtualemsprofessional/>. To use this system, you must register for an account with Student Centers and complete an online questionnaire; see their website at <http://studentcenter.depaul.edu> for additional information. The Students Centers online system must also be used to reserve any Lincoln Park space including the **Student Center rooms, Cortelyou Commons and the Munroe Hall meeting rooms**.

FOOD, CATERING & ALCOHOL

It is now the policy of the DePaul University College of Law to refrain from service or use of alcohol at student-sponsored events taking place on the campus.

Food for any meeting or event held on DePaul University property (including the Law School) must be ordered through Chartwells, the **exclusive** caterer of DePaul University. Chartwells has a “No Frills” menu available for students; prices are discounted but orders must be picked up at the DePaul Center 11th floor Cafeteria. Orders must be placed online a www.depaulcatering.com. Each organization must establish an account with Chartwells prior to ordering. Any questions should be directed to the catering office at 773/325-7499 or Nicole Pinkey at npinkey@depaul.edu.

III. STUDENT BUDGETS

All student organizations must maintain a budget with records to support all income and expenditures. These records must be in sufficient detail to describe the responsible student for making the expenditure, the product or service provided, the vendor, the date, and an itemized list of the funds spent.

REIMBURSEMENTS

If you spend under \$100, no prior approval is needed. You can get the cash back immediately.

- Have the person from the organization that incurred the debt sign the reimbursement form.
- Have the Treasurer or President sign reimbursement form.
- These forms can be found in the SBA office.
- Attach the receipt (Original receipt is required).

- Take this form and receipt to your organization treasurer. Make a copy of the receipt and form for the organization's records.
- Once a month on a date agreed upon between your organization treasurer and David Bell in the law school business office (931) all reimbursements will be submitted.
- David Bell will enter the information and return the form and originals. Take these materials to the 9th floor of the DePaul Center to the Student Accounts Office to receive your cash.

Student Account Office hours:

Monday - Thursday 9:00 am. - 5:00 pm.

Friday 9:00 am. - 4:00 pm.

NO REIMBURSEMENTS WILL BE MADE FOR FOOD OR SUPPLIES AVAILABLE THROUGH THE UNIVERSITY OR OUR SUPPLY INVENTORY!

If the amount is over \$100, a check will be issued. **ONLY THE PRESIDENT OR TREASURER ARE AUTHORIZED TO SPEND OVER \$100 FOR ANY EVENT AND ONLY THOSE OFFICERS CAN OBTAIN THE REIMBURSEMENT.**

- Have the treasurer or president sign a reimbursement form.
- Attach the receipt (it should indicate that the bill was paid in full).
- Take the form to David Bell in room 931. Be sure to make a copy for the organization's records before you give him the originals.
- David Bell will enter the information and a check for reimbursement to an individual will be mailed 10-15 business days. DePaul pays all invoices 30 days from date of invoice.

IV. PUBLICATIONS, WEB SITES & POSTING OF FLYERS

Please refer to the Policy and Procedure Manual provided by the Marketing and Communications Department. Many services are available, and all information must comply with University guidelines and policies. The manual contains information on how to get print publications and Web pages made, as well as the regulations for using University and College of Law logos, indicia, stationery, etc.

DePaul has an in-house publications service in the CNA Building across the street. We use them to publish the student handbook and other publications. For assistance contact Deborah Howard, Assistant Dean for Marketing and Communications at 312/362-5928

Posters and flyers should only be placed on bulletin boards in and around the law school (on the 7th, 8th and 9th floors). The boxes outside of the classrooms are for official University or College of Law notices, such as class cancellations. You can use these boxes for flyers on the day of your event, if there is no official notice in the box. Any posters or flyers posted in other areas controlled by the university must be approved by Student Life in the DePaul Center.

DO NOT tape posters or flyers to any surface in the University (including the walls or doors in the stairwell or anywhere else). The tape removes the paint and varnish and creates costly repairs. If repairs or repainting is necessary, then the cost will be charged back to your organization. Do not litter flyers on the water fountains, bathrooms, mirrors or on the glass in the doors (If we can't see through the door someone might get hurt and the school would be liable).

- **DO NOT POST FLYERS ON ANY PAINTED, VARNISHED OR GLASS SURFACE. DO NOT TAPE FLYERS TO ANY SURFACE. THEY WILL BE REMOVED.**

How can I promote my event?

1. Send a short notice or article about your event to depaulnews@depaul.edu for inclusion in the College of Law Newsletter.
2. Post your event on the online calendar at www.law.depaul.edu click on events
3. Post your flyer (referring to the rules above).

IV. RESOURCE GUIDE FOR STUDENT ORGANIZATIONS

INTRODUCTION

This guide gives advice about how to organize and to run a student organization.

First, under University guidelines, each organization must register each fall with the University. Student Organizations must send a list of officers with e-mails to Assistant Dean Taylor at ctaylor@depaul.edu and they must log-in to Demon Direct and register their organization online. The website to log in can be found at <https://studentaffairs.depaul.edu/slife/organizations/demondirect.aspx> or at www.law.depaul.edu click on Students and under the heading Organizations & Journals, click on Registration for Student Organizations. Use your Campus Connect log-in information to access the site and register. You want to follow the Student Organization Registration/Recognition Process or the Current Student Organization Account Activation and (Re)Registration/Recognition Process if you registered online last year. You only have to complete the Recognition Process, which includes submitting a constitution and/or by-laws. Law Student orgs are not eligible for University Funding, i.e. SAF-B (since you don't pay those fees) so you can skip those parts of the registration. However, all law school orgs. **MUST** have an advisor/advocate. If you have any questions about the registration process contact Assistant Dean Taylor in Room 943 O'Malley or at 312-362-8183 or via email at ctaylor@depaul.edu .

