

---

# DIRECTORY

---

## **STUDENT SERVICES**

5<sup>th</sup> Floor, William and June Warren Hall  
212-854-2395  
[student\\_services@law.columbia.edu](mailto:student_services@law.columbia.edu)

*Jeffrey Bagares* Student Services Coordinator  
[jeffrey.bagares@law.columbia.edu](mailto:jeffrey.bagares@law.columbia.edu)

*Bernice Jusino* Administrative Coordinator  
[bjusin@law.columbia.edu](mailto:bjusin@law.columbia.edu)

*Joel Kosman* Director, Academic Counseling & Student Organizations  
[joel.kosman@law.columbia.edu](mailto:joel.kosman@law.columbia.edu)  
212-854-8020

*Hilary Price* Scheduling and Administrative Coordinator  
[hilary.price@law.columbia.edu](mailto:hilary.price@law.columbia.edu)

*Yadira Ramos-Herbert* Dean of Students  
[yramos-herbert@law.columbia.edu](mailto:yramos-herbert@law.columbia.edu)  
212-854-0137

*Room Reservations*  
[room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu)

*Juliana Utley* Associate Director  
[jutley@law.columbia.edu](mailto:jutley@law.columbia.edu)  
212-854-1125

## **Career Services**

*Marta Ricardo* Senior Director, Career Services  
[mricar@law.columbia.edu](mailto:mricar@law.columbia.edu)  
212-854-6487

## **Development and Alumni Relations**

*Danya Ray* Assistant Director, International Events and Alumni Relations  
[danya.ray@law.columbia.edu](mailto:danya.ray@law.columbia.edu)  
212-854-1378

*Diana Wong* Development Assistant  
[diana.wong@law.columbia.edu](mailto:diana.wong@law.columbia.edu)  
212-854-3159

**Building Services**

*Luis Santiago* Assistant Director, Building Services and Operations  
[lsanti@law.columbia.edu](mailto:lsanti@law.columbia.edu)  
212-854-0118

*Building Events (Use this email for furniture setup, custodial requests, and tabling requests.)*  
[buildingevents@law.columbia.edu](mailto:buildingevents@law.columbia.edu)

**Information Center**

*John Soto* Coordinator, Building Services and Operations  
[jsoto2@law.columbia.edu](mailto:jsoto2@law.columbia.edu)  
212-854-2703

*Information Center*  
[infocenter@law.columbia.edu](mailto:infocenter@law.columbia.edu)  
212-854-4477

**Public Affairs**

*Nancy Goldfarb* Director, Public Affairs  
[nancy.goldfarb@law.columbia.edu](mailto:nancy.goldfarb@law.columbia.edu)  
212-854-1584

**Information Technology**

*AV Requests (Direct AV specifications for bookings to this email.)*  
[avrequest@law.columbia.edu](mailto:avrequest@law.columbia.edu)  
212-854-2400

*Luis Bello* Director, Multimedia, Information Technology  
[luis.bello@law.columbia.edu](mailto:luis.bello@law.columbia.edu)  
212-854-0346

Helpdesk JG 731 (Hours: 9 a.m. to 5 p.m., M-F)  
[helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu)  
212-854-1370

Web Communications  
[webadmin@law.columbia.edu](mailto:webadmin@law.columbia.edu)

**Secretariat**

*Secretariat* JG 711  
212-854-2688

---

# INTRODUCTION

---

Dear Student Leaders,

Much of the strength, richness and diversity of the Columbia Law School experience is due to the leadership, hard work and thoughtful programming of our student organizations. We at Student Services are here to support your work in as many ways as possible – from assistance with event planning and room reservations to thinking through fundraising to publicity to helping you manage your finances. We work to marshal the many resources of the Law School and the University on your behalf. This Handbook is a guide to the policies and resources of the Law School. We eagerly look forward to working with you and your groups to make your time at Columbia Law School the meaningful, vibrant and fun experience we hope it will be.

Fondly,

A handwritten signature in dark ink, appearing to read 'JK', is centered on the page.

Joel G. Kosman  
Director, Academic Counseling and  
Student Organizations

---

# STUDENT ORGANIZATIONS: AN OVERVIEW

---

Student organizations at Columbia Law School are among the most important drivers of students' lives and experience during their time at Columbia Law School. Student organizations are shaping the public conversation, providing social spaces, mentoring and guiding students and creating both macro and micro communities. This is important work that requires a real dedication of time, effort and energies.

Managing a student organization is akin to managing a small not-for-profit organization, and like managing a not-for-profit, requires a combination of vision, dedication, financial oversight, flexibility and the ability to plan and then execute those plans.

As you think about the upcoming year, the questions below might serve as a rubric for you to implement your vision. Sit down as a board and consider some of the following:

- What are our goals for this year?  
What would we like to achieve and how would we like to make our mark on CLS?  
What is our vision for our organization? Why did we choose to dedicate our free time to this organization?
- What are the events that we would like to hold?  
Do we want to plan a major event? Should we stick with smaller events only? How does planning for a major event differ from planning for a smaller event? How should we schedule our events over the course of the year? Are there other groups who might be a natural partner for any of these events? Should an event be social, academic, professional or some combination of the above? How much will a given event cost? What faculty members might be invited to participate in a given event? What outside speakers? What are the logistics of inviting outside speakers to an event? How should responsibility for an event be allocated within the organization?
- How will we manage the finances of our organization?  
What is the estimated total cost of our events for the year? How will we get funds? Will we only use the Student Senate as a source of funds, or will we fundraise from outside sources, or hold fundraisers such as a bake sale? Will we be selling tickets to events, or charging membership dues? Who will be in charge of finances? How will we keep up with our reporting responsibilities, and track money spent or deposited?
- How will we manage the organization?  
How should responsibility be allocated within the board? How should tasks be delegated to the membership? How should we attract and involve 1Ls? How can we create structure within the organization to help manage things?

---

## SERVICES AVAILABLE TO STUDENT ORGANIZATIONS

---

### A. WEBSITES, EMAIL ACCOUNTS, G: DRIVE

#### Websites

If your organization would like to create a website on the Law School's domain, contact the Law School's Web Communications team at [webadmin@law.columbia.edu](mailto:webadmin@law.columbia.edu). Student organizations also have the opportunity to operate a blog using WordPress, which is hosted by the Law School. For a blog, email [webadmin@law.columbia.edu](mailto:webadmin@law.columbia.edu) for more information.

All web pages should be housed on Columbia University Law School servers, which is run by the Columbia Law School Information Technology Department. If you are unsure whether your group has a web page, please contact Web Communications.

All student organization web pages must comply with both the Law School's **and** the University's policies about web page creation and usage, as well as with federal law such as copyright, including restrictions on data transmissions. Please thoroughly familiarize yourself with the School's and the University's policies and recommendations, which can be found at the following links:

<http://web.law.columbia.edu/it/student-organizations>

<http://cuit.columbia.edu/web-publishing>

<http://cuit.columbia.edu/cuit/it-policies>

You should specifically note the following, as stated in the Columbia University policies:

1. Columbia University does not sponsor, review or monitor the contents of the personal home pages of its faculty, students, or staff on websites using University facilities, nor does the University endorse the contents of any such personal home pages.
2. You are personally responsible for what you do on the network as a member of the Columbia community.
3. No University system or network may be used for any purpose or in a manner that violates University rules or regulations or federal, state or local statutes or regulations.
4. Use of University systems or networks for commercial purposes, except where explicitly approved, is strictly prohibited.

As members of the Law School community, you are expected to exhibit professionalism, courtesy and respect for the rights of others. Your organization's web page should reflect this responsibility.

