



Colorado **Law**

UNIVERSITY OF COLORADO **BOULDER**

Student Leader Handbook

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Colorado **Law**

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March 15, 2024

Dear Student Leaders,

Congratulations on your election as a leader of one of the University of Colorado Law School's student organizations. We pride ourselves on the quality and diversity of our many student organizations. In addition to enriching our community for other law students and our faculty and administration, this experience will be a valuable leadership experience for you. Thank you for your service.

We created this Student Organization Handbook to ensure that the year ahead runs smoothly for all of us. This handbook focuses on policies and procedures and best practices for event planning. We tried to identify common areas of concern for all our student leaders. We solicited input from many departments and current student leaders at Colorado Law in creating this. We welcome your suggestions on how we can improve this handbook to make it even more valuable for future student leaders.

The Student Affairs Team is here to support you in fulfilling your goals and dreams for the coming year. Please let us know how we can help. We look forward to working with you. Congratulations, again!

Best wishes,

The Law Student Affairs Team

General

Priorities and Responsibilities

The University of Colorado School of Law has adopted these rules and policies that apply to all our approved student organizations. Each organization shall:

- I. Comply with all University of Colorado policies and procedures, including those detailed in the Student Organization Handbook, Law School Honor Code, Law School Rules, and University Student Code of Conduct.
- II. Adhere to the organization's constitution and bylaws.
- III. Keep the organization's information current, including newly elected leaders with the Student Affairs Team by completing the [Student Group Leadership Google Form](#).
- IV. Be open to all currently enrolled University of Colorado Law students who are in good academic standing. If an organization has an exclusive membership list, this is acceptable if the organization had an initial tryout period that was open to all law students.
- V. Ensure that there is no discrimination based on race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, or national origin, in any of its policies, procedures, or practices.
- VI. Remain consistent with and supportive of the University's stated objectives in promoting diversity, equity, and inclusion to maintain a culture of belonging.
- VII. Send a representative of your organization to all required SBA meetings. The SBA sends the meeting dates in a student-wide email each semester.
- VIII. Utilize all communication platforms including email, apps, websites, and social media, responsibly and professionally.
- IX. Develop and maintain honest and open lines of communication with the Law School's Student Affairs Team, and, if applicable, their Advisor.
- X. Sponsor and supervise programs safely and responsibly to ensure they do not interfere with the normal operation of the University or the ability of students to learn and study.
- XI. Utilize University facilities for the purposes they are intended and scheduled for.
- XII. Reimburse the University for damage to property or facilities for which it was responsible.
- XIII. Comply with all University fiscal policies and pay all bills and debts of the organization promptly.

Inclusive Leadership

Colorado Law is committed to creating a culture of belonging where all students feel valued and can be actively engaged in the intellectual and social life of the Law School. Student leaders bear the important responsibility of helping to cultivate and maintain the health and strength of our community. This includes providing students with opportunities to engage in dialogue to enhance their leadership development and multicultural competency. In doing so, student leaders are called upon to continually assess the degree to which they are empowering and respecting their members as well as the members of other organizations who represent a diverse selection of backgrounds and identities. Students, staff, and faculty share responsibility in this important aspect of training future lawyers and leaders.

With that in mind, student organizations are encouraged to prioritize diversity when planning events. This includes, but is not limited to, race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin, and political affiliation. Our programs and learning environment are enriched by the participation of individuals with varying perspectives and life and professional experiences.

If you would like training in these areas or would like to talk with someone about how to be inclusive in your organization, please contact the [Diversity, Equity & Inclusive Excellence Team](#) or the [Student Affairs Team](#).

University Freedom of Expression

Freedom of expression, as guaranteed under the First Amendment, and academic freedom, as defined by the Laws of the Regents, while distinctly separate concepts, are central to CU Boulder's academic mission and underlie our community values of inclusivity and critical thinking. CU Boulder's steadfast commitment to freedom of expression and academic freedom including relevant policies, programs, and events is [available here](#).

Registering a New Student Organization

Students who wish to establish a new student organization should reach out to the [Student Bar Association \(SBA\)](#) and send them a few required documents, including bylaws, a list of leadership, and a calendar for the year. The SBA will vote on whether to approve your organization. Once your organization is approved, the SBA will notify you and the Student Affairs Team that your organization has been approved. Once approved, Leadership from the new organization should complete the [Student Group Leadership Google Form](#) to get access to post events in MyLaw.

Student Organizations have the option to be a registered student organization (RSO) with main campus, though it is **discouraged**, with a few exceptions (affinity groups who will request funding from the Cultural Events Board (CEB)). For several reasons, most law student organizations choose not to register as RSOs (e.g., administrative fees and upfront out-of-pocket costs for events, no university protections for advisors). Organizations wishing to request funding from the Cultural Events Board (CEB), or Student Organization Allocations Committee (SOAC) should register as an RSO. If you have questions about what it means to be an RSO and the implications of doing so, please contact the [Student Affairs Team](#).

Mailboxes and Lockers

Student Organizations have mailboxes on the third floor near the lockers above the Café. The lockers are located at the west end of the hallway. If you do not have a mailbox and need one, please reach out to the [Building and Operations Team](#).

Student organizations should contact the [SBA](#) if they would like to pay for a locker. Note, locker space is limited and is prioritized for individual students.

Membership, Bylaws, Transitions, and Advisors

Membership

Student organizations play a vital role in providing engagement opportunities to currently enrolled students during their law school experience.

Each organization must have current contact information available on the Law School's webpage. This is discussed in greater detail below.

