



Student Bar Association

STUDENT LEADERS HANDBOOK 2012-2013

Dear Student Leaders,

Congratulations on getting the opportunity to lead an organization at SMU this next year! Leading is a BIG challenge, but all the credit (and the blame) will come to you, so it is **CRITICAL** to plan ahead as much as possible. We have come up with a brief guide to assist you during the upcoming year.

Good luck, and please, don't hesitate to contact us. We are here to help you!

Wishing you a successful year,

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BEFORE PLANNING AN EVENT

Before dedicating your time and efforts to the event planning process, begin with the event date selection and room reservation. Be sure you have brainstormed your event purpose with members of your organization. While the idea of the event may sound alluring, it is essential you seriously evaluate the feasibility and likelihood of your event's success. Specifically, ensure your organization has enough representatives who can dedicate the time and commitment to see the event through the entire planning and execution process. Having enough lead-time to properly plan the event is essential to its success no matter how committed your leaders are. Lastly, ensure your organization has the adequate funds to plan the event successfully and optimize its benefits or has the ability to secure additional funds through fundraising activities or other resources.

Things to know before you begin:

- All law school departments and student organizations affiliated with the Dedman School of Law **MUST** use the template in Schedule.SMU to submit requests for room reservations.
- In order to allow time for announcements and maintenance notifications for heating and cooling purposes, please try to reserve space at least two weeks in advance. Remember the greater lead-time for an event ensures a greater likelihood of an optimal outcome.
- Allow 48-72 hours for confirmation of your space request.
- Requests for the current semester will **ONLY** be considered after all class schedules have been finalized in Schedule.SMU. Also, at the beginning of each semester, Law School Department events will be given priority. When most department events have been scheduled, then organization events will be considered for approval. There are exceptions, i.e. when the law school will host national competitions, events approved by the Dean's office, etc. Contact Rebekah Bell at 8-4177 or rbell@smu.edu to discuss specific details.
- Godwin Gruber Lawyer's Inn is not available for use by student groups and should not be requested.
- The Dean's Suite may pre-empt a room reservation in certain rooms for special speakers and events. In this unlikely event, we will work with you to find another place or date for your group's meeting. Please contact Rebekah Bell as directed in the previous section.
- The SBA Secretary will use the information you submit when reserving a room to generate the all-law announcement for your event. Thus, be specific in stating what student organization you are reserving a room for and what event will be held. If you would like certain language for your announcement, please include it in the comments section at the bottom of the form.

GUEST SPEAKERS

- Guest speakers are welcomed and encouraged.
- Prior to inviting a guest speaker for ANY event and making arrangements to pay for a flight, hotel, etc., you **MUST** check all calendars and be sure the classroom and event space is available. Should you need to provide your guest with optional dates, be sure to check with Rebekah Bell to make arrangements to tentatively reserve your space until final dates are chosen.
- **DO NOT** book flights for a speaker until you have confirmed the room reservation. Prior to submitting your room request for final approval, you must represent that you have checked and verified all schedules and received any required permissions i.e. budget approvals, faculty advisors, etc.
- If a speaker's fee is going to incur the student organization a significant cost, it may be possible to pool funds with other organizations to pay for your event.
- The SBA Student Development Committee is often overlooked as an option. This is a frequently underutilized group that has SBA appropriated funds and may be able to assist in funding your activities.
- When selecting a guest speaker, the time and date of your event is critical. Keep in mind that to maximize the best use of your funds and their time, major events should be scheduled at a time and date that will not conflict with holidays or any mandatory student events or meetings.
- Remember, guest speakers must be approved, and students wishing to have a guest speaker or high profile guest should contact Rebekah Bell rbell@smu.edu for further assistance. The purpose of the approval process is not to discourage or restrict student organizations from having speakers. The approval process simply ensures that only one major event will be planned on a specific date and if security is needed, it may be secured.

Tips for Inviting a Guest Speaker:

- Communicate clearly to the potential speaker the event's purpose and intended audience and the desired duration for their speech.
- Let them know the time, date, and location of the event and the expense and travel arrangements that will be covered or not covered.
- Confirm all arrangements including the date and time and expenses in writing.

