

Sturm College of Law Student Leader Training

Office of Student Affairs
Law Administration
Student Bar Association



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Overview of Topics

- **Funding and Expense Policies**
 - Requesting & qualifying for funds
 - Expense policies & forms
 - Travel funding
 - SBA funding explained
- **Event Planning**
 - Approval from the Student Affairs Office
 - Reserving space on-campus
 - Off-campus events
 - Food & beverage
 - Alcohol Policy
 - Marketing & advertising
 - Other vendors & contracts
- **Leadership Elections or Selection Process**
- **Logos & merchandise**
- **Technology**
 - TWEN
 - Email distribution lists
 - Websites
- **Other Resources**
 - Offices and supplies
 - Lockers
 - Printing
 - ABA membership
 - Derby Days



FUNDING BASICS



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Student Organization Funding

SBA Funded Organizations

Annual Budget Allocation

- All organizations that report new leadership and complete annual Student Leader training will automatically receive \$300 at the start of the year
- All remaining funds at the end of each academic year revert back to SBA for distribution to organizations for the next year.

Special Event Requests

- Must be submitted to SBA 2 weeks prior to the event
- Special event requests is for funding anything beyond the annual \$300 allocation

Travel Requests

- Ad hoc requests for conferences or competitions

**FUNDING IS FIRST COME,
FIRST SERVED!**

Administration Funded Orgs

- Law reviews, journals, Ambassadors, Moot Court Board, and Honor Board
- Annual funding request through law school administration between Spring and Summer for upcoming year
- Not eligible for SBA funding, including travel
 - Request travel in annual request to law school administration



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How to Request Funds

SBA Funded Org's

- All forms are located on the [SBA Finance Committee](#) section of the SBA webpage.
- Incomplete, undetailed, or late requests = denial or reduction of funds

Administration Funded Org's

Email DU Law's
[Assistant Dean of
Business & Operations](#)
OR
[Finance & Budget Officer](#)



How to Qualify for Funds

SBA Funded

- Elections must be complete in early spring semester (**see slide #28**)
- Report new leaders to Student Affairs by the deadline communicated from SBA.
- President & Treasurer must complete Student Leader Training on TWEN
- Submit event attendance sheets throughout the year

Administration Funded

- Report new leaders to Student Affairs in early spring semester
- President & Treasurer (or equivalent) complete annual Student Leader Training on TWEN



SBA Funding Explained

- Denver Law has 50+ student organizations that request funding and limited funds to disburse among them.
- Concerns about funding should be brought to SBA by emailing sba@law.du.edu to be placed on the next meeting agenda.



EXPENSE POLICIES



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Basic Expense Policies

[Comprehensive Cheat Sheet of the Policies \(click here\)](#)

Summary

- Examples of **approved** expenses:
 - Food for general student organization events & speaker events.
 - Materials for events promoting student life on campus.
 - Student org signage using University-approved logos and office supplies.
- Examples of **unapproved** expenses
 - Food & beverage for Organization Officer Meetings and/or Student Organization Offices.
 - Activity, food, and/or alcohol costs ***off-campus*** are prohibited ***without prior approval*** by Student Affairs. You will not be reimbursed.
 - Gifts for students, faculty, staff, or vendors (this includes gift cards).



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Expense Forms

- **To get reimbursed:** [Student Organization Check Request](#) (must be signed by officer that is not yourself)
- **To deposit money:** [Student Organization Deposit](#)
- **To have DU pay expenses directly** (students not able to carry balance for reimbursement), contact [Student Affairs](#).
- All other expense forms can be found on the [Student Org Forms website](#).



State Sales Tax & Reimbursement

- DU will ***not*** reimburse Colorado and local sales tax as DU is exempt from state and local taxes.
 - **No exceptions!**
 - Get the [Certificate of Sales Tax Exemption](#) and take with you to the vendor to have sales tax removed!
- ***Itemized receipts*** are required for reimbursement.
- Provide as much information as possible on the [Student Organization Check Request Form](#).



Travel Funding

- All Students: **Permission from the Assistant Dean of Student Affairs, Jessica Boynton, is required before requesting travel funds.**
- Options for Receiving Funds:
 - Reimbursement ([Travel Expense Report](#))
 - [Per Diem Travel Request](#)
- See the [Finance & Budget Coordinator](#) in the Dean's Suite for further questions and explanations of options.