Bylaws

An organization's bylaws must contain (but is not limited to) the following information:

- Mission statement
- Listing of officer positions
- Method for electing officers
- Process for amending the bylaws

Each organization must have at least two officers: (1) A President or Chair who will serve as the liaison between the organization and the Student Affairs team. This person will be the primary contact for all things relating to the student organization and (2) A Treasurer or financial officer who will be the primary person responsible for maintaining the organization's budget.

Transitions

Each spring student organizations go through a transfer of leadership. Student organizations need to elect a new President and Treasurer by the deadline the SBA communicates each Spring. The Student Affairs Team will assist each organization in making this transition as smooth as possible. Newly elected student officers should take the following steps after assuming their leadership roles within an organization:

1. Fill out the Student Group Leadership [Google Form](#) with the names and contact information for each of the new officers of the organization.
2. Meet with outgoing leadership to ensure a smooth transition. Review any pending projects that were not completed in the previous year.
 - a. Items to review may include transitioning canvas page ownership, email accounts, financial information, and connecting new leadership with your advisor (if you have one).
3. All inactive organizations, or those that have not provided their information for the current academic year, must reapply for organizational status. To verify organizational compliance, please contact the [SBA](#) and the [Student Affairs Team](#).

Advisors

We strongly recommend that all student organizations have an advisor. Advisors can play an important role in assisting student organizations to achieve their strategic goals. If you need help identifying a member of the faculty or staff who may be a good fit to serve as an advisor for your organization, please contact the [Student Affairs Team](#). The advisor's purpose is to provide guidance, lend institutional

knowledge, share historical perspectives, and provide continuity to the student organization. Advisors and student organization members should maintain open lines of communication. The advisor must stay informed of the organization's activities and ensure that University policies and procedures are followed.

The responsibilities of advisors to their student organization include, but are not limited to:

- Attending meetings, activities, and programs
- Assisting in program planning, particularly identifying alumni and others in the legal community to speak on panels.
- Assisting in officer transition and training
- Sharing ideas and thoughts
- Providing feedback
- Helping to resolve inter-group conflict

The responsibilities of student organizations to their advisor include, but are not limited to:

- Discussing expectations of the advisor and the role they play in the student organization
- Notifying the advisor of all meetings, activities, and programs
- Providing copies of the strategic plan and other important meeting minutes in a timely manner
- Meeting regularly with their advisor to discuss organizational matters
- Consulting the advisor prior to making significant changes to the structure or policy of the organization

Budgets and Funding

The Law School is part of a complex financial structure that supports the University of Colorado, a 501(c)(3) organization. As a result, the Student Affairs Team must ensure compliance with university policies and procedures for spending money.

Budget Tracking

Student Organization treasurers are responsible for tracking their budgets. To do so, use this [Budget Tracking Sheet](#). If this budget sheet is not up to date, it may prevent you from accessing your approved Student Fee Committee Funds.

Funding Sources

All student organizations **automatically have access to \$500 per year** from the Student Fee Committee (SFC) without submitting a funding request. Each student organization will have its own account at the law school. This will allow the law school administration to easily track expenses and balances. Organizations are strongly encouraged to submit a funding request at the April/Spring SFC meeting for the next school year if they anticipate needing more than \$500. Credit-bearing student organizations, such as Barrister's Council, Law Review/Journals, and International Moot Court do not automatically receive \$500 from SFC because of the availability of alternative funding sources such as endowments.

However, Barrister's Council, Law Review/Journals, and International Moot Court can submit a funding request to SFC if they anticipate needing SFC funding for the year.

Parameters for the \$500 SFC Allocation:

- The annual \$500 allocation *does not* roll forward to the next fiscal year. Any unspent money goes back to the SFC.
- SFC money cannot be used for alcohol.
- If the funds are being used towards gratuity, tip cannot exceed **10%** of the total bill (pre-tax) per law school policy.
- It is expected that these funds will be used towards general student group operating expenses, supplies, and events with a clear business purpose. If student groups plan on making purchases that are outside these categories, they should first check with Student Affairs to confirm allowability.

To use these funds, complete the [Student Organization Event Form](#). Students have the option of making purchases and being reimbursed (see [Reimbursements](#) for more details). If you do not receive written approval from Student Affairs prior to purchasing non-food items, you may be ineligible for reimbursement if your expenses do not meet the University's fiscal guidelines. Alternatively, in some cases, Student Affairs can make purchases on behalf of student groups using a university credit card. While we can help pay for goods and services, we cannot accompany students on trips to grocery stores, party stores, etc.

Students are expected to respond to emails from administrators who contact them regarding their student organization budgets. At some point in the Spring semester (approximately March), our Assistant Director of Operations & Finance will reach out via email for an estimate of how much of their remaining SFC money students plan to spend for the rest of the year. **Student groups that do not respond to this email will have their remaining budget swept as of a specific date (TBD). Groups whose budgets get swept will need to submit a new funding request from the SFC if they need funding for the remainder of the year.**

[Student Fee Committee \(SFC\)](#)

The Student Fee Committee (SFC) is a committee comprised of law students from each of three classes (1L, 2L, 3L), with two members of the administration serving as advisors. The SFC is charged with evaluating funding requests made by law student groups and individual law students. In administering the fee, the members of the SFC shall seek to fund activities that help enrich the academic experience of law students. The SFC is funded through the student activity fee, which is \$150 per student per semester. *SFC funding cannot be used to pay for alcohol.*

The SFC meets via Zoom at the end of each spring semester in April and has three additional funding periods. Please refer to the SFC funding/meeting schedule on the SFC webpage. Organizations are strongly encouraged to submit a funding request at the April/Spring SFC meeting for the next school year if they anticipate needing more than \$500.