Further, the following disclaimer must appear prominently on the home page of your organization web page:

#### Email Accounts

Your organization has a unique email account. The outgoing board should have the password for the account. If you are unable to access your email account, or if you are a new student group in need of an email account, please contact the Law School's IT Helpdesk ([helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu)) for further help. *In your email, please copy Joel Kosman ([joel.kosman@columbia.edu](mailto:joel.kosman@columbia.edu)) and indicate in the text that Joel approves of your request for email account access.*

Please note that a member of your group should be assigned to monitor this email account, as it is the primary means for people to communicate with your group. It might be wise to have the person in charge of the account forward all emails to an account that they regularly check, in order to make sure that your group receives important emails.

#### G: Drive

It is important that your organization have a folder on the Law School's G: drive to store your organization's financial ledger and other important documents. This will greatly facilitate your group's ability to pass on critical operational information from outgoing to incoming boards. It is much less efficient and potentially detrimental to your organization to have to transfer electronically-stored records from laptop to laptop each year. To have a folder created, e-mail the Law School's IT Helpdesk ([helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu)). *In your email, please copy Joel Kosman ([joel.kosman@columbia.edu](mailto:joel.kosman@columbia.edu)) and indicate in the text that Joel approves of your request for G: Drive access.*

## **B. GOOGLE GROUPS**

The Law School has created a Google Group for each organization to use to publicize its events and otherwise post announcements of group activities to interested students.

Each year, leadership should select one or two board members to be the Managers of the Group. Only Managers have the ability to post messages. The names of your organization's Managers should be sent to Joel Kosman.

Group membership is limited to Law School students. When created, Google Groups are populated with all current Law students. Thereafter, all entering Law students will be made members of the Groups of all student organizations. At any time, a student has the individual option to withdraw from any or all of the Groups of which they are members. Responsibility for populating Groups belongs solely to Student Services, and there is nothing that individual student leaders need do in this regard. Requests for membership on behalf of non-Law students may be made by an organization's President directly to Joel Kosman, and will be considered under exceptional circumstances.

Students who are not members of an organization's Group can still find out about your events through LawCal. For more information on submitting requests to the Law School calendar,

please see “Publicizing Your Event” in the Planning and Hosting an Event section of this Handbook.

## **C. MAILBOXES AND MAIL SERVICES**

All organization mailboxes are maintained at Student Services on the 5<sup>th</sup> floor of Big Warren. Please arrange to have all mail – including invoices – sent directly to your organization, care of (c/o) Student Services, Columbia Law School, 435 West 116<sup>th</sup> Street, Mailbox B-25, New York, NY 10027. Students may leave packages to be mailed via UPS with the Information Center at JG Hall. The postage cost will be charged directly to your organization’s Law School account. All questions regarding this process should be directed to the Information Center at 212-854-4477 or at [infocenter@law.columbia.edu](mailto:infocenter@law.columbia.edu). Student Senate maintains a mailbox at the Information Center where organizations can submit recognition materials and budget request materials.

## **D. COPYING SERVICES**

The Copy Center on the seventh floor of Jerome Greene Hall in the Faculty Secretariat is open to student group representatives only. Please direct any inquiries about photocopying to the Faculty Secretariat (Room 711, JG Hall, 854-2688). Materials left with the Faculty Secretariat should include a Copy Request Form, which lists the name of the organization, the name of the person responsible for copies, and the organization’s account number. Your organization’s account will be charged for any services provided. Faculty Secretariat is open from 9AM to 5PM We recommend that you obtain an estimate of the cost of any services to be provided so that you may post this amount in your organization’s financial ledger.

## **E. PRINT SERVICES**

Columbia University Print Services (located in the basement of the School of Journalism building off College Walk near Broadway and 116<sup>th</sup> Street) can provide Law School groups with printing services. You can access and order their services online by visiting <http://www.columbia.edu/cu/studentservices/printing/>. They offer a broad range of services to the University community, including: poster design and enlargement; copying; brochures; invitations; and flyer printing. If you use these services, you will be required to provide Printing Services with your organization’s “chart string,” which is available from Student Services. Your organization’s account will later be charged for any services provided. We recommend that you obtain an estimate of the cost of any services to be provided so that you may post this amount in your organization’s financial ledger.

## **F. POSTAGE**

Metered postage may be obtained from the Information Center, on the first floor of Jerome Greene Hall. First-class postage will be charged directly to your organization’s Law School account. Overnight mail may be sent from the Information Center via Express Mail.

## **G. PURCHASE OF OFFICE SUPPLIES AND OTHER GOODS**

If your organization needs to purchase office supplies or other goods, you may order them by speaking to Student Services, which will place the order for you. Unless you specify otherwise, the order will be placed with the office supplies company with whom the Law School has contracted. The School will charge your group's account for such supplies.

## **H. STUDENT SERVICES FAX MACHINE**

A fax machine is maintained by Student Services for organizations to send and receive faxes. The incoming fax number is 212-854-8843. The recipient's name and organization must be clearly marked on all incoming and outgoing faxes. A copy of your fax will be placed in your group's folder upon receipt.

---

## **PLANNING AND HOSTING AN EVENT**

---

Planning and hosting an event is tremendously worthwhile for your organization. Although there are a number of policies to follow, this section sets them out for you to make your job that much easier. Of course, you should always feel free to come to Student Services with any questions you may have. Please note, in particular, the sections covering the School's **Alcohol Policy**, the protocol for events that involve **Outside Sponsorship or Participants**, and the **Fees and Security Costs** that your organization may incur for the use of law school space.

### **A. AVAILABLE LAW SCHOOL SPACE**

#### **Jerome Greene Hall**

Jerome Greene Hall houses most of our law school classrooms and is where most student events and programming take place.

MONDAY-FRIDAY 7AM-1AM  
SATURDAY 9AM-9PM  
SUNDAY 9AM-1AM

When necessary, the lobby and alcove (interior space adjacent to JGH 102A/B) of the first floor of Jerome Greene Hall can be reserved for receptions during special events.

#### **Lenfest Café**

The Lenfest Café consists of a main large room including a terrace and two smaller rooms which are the Dean's Dining Room and the Staff Lounge. The Dean's Dining Room and Staff Lounge are generally not available for reservations. In rare cases these spaces may be booked directly through Hilary Price – please email Room Reservations with your request. The main cafeteria has food service available 8AM to 8PM Monday through Thursday and 9AM to 3PM on Friday.

During the hours the food service is open, the space may not be reserved by organizations. After 8PM and on weekends, the cafeteria may be reserved, and organizations are encouraged to hold all events held at this time with food and drinks in this location.

Please note that furniture typically cannot be moved out of Lenfest Café and even moving furniture within the Café may cause your group to incur significant facilities charges.

#### **William & June Warren Hall (Big Warren or WJW Hall)**

WJW Hall contains classrooms, an open area on the lower level, and administrative offices on the fifth, sixth, seventh, and eighth floors, which are open during normal business hours. Once an individual has left the space during limited access hours, re-entry becomes impossible.

### **Feldberg Lecture Space and Other Business School Spaces**

William & June Warren Hall is a shared venue between the Law School and Business School. As a rule, both schools have their own classrooms and spaces and use them for their own events. On occasion, we accommodate each other by sharing appropriate spaces, which include the main lobby in William & June Warren Hall and the Feldberg Lecture Space. If you require use of this space, you should contact Room Reservations via email at [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu) as far in advance of your event as possible. Our Business School counterparts will consider your request and we will let you know their decision via return email.

### **Jerome Greene Annex**

The Jerome Greene Annex houses the Jerome Greene Lounge. This lounge is open during normal business hours Monday through Friday from 8:30AM to 9PM. On all other days and times, the lounge is available through card swipe access only. To request space in the Annex, please email [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu).

### **William C. Warren Hall (Little Warren or WH)**

William C. Warren Hall houses the Center for Public Interest Law, the Columbia Law Review and a number of other clinics, centers and programs at the Law School. Spaces that may be reserved are Levien Lounge (located on the 10th floor), Room 304, and the basement. Access to these spaces requires swiping an activated Law School identification card.