CAREER-RELATED PROGRAMS AND EVENTS

- The Office of Career Services encourages student organizations to organize career-related programs based on your organization's practice area or other focus. Student organization programs educate students about different practice areas, skill sets, professionalism and more. They also help your members connect with practicing attorneys and provide networking opportunities for students.
- To encourage your organization to present programs, Career Services will fund up to \$200 for your organization for one career-related program this academic year. If your organization wants to host a career-related program, please contact Steve Yeager (syeager@smu.edu) to obtain a Program Funding Request Form.
- Please note that your organization is responsible for organizing the event, inviting speakers, reserving a room, including the event on the law school calendar and ordering any food.
- Students have requested that programs not be held the last few weeks before the end of classes. For this reason, the SBA and Career Services will not hold programs after November 2nd in the fall semester or after April 5th in the spring semester. Fall programs should be scheduled in September and October; Spring programs should be scheduled before April 5th. Programs are typically scheduled at 12:30-1:30 pm or 5:00-6:00 pm. **All program dates and times must be cleared in advance through Steve Yeager.**

STEP ONE: SELECTING AN EVENT DATE

Before requesting your event space, you should review the Law School Master Calendar, the Course Schedule, and Schedule.SMU to make sure there are no conflicts. Event room availability is allotted on a first-come, first-serve basis.

Remember, scheduling a major event at the same time as makeup classes or mandatory meetings, when students may not be available to attend your event, does not maximize the best use of your speakers, their time, and your funds.

Please complete the following steps to select your event date.

Check the Law School Master Calendar

- Review the Law School Master Calendar to select the best date and time for your event and avoid any conflicts.
- The Law School Master Calendar is located under the “quick links” on the SMU Law home page.
<http://calendar.law.smu.edu>

Check the SMU Law Course Schedule

- Review the SMU Law Course Schedule to select the best date and time for your event and maximize attendance by avoiding timeframes that conflict with students’ classes as much as possible.
- The current SMU Law Course Schedule can be found by visiting the SMU Law home page under current students>registrar>course schedules & information.
<https://www.law.smu.edu/Registrar/Course-Schedules-Information>

Check Schedule.SMU

- Review Schedule.Smu.edu by following the steps below for your proposed date to avoid any conflicts and choose the best time and location that will maximize attendance.
- Type “schedule.smu.edu” into the URL address box (no www.)
- Click “Launch Now”
- When the new page loads with a calendar on screen, click on the box in the top right hand of the corner labeled “Calendar,” and select “Law Region,” from the drop down box.
- Select “Grid” from the top left hand corner of the screen after the screen has changed to change the display.
- Select “Day” on the top left hand corner to change the calendar view to daily.
- Select the specific date you wish to hold your event by clicking on the small calendar box next to the date.

- At this point, you will see all the events scheduled for that specific date, including their room location, starting and ending time, and a description of the event (Example: Florence Room 107, 6pm to 8pm, Kaplan LSAT class).

***If there are conflicts with an event that the Dean’s Office or the Office of Career Services is sponsoring, please contact Rebekah Bell, rbell@smu.edu or 214-768-4177, to get permission to hold your event at that time. If you are planning a major event or wish to invite a high profile guest, multiple speaker panel discussion, conference, etc., you should also contact Rebekah Bell for assistance.**

STEP TWO: ROOM RESERVATIONS

Once you have consulted the master calendar to ensure there are no conflicts with your event date, you are ready to request a room using Schedule.SMU.

To request a room reservation, please follow the steps listed below.

Room Reservation Steps: (If you need to reserve multiple rooms and multiple dates, i.e., moot court competitions, call Rebekah Bell at 8-4177 first for special instructions.)

1. Type “<http://schedule.smu.edu>” in the URL address box
2. Click on the “Launch Now” block on the left hand corner.
3. The daily calendar for the University will be displayed. In the right hand corner, select the green box labeled “Request Event.”
4. Enter the title of your event in the top box. Click on the drop down arrow under “Select an Event Request Form” and choose “Law School Events Request Form,” and click “next.”
5. Fill in the blanks for your name, SMU ID, email, contact phone, department, and title of event including the student group name.
6. Under meeting dates, times, & room selections, click add/remove meetings.
7. Fill in the meeting type, max attendance, and a brief description. Then fill in the start and end date and time then click add meeting.
8. **If you wish to have multiple meetings, and or multiple rooms for multiple days, please contact Rebekah Bell to discuss before finalizing.**
9. After filling out the meeting date and time info, the screen should change. Next click on the label on the top right hand corner to “Request Rooms.” When the room choices come up, choose the space that is available and best suited for your event. Once you have made your selection, the room will change from available to green noting it has been “Selected.” Choose “Save and Update Request” from the upper right hand corner.
10. This will take you back to the original event info page from Step 7. Verify the information and choose “Submit Request” on the bottom left.