To submit a funding request, please complete BOTH forms below and email them to the [SFC](#).

1. [Funding Form](#)

2. [Budget Template](#) *please submit this document in Excel format

Cultural Events Board (CEB)

The [CEB](#) sits at the epicenter of many different ideas, beliefs, and backgrounds, and the Cultural Events Board supports and facilitates students as they navigate these points of intersection. Events that sit at this intersection may be eligible for funding from the Cultural Events Board. We want to encourage our affinity groups or any other groups that plan to request funding from the Cultural Events Board (CEB) to register as an RSO (registered student organization) at CSI and to make note now of the CEB funding request dates. The [deadline for requesting CEB funds](#) is often one semester earlier than events, so apply as early as you can. *Groups should request funding from CEB before submitting a request to SFC.*

Graduate and Professional Student Government (GPSG) Student Group Grants

[GPSG](#) is the primary advocacy group for graduate and professional students on the CU-Boulder campus. GPSG is a possible source of funding for conference travel (up to \$300 per student) and bringing speakers to campus. There are three grant cycles per academic year, one each semester and one in the summer. The funding application opens at the beginning of each semester. It is important to plan to ensure that you don't miss the application window. Information on applying for a grant can be [found here](#).

Student Organization Allocations Committee (SOAC)

The [SOAC](#) is a CUSG funding board that distributes student fee dollars to student organizations in order to help promote enrichment, education, and inclusiveness of the CU Boulder community. [SOAC](#) makes decisions from a neutral viewpoint by understanding that everyone needs that place to feel included. Only student groups that are registered RSOs with main campus can receive SOAC funding.

Bank accounts

Since most student organization funding comes from the SFC, most student organizations do not have individual bank accounts off campus. We strongly discourage organizations from opening outside bank accounts, however, if your organization is interested in opening an off-campus bank account, please contact the [Student Affairs Team](#).

Other Sources of Funding

Collection of Member Dues

The collection of membership dues is strongly discouraged. Students who cannot pay dues cannot be excluded from leadership or membership of an organization. If you plan to collect member dues for your student organization, please contact the [Student Affairs Team](#) before doing so.

Donations and Sponsorships

Solicitations of contributions from alumni, the legal community, or other sources outside the School of Law must be approved in advance by the [Student Affairs Team](#) and the [Office of Development and Alumni Relations at the Law School](#). In some instances, the Dean will determine that the Law School will fund an event or project internally, rather than solicit external support.

Event Funding

Student organizations should be thoughtful about where they are getting funding from when planning an event. All student-led events must complete the [Student Organization Event Form](#).

There are multiple sources of funding for law [student events and travel](#). Funding can be provided to an individual or a student group traveling to a conference. Students should explore all the different sources.

Travel

Except for students traveling on behalf of organizations with a faculty advisor or full-time administrator (e.g., Barristers' Council, law review/journal, and Silicon Flatirons Student Group), before planning or booking any student organization-related travel, students should contact the [Student Affairs Team](#).

All Barristers' Council (Mock Trial, Moot Court, and Transactional Division) travel should be arranged in coordination with the [Schaden Experiential Learning Program Team](#). The Law School pays upfront for the cost of flights, hotels, car rentals (if applicable), and competition registration. Students will be reimbursed for Uber/Lyft and will be given a daily per diem rate for meals and incidentals. Travel will be booked by the appropriate staff to minimize the need for students to spend their own money and get reimbursed and so the Law School can take advantage of negotiated rates. Reimbursements should be kept to a minimum for incidental travel expenses that were previously budgeted and approved.

The SFC cannot fund travel for individual students to attend conferences if attendance serves only to benefit an individual student and not the Law School. However, students seeking funding for individual attendance at a conference or event are encouraged to apply for a funding grant through [Graduate and Professional Student Government](#) (GPGS). There are three grant cycles per academic year, one each semester and one in the summer – it is important to plan! Additional information about funding student travel can be [found here](#).

Travel for a class (e.g., seminar trip) should be approached through a coordinated request on behalf of the whole class to the Student Fee Committee. Before requesting funding from the SFC, please discuss funding options for the class trip with your faculty member. It is best to start the process at least six weeks prior to the date of travel.

Reimbursements

Student organizations may be reimbursed for expenses with prior authorization and approved funding from the Student Fee Committee or another funding source. Please refer to this [step-by-step guide](#) for how to host an event using SFC funds, and how to navigate reimbursements. Email the [Student Affairs Team](#) for more information.

Students paying out-of-pocket will cost the organization more money because purchases will not be tax-exempt. Reimbursements must be submitted within 30 calendar days of the purchase. The individual purchaser will be responsible for any taxes owed on expenses submitted for reimbursement after 90 calendar days of the initial purchase. The reimbursement request form [can be found here](#).

If you do not receive written approval from Student Affairs prior to purchasing non-food items, you may be ineligible for reimbursement if your expenses do not meet the University's fiscal guidelines.

Under the IRS Accountable Plan Rules, expenses are required to meet two conditions to be subject to reimbursement: (1) There must be a legitimate business purpose and an explanation of the business conducted; (2) Expenses must be substantiated by original, itemized receipts and/or bank statements showing the amount of the expenses. Reimbursements will not be processed without **itemized** receipts. The Law School will not reimburse students for the purchase of alcohol. For more information, see CU's website on "[tests of propriety](#)"

If your funding source is from outside of the Law School, you are responsible for working with your funding source to purchase supplies.