*NB – All outdoor spaces surrounding Jerome Greene Hall are controlled by the University, not the Law School. For planning events at an outdoor space, you should be sure to review the “Events at Other Columbia University Spaces” section below.*

## **B. USE OF LAW SCHOOL SPACE**

### *Reserving Law School Space*

All recognized student organizations have access to Law School spaces for events and meetings through Virtual EMS, the Law School’s online-request portal. The hours that these spaces are available to students varies depending upon the time of year. (For example, as finals come close, certain spaces are reserved for student study.) You should plan any event well in advance of its date. Competition for a particular date and space is sometimes fierce, so plan major events in advance. Student Services is always available to help with event planning, but we appreciate as much advance notice as possible. Also, always be mindful of Building Management postings with information about special closings or emergency building policies.

All organizations have an online room reservations account and **must make all room requests through their account**. Through your online account, you will be able to view current and previous requests, browse for space, and make a room request.

In order to reserve space at the Law School (other than JG Annex or Case Lounge, which must be requested by emailing Room Reservations directly at [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu)), you should go to <https://ems.cuit.columbia.edu/law/>. Then go to “My Account” and select “Log

In” from the dropdown menu. You may obtain your student group login and password from your student organization’s outgoing leaders or by emailing [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu).

Once you are logged into your account, you can access the room request form located under the “Make A Reservation” tab, then select “Student Organization / Journal Request” from the dropdown menu. Through the form, you will also have the capability to request Building and AV Services. **Services must be requested at least 72 hours before the actual event.** For any “same day” or “day before” room requests, please select “Same Day Reservation.” Please note Same Day requests cannot include food cleanup/custodial requests, furniture setup requirements, or AV requests. Two more things to note about Same Day reservations: the system will only accept requests that have a maximum duration of 120 minutes and no confirmation email is generated or required; the room is booked automatically.

Once you have filled out and submitted the room request form in Virtual EMS, you should receive an email confirming your request within 2 business days. **IMPORTANT: UNTIL YOU RECEIVE THIS CONFIRMATION EMAIL, THE SPACE HAS NOT BEEN OFFICIALLY RESERVED FOR YOUR ORGANIZATION. CONFLICTS SOMETIMES ARISE AND ROOM AVAILABILITY IS NOT GUARANTEED SIMPLY BECAUSE YOU HAVE COMPLETED A RESERVATION REQUEST. THEREFORE, DO NOT MAKE FINANCIAL OR OTHER COMMITMENTS FOR YOUR EVENT UNTIL YOU RECEIVE THE CONFIRMATION.**

The text of the confirmation email will include the following instructions:

This is your room confirmation ONLY. You will receive separate confirmations for any applicable AV or Building Services after corresponding with each respective department.

Please remember that if you desire to make any changes to your A/V or Building Services, all requests must be emailed to [avrequest@law.columbia.edu](mailto:avrequest@law.columbia.edu) or [buildingevents@law.columbia.edu](mailto:buildingevents@law.columbia.edu).

All changes will be subject to review and current availability.

If you are having alcohol at your event, please fill out the Alcohol Notification Form with the Student Services Office ten days in advance of your event. Please see the Student Organization handbook regarding your obligation to obtain a temporary beer and wine permit, which is required if you are serving alcohol at your event. <http://web.law.columbia.edu/students/student-services/connecting/student-organizations/resources/alcohol-notification>

**NB - Any applicable AV or Building Service requests must be coordinated separately with each office. Do not forget to follow up with the appropriate departments for these types of services; they will not automatically be provided just because you requested them on the room reservation form.** It is the responsibility of the organization submitting the room reservations form to follow up regarding any incorrectly submitted details that affect event services.

## *Cancellations*

If you have reserved space that you no longer need, please submit a cancellation through Virtual EMS. Please also email [room\\_reservations@law.columbia.edu](mailto:room_reservations@law.columbia.edu) to notify Room Reservations of the cancellation. PLEASE NOTE, you are not able to use Virtual EMS cancel requests for any building services or AV/computer equipment or services. To cancel any such requests, you need to email Building Services or AV directly. IF YOU DON'T CANCEL THESE SERVICES DIRECTLY, YOUR ORGANIZATION WILL BE CHARGED FOR ANY COSTS INCURRED.

## **C. HELPFUL HINTS FOR VIRTUAL EMS**

- For lunchtime events, Virtual EMS will yield the most comprehensive room availability results if you search the time frame 12:10PM-1:10PM.
- The system defaults on AM so if you find that Virtual EMS shows a room is available but it won't come up as such when you search then double check that you are submitting the search for "PM" rather than "AM," where applicable.
- EMS requires time between back-to-back bookings to turn over the room. For example, if an event lets out at 12:00PM, in EMS it will actually last until 12:04PM. As a result, the following booking cannot begin until 12:08PM so please make your requests accordingly.
- You will be notified by emails sent by the Admissions office about any dates on which there will be Admitted Students programming. *Take note of these dates. Requests for lunchtime programming will NOT be accepted. Other possible events that will affect availability include Stone Moot Court Finals and Foundation Moot Court.*

### **Virtual EMS:**

Log in here:

<https://ems.cuit.columbia.edu/law/Login.aspx>

Check availability here:

<https://ems.cuit.columbia.edu/law/BrowseForSpace.aspx>

## **C. EVENTS AT OTHER COLUMBIA UNIVERSITY SPACES**

Organizations will occasionally seek to use non-Law School, University space, especially outdoor space. The cost structure for events at non-Law School spaces will differ from that for Law School spaces. You should discuss your plans with Joel Kosman. Additional information may also be obtained from the University website at: <http://uem.columbia.edu/>.

The following is a brief description of non-Law School spaces that have been used by student organizations in the past and that are available on a case-by-case basis. The process for reserving these spaces is different than that used for Law School spaces and some spaces – for example, Lerner Hall – must be reserved during the semester *prior to* the one in which the event occurs. If you are considering using any of these spaces for an event, the best thing to do is to reach out to Joel Kosman as soon as possible to discuss your plans with him.

## ***INDOOR SPACES***

### **Alfred E. Lerner Hall**

Located on the corner of 115<sup>th</sup> Street and Broadway, Alfred E. Lerner Hall is the University's student center. *Please note that it is very difficult to obtain space in Lerner Hall without significant advance planning. It is likely that you will need to participate in either the relevant Advance Calendaring or Pre-Calendaring process, both of which would occur during the semester BEFORE the one in which your event will occur (e.g., Spring 2017 pre-calendaring process for Fall 2017 event).* If your organization wishes to use Lerner Hall or other University venues, you should contact Student Services to discuss the event and then fill out the appropriate forms.

### **Wien Hall Lobby**

This is a Columbia University venue located just to the west of Jerome Greene Hall, and south of the Jerome Greene Annex. It is a very large space with a balcony and a piano.

If an organization wishes to use Wien Hall or another University venue, an organization officer should contact Student Services to discuss the event.

## ***OUTDOOR SPACES***

Any organization planning an event outdoors in the following areas must complete the Space Use Request form found here: <https://ems.cuit.columbia.edu/VirtualEms/>

- Revson Plaza Bridge (in front of the 3<sup>rd</sup> floor Law School entrance)
- Sulzberger Courtyard (in front of Wien Hall)
- East Campus Quad
- South Lawn (in front of Butler Library)
- Low Plaza
- Lawn in front of Philosophy Hall Fayerweather/Schermerhorn Courtyard
- Ansell Plaza (between Law School and SIPA)
- Greene Hall Plaza East (just outside the Lenfest Lounge)

### **Special policies applicable to outdoor space:**

Outdoor space on the Morningside campus is reserved through the Event Management Office at Alfred Lerner Hall and access is governed by the University's event management policies. The University may require support for the event from the department of facilities management, security and other services, which may subject your group to additional fees.