If you need additional help using Schedule.SMU, do the following: Open Schedule.SMU, then click the launch button, there are 4 tabs on the top left side, choose

the first tab “Astra Home.” Click on the box in the middle of the page. Choose Basic Help. Under the section “Requesting Rooms,” click on “requesting rooms for events” link and print.

Off-Campus Events: When determining whether to hold an event off-campus, think about your event size, purpose, and intended audience and whether it would be in your organization’s best interest with regards to accessibility and funding to hold the event off campus. All contracts for outside events should be forwarded to Rebekah Bell at rbell@smu.edu for approval by the Dean’s office and SMU Office of Legal Affairs. If at all possible, provide the contract in a Word Processing format and not in pdf format. (Under no circumstances should a contract for an event at an off-campus venue be sent directly to Legal Affairs.)

STEP THREE: Publicizing Your Event

Once you have received confirmation for your room reservation. Send the information below to Emily Lehmborg at elehmborg@smu.edu. Fill in as much information as possible, even though it may seem redundant, many times this information will be used to cut and paste to another file.

Emily will add the event to the

- 1) Master Calendar,
- 2) forward the information to *The Brief Online* and
- 3) use the event information to send an all-law email.

Do NOT request to add your event until after you have received confirmation for your room reservation!

Information for your event:

- Event Title
- Event Description – name of speaker and a few words about the event
- Date
- Time (Beginning and Ending)
- Location
- Contact Name for Event Information
- Contact Email
- Organization Sponsoring the Event
- Comments – Use this section to do a complete write-up for your event. Include all the information which will be published about the event.

For off-campus events, send information to Emily Lehmborg in order to place events on the master calendar as soon as you have received proper confirmation that the event has been approved.

SPECIAL EVENT NEEDS AND POLICIES

Alcohol

- **Serving Alcohol?** Special permission is required to serve alcohol at your event. Please contact Martin Camp, Assistant Dean of Student Affairs at mlcamp@smu.edu regarding specific approval.
- The event or activity should not be centered on the consumption of alcohol, nor should it be a motivating factor for participation. No one under 21 years of age will be served. At a minimum, heavy appetizers should be served at events where alcohol is consumed, as well as an option for non-alcoholic beverages should be offered.

Audio-Visual

- Depending on your specific event, you may need audio visual assistance. Should you need audio or visual technical support for your event, answer Yes on the room reservation form on Schedule.SMU. On the request, fill in as much information as you know. If you know you will need support but are not sure about specifics, be sure to include that and contact lawtech@smu.edu. The law school's information technology staff will be happy to assist you with your event needs. The IT staff offices are located on the third floor of the Underwood Law Library. Remember to include any technology support staff helping out in your catering meal count.

Catering

- **Serving Food?** Events being held in **A.J. Thomas, Godwin Gruber Lawyer's Inn, Karcher Auditorium, Walsh Classroom, and the Hillcrest Classroom** may only be catered by Crescent Foods, our on-site catering team in Lawyer's Inn.
- Once your room reservation is confirmed, please contact Crescent Foods to set up catering at (214) 768-3214. Please include any personnel helping with the audio-visual components in the catering meal count!

Contracts

- All contracts for outside events, whether for a venue or vendor, should be forwarded to Rebekah Bell at rbell@smu.edu for approval by the Dean's office and SMU Office of Legal Affairs. If at all possible, provide the contract in a Word Processing format and not in pdf format. (Under no circumstances should a contract for an event at an off-campus venue be sent directly to Legal Affairs.)

Grounds

- Any function that will utilize outside grounds in the law quad will need to be scheduled first through Schedule.SMU. A Use of Grounds Permit Form must be completed and signed by the police, risk management, and grounds departments. To get a copy of this form, please contact Betty Alexander in the Dean's Suite at bettya@smu.edu.

