

## **LOYOLA UNIVERSITY NEW ORLEANS COLLEGE OF LAW POLICIES FOR STUDENT ORGANIZATION EVENTS AND MEETINGS – FALL 2025**

The student organization event approval process runs through faculty advisors and the Law Student Affairs Office. We have prepared the guidelines below to allow student organizations to safely meet and enjoy community with one another.

### **Student Organization Policies**

1. All Loyola affiliated student org events must be approved by the Law Student Affairs Office and your faculty advisor. *Please remember that you must calendar all events, even if they are being held off campus.*
2. Each student organization must fill out a [Student Organization Events Form](#) to begin the calendar planning and approval process. One form per event is required.
  - a. Each event must be approved by the Student Org's faculty advisor using the [Faculty Advisor Event Approval Form](#).
3. If you plan to host a guest speaker at your event, you must complete the [Guest Speaker Approval Form](#) **two weeks prior to your event**.
  - a. Guest speakers will not be financially compensated. If your organization would like to give a non-Loyola affiliated speaker a Loyola-related gift, please see Dean Tori.
  - b. If your approved guest speaker requires a parking place, you must submit the person's name and license plate number and state with the form.
    - i. Unless the guest speaker is a judge or senior political official, the guest will receive a general one-day permit to park in any of the College of Law lots where a spot is available. If your guest is a judge or senior political official, we will provide a reserved spot with a name sign.
4. Each organization is allowed to plan a **maximum of two events for the Fall semester**. We highly encourage organizations to co-sponsor events in an effort to pool resources and increase attendance.
5. All student orgs must complete an [event attendance sheet](#) for all ON CAMPUS events. Preferably, your organization's secretary should complete and certify the attendance sheet; however, any E-Board member can do so. You must submit a certified attendance sheet to Ms. Michele Keiffer (hard copy or via email) within 24 hours after your event

has concluded. I will be reviewing attendance sheets so that we can best manage catering requests in the future. **If we do not receive your event attendance form within the timeframe mentioned above, we will not provide lunch funding for your organization's future events.**

6. **All student org event requests are due by Sunday, August 31, at 11:59 PM. Late requests will not be accepted.**

**No student organization events may happen before Wednesday, Sept. 3rd.**

7. Greenville Hall: Currently, the law school can only use Greenville Lawn. Loyola Student Orgs do not have access to the inside of the Greenville Hall building, including the restrooms.
8. **No student org events can be held after Friday, October 31, 2025.**

#### **Policies to Maintain Charter Status as a Student Organization**

A. All student organizations must:

1. Have a legally-related purpose and/or goal.
2. Have a faculty advisor. Every registered student organization at Loyola University New Orleans College of Law is required to have an advisor who is a current full-time faculty member. Faculty advisors must approve every student org event.
3. Have a constitution and bylaws registered with Dean Tori and posted to the Student Organization website.
4. Have one public service event per academic year. This event can occur in the Fall 2025 or Spring 2026 semester. Organizations can work together to co-sponsor a public service event. Once your organization has event details, please email them to the SBA Community Engagement Chair at [sba@loyno.edu](mailto:sba@loyno.edu); Dean Tori will review and approve events as they are received. **Student organizations must register their public service event with the Community Engagement Chair by March 15, 2026 to keep their charter status.**
  - a. Ideas for events:
    - i. A group community service project.
    - ii. Fundraising with a bake sale, etc.
    - iii. Hosting a donation drive (for clothes, canned goods, etc.)

5. All elections must be fair and equal (i.e. all votes have equal power and are counted accurately). Each student org must have a president, vice president, and secretary. Some larger orgs choose to have more positions such a treasurer, social chair, community service chair, etc., but these positions are not required.
6. First year students (1Ls) are NOT allowed to hold E-Board positions in any student org.

B. Chartering a New Organization:

1. If you are interested in starting a new student org, please reach out to Assistant Dean Tori Luwisch-deLaureal. Prospective student orgs must hold one general meeting to assess interest. Once you obtain at least 25 signatures of interested students, the group would then hold executive board elections, pending approval.
2. All elections must be fair and equal (i.e. all votes have equal power and are counted accurately). Each student org must have a president, vice president, and secretary. Some larger orgs choose to have more positions such a treasurer, social chair, community service chair, etc., but these positions are not required.
3. First year students (1Ls) are NOT allowed to hold E-Board positions in any student org.