Communications and Advertising

We all benefit from good publicity of law student events. To that end, we strive to promote professional and positive communications amongst student organizations, the Law School community, prospective law students, alumni, and the greater legal community. All communications, whether in print or electronic form, should be consistent with our university policies as articulated in this Handbook, including but not limited to the [Inclusive Leadership Policy](#) and the [University Freedom of Expression and Outside Speaker Policy](#).

MyLaw

Student Organizations are given access to post announcements and events in MyLaw. Events hosted that are not specifically intended for Colorado Law students cannot be advertised on MyLaw (e.g., Colorado Bar Association happy hour cannot be advertised in MyLaw). If you need access to post on MyLaw, please contact the [Student Affairs Team](#). Organizations should create an event in MyLaw in addition to reserving space for the event. This will allow the event to appear on the MyLaw calendar and in the body of the Daily Buff Bulletin email. *To have your event featured at the top of the Daily Buff Bulletin, please select that option in the event posting and email the communications team to request the feature.* For instructions on using MyLaw, please refer to [the MyLaw Basics Guide](#).

Student Organization Email Accounts

All student organizations can have an organizational "@colorado.edu" email address. Student organizations should use this email account rather than personal @colorado.edu (e.g., john.smith@colorado.edu), Gmail or other external accounts. This ensures that the organization will

never be locked out of its primary account due to password issues, security problems, or changes in leadership. If your organization would like an organizational email, contact the [Student Affairs Team](#).

Global Emails

With a few exceptions (e.g., SBA leadership, Honor Council), individual students do not have access to send global emails to the entire Law School or individual classes. The Student Affairs Team cannot send global emails on behalf of student organizations. Instead, students should use MyLaw, Canvas, and the class Facebook pages to advertise events.

Please also send our Communications and Marketing team photos with captions from your event.

Colorado Law students should ensure that all posts on their social media accounts respect the guidelines of professionalism. Future employers and the bar regularly review content as an indication of each individual's character and fitness to practice law.

We remind future members of the bar that the Colorado Bar and most state bars now view lawyer misconduct to cover anyone who disparages, humiliates, or discriminates against anyone on any basis, including, but not limited to, race, ethnicity, gender, religion, national origin, disability, marital status, sexual orientation, age, socioeconomic status, employment, or physical characteristic.

Colorado Law students should respect these professionalism standards in all their communications. Upon acceptance to the University of Colorado Law School, admitted students are added to their respective class Facebook pages and email distribution lists.

Flyers

Posters and flyers can only be posted on bulletin boards. Posters that are for non-Law School events need to be approved by the [Building and Operations Team](#) before posting. Please see the [posting policy](#) for more details.

We encourage students to make flyers for their events using Canva.com. If you need assistance with using Canva, please see these [tutorials](#). Please contact the [Communications and Public relations Team](#) if you want to post a flyer or information about a student-led event on the official Colorado Law Facebook or Instagram accounts.

Logos

Student organizations cannot use the University of Colorado Logo on promotional materials unless they are partnering with a Colorado Law office on an event. This includes the CU buffalo (buffalo are allowed, just not anything trademarked by CU), CU mascots, the interlocking "CU," and the standard university logo.

Student organizations can create their own logo. All unique student organization logos must be completely distinct from university logos and cannot be based in any way on existing CU trademarks.

Step-by-step guide on how to plan an event

Please refer to this [step-by-step guide](#) for how to host an event using SFC funds, and how to navigate the reimbursement process.

COVID-19 Public Health Considerations

The University of Colorado is continually evaluating its COVID-19 guidelines and protocols. CU Boulder employs a framework for public health and COVID-19 decision-making that follows Centers for Disease Control and Prevention (CDC) guidance. We will communicate any updates to the student body.

Co-Sponsoring Events

Co-sponsoring events with other Colorado Law Student Organizations is highly encouraged because it combines the resources of existing groups and/or departments and benefits all parties involved. The most successful co-sponsorship arrangements consist of the following:

- A proposal early in the planning stages that two or more groups combine resources to carry out a successful program or service.
- Involvement of all co-sponsors in the planning, marketing, and execution of the event.
- A written agreement outlining each organizations' responsibilities for the event or service.
- Recognition of all co-sponsoring organizations or departments in advertising and promotional campaigns, and during or following the event.

Reserving Rooms and Creating Events in MyLaw

To avoid overscheduling and double booking, please view the MyLaw Events Calendar prior to planning events. When you plan an event, please **book a room** and **post the event** to the MyLaw events calendar. Please be mindful of [building hours](#) – particularly when scheduling on nights and weekends. Events cannot be scheduled when the building is closed. Reach out to the [Building and Operations Team](#) for reservations during those times.

The following spaces must be reserved through the [Assistant Director of Facilities and Operations](#):

- Spaces for any event co-hosted with an organization outside of the law school (a fee may be charged),
- Wittemyer Courtroom,
- Carrigan Courtroom (102),
- Schaden Commons,
- Garden Level Conference Room,
- Boettcher Hall,
- Foyer,
- Terrace, and
- Courtyard

If the event is related to Barrister's Council, Silicon Flatirons, or Journals – please reach out to your advisor to book the space.

Please see the [MyLaw Basics Guide](#) for step-by-step instructions on reserving rooms and creating events.

Reserving Space at Other University Locations

The University has different venues (on campus, but outside the Law School) that student organizations may reserve, including Kittredge Field South. The [SBA](#) can assist student organizations in making these reservations which should be free of charge if the SBA makes the reservation. These reservations are made through [CU Campus Recreation Services](#) website and through communicating directly with their office.

Tabling

Tabling outside the Schaden Commons is an effective way to generate interest in student organizations. Tables are available on a first come, first served basis and are stored near the vending machines in the Commons. Please put the tables back after use.