Housekeeping Procedures

- At the conclusion of your event, the space should be cleaned up and returned to its original condition. It is your responsibility to clean up after your group. When utilizing a classroom, keep in mind there will be class after your meeting and failure to cleanup will affect the students using the classroom after you. Appoint a clean up person/committee depending on the event size prior to the day of your event. For large events requiring extra trash pickup, please contact Betty Alexander at bettya@smu.edu for arrangements. Failure to clean up properly will affect your ability to reserve a room in the future!

Parking

- Depending on the size and type of your event, you may need special parking for speakers or other outside attendees. Should you require additional parking, please contact Betty Alexander, bettya@smu.edu, **no later** than two weeks prior to your event for arrangements. She will determine the most suitable options for your event based on the number of guests planning to attend. If you need parking for more than five guests, she will need to make special preparations with Park 'n' Pony. An account code will be required for parking fees applicable per car. A parking pass must be placed on the guest's car. Further, a representative from your organization should plan to meet and escort your guest from the garage or lot where they will park.

Non-Law School Room Requests

- Should you need to reserve rooms in other buildings on campus, not located in the School of Law, please refer to the University Registrar's Room Scheduling Request Form in Schedule.SMU.

Safety and Risk Management

- All special events involve some level of risk. Proper safety and risk management planning by the event coordinator will insure events held by student organizations run smoothly and safely. If you are inviting outside vendors on campus, they **MUST** have special event insurance. All outside vendors coming onto our Campus are required to show proof of Liability Insurance coverage at a minimum of \$1,000,000.

- Special events insurance (also known as Tenant User's Liability Insurance Policy (TULIP) may be purchased for organizations that host activities that are not included in the University's insurance program. This program provides liability coverage and legal defense for negligence brought on the grounds of mismanagement, improper security, misleading representations, or failure of equipment/fixtures. Other coverage may be purchased at an additional cost. Our office is unable to provide pricing or premiums for this coverage. However, you may obtain a quote by going to this website <https://tulip.ajgrms.com>; and clicking on "Get a Quote" which will take you through the process and provide pricing prior to purchasing coverage. Be sure this amount is included in your budget.
- Please contact Risk Management: Linda Oliver at 8-2807 or Anita Ingram at 8-4047.

EVENT BUDGETS AND FUNDING

SBA Funding

- Budgets are submitted June 5th of the preceding year. The budget approvals happen between May 31 and the beginning of the next calendar school year. When an organization conducts an activity that has been budgeted for from SBA-approved funds, you are **required** to keep all receipts associated with your event. In addition, you must keep a list of all the people who attended your event. To be promptly reimbursed, you must submit both the list and receipts to the SBA treasurer.
- For questions regarding SBA funding, please refer to the guide submitted to all organizations and committees during the summer by the SBA treasurer, Harrison Oldham, or email him for further assistance - holdham@smu.edu.

Outside Funding

- Please DO NOT seek outside funding from a law firm, corporation, etc. without first consulting with the SBA President and Vice President! They will contact the appropriate SMU Dedman School of Law Development Officer's for approval.

Additional Funding

- The Student Bar Association is here to serve YOU. If your organization runs out of funds before the year is over or an event has unexpected or increased expenses, please contact the current SBA Representatives to the Student Senate.
- After requesting Student Senate funding, if you need additional funds, please contact a Voting Council Member to write a bill for the additional funding. A list

of the voting council members may be found at: <http://sba.law.smu.edu/student-leaders/voting-council.aspx>

**Note – Please keep in mind that submitting a bill for additional funding is for emergencies only. Do not plan on using the Voting Council as a means to supplement your budget.*

- Once you have worked with a Voting Council member to write the bill, the bill should be submitted by the sponsoring representative to the SBA Secretary, Emily Lehmberg – elehmberg@smu.edu, no later than noon of the Monday prior to the meeting. At the meeting, a representative of your organization and the sponsoring Voting Council member will present the bill to the Voting Council.

When a need for additional funding is legitimate and well articulated to the Voting Council, there is a high success rate for requests to secure additional funding. Please contact the SBA president for more information about requesting funding for your organization after the budget period.

The SMU Dedman School of Law Finance Office is located in Storey Hall, Room 126. Information regarding accounting codes and reimbursement policies can be obtained from Roland Webb, Director of Finance rwebb@smu.edu, and Cheryl Cothrum, Assistant Finance Officer ccothrum@smu.edu.