**Student Organization Support & Budgeting**

- 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.).
- The Law Student Affairs Office can assist with planning, advertising, and food purchases for your on or off campus event. Purchases such as decorations, lighting, alcohol, entertainment, staff, etc. must be covered by the student organization and must be coordinated with Dean Tori directly.
- **Reimbursements to students for student organization purchases are no longer permitted.** Please coordinate with Dean Tori and Ms. Michele Keiffer to make any purchases for your student organization.
- Loyola does not utilize any dues organizational dues system. The College of Law requires all orgs to be open to students without cost. If your org is connected to a national

organization with required dues, contact Dean Tori for assistance before collecting any funds.

### **Food and Beverage Requests**

All food requests must be made to Ms. Michele Keiffer via email at [mwkeiffe@loyno.edu](mailto:mwkeiffe@loyno.edu) at least 5 days prior to your event.

When requesting food via email, please supply the following information:

1. Restaurant name. **We will only be working with restaurants that are on the [EZ Cater website](#).**
  2. Exact food items requested with prices showing the total amount.
  3. The time, date & location of your event.
  4. Indicate whether the order will be delivered or picked up and the preferred delivery or pick up time.
  5. Your contact information (phone number) so the restaurant can call you when the food order has arrived on campus.
- Student Org Events with 30 guests or fewer have a food budget of \$200.00. Student Org Events with more than 30 guests have a food budget of \$300.00.
    - We only cover food costs for student org events. Students are asked to bring their own beverages. Most of us have reusable water bottles now, so please encourage your members to take advantage of using our filtered water stations. If you will have a guest speaker or panelists, we'll make sure to have bottled water available for all speakers.
  - We will continue using the student organization event supply cabinet this semester. This cabinet is located outside of Room 345 (just across from the Dean's Suite), in the alcove to the right of the table and chairs. The cabinet is stocked with reusable tablecloths, utensils, napkins, cups, paper plates, and small plastic cups (in case any of your members don't have a water bottle).
  - Alcohol is not permitted at any student organization event. In the case of symposia, banquets, and galas, student organizations must work with Dean Tori to have alcohol requests approved and to have the appropriate police detail present.
  - To have alternative outside vendors for symposia, galas, banquets, etc., Financial Affairs requires that Loyola obtain the following four documents from any potential vendor
    1. Vendor's current Certificate of Insurance

2. Vendor's W-9
3. Vendor's invoice
4. Complete Vendor ID Form

Once these documents are received they are sent to Financial Affairs to create a PO number for purchasing and a check for the vendor is provided. **This is a 3-week process and requires receiving those documents three weeks before the event.**

### Travel

Any Loyola-sponsored travel must be approved by Dean Tori before travel commitments or arrangements are made.


### Security for On-Campus Events

Security is required anytime the public is invited, more than 50 people are expected, money will be collected, alcohol is served, or there will be a controversial speaker or topic. Please consult with Dean Tori if your event meets any of the criteria listed above.

### Charitable Events/Donations


Please contact Dean Tori if your student organization would like to fundraise for an event. The Law Student Affairs Office will arrange for a storefront on your organization's webpage for electronic donations. Donations to Loyola student organizations should not be made into students' personal accounts.

### Publicizing Organization Events



**HOW TO SUBMIT ADS FOR THE WEEKLY NEWSLETTER & TV MONITORS**

*Need to get the word out about your event? Let us help!*



#### Weekly Newsletter

- Send your png or jpg image to [lawnewsletter@loyno.edu](mailto:lawnewsletter@loyno.edu).
- Images should be in landscape format and should be no larger than 1920 x 1080 pixels.
- Deadline to submit your image is each Thursday by noon.



#### TV Monitors

- Send your png or jpg image to [lawmonitors@loyno.edu](mailto:lawmonitors@loyno.edu). Images will be added on a rolling basis.
- Images should be in landscape format and should be no larger than 1920 x 1080 pixels.
- We can only advertise events within two weeks of the event date.
- We can no longer run semester-long ads.