SBA Travel Requests

(only for SBA Funded Orgs)

- Any student travel may be funded for no more than two-thirds (2/3) of eligible expenses from SBA Travel Funds
 - Eligible expenses are lodging, transportation, and registration fees.
- Limits
 - Not to exceed \$500 for each student annually
 - Not to exceed \$1500 for an organization annually.
- See [SBA Finance Committee](#) for Travel Request Form



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EVENT PLANNING



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All student organizations hosting an in-person event, both ON or OFF campus, must receive approval from the Office of Student Affairs by filling out THIS STUDENT ORG EVENT FORM.

- This includes any student org event that is fully in-person, hybrid, tabling in the forum, etc.
- After filling out the Qualtrics event form, you will receive an email from the Office of Student Affairs with an approval or denial of the event.
- If your event is completely remote, you do not need to fill out the event form for approval.



On-Campus Events - Room Reservations

- You must first fill out the [STUDENT ORG EVENT FORM](#) and receive event approval by the Student Affairs Office before your room reservation is confirmed.
- Reserve your physical space here: <https://25live.collegenet.com/du/>.
Mac users: only compatible with Safari
- “Sign In” using your PioneerWeb credentials.
- Simply fill in the form step by step.
- You are required to follow the [Classroom Food Policy](#) .
- If you have questions about reserving rooms, please contact reservations@law.du.edu.

Requests submitted more than one week prior to the start of each semester will not be approved until after the first day of classes.

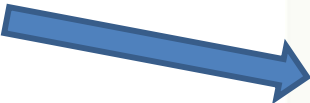


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On-Campus Events - Register Guest Speakers

- As part of 25Live when reserving a room, it will ask if your event features a Guest Speaker.
- Or complete the [Guest Speaker Registration Form \(click here\)](#) proactively.
- [DU Speaker and Public Events Policy](#)



01. No Auxiliary Services needed for this event
Comment

02. Event will feature a Guest Speaker (Include Name and Topic in comments)
Comment

03. Technology Support is needed (see confirmation email for details)
Comment

04. Furniture Setup is needed
Comment

05. Custodial Service is needed
Comment



On-Campus Events- Alcohol Approval

You must first fill out the [STUDENT ORG EVENT FORM](#) and receive event approval from the Student Affairs Office.

- **To Do:**
 - You must submit an [Alcohol Approval Petition](#) to Assistant Dean Boynton no less than 2 weeks prior to the event date (online form).
 - Events where alcohol is present **must be fully catered**, so talk with Lauri Mlinar in the Events Office (Suite 315).
 - If the event will be 50+ people, complete an [event form with Campus Safety](#).
- **How to pay for it:**
 - The student org cannot use its funds to pay for alcohol.
 - SBA cannot give student org money for alcohol.
 - If you need to have alcohol at your event, please work with a department or outside organization to fund the alcohol. For example, if you are hosting a networking event with a specialty bar, ask the bar to contribute money for the alcohol.
 - Events Office (Suite 315) has to receive the funding in advance of the event.
- **Things to consider:**
 - All events where alcohol is being served and students will be present will require **drink tickets**.
 - We have several students that are NOT 21 – your org may be responsible for checking ID's.
- See the [Student Handbook Alcohol Policy \(click here\)](#) for the full details.



On-Campus Events - Food & Catering

Alcohol Approved Event

- DU Catering must be used
- Contact the Events Office (Suite 315) to place a catering order
- Bartender is supplied through this process

No Alcohol at Event

- Outside vendors (pizza, Mad Greens, etc.) are options
 - Students arrange order
- DU Catering still an option
 - Contact Events Office (Suite 315)



On-Campus Events

Physical Set-Up

- If you require a physical set-up for your on-campus event different than the default for that classroom or space, contact the Events Office (Suite 315).
- DO NOT attempt a physical set-up yourself under any circumstances.



Off-Campus Events

All *off-campus* events must be pre-approved by Student Affairs using the form below:

[STUDENT ORG EVENT FORM](#)

- If alcohol is involved, you still must submit an [Alcohol Approval Petition](#) to Assistant Dean Boynton no less than 2 weeks prior to the event date.
- **Contracts & Other Considerations (Risk Management & University Counsel)**
 - Contracts
 - Event space, food/beverage, band/DJ, photo booth, etc.
 - Students cannot sign contracts. If you sign a contract you will be personally liable!
 - If you need a contract approved, contact [Student Affairs](#): **3 weeks advance notice needed.**
 - Risk Management
 - Certificates of insurance
 - Activity waivers
 - Contact [Student Affairs](#): **3 weeks advance notice needed.**



