



UNIVERSITY OF MEMPHIS

CECIL C. HUMPHREYS SCHOOL OF LAW

LAW STUDENT ORGANIZATION TRAINING
FALL 2022



REGISTERING YOUR ORGANIZATION

DEAN MEREDITH ADEN
ASSISTANT DEAN FOR STUDENT AFFAIRS

REGISTRATION

- Mandatory for law student organizations
- TigerZone Registration form
 - Designate required & optional officers
 - President
 - PR Rep
 - Financial Officer
 - Scheduler
 - Complete Student Organization & Resources Directory
 - Submit Constitution and/or Bylaws
 - Complete mandatory training/quiz



REGISTER TO ACCESS



- **Internal Publicity**

- Room reservations
- TigerZone events calendar
- On Legal Grounds blog
- Digital monitors
- Class Facebook pages

- **University funding resources**

- Operational Assistance Funding
- Student Event Allocation
- Student Travel Funding
- Office of Diversity Funding

- **TigerZone**

- Voting
- Organization Management



INFORMATION & RESOURCES

MEREDITH ADEN
ASSISTANT DEAN FOR STUDENT AFFAIRS

General Resources

- TigerZone
 - Organization management
 - Events
 - Elections
- Student Organization Handbook
- Student Organization website
- Dean Aden
- Stephanie Hope
- Organization Faculty Advisor



DIVERSITY RESOURCES

- Demetria Frank, Assistant Dean of Diversity & Inclusion
- Amber Campbell, Diversity, Equity, & Inclusion Fellow
- Diversity & Inclusion Committee
- [Diversity TWEN Page](#)
- [Diversity Facebook Page](#)
- Diversity Funding
 - Priority in funding for:
 - Events co-sponsored with other organizations, and
 - Events that are related to the mission of law school diversity and inclusion
 - Application
 - Will open in August
 - Will be due in early September
 - Contact Amber Campbell for more information





EVENT LOGISTICS

ANN ONIDAS
ASSISTANT TO THE DEAN

ROOM RESERVATIONS

- EMS online room reservation system
 - UofM login
- First check events on the day(s) you are considering
 - **Avoid conflicts possible, and especially with**
 - Meetings with law administrators
 - Other organizations
 - Religious/other holidays
- Instructions to request / view space [here](#)
 - Not reserved until you receive confirmation
- Must have first designated a scheduler in TigerZone



WORK ORDERS | FURNITURE



- Work order required
 - if you need furniture rearranged or
 - for events that require maintenance staff to work after hours or on weekends
- 14 days advance notice
- Ann Onidas can help
- Don't move furniture yourself

WORK ORDERS | CUSTODIAL STAFF



- Custodial staff leave at 2:00 p.m. M- F
- Events requiring custodial staff after these hours
 - Will incur an extra cost for your organization
 - Contact Ann Onidas for Fee Schedule
 - Will require a work order
- 14 days advance notice
- Ann Onidas can help with arrangements

ATTENDEES | VIPS | PARKING

I'm Attending!



Attendees

Provide a list of outside attendees to the security desk in advance

Parking

Contact Ann Onidas to arrange parking for VIPS and speakers



Adobe Stock | #63242566

VIPS

Contact Ann Onidas with information about your event if VIPS will be attending

ALCOHOL

- No alcohol on law campus
- Waivers required/rarely granted
- U of M alcohol/drug policy
- Cannot reimburse for alcohol in contracts at off-campus events



FOOD



- Responsible for own ordering & payment
- Do not order using law school vendor accounts unless authorized by the Business Officer; these orders will be made by Stephanie Hope
- Submit [Law School Student Organization Expense Pre-Approval](#) to Chris Whitehead 10 business days beforehand when requesting payment/reimbursement from a university account
- Submit [Law School Student Organization Expense Pre-Approval](#) to Chris Whitehead 30 days in advance if food expense requires a contract
- Keep list of attendees, documentation about the event, and receipts for reimbursement
- Arrange clean-up after with custodial staff

