



# UNIVERSITY OF MEMPHIS

## CECIL C. HUMPHREYS SCHOOL OF LAW

**LAW STUDENT ORGANIZATION TRAINING**  
**FALL 2021**



# 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/News
  - Elections
- Student Organization Handbook
- Student Organization website
- Dean Aden
- Stephanie Hope
- Organization Faculty Advisor



# DIVERSITY RESOURCES

- Demetria Frank, Professor & Director of Diversity & Inclusion
- 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 Professor Frank 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
- Instructions to request / view space [here](#)
  - Not reserved until you receive confirmation
- Must have first designated a scheduler in TigerZone



# ROOM SCHEDULING CONSIDERATIONS

- Review events already on the calendar and try to avoid conflicts before selecting your date
- Search EMS for rooms that have accessible tables for students who may use a wheelchair
- Consider using an RSVP form for attendees to estimate food and plan attendance
- Avoid planning an event on a date with a religious holiday that might keep some students, faculty, and staff from attending



# VIRTUAL MEETINGS

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



- Our main classrooms are equipped with speakers, microphones, and video cameras for remote participation
- Contact [Andrew Hughes](#) 5 days in advance for assistance

# 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 | PARKING

*I'm Attending!*



## Attendees

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

## Parking

Contact Ann Onidas for assistance with parking for VIPS and speakers



# 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



- The law school does not provide funding for or reimburse expenses for food at student events and meetings
- Request permission 10 days in advance from Chris Whitehead if requesting reimbursement from your student organization's foundation account
- Student organizations are responsible for ordering and paying for food
- Keep list of attendees and receipts for reimbursement
- Arrange clean-up after with cleaning 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





# INTERNAL & EXTERNAL PUBLICITY

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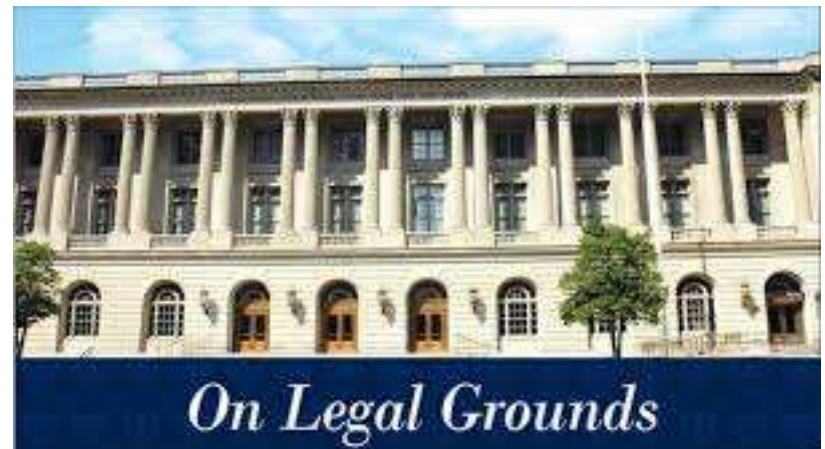
# PR REPRESENTATIVE

- **On Legal Grounds**
- TigerZone Events
- 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



# *ON LEGAL GROUNDS*

- Announcements blog
- Primary source of internal communications other than events
- All events should be posted here (in addition to TigerZone)
- 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](#)



# TIGERZONE

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



# 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**

# 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
- If your org needs a contract for a venue or other services
  - Contact Chris Whitehead
  - At least 30 days before the event
  - Requires University approval process, including review by UofM legal department





# FUNDRAISING INFORMATION

**ARCHIE SHELTON**  
**DIRECTOR OF DEVELOPMENT**

# FUNDRAISING

- Before you start:
  - Complete [Authorization Request for Solicitation of Funds by a Student Organization](#) Form
  - Meet with Archie Shelton 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





# STATEMENTS OF SUPPORT

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# 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

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# 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

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# 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