Parking

Parking near the Law School, in lots 402 and 470 is enforced 7 days a week from 7:30 a.m. to 10:00 p.m. The Law School has a limited number of parking passes that they can sell each day, and they are available on a first come, first served basis and is not guaranteed. If you would like help securing a guest parking permit for a campus visitor, please complete the [CU Law Parking Request form](#) *at least 48 hours prior to your event*. If you need more than four parking passes, please contact [Parking Services](#).

Ordering Food and Supplies

Please refer to this [step-by-step guide](#) for how to host an event using SFC funds, and how to navigate food and supplies ordering.

If you do not receive written approval from Student Affairs prior to purchasing non-food items, you may be ineligible for reimbursement if your expenses do not meet the University's fiscal guidelines.

If your funding source is from outside of the Law School, you are responsible for working with your funding source to purchase supplies.

Set-up and Clean-Up

Organizations are responsible for following building policies regarding event set up as well as cleaning up after each event. Organizations that fail to follow building policy and/or to leave a room in the proper condition may lose the privilege of hosting events and be assessed a cleaning fee.

Cardboard (e.g., pizza boxes) must be placed in either the blue carts next to the vending machine in Schaden Commons or brought outside to the dumpsters at the loading dock (use a buddy system to ensure re-entry to the building). Leftover food may be dropped off in the Schaden Commons to be offered to other students. Do not leave food unattended in classrooms. We ask that any unopened, leftover, non-perishable items (such as sodas, chips, etc.) be dropped off at the Student Affairs Office

(Dean's Suite) for use at future events. ***All lunch events should end by 12:50 p.m. so that classrooms can be cleaned in time for 1:00 p.m. classes to start promptly.***

If the event is after hours or on a weekend and trash (food) is left in the trash cans, it must be taken out to the trash on the loading dock. The dock hours are 8:00 a.m. – 5:00 p.m. Monday through Friday, so use a buddy system for re-entry if it is outside of those hours (hours subject to change).

Alcohol Policies

We recognize that law students are typically of legal drinking age. However, consistent with most law schools and lawyer assistance programs, we believe alcohol does not need to and should not be served at most events hosted by student organizations. Many legal employers and bar associations are evaluating the necessity of alcohol at professional events as part of their commitment to promote lawyer well-being.

In addition to securing outside (non-University) funding for alcohol and extra funding to ensure food requirements are met, the Law School must remain in compliance with the University of Colorado's alcohol policy. Hosting an on-campus event with alcohol requires much work and advanced planning on the part of the students planning the event and various staff members. For these reasons, among others, the Office of Student Affairs *rarely*, if ever, approves student-led events with alcohol on-campus.

If students insist on hosting an event with alcohol, we recommend they do so at an off-campus vendor (i.e., a restaurant) with a license to serve alcohol.

If you are even considering serving alcohol as part of a student organization event, you **must** set up a meeting with Dean Horowitz. Please email law.studentaffairs@colorado.edu to set up a meeting.

Participant Notice of Risk and Waiver

The university recognizes that supporting on-and off-campus activities enhances the academic and co-curricular learning environment. All activities, whether university-sponsored or not, may require additional scrutiny and review to minimize risk and to ensure that appropriate measures are taken to shift or reduce acceptable risks. Certain activities may pose additional responsibilities and increase risk to participants and the university.

Students and student organizations participating in off-campus events with higher levels of risk must sign the [Participant Notice of Risk and Waiver](#). If you have questions about what types of off-campus events would warrant signing the waiver, please reach out to law.studentaffairs@colorado.edu.

Purchasing, Contracts, Travel, and Outside Vendors

In most instances, the Director of Events or Student Affairs Team will arrange and facilitate student organization purchases from outside vendors. This is because the university has contracts for reduced prices on goods such as office supplies, paper goods, and catering. **Students should not sign any contracts or purchase agreements on behalf of the University.** If you need to sign a contract, contact the [Student Affairs Team](#). Purchasing Agents are the only individuals authorized to sign expenditure contracts for goods and services on behalf of the University. Any individual who signs contracts will be personally liable for the terms listed in the contract.

Gifts and Recognitions

Typically, speakers do not expect gifts for participating in programs or events. From a professional development perspective, a handwritten thank you note that is individually tailored to the speaker and highlights the value of their contributions to the event is an effective way to express gratitude on behalf of an organization. If your organization is hosting an outside speaker, please let us know so we can support your efforts.

Outside Speakers Policy

Student organizations are encouraged to have outside speakers at events. We do ask the following:

- Inform the [Student Affairs Team](#) and [the Communications and Public Relations Team](#) if you plan to have a well-known and/or political speaker.
- Inform [The Office of Development and Alumni Relations at the Law School](#) if the speaker is an alum of the Law School.
- Collaborate with other student organizations when inviting outside speakers when possible.

Alumni at Events

Alumni as Guest Speakers

Colorado Law alumni are eager to contribute to the professional development of students. Accordingly, student organizations are encouraged to seek out and prioritize Colorado Law alumni as program speakers whenever possible. Whenever an organization hosts a Colorado Law graduate, whether at a meeting, event, or small gathering, please share the graduate's name, graduation year, firm/company, date, and location of their visit/event with the Office of Development and Alumni Relations at the Law School. Written communications, including flyers and emails, should always contain the graduate's degree (e.g., J.D. and/or LL.M.) and graduation year(s).

Alumni as Attendees

If a student organization wishes to advertise a program or event to alumni, requests should be made to the [Office of Development and Alumni Relations](#) at the Law School at least 30 days prior to the event. Requests should include the criteria for alumni to be invited (such as practice area or graduation year), draft/sample invitation, and student leadership contact information.