AUDIO-VISUAL REQUESTS

- Submit [helpdesk ticket](#) for technology requests:
 - Microphones
 - Panels
 - A/V equipment
- Select:
 - Use self-service portal
 - Classroom & computer lab support
 - Smart classroom
 - PC-Mac or other hardware
 - Law Campus - ***to ensure the ticket gets routed to Law IT***
- Include Event Logistics
 - date, time, room, organization
 - Event A/V needs description
- Contact Andrew Hughes or LaVaire Lockhart with questions via lawit@memphis.edu



VIRTUAL MEETINGS | SECURITY

- The University has two options for student organizations who want to host virtual events or meetings
 - [Zoom](#)
 - [Microsoft Teams](#)



- Be sure to [enable security features](#) to avoid “Zoomboming”
- Microsoft Teams can be used for collaboration



INTERNAL & EXTERNAL PUBLICITY

DEAN MEREDITH ADEN
ASSISTANT DEAN FOR STUDENT AFFAIRS

PR REPRESENTATIVE

- TigerZone Events
- **On Legal Grounds**
- Carousel (digital signs)
- Facebook pages
 - Request from Penny Rogers in Admissions
- Room reservations
 - Others in your org can also do this
- Website updates
 - Send to Stephanie Hope
- No flyers except on authorized bulletin boards
- No emails to entire class



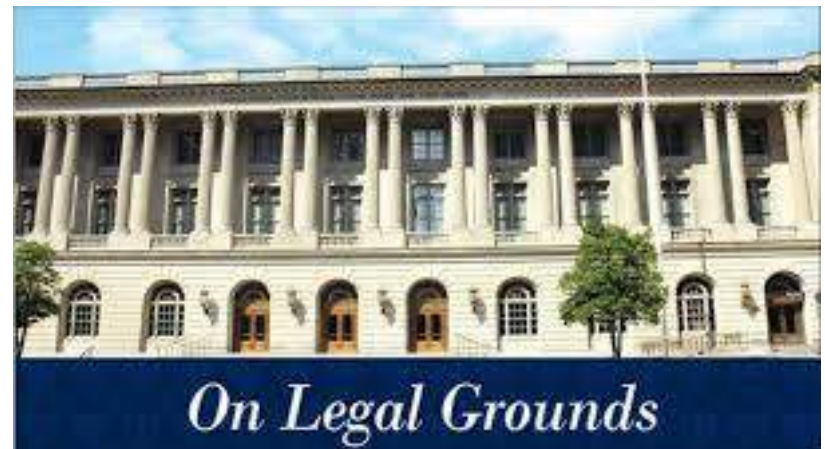
TIGERZONE

- [Law Events Calendar](#)
- Organization management
- Primary source for events
- PR Rep primarily responsible, but others can create and manage events



ON LEGAL GROUNDS

- Announcements blog
- Primary source of internal communications other than events
- Can promote events there (in addition to TigerZone)
- PR Rep will have a username and password to post
 - Dean Aden will send
- [Blog Posting Guidelines](#)



CAROUSEL | DIGITAL SIGNS

- Digital signs around the building
- PR Rep will have a username and password
 - LaVaire Lockhart will send
- Use the scheduling feature so slides will go off after the event/date
- Instructions are available [here](#)



BUILDING RULES



- Can only post on designated bulletin boards
- No postings on doors, windows, walls
- Can write on classroom whiteboards
 - Don't obstruct professors' use
- Clean up after yourselves

EXTERNAL PUBLICITY

- Contact Ryan Jones, Director of Communications for help with:
 - Publicity for major events (only)
 - Use of official logo must be approved
 - Media requests must be approved
 - Provide information on interesting events for publication on website or law school Facebook page