PUBLICIZING YOUR EVENT

Proper promotion of your event is essential to ensure optimal attendance and ensure event success. Keep in mind the purpose of your event as well as the intended audience and determine the best way to reach that audience. For minimal publicity, emails to organization membership, brief online announcements and the all-law announcements may be sufficient. For increased publicity for larger events with prominent speakers or multi-panel discussions, flyers and invitations are encouraged.

Once you have received confirmation for your room reservation, send the information below to Emily Lehmberg at elehmberg@smu.edu. Emily will use this information and add the event to the Master Calendar, forward the information to *The Brief Online* and use the event information to send an all-law email. Be specific regarding the name of the event, student organization, and room number. (Do NOT request to add your event until you have received confirmation for your room reservation!)

Event Information:

- Event Title
- Event Description – name of speaker and a few words about the event
- Date
- Beginning and Ending Time
- Location
- Contact Name for Event Information
- Contact Email
- Organization(s) Sponsoring the Event
- Comments – Use this section to do a complete write-up for your event. Include all the information which will be published about the event.

Brief Online Announcements

- **For student events**, event planners should send their information to the SBA Secretary **no later** than two weeks prior to an event. The SBA Secretary adds these events to the Master Calendar and submits the announcements to the Brief Online. ALL events MUST be placed on the Master Calendar.
- **Faculty, staff, or outside organizations** holding a law school event should send an announcement **no later** than two weeks prior to the event to Betty Alexander at bettya@smu.edu to have the event advertised in *The Brief Online*.

Digital Announcements

- The Master Calendar is the source of information for events that will be placed on the digital screens. NOT ALL EVENTS will be announced on the digital screens.

Online SBA Announcements

- The SBA Secretary uses the calendar generated by the Room Reservation Form in composing the all-law announcements. **DO NOT** email the secretary directly asking that your announcement for on-campus events to be placed in the all-law announcements.
- As noted in the room reservation section, the SBA Secretary will use the information you submit when reserving a room. Thus, be specific in stating what student organization you are reserving a room for and what event will be held. If you would like certain language for your announcement, please include it in the comments section at the bottom of the form.

Career Services Online Announcements

- To publicize career-related programs, email the flyer for your event to Steve Yeager in the Office of Career Services at syeager@smu.edu. The Office of Career Services will be happy to include your flyer in its weekly announcements.

Flyers

- If you would like to post flyers for an event, email the Publicity Chair, Christopher Cornell ccornell@smu.edu, letting him know you are placing the flyers outside the SBA door. This should be done one week prior to the date of your event. The Publicity Chair will post them promptly in designated areas, including the glass cases throughout the school. **Please DO NOT post the flyers yourself**, as there are specific rules regarding where flyers may be posted.
- A small budget is available to reimburse student organizations for producing flyers. Please check with the SBA Vice President to ensure that funding is available and what amount may be spent **BEFORE** producing flyers.
- If you have any questions regarding making or posting flyers, do not hesitate to contact the publicity chair for further assistance.

**Tip: When producing a flyer, ensure that you have the correct date, time, and location on all of your flyers to avoid any confusion that would minimize your attendance. While this may seem automatic, it is essential to proofread! You want to communicate clearly and effectively the purpose and objective of your event.*

EVENT CANCELLATIONS

- If you have already received a room reservation confirmation, and you need to reschedule or cancel an event, please contact Rebekah Bell, rbell@smu.edu as soon as possible. Be sure to notify other vendors or departments of your cancellation, i.e. Lawtech, Crescent Foods, etc.
- When an event must be cancelled or rescheduled, it is essential to notify and inform all attendees and potential attendees and speakers as timely as possible!

Contact Information

Student Bar Association

Remember, we are all here to help your organizations. The strength of the SBA is entirely reliant on the organizations we fund. The SBA officers are always only an email away. Please, do not hesitate to contact us.

Sutton Alford, SBA President: salford@smu.edu

James Miers, SBA Vice President: jmiers@smu.edu

Emily Lehmborg, SBA Secretary: elehmborg@smu.edu

Maxim Rabinovich, SBA Treasurer: mrabinovic@smu.edu

SMU Staff

Martin Camp, Assistant Dean for Student Affairs mlcamp@smu.edu.

Diana Peng, Assistant to Registrar/Dean Camp dianap@smu.edu

Rebekah Bell, Assistant Director for Special Events rbell@smu.edu

Betty Alexander, Admin Asst for Associate Dean for Administration bettya@smu.edu

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