There are also special requirements if your organization plans to serve alcohol or use loudspeakers during the event. If you are considering planning an event in an outdoor space, you should speak with Student Services. You may also check FACETS, the Columbia University handbook of information for the appropriate policies for students: <http://www.essential-policies.columbia.edu/>

## D. PUBLICIZING YOUR EVENT

Organizations work hard to plan their events and are justifiably proud of what they accomplish. It can be thrilling to see a press release covering your event posted on the School's website or in a School publication, and the **Office of Public Affairs** is committed to providing as much publicity for student-run events as possible. Unfortunately, the resources of the Public Affairs Office are limited, and therefore difficult decisions need to be made about what events to cover. If you think that Public Affairs might be interested in covering an event hosted by your organization, please contact Joel Kosman in advance of the event to discuss.

In the ordinary course, however, it will be up to your organization to publicize its own events. The principal means of attracting an audience to your events is through the use of LawCal, your organization's Google Group, and your organization's website.

### *LawCal*

The Law School advertises events through daily and weekly digests through a calendaring service called LawCal. In order to submit your request you may fill out the online event form at <http://web.law.columbia.edu/students/student-services/connecting/student-organizations/resources/event-submission-form>. This should be done as soon as the details for your event are finalized. **(NB: Public Affairs looks at LawCal to learn about events that may warrant coverage, so this is a great way to potentially get your event noticed.)** Any updates or changes to your original description can be e-mailed to [studentevents@law.columbia.edu](mailto:studentevents@law.columbia.edu).

It is also important to put your event on LawCal as early as possible in order to "notify" other organizations who may be considering hosting an event that same day. (In particular, it is often best to avoid scheduling a large-scale event for a day on which another group's large-scale event is already scheduled.) For this reason, we encourage all student organizations to check LawCal to see how busy a day looks before scheduling their event. Everyone benefits if organization events are spread out as opposed to being in conflict with one another.

### *Google Group*

Student groups are also able to send out emails regarding upcoming events to all students interested in their group. This is probably the most often utilized method of event publicity. See the section on Google Groups above.

### *Organization Website*

You should also consider how best to utilize your organization's website both to publicize events in advance and to use your "web presence" to keep interested people abreast of your organization's activities in general. (Don't have a web presence? See the section on Websites above.)

## **E. RULES GOVERNING ON-CAMPUS EVENTS WITH ALCOHOL**

1. Student Services must be notified if you intend to serve alcohol at your event. You must fill out an alcohol notification form (available from Student Services) and provide it to Student Services.
2. No alcohol may be served at an event that begins before 5:00 p.m. except by prior written consent from Dean Ramos-Herbert or Joel Kosman.
3. You may only serve beer and wine at Law School events held on campus.
4. Self-service of alcohol at an event is not permitted.
5. Each area where alcohol is being served at an event must be monitored by at least one organization member who has attended a University Event Management Alcohol Training session. The schedule for such trainings and the procedure for registering may be found here: <http://uem.columbia.edu/student/events-alcohol>. Alcohol monitors may not drink alcoholic beverages before or during the time that they are monitoring an alcohol service area.
6. Alcoholic beverages must be poured by servers who have attended UEM Alcohol Training, have not been drinking alcoholic beverages prior to serving and are not drinking while they are serving. Servers must be Law School students who are at least 21 years old.
7. Ample food and non-alcoholic beverages must be prominently displayed at any event where alcohol is served and must be served throughout the time that alcohol is available to event attendees.
8. All of your guests must be at least 21 years old and must be able to produce identification of age if asked.
9. A temporary beer and wine permit must be obtained (see below).

### *Temporary Beer and Wine Permits*

Alcoholic beverages may be served at a student organization event **only** when a temporary permit has been obtained from New York State. Permits may be applied for here: <http://www.sla.ny.gov/online-permit-applications>. Groups should allow **at least 3 weeks** for the issuance of a permit from the time that all required documentation has been submitted to the State.

*NB – Money does not need to change hands for a permit to be required. Please direct any questions about permits to Joel Kosman.*

## **F. FEES FOR THE USE OF LAW SCHOOL SPACE**

*The Law School does not charge a fee to student organizations for the reserved space itself. However, your organization may incur facilities charges in connection with the use of the space (e.g., food clean-up costs), depending on the nature and timing of your event. It is important that you understand the policies regarding facilities charges in order to responsibly budget for your organization's planned events.*

### ***Events for which student organizations WILL NOT be responsible for facilities charges***

If an event satisfies all of the criteria listed below, the sponsoring organization will not incur charges for facilities costs.

- 1) The event begins on the Law School campus between Monday at 9AM and Friday at 7PM and is open to all Law School students;
- 2) No alcohol is served;
- 3) There are no extraordinary set-up or clean-up requirements for the event; and
- 4) The event location is not misused or otherwise damaged during the event.

### ***Events for which student organizations WILL be responsible for facilities charges***

If an event fails to satisfy any of the criteria listed above, your organization will be responsible for facilities charges incurred for the event. *Student Services, however, will reimburse your organization for the first hour of facilities charges incurred, up to a maximum of one hour per student organization per day.*

### **How facilities charges are calculated:**

The rates at which fees are incurred are set at the University level pursuant to negotiated contracts with the relevant unions. Moreover, these fees are actually charged to the Law School when incurred as a result of a student organization event. They are then passed on to the organization. In other words, the Law School does not control the rate or assessment of these charges and is not in a position to waive them.

The hourly custodial rate is approximately \$66 per worker per hour. **However, there are no partial hour charges.** In other words, if a custodial worker is sent to clean-up a classroom following your organization's lunch event, there will be a charge for one "hour" of time – or \$66. Similarly, if a worker needs to bring a table to a classroom, there will be a charge for one "hour" of time for that worker (i.e., \$66), even if, for example, it only takes the worker 5 minutes to set up the table. *Further, if your event occurs after 2:30 p.m. during the week or at any time during the weekend, there is a minimum 4-hour charge per worker.* In general, the more elaborate or larger your event, the more workers will be required to support the event and the higher the charges will be.

If you are inviting a potentially controversial speaker to campus or inviting large numbers of people from outside of the University, your organization may also incur security fees. (See Security – Requirements and Costs below.)

If University property is damaged during your organization’s event, the repair costs will be passed on to your organization.

In addition, Building Services and the Info Center will always attempt to provide easels, tables and chairs (inside the building only) and coat racks from their building inventory, at no cost, whenever possible. At the same time, they cannot adversely affect other building areas by rearranging furniture or easels solely to accommodate an event.

*NB – If you are unsure whether or not your organization will incur facilities charges for a given event, please contact Joel Kosman.*

*If your organization will incur facilities charges, it is important to budget for them. To assist you, Building Events will help you to estimate the charges for your event if, at least two weeks in advance of your event, you email them to let them know (1) what will happen in the room reserved; (2) what furniture may need to be moved or brought in; (3) where the furniture should go; (4) how long the event will be; and (5) what type of food and food service there will be. Building Services may be emailed at [buildingevents@law.columbia.edu](mailto:buildingevents@law.columbia.edu).*

## **G. SECURITY – REQUIREMENTS AND COSTS**

Generally, no security charges should be incurred for organization events that are CUID only and that are held at times when students and faculty can enter the building themselves. If your group will host an event on the weekend that will be attended by outside (non-CUID) guests, you must notify Building Events to determine whether you will be required to hire security, which will be provided by the University’s Department of Public Safety.

If your group will host an event at that might be considered controversial in nature – either because of the event’s topic or because of the anticipated presence of a particular speaker – then you must notify Joel Kosman and Building Events as far in advance as possible to discuss what security arrangements need to be made.

Security may be required in spaces outside of the law school buildings and grounds based on the nature of the event or other space requirements. Please note that all charges for security will be allocated directly to your organization. The rate for security coverage is approximately \$60 per hour. Moreover, 4-hour minimum charges apply at all times.