University of Memphis Cecil C. Humphreys School of Law

Yesterday at 10:35 AM · 🌐





FINANCIAL INFORMATION & CONTRACTS

CHRIS WHITEHEAD
BUSINESS OFFICER

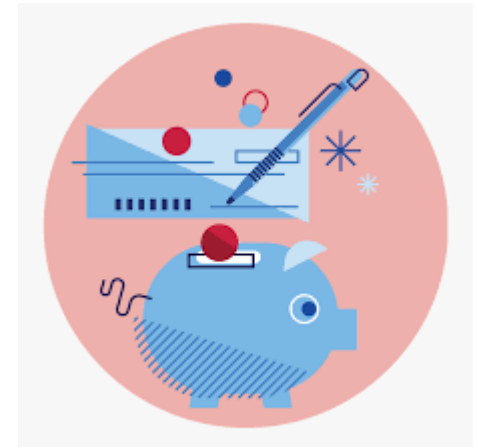
TRAVEL FUNDING

- Main campus partially funds some student travel
 - Priority deadlines:
 - Fall: **September 17, 2022**
 - Spring: **February 11, 2023**
 - **Students seeking reimbursement for travel must first seek funding from the travel fund before seeking funding from the law school**
 - Students on travel teams should apply for funding before the priority deadlines
 - **The law school will not reimburse for travel unless students first seek travel funding from main campus**
 - Information is available [here](#)



BANK ACCOUNTS

- **Advisors must be a signatory on all student org bank accounts**
- Three bank account options
 - Off-campus Account
 - Employ proper financial management procedures
 - On-campus account
 - Work with Chris Whitehead to set up
 - Use Marketplace
 - An on-line system that will allow members to pay dues or deposit any other organization revenue with a credit or debit card
 - An-campus account is required for Marketplace



HANDLING MONEY

- Use an electronic means of transfer that can be tracked
- **Avoid using cash if at all possible**
 - Follow safe cash-handling guidelines in Student Org Handbook if you must use cash



CONTRACTS

- Student orgs & officers can't sign contracts without approval
- Submit the [Law School Student Organization Expense Pre-Approval](#) form to Chris Whitehead 30 days in advance if an expense requires a contract
 - Requires University approval process, including review by UofM legal department





FUNDRAISING INFORMATION

JOHNELL GOINS
DIRECTOR OF DEVELOPMENT

FUNDRAISING

- Before you start:
 - Complete [Authorization Request for Solicitation of Funds by a Student Organization](#) Form
 - Meet with Johnell Goins before raising any funds
 - Bring a list of who you want to contact
 - Must honor existing requests from donors
- After the event:
 - Complete the [Solicitation of Funds - Financial Statement](#) Form
 - All money must be deposited into a U of M Foundation account
 - 5% service fee on money raised
- [MomentUM](#) crowdfunding (service fee applies)





STATEMENTS OF SUPPORT

DEAN MEREDITH ADEN
ASSISTANT DEAN FOR STUDENT AFFAIRS

STATEMENTS OF SUPPORT

- Student organizations may wish to make statements of support or political statements for an organization
 - Prior to making or endorsing a statement, the organization should develop and codify a process for making political statements or statements of support
 - The process should include information about who decides and agrees on the content of the statement
 - Once adopted, student organization should follow the adopted process before adopting statements on behalf of the organization



STORAGE SPACE

DEAN MEREDITH ADEN
ASSISTANT DEAN FOR STUDENT AFFAIRS

STORAGE SPACES



- Shared storage space
 - Based on needs and availability
 - No keys
 - Not private offices
- Clean out & re-request each year from Dean Aden





TRANSITION PLAN

DEAN MEREDITH ADEN
ASSISTANT DEAN FOR STUDENT AFFAIRS

STUDENT ORGANIZATION TRANSITION

- Outgoing president/designee must complete:
 - Outgoing Student Organization Transition Survey
 - Updated officer information after elections
 - Shared organization accounts and passwords
 - Cleaned out/up storage/locker spaces
 - Shared documents and financial information

STUDENT ORGANIZATION TRANSITION

- Incoming president/designee must complete:
 - Incoming Student Organization Registration
 - Transition
 - Updated officer information after elections
 - Received organization accounts and passwords
 - Received documents and financial information
 - Clean out/up storage/locker spaces
 - Requests for new office/storage space