Alumni Development

The Office of Development and Alumni Relations at the Law School is a resource for alumni contact lists, sponsorships (from alumni, law firms, corporations, or foundations), and guest speakers as well as coordination with the Law Alumni Association, Young Alumni Committee, and bar associations. To request assistance from the Office of Development and Alumni Relations at the Law School, organization leaders must first confer with the [Student Affairs Team](#) to assess which department is best situated to provide the requested assistance.

Organizations seeking assistance from the alumni office are required to complete a confidentiality agreement. The agreement must be submitted ten business days in advance of the requested assistance.

The Office of Development and Alumni Relations at the Law School coordinates all fundraising and solicitation efforts for the School of Law. All Student Organizations must have approval from the Office of Development and Alumni Relations at the Law School to contact alumni or law firms to request funds or engage in fundraising.

Law School Contacts

Student Affairs

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Student Bar Association

SBA Webpage: <https://www.colorado.edu/law/tab-student-group-sba>

President, sba-president@colorado.edu

Vice President, sba-vp@colorado.edu

Treasurer, sba-treasurer@colorado.edu

Secretary, sba-secretary@colorado.edu

Events Coordinator, sba-events@colorado.edu

Student Fee Committee

SFC Webpage: <https://www.colorado.edu/law/student-fee-committee>

Email: lawstudentfee@colorado.edu

MyLaw and Room Reservation Basics

The following guide is intended to be a basic guide to booking rooms and placing events on the MyLaw Events Calendar. To avoid overscheduling and double booking, please view the MyLaw Events Calendar prior to planning events. When you plan an event, please **book a room, and post the event** to the MyLaw events calendar.

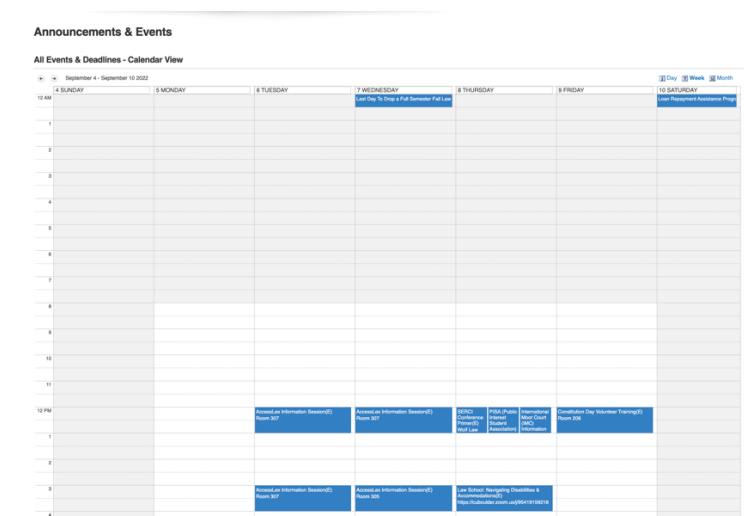
1. Room reservations for classes take priority over all other reservations
2. During certain times of the year, rooms may be unavailable for booking (e.g., exams, Orientation, when the Bankers are in the building)
3. Booking a room **is different** from placing an event on the MyLaw Events calendar
 - a. Think of this as two different steps

VIEWING THE EVENTS CALENDAR BEFORE PLANNING AN EVENT AND BOOKING A ROOM

1. From the MyLaw Homepage, click on “Announcements and Events”










2. You can view the events calendar in a **Calendar (monthly) View** or **List View**



(This is the Calendar View)

Announcements & Events

Upcoming Events & Deadlines - (List View)

AUG 30 TUE	Legal Grounds (Free Coffee/Bagels for everyone)  Student Affairs Location: Schalen Commons When: 8:30 AM-10:30 AM
AUG 30 TUE	Women of Color Collective General Meeting  Women of Color Collective Location: Solidarity Suite/Garden Level Conference room When: 12:00 PM-12:50 PM
AUG 30 TUE	Carrigan Cup Information Session  Barnard's Council Location: Room 206 When: 12:00 PM-1:00 PM
AUG 30 TUE	Last Day To Add A Full Semester Fall Law Class (Deadline)  Academic Affairs & Registrar When: 11:55 PM
AUG 31 WED	Colorado Women's Bar Association presents Don't "Kirk" Me: Comedy, Discussion, & Drinks in a Post Roe World. Student Affairs Location: Comedy Works South 5345 Landmark Place Greenwood Village, CO 80111 When: 5:00 PM-9:30 PM
SEP 01 WED	OUTLaw General Meeting  OUTLaw Location: Room 205 When: 12:00 PM-12:45 AM
SEP 01 THU	Faculty & Staff Awards Events Location: Schalen Commons When: 4:00 PM-6:00 PM
SEP 06 TUE	Last Day To Drop a Full Semester Fall Law Class Without A "W" Grade (Deadline)  Academic Affairs & Registrar When: 11:55 PM
SEP 07 WED	Mini Law School: Privacy Law and Artificial Intelligence with Margot Kaminski  Events Location: Wilensky Courtroom When: 8:00 PM-7:30 PM

(This is the list view)