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Special Event Funding

SBA Funded

- Designed for additional events and funding needs beyond annual allocation
- Special Event Funding request must be submitted no later than **2 weeks** prior to the event.
- [Form Located Here](#)

Administration Funded

If you need additional funds for any reason, contact the

[Assistant Dean of Business & Operations](#)

OR

[Finance & Budget Officer](#)



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Electronic Advertising

- Use this [Qualtrics Form](#) to have your event advertised in the *Weekly Student Affairs Newsletter* and added to the television monitors throughout the building.
- Events and announcements submitted without a flyer will be included in the weekly newsletter only as what you provide in the event description. **Do NOT attach PDF flyers in the event and announcements form—they must be in JPG or PNG format.**
- Events and announcements **MUST** be submitted by **Thursday at 5:00 p.m.** to be included in Monday's weekly email.
- You may also ask [Student Affairs](#) to send a targeted email on your organization's behalf. We cannot send email "blasts" to the entire student body. You must have a direct audience to reach (1Ls, 2Ls, 3Ls, Part-Time cohort, MLS students etc.)



Physical Advertising

Physical Flyers | SCOL Posting Policy:

- A maximum of TWO (8 ½" x 11") flyers may be posted in classrooms.
- Flyers must be approved by Student Affairs and may only be hung on bulletin boards.
- **DO NOT** leave flyers on tables, hang on windows, doors, bathroom stalls or mirrors, or in the elevators. Hang flyers **ONLY** with thumb tacks. **DO NOT** hang with tape, staples, sticky putty, or nails.
- **All flyers found in unapproved locations will be removed.**

You may check-out easels & foam board from the Events Office (Suite 315).

If you want to table in the Forum/Student Street area, you must fill out the [**STUDENT
ORG EVENT FORM**](#) to receive approval by the Student Affairs Office.



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Other Event Information

- **Guest parking permits:** If you have a VIP Guest coming to SCOL for an event, visit the Dean's Suite (Suite 215). Limited permits are available.
 - Parking tickets cannot be reimbursed.
- **Event Attendance Sheets (SBA-funded orgs only)**
 - Event attendance sign-in sheets are required for all events with the names of all attendees.
 - Keep a copy for your organizations.
 - Submit a copy to the SBA Office (Room 443).
 - These are used as reference points for future funding.



Timeline Review

- *Minimum 3 weeks in advance*
 - Contract review
 - Risk management waivers or insurance certificates
- *Minimum 2 weeks in advance*
 - Alcohol petition
 - SBA funding requests



STUDENT ORG ELECTIONS AND REPORTING REQUIREMENTS



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Election Weeks

-Early Spring Semester-

- All student organizations are required to organize and hold elections or a leadership selection process in the early spring semester.
- **SBA will send an email to all student leaders in February with the election timeline and deadline to report new leadership.**
- Newly-elected leaders do not officially assume the duties and responsibilities until
 - the end of the year; **OR**
 - as stipulated by the organization's bylaws or resolutions.
- Student organizations should take this opportunity to transition and properly train new leaders.
- SBA-funded orgs
 - **Organizations that do not hold elections and submit their forms by the deadline will be ineligible to receive funds and will be considered INACTIVE.**



Reporting New Leadership

- Student Affairs will distribute an online form in February for student orgs to report their new leadership.
 - Student Leader distribution list are updated by this form.
 - Reporting new leadership also tells us which organizations will remain active next academic year.



Required Student Leader Trainings

- 1) New Presidents and Treasurers must complete Student Affairs' Student Leader Training through Canvas.
- 2) ALL Student Leaders must complete the DEI Student Leader Training by Dean Freeman and Jenipher Bonino.
 - 2 opportunities to attend the in-person training.



LOGOS & MERCHANDISE



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Student Org Logos

- All student organizations must adhere to logo standards set by the University of Denver Office of Communications.
<http://www.du.edu/marcomm/brandguidelines/index.html>
- Official logos for each student org are held by LawComm. To request a new logo or if you have questions about your existing logo, please contact Assistant Director of Communications Chris Wangelin at cwangelin@law.du.edu.
- Please note that LawComm **cannot** create custom student org logos.



