

SPRING 2022 COLLEGE OF LAW STUDENT ORGANIZATION GENERAL POLICIES AND PROCEDURES

Event Planning

For Spring 2022, in-person events are permitted but must follow the College of Law Public Health Policy. [Click here](#). The Law College orgs do not need approval from the University Student Life and Ministry department. The Law org approval process runs through faculty advisors and the College of Law Dean's office.

Student org presidents have received a doc from SBA for Fall semester planning. Typically, we ask that student orgs host no more than 3 events in the Fall. Student orgs often begin the year by hosting a meeting for interested students. In the Spring, student orgs typically do 2 events plus elections.

Student Org Fair

The Student Org Fair will be held in-person. Be on the lookout for a save-the-date.

On-Line Events

All student orgs should have received a Loyola email account with a ZOOM account to use for remote events.

Events and Food

Please refer to the Spring 2022 College of Law Public Health Policy. [Click here](#).

Donations/Charitable Events

Please contact the Director of Student Life if your student org would like to collect funds for a charitable event. The Director of Student Life will arrange for a storefront on your org page for electronic donations. Donations to student orgs/Loyola should not be made into students' personal accounts.

Student Org Support

Student orgs are funded from a common pool of funds. These funds support student life. These funds are not utilized to purchase individualized items for student orgs (shirts, office supplies etc.). Loyola does not ask student orgs to do fundraising to support their own org.

Travel

All Loyola-sponsored travel is subject to the Dean's approval and compliance with [Loyola's COVID Travel Policy](#).

Membership Dues

Loyola does not require that orgs utilize any dues system. The College of Law encourages all orgs to be open to students without cost. If your org is connected to a national organization with required dues, contact the Director of Student Life before collecting any funds for assistance.

New Orgs

Please review the student org website to see what orgs are active. If you wish to start a new org, you will need a faculty advisor and you can contact the Director of Student Life for more information.

Scheduling Programs

Student org programs are primarily scheduled during the open window on Tuesdays and Thursdays between 12:30 - 2:00pm. The last fifteen minutes of the hour is for clean-up/clearing the classroom. Please consider the 5pm hour for programs so that evening students can more easily attend.

Speaker Pre-Approval

Speakers for all student group events must be approved by the faculty advisor and the Director of Student Life Director. Generally, Loyola funds do not cover speaker honoraria.

Room Reservations

Rooms will be assigned based on availability and the number of students expected at the program. The student org designated contact person for event/publicity will receive a confirmation via the College of Law's Astra Scheduler. Contact the Director of Student Life with room reservation inquiries.

Meetings with food will be scheduled in BAC 202 if at all possible.

Food Orders

Where Loyola funds are used for program food, orders must be placed through the Director of Student Life. Food orders must be placed two weeks prior to the event. Include vegetarian, vegan, and gluten-free options. All requests for programs with food must include a response system for students so that an approximate number of attendees is clear at least two weeks prior to the event. We cannot order food based on an attendance estimate without a specific response system that tracks expected attendance.

T-shirt Orders

Loyola does not cover the cost for student org t-shirts. Student orgs may choose to purchase and pay for t-shirts. Student orgs may also receive donated t-shirts; if the donor has any questions, please contact the Director of Student Life. Whether purchased or donated, student org t-shirt design must be approved by the faculty advisor and the Director of Student Life and then by Marketing. The Director of Student Life will assist with the purchasing process by first setting up a Storefront Marketplace for students to place their t-shirt orders by credit card only.

Alcohol

As a general rule, Loyola College of Law does not sponsor alcohol at student organization events.

Classrooms Used for Student Programs

Student groups are responsible for post-programming classroom clearing such as disposing of pizza boxes, food, and paper goods and ensuring timely program completion.

Publicizing Org Events

BAC bulletin boards and Law first floor bulletin boards are used to hang flyers (please do not post around and in elevators and on walls of Law school building beyond bulletin boards).

To post on the electronic boards throughout campus, e-mail Mary Francis Seiter, mfseiter@loyno.edu, (at least a week prior to the event) with a PowerPoint slide or a JPEG no larger than 1920 X 1080 pixels, preferably landscape oriented. Please do not use hard copy flyers.

Loyola Law weekly email: submit by Friday at noon for distribution on Friday afternoon to Jade Franke, SBA Events and Newsletter Chair; sba@loyno.edu;

Facebook and social media: Please carefully review these best practices: <http://ome.loyno.edu/marketing/standard-social-media-best-practices>

Approval of flyers by student org faculty advisors is required.

Security

Required anytime the public is invited, more than 50 people are expected to attend, money will be collected, or a controversial speaker/topic is presented. Please consult with Annie McBride, Student Life Director as needed.

Donations, Money and In-Kind

For events that involve any donations, please contact Annie McBride, Student Life Director to discuss at least 30 days prior to the event so that the donor can receive tax benefits. All purchases where reimbursement is expected must be pre-approved by the Student Life Director.