## **H. EVENTS INVOLVING OUTSIDE SPONSORSHIP OR PARTICIPANTS**

Many student organizations plan events that include speakers from outside the Law School or University or that are funded, in whole or in part, by outside sponsorship. If you are using an outside speaker or receiving outside funding, please follow the steps below, as applicable.

### *EVENTS FEATURING GOVERNMENT OFFICIALS, HIGH PROFILE, OR POTENTIALLY CONTROVERSIAL SPEAKERS*

Any arrangements to have a government official, potentially controversial or other high-profile speaker at an event hosted by your organization should be discussed in advance with Joel Kosman at Student Services insofar as such events often raise additional concerns. In particular, many guest speakers, such as judges, members of Congress, or controversial speakers require special security that must be arranged through the University's Department of Public Safety (see above). Please keep in mind that your group will be charged for any additional security fees related to these types of events.

### *EVENTS INVOLVING PRIVATE LAW FIRMS OR CORPORATIONS*

**If you will be inviting as a speaker a lawyer who works for a private sector law firm/corporation or if your organization's event is being sponsored, in whole or in part, by a private sector law firm/corporation:**

You should notify Marta Ricardo at the Office of Career Services ([mricar@law.columbia.edu](mailto:mricar@law.columbia.edu)) as far in advance as possible and specify, as applicable, the name(s) and affiliations(s) of the private firm/corporation lawyer(s) coming to your event, the name(s) of the law firm/corporation(s) sponsoring your event, the nature of the event and the planned date of your event. Insofar as lawyers, law firms, dates, etc. change, please forward the updated information.

## **I. EVENTS INVOLVING ALUMNI**

**If you would like to invite an alumnus/a to speak at your event, but require access to the alumni database to obtain contact information:**

You should notify Danya Ray with the Development Office ([danya.ray@law.columbia.edu](mailto:danya.ray@law.columbia.edu)) specifying the date of your event, the nature of your event, the alumnus/a you wish to contact, and the reason you wish to contact him/her. Please provide as much prior notice as possible, *but no less than four weeks' notice*.

**If you would like to invite alumni to your event as attendees, but require access to the alumni database to obtain contact information:**

You should make an appointment to meet with Joel Kosman to discuss your plans. After you've met with Joel, you will need to notify Danya Ray, specifying the nature of your event, the

proposed date, the alumni you hope to reach (e.g., all alumni, alumni from particular years), and a copy of the invitation you would like to have distributed.

NOTE: The Development Office has requested **at least 4 weeks' notice** prior to the date that you would like your invitations (or "save the date" notices) distributed. *However, keep in mind that, for events whose success depends on robust alumni attendance, you should plan on having your invitations distributed at least two months before the date of your event.*

**If you would like to invite alumni to your event, as either speakers or attendees, and have independently obtained contact information:**

You may contact those alumni directly, but should provide Danya Ray with the names of the alumni you have contacted and the reason for the contact.

**If you are planning an event with an outside organization (such as a law firm) which is responsible for providing the speakers/hosts for the event:**

Once you learn the names of the speakers/hosts, if any are alumni, please provide Danya Ray and Joel Kosman with their names together with the date and a brief description of your group's event.

## **J. POLITICAL EVENTS**

The University has very specific regulations and restrictions on campaigning and fundraising for any particular political party or candidate. Check the Columbia University Essential Policies web site (<http://www.essential-policies.columbia.edu/>) for the policies concerning these events. Please carefully read and comply with those policies before you contemplate any action or event sponsorship with a political party or candidate.

## **K. RECORDED AND LIVE STREAMED EVENTS**

Increasingly, student organizations are seeking to record or live stream their events— using audio, video, or both. The recording or live streaming of events raises serious issues regarding privacy and consent not simply for the invited speaker, but also for attendees as well. The privacy of our students, faculty, staff, and guests must be respected by event organizers and every precaution must be taken to protect such privacy, even at the expense of publicity for the event or event speakers. (For student organization events on the Law School campus, requests to have an event recorded or live streamed should be made to [avrequest@law.columbia.edu](mailto:avrequest@law.columbia.edu)).

### **Obtaining Consent**

Prior to the event, every guest speaker needs to sign a Columbia University School of Law Speaker Permission Agreement, a link to which can be found on the Law School's event planning webpage at <http://www.law.columbia.edu/calendar/eventplanning>.

*If obtaining a signed consent form is not possible with respect to a particular guest, then prior consent via email must be obtained.* Once obtained, the consent form (or email) needs to be saved to your organization's G: drive folder.

In addition, if the recording is going to be made public via any medium—or if the event will be live streamed—the **consent of all audience members** who may appear or be heard during a Q&A session must be obtained by informing audience members of the recording and/or live streaming via:

- 1) a prominently-displayed notice at all entrances to the event space, and;
- 2) an announcement at the start of the event, and a reminder announcement at the beginning of any Q&A period.

Further, an **alternate method for questions** must be provided (e.g., providing index cards for written questions that can be passed to the moderator), so that audience members who do not wish to be recorded still have the opportunity to ask a question.

### **Recording by Guest Speakers**

Neither guest speakers nor any other non-University party may record or live stream an event at the Law School.

Where consent has been obtained (as described above), a student organization may share the Law School's recording with a guest speaker only for that speaker's personal use.

## **L. EVENTS FOR WHICH CONTRACTS ARE REQUIRED**

Depending on the location and type of event your organization is hosting, a contract may be required in connection with the event. If a contract is required, it must be entered into by the University and NOT be any individual student. **NO STUDENT HAS THE AUTHORITY TO SIGN A CONTRACT ON BEHALF OF COLUMBIA UNIVERSITY OR COLUMBIA LAW SCHOOL IN CONNECTION WITH ANY LAW SCHOOL ACTIVITY OR ON BEHALF OF A STUDENT ORGANIZATION.**

### **For events at the University**

A contract is required if, in connection with your event, a third-party is providing any service – such as catering – while on campus.

### **For events off-campus**

A contract is required

- (i) if food will be served at your event and thirty (30) or more people are expected to attend; **OR**
- (ii) if your organization will be staying at a venue overnight, such as for a retreat or at a hotel; **OR**
- (iii) if your event involves an activity that raises issues of physical safety (e.g., laser tag).

If you believe that your event may require a contract, please speak with Joel Kosman as far in advance of your event date as possible. **It will take a minimum of two weeks, often longer, to**

**have a new contract generated so please plan accordingly. If the venue you plan to use is not in our financial system it will take approximately one to two additional weeks to add them to the system. Student Services can verify whether or not a venue is in the financial system.**

## **M. OUTSIDE SPEAKERS**

The payment of speaker fees is disfavored by the University, and even the payment of an honorarium often proves difficult. However, if your organization wishes to issue a payment to a speaker at an event (whether in the form of a fee or as an honorarium), you should speak with Hilary Price to ensure that the payment will be approved and that the proper paperwork is completed. Currently, a purchase order is required before a speaker's fee will be approved, so please allow at least 4 weeks for payment to be processed and communicate the timeline to the speaker so that they are aware it can be a prolonged process. The speaker will also be responsible for providing their resume, client list, a completed scope of work form (provided by Student Services), a completed W-9 form, and, in some cases, a certificate of insurance.

## **N. RETREATS**

Retreats can be a great way for organization members to meet one another and also solidify a group's identity. That being said, they require a lot of work and advanced planning in order to be truly successful. If you are considering organizing a retreat for your organization, you should meet with Hilary and Joel as soon as is feasible to discuss what you'd like to do and where you'd like to do it.

Student Services has begun to maintain a list of approved venues that have been used by groups in the past. New venues may be added to this list but this entails a University approval process that requires additional planning time. Even once a venue has been approved, the contracting process can be time-consuming, and you should allow 3 weeks for drafts to be exchanged and a contract signed. **Remember as well that students are not authorized to sign contracts on behalf of the University, and that contracts must be formally reviewed by the University's Purchasing Department.**

In addition, retreat organizers must meet in advance with either Dean Ramos-Herbert or Joel Kosman, and must also ensure that all participants sign a waiver before leaving for the retreat. Copies of the waiver form may be obtained from Student Services once you have met with Yadira or Joel.