BOOKING A ROOM

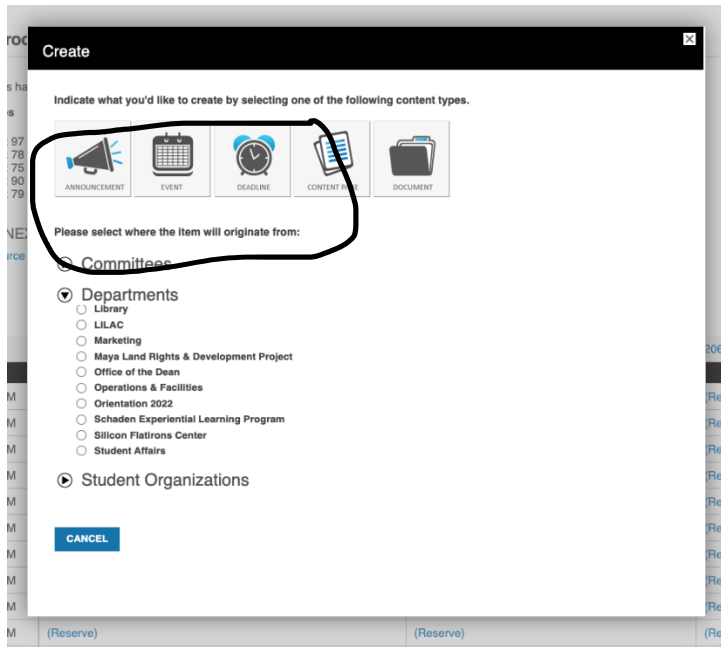
1. Please follow the directions on [this page](#) for instructions on booking a room.

POSTING YOUR EVENT TO MYLAW EVENTS CALENDAR

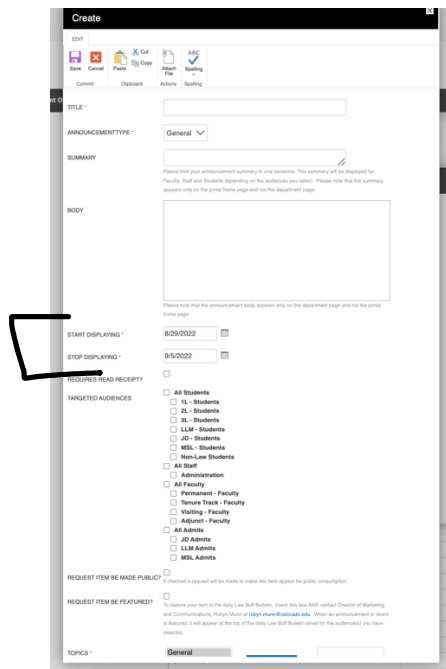
1. From the MyLaw Homepage, click "Create" on the top right corner



2. Three common ways to post an event is as an **announcement, event, or deadline**. Regardless of the option you select (announcement, event, or deadline), you will have the option of selecting your audience (see screenshot under #3 below where it says "**targeted audience**"), **requesting that your event be made public**, and requesting that your **item be featured**. For targeted audience: *who do you want to see your event?* There are options for staff, faculty, and various student levels (1L, 2L, 3L, LLM, all JD, MSL). Sharing with non-law students is also an option, *but non-law students do not have MyLaw access*. For an item to be **featured**, you must check the box and email [Director of Marketing and Communications](#).



If you are posting a general announcement, select “**announcement.**” You will notice on this screen that it asks you when you want to start and stop displaying the announcement. You will be asked to select the committee, department, or student organization you are posting on behalf of. Everyone may not have as many options as are listed on the screenshot above



3. If you are hosting an event at a specific date, time, and location, select “**event.**” You will notice on this screen that it asks you when you want to start *displaying* the event, and the *start time/end time and date for your event*. The display date is the date that your event will appear in the daily buff bulletin email, while the start time is how your event will appear in the calendar

within MyLaw, the start time will appear in the calendar immediately. You will be asked to select the committee, department, or student organization you are posting on behalf of.

The screenshot shows the 'Create' form in MyLaw. The form includes fields for 'TITLE', 'EVENT LOCATION', 'SUMMARY', and 'EVENT BODY'. Below these are fields for 'START DISPLAYING', 'START TIME', and 'END TIME'. The 'START DISPLAYING' field is highlighted with a red box. Below the time fields are checkboxes for 'REQUESTS REVP?', 'TARGETED AUDIENCES', 'REQUEST ITEM BE MADE PUBLIC?', and 'REQUEST ITEM BE FEATURED?'. The 'TARGETED AUDIENCES' section includes a list of checkboxes for various groups: All Students, 1L - Students, 2L - Students, 3L - Students, LLM - Students, JD - Students, MSL - Students, Non-Law Students, All Staff, Administration, All Faculty, Permanent - Faculty, Tenure Track - Faculty, Visiting - Faculty, Adjunct - Faculty, All Admits, JD Admits, LLM Admits, and MSL Admits. At the bottom, there is a 'TOPICS' section with a 'General' tab and an 'ADD +' button.

4. If you are posting a deadline, select **“deadline.”** You will notice on this screen that it asks you when you want to start displaying the notification of the deadline, and the date and time of the deadline itself.

The screenshot shows the 'Create' form in MyLaw, similar to the previous one, but with the 'DEADLINE DATE' field highlighted with a red box. The 'DEADLINE DATE' field is located below the 'START DISPLAYING' field. The rest of the form, including the 'TARGETED AUDIENCES' and 'REQUEST ITEM BE MADE PUBLIC?' sections, is identical to the previous screenshot.

Posting Policy

Revised September 2022

Introduction:

This policy is offered in order to ensure that information and notices may be disseminated via paper postings at Colorado Law in the most effective way possible. Members of the Colorado Law community (students, staff, and faculty) may freely avail themselves of mounting such postings in accord with the standards below. This policy does not apply to campus wide initiatives or programs.

Items intended for display by persons outside of the law school community must be approved by the law school Business Services Manager prior to posting.

