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, Assistant Dean 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 Dean Frank for more information
EVENT LOGISTICS

ANN ONIDAS
ASSISTANT TO THE DEAN

THE UNIVERSITY OF MEMPHIS
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
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”
• 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
Food

- Responsible for own ordering & payment
- Submit Food/Catering Request Form to Chris Whitehead 10 days in advance if requesting reimbursement from a university account
- Keep list of attendees 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
INTERNAL & EXTERNAL PUBLICITY

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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
• 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
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](#)
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
TRAVEL FUNDING

• Main campus partially funds some student travel
  – Priority deadlines:
    • Fall: September 16
    • Spring: early February
  – **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
• 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

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
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 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