---

# STUDENT ORGANIZATION FINANCES

---

Managing the finances of your group is similar to that of running a small non-profit. Student Services is always here and willing to help guide you through this process. Below we have detailed important information on maintaining your student organization account as well as some of the most common processes for payment at the University. Be sure to read through this section *carefully*. If you have any questions, please feel free to contact Student Services or just visit us on the fifth floor of William and June Warren Hall.

## A. STUDENT ORGANIZATION ACCOUNTS

### Accounts

Individual accounts are established for each recognized student organization within the Law School's accounting system. These accounts are used to keep track of all revenues generated and all expenses incurred by student organizations. Your outgoing leaders should have passed along your account number (known as your Project number and in the format "AG00 \_\_\_\_") to you. If they have not, please contact Student Services – you will need this number for virtually all organization transactions.

By contacting Student Services, your treasurer may obtain account balance information as well as a statement of transactions that have been posted to your organization's account during a specified period of time (called a Trial Balance). *[NB – Your "account balance" does NOT appear on the Trial Balance report. The figure at the end of a Trial Balance report is merely the net of revenues and expenses during the specific time period of the report.]*

Keep in mind, however, that there may be significant delays between the time that a transaction occurs and when it is posted to an account. **For this reason, it is imperative that your organization's Treasurer maintain an independent internal ledger (see below).**

### Internal Ledgers

***Despite the existence of a University account, your organization's Treasurer must maintain a separate, detailed "internal" ledger to track revenues and expenses. If your organization does not have a ledger, your Treasurer will need to create one.***

There is no required format for an internal ledger but it should contain at least the following information for each transaction:

- 1) Transaction Date
- 2) Nature of transaction (i.e., expense or revenue)
- 3) Amount of Transaction
- 4) Counterparty (e.g., name of restaurant, name of vendor, name of donor, Senate allocation)
- 5) Description of Transaction

**Once created, the internal ledger should be maintained in your organization's G: drive folder.**

**Each time you or an approved group member comes to Student Services to request a letter of credit, a p-card transaction or a reimbursement for an expense, we will ask you to verify that the internal ledger reflects that your organization has sufficient funds to pay the expense.**

#### Account Audits

At least once per semester, your Treasurer should audit the organization's finances by comparing your Internal Ledger with Columbia's official statement of your organization's transactions, as reflected in what is called a Trial Balance report (which only Student Services may run). To schedule such an account audit, your Treasurer should contact Joel Kosman at Student Services.

#### Overdrafts

***Student groups are responsible for maintaining a positive account balance at all times; any proposed overdraft must be discussed in advance with Joel Kosman.*** Unauthorized overdrafts may result in a hold on an account, and an organization may not be able to make purchases or utilize benefits available to other organizations in good standing. If your account is in overdraft, it is extremely important that you address the problem as soon as possible, and commit to a repayment plan.

If you have inherited an overdraft from previous organization leaders, you must meet with Joel to discuss how your organization can eliminate the account deficit and to develop a written plan for addressing the problem.

#### Recordkeeping

While Student Services strives to maintain – either electronically or as hard copy – a set of your organization's transactional records, it is strongly recommended that your Treasurer save all of these records to your organization's G: drive folder. Also, insofar as Student Services possesses hard copies of any of your organization's records, please DO NOT remove these documents from Student Services. Instead, please make copies of any materials for yourself.

#### External Accounts

It is strictly forbidden for any organization to maintain external bank accounts outside of the Columbia University accounting system. Non-Columbia accounts for Columbia activities jeopardize the Law School's status with the Internal Revenue Service, and may nullify your organization's eligibility to use the Columbia name or to benefit from its non-profit status.

## **B. GENERATING REVENUE FOR YOUR ORGANIZATION**

There are four ways in which student organizations generate revenues: (i) allocations from the Student Senate (both semester funding and ad hoc funding); (ii) receipt of dues from members; (iii) fundraising; and (iv) gifts or donations from alumni, individuals, law firms or corporations. Each of these revenue sources is described below, as well as the methods by which you should account for them.

**Please note: All checks received on behalf of your organization should be deposited promptly, as older checks may expire. As soon as you receive a check, please bring it to Student Services so that it may be deposited.**

### *STUDENT SENATE ALLOCATIONS*

Each semester, the Law School Student Senate allocates funds to student groups through its budget process. All inquiries regarding the Senate allocations should be directed to the Student Senate treasurer.

### *DUES FROM MEMBERS*

A student group may choose to support its activities by collecting dues from its members. Once collected, these funds should be submitted to Student Services for deposit into the organization's Law School account.

**All checks must be made out to Columbia University, not to any individual or organization name.** Both checks and cash may be deposited by digitally completing a Cash Receipt Deposit Form.

### *REVENUE FROM FUNDRAISING EVENTS OR SALES*

A group may also choose to raise money by selling items such as T-shirts or other promotional items, by holding events and charging admission, or through other sales or fundraising events. (Please see the section below on Use of University Trademarks for further information.) The procedure for depositing revenue from events for sales is identical to the one outlined above for membership dues.

### *OUTSIDE FUNDRAISING*

Each year, Student Services together with the Columbia Law School Office of Development and Alumni Relations (the "Development Office") helps numerous student groups conduct outside fundraising. *However, there are strict IRS guidelines regarding charitable gifts to the Law School. Therefore, the Development Office must review all fundraising solicitations before they are distributed. You work hard to raise money and we want you to be able to keep it!*

If you would like to discuss your organization's financial needs, fundraising strategies generally, and/or the composition of a solicitation package, you should meet with Joel Kosman. In particular, if you are considering offering anything of value to your donors (such as complementary event tickets), the Development Office will need to be consulted to determine what portion of a donation would be tax-deductible.

**If you are interested in soliciting funds from any outside source, here are the three (3) steps that your organization must follow:**

**First**, draft all solicitation materials that you intend to distribute and schedule an appointment with Joel Kosman for their review. Written solicitation material typically includes a solicitation

letter (the “ask”), usually no more than one page in length, and a separate document detailing donor giving levels and benefits. Additional promotional materials may be considered as well for inclusion in the solicitation package.

**Second**, once Joel has reviewed your solicitation package, you should submit the package, together with your prospective donor list (e.g., the names of the law firms or other entities that you seek to solicit), to Diana Wong at the Development Office ([diana.wong@law.columbia.edu](mailto:diana.wong@law.columbia.edu)).

In order to avoid confusion and unnecessary delay, one person – presumably the Fundraising Chair -- should be designated to act as the liaison between your organization and the Development Office. Please copy Joel on all communications with the Development Office.

**PLEASE NOTE: No solicitation package may be distributed to potential donors until the Development Office has approved your submission.** You should allow at least 10 business days for the Development Office’s review and approval process, so be sure to plan ahead in getting the Development Office your material.

**Third**, at the time that you submit your materials to the Development Office, you should submit them as well to Marta Ricardo in the Office of Career Services ([mricar@columbia.edu](mailto:mricar@columbia.edu)) for her review. Please copy Joel on all communications with the Office of Career Services.

## **C. PROCEDURES FOR DEPOSITING REVENUES**

*The procedure for depositing revenues other than from outside fundraising is as follows:*

- Digitally complete the Check Deposit form; Hilary can assist if you are unsure how to complete it. Handwritten forms will not be accepted.
- Fill out the student group account number (starting from the left box, with no dash in the account number), purpose of deposit (dues, sales, etc.), and the total amount of cash and checks deposited.
- Total the amount from as many as 50 checks on the form. Cash and checks should be sub-totaled separately on individual lines.
- Endorse checks with the regulated “For Deposit Only Columbia University” Stamp located at Student Services.
- Provide as much information as possible in the explanation section.
- Make three copies of the checks deposited (one for your organization’s file folder, one for the Business Office and one for Student Services).
- Separate the check stub from the check if it is attached before submitting your deposit.
- Do not submit any foreign/international checks or foreign/international money orders.
- If a deposited check bounces, it is the treasurer’s responsibility to track down each check and arrange to receive the appropriate payment.
- Check appropriate boxes for cash/checks. If cash, also indicate denomination number in the lower right hand box.
- Be sure to sign the deposit form and make two copies, one for your records and one for Student Services records.