Second, when you log-in to Demon Direct to register your organization, you must submit a constitution and by-laws, as well as include a list of officers and members. Organizations must have a minimum of eight members. Officers must maintain at least a 2.50 GPA.

Third, each organization must have a faculty advisor from the College of Law faculty. This is **NOT** optional for law school organizations.

Fourth, each organization must submit its budget request for the year and turn it into the SBA treasurer's by the posted deadline. Also, each organization must monitor its budget with the College of Law business manager's office. The business manager is Leigh Georgell and her assistant is David Bell. They are in room 931.

Finally, be sure to keep your officer list up-to date with Dean Taylor and she will distribute this to the SBA, Leigh Georgell, David Bell, and other University offices. The list should also be posted on your office door.

Student organizations are invited to meet and greet incoming students during the first year orientation. Be sure to have two officers or members at your table/booth. Plan your first general meeting during the first few weeks of class so that you advertise it at the meet and greet session. Each student organization, space permitting, is given office space at the Law School. After the organization has put in a request with Dean Taylor and the SBA, they will be assigned an office (if one is available). After the room is assigned Dennis Stone must be contacted at dstone@depaul.edu to inform him of your organization's location.

Each student organization is strongly encouraged to participate or plan a philanthropic event at some point during the school year. Any type of event for charitable purposes will suffice. Organizations are also encouraged to co-sponsor events with other groups to encourage cooperation and increase attendance.

OVER THE SUMMER

Have at least one meeting with your board to plan the first meeting of the year and a tentative calendar of events. Remember that 1L's will be coming to the informational meeting during orientation. You can have some of your activities planned, when and where your first meeting will be to generate interest, and have fliers or candy to hand out.

Registration

- Complete the registration online by the end of the first week of class and send your officer list to Dean Taylor.
- Each organization is afforded a certain amount of web space to create a web page discussing their organization's involvement. Contact Dennis Stone for access and to receive training at dstone@depaul.edu.

Offices

- At the beginning of the year, the SBA assigns active organizations office space.
- There is no guarantee a registered organization will receive office space.
- The telephones are for organization business, not for personal use.
- Organizations will have to share office space and furniture.

Key Codes

- All offices will be coded – there are no standard keys for student organization offices.
- Officers from each organization will receive the key codes to their offices. The code should NOT be shared with anyone other than officers to maintain security of the office and the contents.

Phones

- Phones in the office are for organization business.
- Excessive long distance calls may result in each organization that shares an office splitting the cost, and the cost will be deducted from your account.
- Take the necessary steps to set up your organizations voicemail or message so that important details can be obtained.

Copies

- Each organization should have a copy card. If you do not have one, see Leigh Georgell in room 931.
- Copies made on the card will be assessed to your account.

Mailboxes/Deliveries

- Each organization has a mailbox on the 2nd floor.
- Deliveries will be sent to room 726-OMP.
- Please be sure to assign a member to check and to clear out your mail file folder occasionally.

MEETING & EVENT PLANNING CHECKLIST

MEETINGS

1 – 3 months out:

Decide on time/date of meeting

Reserve room using online scheduling system (Link found on College of Law website)

Draft advertising flyers

Place meeting on the online calendar of events

1 – 2 weeks out:

Produce and distribute flyers

Send invitation email to members

Prepare agenda

3 days out:

Send reminder email to members

SPECIAL EVENTS

All significant special events require a budget to be prepared and submitted to the office of the Law Business Director, room 931, prior to any financial commitments being made. Budgets must include revenue resources sufficient to the anticipated event expenses.

****It is always a good idea to collect RSVPs for a large event in order to have accurate food and beverage guarantees – *this will help you keep your costs in line!* ****

2 – 3 months out:

Decide on time/date of event

Reserve room using online scheduling system (Link found on College of Law website)

Decide on theme or purpose of event
Contact and secure speaker (if applicable)
Confirm funds available

6 weeks out:
Gather information for program (bios, pictures, etc.)
Hire security of event date/times, approx. attendees (if large)
Compile mailing list
Create invitations

5 weeks out:
Stuff and mail invitations

4 weeks out:
Confirm speaker
Request additional funding if needed
Complete payment request for any outside vendors
Create programs
Place catering order
Invite faculty – flyers in 7th floor mailboxes

2 weeks out:
Confirm event timeline/agenda
Create flyers
Email reminder to members
RSVPs due
Conduct final event meeting, assign duties as needed
Note: No checks can be requested less than 2 weeks before the event

1 week out:
Distribute flyers
Confirm programs printed, correct
Food and beverage guarantees to caterer
Send reminder email to members

CATERING CHECKLIST

Drinks	Forks, Knives, and	Plates
Cups	Spoons	Warming Trays
Ice	Napkins	Serving utensils

Email Nicole Pinkey, Law School Special Events Coordinator, if you have any questions.
npinkey@depaul.edu