Logo Compliance

- We take brand identity very seriously at DU. Any materials that do not comply will be confiscated.
- If you have any old banners or letterhead that have old versions of the DU logo on them (square DU icon), please discard these items. If you have anything that does not have the Sturm name preceding College of Law, please discard it.
- A comprehensive guide to logo standards can be found online at on the [Office of Marketing and Communications](#) site as well.



Merchandise

- LawComm can assist you in producing student org marketing and display items.
 - **Table Covers:** \$240. Full size (6' table), black cloth, full color imprint, accommodates any logo or graphic. Production time: 2 weeks
 - **Banners:** \$85. White or black vinyl, full-color, accommodates any logo or graphic (with appropriate file size). Production time: 2 weeks
 - **Display signage:** Price, style and size vary. Please inquire for more details. Production time: 2 weeks
 - **Merchandise & Apparel:** Wide variety of products available. Visit DenverLawGear.com for more information.
 - Discounted pricing (up to 40%) available for student organizations. Contact [Student Affairs](#) to place an order for discounted pricing.
 - Please contact Assistant Director of Communications Chris Wangelin at cwangelin@law.du.edu for assistance with any of these items.



TECHNOLOGY & WEBSITE INFORMATION



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Email and Distribution Lists

- There are three major ways to email participants of your org:
 1. Microsoft Teams Channel
 - **Can store documents from year to year**, can email all students who join the Teams site. Contact [Tim Mitchell](#) to create a Teams channel for your organization.
 2. DU Listserv Service (<https://listserv.du.edu/mailman/listinfo>)
 - Can only do email but can easily email outside (non @law.du.edu).
 3. Outlook Distribution Groups:
 - Can host files and email but cannot easily email outside email addresses, somewhat difficult to self-enroll.
- For assistance with your student organization e-mail accounts or Outlook Distribution Groups contact [Tim Mitchell](#).



Microsoft Teams for Student Org Sites

- Institutional knowledge
 - Storing documents year to year
- Easily manage participants
 - Including guest accounts for non-law students
- Create “chats” for group members to easily see
 - To address and manage commonly asked questions (rather than searching through emails)



Denver Law Website

- Check the [Student Organization Webpage](#) to see if your organization is listed updated properly.
- To update your Student Organization's website or create a new one contact John Farrell jfarrell@law.du.edu, located in Suite 315.



FINAL INFORMATION



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DU's Commitment to Inclusive Excellence

- *All DU constituents (including students) are equally responsible for diversity and inclusiveness*
- Student organizations can assist by:
 - Varied programming that brings multiple perspectives, particularly from underrepresented groups
 - Guest speakers that include multiple perspectives, particularly from underrepresented groups
 - Maintaining respect and professionalism in communications and marketing of events
 - Supporting other student orgs by attending and/or co-sponsoring events that embrace inclusive excellence



Student Org Office

- For organizations without their own office.
- Use for student org activity only.
- All Student Leaders are allowed access to the Student Org Office: **Room 439**.
- Door code: **2486*** (may change)
- Printing and copying available – contact [Student Affairs](#) if the office is out of paper.



Student Org Lockers

- Lockers for student organizations are **FREE**.
- Located on the 4th floor, along the southeast hallway (500s & 600s).
- Contact [Student Affairs](#) to obtain your student org locker number and combination OR to reserve more lockers.
- No current limit on the number of lockers student orgs can reserve.



Ordering Office Supplies

- To order paper for a printer/copier go to the [DU Facilities website](#).
 - You will need your student org's budget information.
- To order business cards, visit [Dilley Printing](#) (approved DU vendor). User: student; pass: du80208
- To order all other office supplies, contact [Student Affairs](#) who will place your order through Staples or Amazon (tax free).



Final Information

- ABA Membership:
 - ABA membership is free. [Sign-up Here!](#)
 - Required for SBA organizations.
- Alumni of Student Orgs – contact [Alumni Affairs](#) (Suite 315).
- Recruiting New Students: **DERBY DAYS!**
 - **First Saturday** of classes in the Fall Semester.
 - Look for information from SBA before classes begin.



Final Steps to Complete Training

- Complete the Quiz on Canvas and score 80% or better.
 - Required for each President and Treasurer (or equivalent) of each organization.
 - **One opportunity to pass the quiz!**
- After completion, Student Affairs will:
 - Add you to the Student Leaders distribution list;
 - Contact the SBA and Law Administration notifying them which organizations are cleared for funding.
- Quick reference information is available here:
[Student Organization Information & Resources](#)



A condensed version of this information
is available on the website:

[Student Organization Information & Resources](#)

Thank You



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