- Revenues from fund-raising sales must be booked as revenue by Columbia University for all student groups using the Columbia University Tax Payer ID number.
- ***When items are sold, sales tax of 8.875% must be charged for any sales to persons unaffiliated with Columbia Law School.***
- The sale revenue and tax revenue must be reported separately. (If you have any questions about how to charge sales tax, please contact Student Services.)
- Submit deposits in a sealed envelope to a Student Services staff member with your groups account number, date, and the number of checks and/or cash amount on the envelope.
- ***Do not fill out the address portion of the deposit voucher; the Business Office will do so.***

***The Procedure for depositing revenue from outside fundraising is as follows:***

Any check consisting in whole or in part of a charitable donation to your student organization should be brought for deposit to Student Services and the following three steps should be followed.

*It is imperative that your organization submit all checks for deposit and thank all donors promptly (ideally within one week of receipt). Failure to submit donations promptly may render the checks void (and potentially causing the loss of the funds) and also reflects poorly on both your organization and Columbia Law School.*

**FIRST**, make a copy of the checks to be deposited, as well as the originals of any materials that accompanied them (e.g., letters, donation forms, check stubs, envelopes). Per the “Outside Fundraising” section of this handbook, your solicitation package should have already been seen and approved by the Development Office.

**SECOND**, make sure that you have the necessary information to fill out a deposit form for each check (see example below). In particular, based on the determination made by the Development Office, you will need to indicate what portion of the check is a tax-deductible donation and what portion, if any, is revenue. If your organization is offering anything in return for a donation, such as tickets to an event, then the portion of the donation representing the value of that benefit is considered taxable revenue. *This distinction is extremely important to the IRS and it must be accurately reflected on the deposit form for each donation.*

**THIRD**, bring to Student Services, the following:

- 1) the checks to be deposited together, with any accompanying material
- 2) one copy of your solicitation letter PER CHECK TO BE DEPOSITED

Student Services will provide you with deposit forms and assist you in completing the forms while you are there. Once all forms are completed, Student Services will submit your materials to the Development Office for processing.

 <b>Charitable Gift to Law School Student Activities</b>	<b>Student Organization:</b> _____
	<b>Donor Name:</b> _____
	<b>Address:</b> _____
	<input type="checkbox"/> Alumnus/a <input type="checkbox"/> Corporate/Firm Sponsor <input type="checkbox"/> Other: _____
	<b>Purpose of Gift:</b> _____
	<b>Contribution:</b> _____ <b>Revenue:</b> _____
<small>PLEASE AFFIRM THAT DONOR RECEIVED NO GOODS OR SERVICES, INCLUDING FOOD, DRINK, OR ENTERTAINMENT</small>	
<small>PLEASE PRINT Name and Email of Student Organization Representative    Date</small>	
<small>ALL CHECKS MUST BE MADE PAYABLE TO COLUMBIA LAW SCHOOL. CHECKS FOR LAW REVIEW, PILF, JOURNAL OF TRANSNATIONAL LAW, JOURNAL OF LAW &amp; SOCIAL PROBLEMS, BUSINESS LAW REVIEW AND JOURNAL OF ENVIRONMENTAL LAW CANNOT BE DEPOSITED AS GIFTS TO COLUMBIA LAW SCHOOL.</small>	

## D. PAYING FOR EXPENSES INCURRED

There are six basic ways that you can request that the Law School pay for an organization expense: (i) Letter of Credit; (ii) invoice; (iii) check request; (iv) P-card; (v) purchase order; and (vi) reimbursement request. In the first five, the Law School pays the vendor directly. In the sixth, a student pays the vendor and then seeks reimbursement from the Law School.

In order for the Law School to pay a vendor directly (as opposed to a reimbursement request), the vendor must be approved by the University and registered in the University's vendor system. For a vendor to be added to the University's system, you should email the following information to Hilary Price at Student Services:

1. Nature of payment (e.g. photographic services, reimbursement of travel expenses...)
2. Vendor Name
3. Address
4. Contact Person
5. E-mail Address (of contact person)
6. Telephone Number (of contact person)
7. A completed + signed W9 form (2014 version ONLY, [PDF available on the Law School Business Office's website](#))

Once this information is received, the University will contact the vendor directly to complete her/his registration online. It takes approximately **eight to ten** business days from the time all information is completed and received by the vendor for all new vendors to be entered into the system. New vendors should be made aware of our billing procedures and time constraints in payment that are listed in the following sections below before engaging them for your event.

## *LETTERS OF CREDIT*

Some local vendors will invoice Columbia Law School directly for purchases that are authorized for a student organization by Student Services. You can pay for goods and services at participating vendors by using a letter of credit, a document that functions like an “IOU” from the Law School. If you are making a purchase in person, you merely need to give the vendor the letter of credit. If you purchase items over the phone, be sure to tell the vendor that you will be paying by letter of credit from the Law School.

*In order to be permitted to obtain a letter of credit from Student Services, you must first be authorized by Joel Kosman to engage in such transactions. Typically, only the President and Treasurer of your organization will be so authorized. However if it is important to the operation of your organization to have one or two additional members so authorized, please meet with Joel to discuss further authorizations.*

Authorized students may obtain a letter of credit from the Student Services desk by presenting your CU ID together with Proof of Event (for example, a hard copy of the event’s LawCal entry or Google Groups announcement). Student Services will issue letters of credit up to two days in advance of your event, but prefer that you obtain them the day of, or the day before, your event. Letters of credit are signed and issued to the student organization representative to take to the vendor. The student organization representative can then take the letter of credit directly to the vendor, like a credit card, to make the purchase. If a tip is involved, please note that separately on the letter of credit at the time of delivery.

When you are given a letter of credit, you should make a copy of it, together with your student I.D., and hand the copy in at the Student Services front desk. Then, when you make the purchase, you should also obtain a store receipt in the amount of the purchase. You should bring the receipt to your group’s treasurer who will make a notation in your ledger indicating that you have obligated your group to pay for this purchase, so that your account balance remains current.

Ultimately, the vendor will return the letter of credit to Student Services and the Business Office will process the bill. The student organization’s account will then be charged directly.

Student Services has a list of vendors who accept Letters of Credit, which they try to keep current. However, the vendors who accept LOCs change often, so it is recommended that you call a vendor directly to ensure that they accept LOCs at the time of your event. If you know of a vendor who would like to accept LOCs, you may email [studentservices@law.columbia.edu](mailto:studentservices@law.columbia.edu) with the names, addresses and contact information for any new vendors you would like Student Services to consider adding to the approved list.

## *INVOICES SUBMITTED DIRECTLY BY VENDORS*

If a vendor who is otherwise registered in the University’s vendor system agrees to bill the Law School directly for goods or services that it has provided or is prepared to provide to a student organization, the vendor should send an invoice to Student Services.

To be accepted by the Law School's Business Office, an invoice must be made out to Columbia Law School and must contain the following:

- 1) A unique number to identify the invoice
- 2) The date of the invoice
- 3) The vendor's name and address
- 4) The specific amount of the purchase (if any) that is attributable to alcohol

**PLEASE NOTE:** Columbia University is a tax-exempt organization. Sales tax should never be included in amounts to be paid. If a vendor requires proof of tax exempt status, a student can obtain a tax-exempt form from Student Services.

