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
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
  • Fall 2021 Rooms with adjustable tables: 127, 136 (Wade), 230, 226, 244, 325, and 326

• 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
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 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**

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
The law school does not provide funding for or reimburse expenses for food at student events and meetings.

Student organizations are responsible or ordering and paying for food.

Students seeking reimbursement from their organization’s foundation account for food/catering expenses should confirm funds are available before making a purchase.

- Submit this form to Chris Whitehead for approval at least 15 days before the event.

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

DEAN MEREDITH ADEN
ASSISTANT DEAN FOR STUDENT AFFAIRS
**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
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
• 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
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
• 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
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