- I. Locations:
 - A. Any information posted in the school of law must be posted on one of the **mounted cork boards** found on the walls of the law school building including the bulletin boards located on:
 - i. The first floor by the elevator and recycling bins
 - ii. The second floor by the elevator and recycling bins
 - iii. The third floor by the recycling bins, east stairs, and lockers
 - iv. The fourth floor by the elevator and recycling bins
 - v. The North wall of the Cafe
 - B. Information **shall not** be posted on any surface other than those listed in item A. Specifically, these include but are not limited to:
 - i. Bulletin Boards located in the library
 - ii. Lockers
 - iii. Hallways, walls, or inside Classrooms
 - iv. Bathroom or bathroom stall doors
- II. Media and means of affixing same:
 - A. Thumbtacks shall be used to affix the paper to a bulletin board. **PLEASE DO NOT USE TAPE.** No other method of affixing paper to authorized surfaces is permitted.
- III. Content and amounts:
 - A. Generally
 - i. Authorized postings may be on a variety of subjects, however, those postings that announce law school activities or events shall have space priority at all times.
 - ii. Within the constraints of the previous paragraph, information shall not be removed because of content, except those materials considered obscene or libelous in the minds of reasonable Law School community members.
 - iii. Each posting shall contain:
 - a. the name of the individual or organization responsible for the posting
 - b. a point of contact for the posting

IV. Duration

- i. No posting shall be mounted for a period greater than two weeks and should be removed no later than the two-week deadline, or after the expiration of its information, whichever is soonest.

V. Removals

- i. Any information which is out of date shall be removed by the individual or organization that posted said information, or by law school Administration.
- ii. Any information which is not posted in accordance with any section of this policy shall be removed.

Step-by-step guide on how to plan an event



HOW TO HOST AN EVENT WITH FOOD USING SFC FUNDS

Follow this step-by-step guide if there are *at least 10 business days* before your event.

1

ADD EVENT TO MYLAW CALENDAR AND RESERVE A ROOM

Check the MyLaw calendar and do your best to schedule your event on a date and time that doesn't conflict with other events. The Student Affairs Office will not pay for food until your event is on the calendar and you have reserved a room.

2

COMPLETE OUR EVENT FORM

Complete the Student Affairs' Event Form. If there are at least 10 business days before your event/meeting (not including the day of submission), we can pay for the food so that you do not need to pay out-of-pocket. If there are fewer than 10 business days before the event, someone from your organization will need to purchase the food out-of-pocket and be reimbursed. Please see our reimbursement guide for more information.

3

CHECK BUDGET TRACKING SHEET

Ensure you have enough funds for what you need to order. If you do not, request additional funds from the Student Fee Committee (SFC). Someone in your organization will need to pay for the food out-of-pocket and be reimbursed. Please see our reimbursement guide for more information.

4

ORDER FOOD, BUT DO NOT PAY

If the food will be delivered, the gratuity can be no more than 10% per university policy. If it is a pick-up order, no gratuity is allowed. Let the business know that someone from Colorado Law will call to pay for the order with a **tax-exempt** credit card. Give the contact information of the person from your organization who will receive the delivery or pick up the food.

5

UPDATE BUDGET TRACKING SHEET

You must update your Google Budget Tracking Sheet to reflect this order.

6

SEND EMAIL TO STUDENT AFFAIRS

Include the following information: total cost (including tip), the name of the restaurant you ordered from and the exact location. Student Affairs will call to pay for your order and confirm with you that it is good to go. Some businesses can send digital invoices. Please ask them to send the tax-exempt invoice to law.studentaffairs@colorado.edu.

7

SEND ITEMIZED RECEIPT TO STUDENT AFFAIRS

The receipt must be itemized and must clearly show that the order was paid. Please send the receipt as soon as you can but no more than a week after your event.



REIMBURSEMENT PROCESS FOR EVENT PURCHASES

Follow this step-by-step guide if there are *fewer than 10 business days* before your event.

1

ADD EVENT TO MYLAW CALENDAR AND RESERVE A ROOM

Check the MyLaw calendar and do your best to schedule your event on a date and time that doesn't conflict with other events.

2

COMPLETE OUR EVENT FORM

Complete the Student Affairs' Event Form even if there are fewer than 10 business days before your event/meeting. We still need to know that you are hosting an event/meeting. Indicate on the form that you are ordering and paying for food out-of-pocket and will need to be reimbursed.

3

CHECK BUDGET TRACKING SHEET

Check with your treasurer to make sure your Google Budget Tracking Sheet is up-to-date and you have sufficient funds for your upcoming event. You can only be reimbursed if you have enough funds in your organization's Student Fee Committee (SFC) account or if you are using a different funding source that will cover the cost.

4

ORDER THE FOOD

If the food will be delivered, the gratuity can be no more than 10% **pre-tax** per law school policy. You will not be reimbursed for anything you tip over 10%. If the restaurant charges for delivery, do not tip. If it is a pick-up order, no gratuity is allowed. Give them the contact information of the person from your organization who will receive the delivery or pick up the food.

5

UPDATE BUDGET TRACKING SHEET

The treasurer of your organization must update your Budget Tracking Sheet to reflect this order.

6

COMPLETE STUDENT AFFAIRS' REIMBURSEMENT REQUEST FORM

Receipts uploaded to the request form must be itemized and must clearly show that the order was paid. Reminder: you will not be reimbursed for tips over 10%. If you are a university employee, please be sure to indicate that.

7

RECEIVE YOUR REIMBURSEMENT

You should receive your check within 3 weeks of submitting your reimbursement request form. Reach out to Student Affairs if you would like an update on the status of your reimbursement.

Please email law.studentaffairs@colorado.edu with any questions.

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