### *CHECK REQUESTS*

If you are planning an approved event well in advance, know the exact cost of the service or item being purchased, and want to have the Law School issue payment, a check request may be used. Such a request should be submitted to Student Services at least 3 weeks before you will need the check.

***A Columbia check request may be used to pay the following types of obligations:***

- Reimbursement of out-of-pocket expenses for non-Columbia students or employees
- Postage
- Registration Fees
- Membership Dues
- Subscriptions
- Advertising

***Check Requests should NOT be used for:***

- Compensation for University employees
- Travel expenses or advances
- Purchases properly processed through the Purchasing Office, or which require purchase orders (i.e., equipment, supplies, entertainment, website creation, DJs or bands, performing artists, etc.) as well as an invoice
- Stipends
- Personal service vendors (consultants)

### *PURCHASING CARD*

For certain types of purchases, vendors who do not accept letters of credit may sometimes be paid using the University's Purchasing Card ("P-Card"). The P-Card is processed using the Visa payment network and is accepted by most vendors.

Permissible uses of the P-card include payments for on-campus food deliveries (from vendors that do not accept LOCs), items from Amazon.com (except gift cards), conference registration fees, event tickets, and promotional apparel (orders less than \$2500).

The following is a list of items that MAY NOT be purchased on the P-Card. This list is not all-inclusive, but can serve as a guide to plan your purchasing:

- Personal items
- Alcoholic beverages
- Travel and entertainment (airline, car rental, lodging, restaurant, etc.)
- Flowers, greeting cards, candy, fruit baskets
- Gift cards
- Contracted services from an individual or 1099 vendors
- Fuel
- Parking
- Charitable Contributions
- Food Catering Services (off campus events, catering contracts, etc.)

### *PURCHASE ORDER*

When individual purchases or payments may not be paid through any other permitted means, a Purchase Order (“PO”) may be required in order to begin or set payment. A Purchase Order or PO is used to place larger orders with vendors for materials, parts, supplies, equipment, repairs, services, and consultant services. Types of services that require a PO include:

Equipment or Furniture  
Website Consulting/Creation/Design/Hosting  
Photographer/Videographer  
Speaker Fees  
Musicians/DJs/Performing Artists  
Promotional Items (orders of \$2500 or more)

A PO **must never** be paid for out of pocket. Further, all contracts or agreements **must** be reviewed by the University to ensure compliance with all University regulations.

In order to determine whether a vendor requires a PO, you should contact Hilary Price with the details of your intended purchase. If a PO is required, further documents will be needed before payment can be made.

**Processing and paying vendors via a PO may take at least four (4) weeks or more. This should be considered before booking or contracting with a vendor.**

## *REIMBURSEMENT REQUESTS*

When no other payment method through the Law School is available, students may elect to pay for a student organization expense directly and then seek reimbursement from the School. *Before any member of your organization pays for any expenses “out-of-pocket”, you should explore with Student Services whether that is the only payment method available.* Please be aware that it may take several weeks for a reimbursement to be processed, and the School cannot guarantee that a reimbursement will issue before that student may initially be required to pay for a charge that appears on their credit card statement. The Law School will NOT reimburse students for any finance charges incurred on a student’s personal credit card.

All reimbursement requests require strict documentation to verify that your organization, the Student Senate, or Student Services, as appropriate, has authorized the transaction for which you are being reimbursed. Therefore, a student paying for an expense directly should be sure to save all original receipts, etc. Moreover, a reimbursement request should be made within 5 business days from when an expense is incurred.

To be reimbursed for travel or business expenses, please use the Travel and Business Expense Report form. Before filling out the forms, please ask Hilary Price to email you the most up-to-date form instructions. Hand written forms will NOT be accepted.

Once completed and printed, all forms and documentation should be brought to Hilary. Please email Hilary at [hhp2118@columbia.edu](mailto:hhp2118@columbia.edu) for next steps and bring the following documentation to her open reimbursement office hours:

- 1) Laptop
- 2) Original Receipt(s); photocopies will NOT be accepted
- 3) Credit Card or Transaction Statement showing the charge(s), your name, and the card number’s last 4 digits
- 4) Proof of Event

**Please Note: Under IRS Regulations, if you submit a reimbursement request more than 120 days from the date of the expense, the University is required to report the amount of the reimbursement as imputed income to you.**

### *Travel Expenses*

#### **Students**

For travel expenses to be reimbursed, your travel itinerary needs to be approved by Student Services PRIOR to your departure. If a member of your student group is attending a national conference on behalf of the organization, please contact Joel Kosman; Student Services has a limited amount of funding available for travel.

#### **Invited Guests**

Please see Student Services before incurring any expenses or making any reservations. *It is the student organization’s responsibility to inform non-employees about the University’s travel policies and procedures prior to their visit in order to ensure compliance.* Please keep in mind

that the Law School does work with a professional travel agent, who may be able to make travel arrangements for your guests or lecturers at reduced cost. The travel agent will also bill the Law School directly, obviating the need for your group or your guest to seek reimbursement. Please contact Student Services if you need to contact the Law School's travel agent. The student organization arranging the travel is responsible for properly completing a Check Request Form for all non-Columbia University guest lecturers, panelists, and speakers. Travel and Expense Reimbursement forms are for University individuals only.

## **E. VENDOR CONTRACTS**

**NO STUDENT HAS THE AUTHORITY TO SIGN A CONTRACT ON BEHALF OF COLUMBIA UNIVERSITY OR COLUMBIA LAW SCHOOL IN CONNECTION WITH ANY LAW SCHOOL ACTIVITY OR ON BEHALF OF A STUDENT ORGANIZATION. IF A CONTRACT NEEDS TO BE OBTAINED IN CONNECTION WITH AN ORGANIZATION EVENT, PLEASE SPEAK WITH JOEL KOSMAN.**

## **F. ERRONEOUS CHARGES**

If a student group believes it has been erroneously charged by the Law School or the University for any fees, you should contact Joel Kosman. Student Services can generally obtain copies of back-up documentation for facilities charges and purchase transactions to help investigate whether your group was appropriately charged.

---

## MISCELLANEOUS OPERATING POLICIES

---

### A. USE OF LETTERHEAD

Student Services must also approve any student organization's use of letterhead stationery. Letterhead is provided through the Office of the Faculty Secretariat. **The use of the Columbia Law School and/or Columbia University name, logo or crest, as well as other symbols and marks that are representative of Columbia University, may be used only with the prior permission of Student Services.** The names and marks covered by this policy should be used only on materials that have been produced, or used in connection with, activities that are being engaged in by students, as part of their legitimate Columbia-sponsored or Columbia-sanctioned events. This policy restricts the use of the Columbia name or other impression on business cards, letterheads, advertisements, posters, and clothing or in any communication to nonmembers of the Columbia University community without advance permission. For more information about guidelines regarding University trademarks, please see the section on Use of University Trademarks below.

Once approval for Law School letterhead has been granted, you may take this information to the Faculty Secretariat in Room 711, Jerome Greene Hall in order to obtain letterhead.

### B. STUDENT TRIPS

You must contact Student Services concerning any trips sponsored by a student group, including local trips. Please be mindful that when you plan and attend student organization trips, you are representing Columbia University and the Law School. All ethical standards of the Law School must be followed while you are away.

### C. USE OF UNIVERSITY TRADEMARKS

Here is a link to the list of promotional vendors that are licensed by the University to use our trademarks in the manufacture of emblematic product:  
<https://static1.squarespace.com/static/567445f957eb8dfe033bbc42/t/5877db411b10e35f71f33280/1484249921330/Columbia+Internal+Vendors+01-12-2017.pdf>

The companies listed are members of the Fair Labor Association, certify that the factory sources are in compliance with Columbia's Code of Conduct and have agreed to certain guidelines regarding monitoring.

If a vendor is not licensed, they have not been granted the rights to use our trademarks and are not permitted to manufacture product bearing the Columbia name or logo.