Fall 2020 Guide to Plan for Events

All Fall 2020 events will be virtual until further notice. In an effort to ensure the safety of our entire community, before planning an event please review the Law School’s COVID-19 event policy. Please note, guidance will likely change as the semester progresses. It is imperative that you check this website regularly to receive updated information.

As noted in Dean Lester’s August 21, 2020 email to the community, the traditional lunch hour (12:10 to 1:10 p.m.) will be shortened and take place slightly later than in typical years, from 12:45 to 1:30 p.m. Event organizers should keep this in mind when scheduling and consider making use of the 4:40 to 5:40 p.m. time slot in addition to the lunchtime slot.

We thank you for your patience and support while we all navigate this unprecedented chapter in our lives. If after reviewing the event policy and this document you still have questions you should always feel free to reach out to Jeffrey Bagares.
Table of Contents

Planning An Event
   Step 1: Choose A Date   3
   Step 2: Inviting A Speaker   3
   Step 3: Additional Outreach   3
      Private Sector   3
      Public Interest   3
      Judicial Clerkship and Members of the Judiciary   4
      Alumni   4
      Externships, Moot Courts, and Legal Writing   4
   Step 4: Advertising and Publicizing   4
   Step 5: Paying for Expenses   5
      Letters of Credit   6
      Limited Use Credit Card   6
      Invoice   7
      Reimbursement   7
      Purchase Order   8
      Invoice   8
      Honorarium   8
      Check Request   8

Finance
   How To Generate Revenue   10
      Dues From Membership   10
      Revenue From Fundraising Events   10
      Student Senate Allocation   10
      Outside Fundraising   10

Other Helpful Information
   Offering Continuing Legal Education Through Your Event   12
   Use of Columbia Law and/or University Trademarks   12
   Recorded and Live Streamed Events   12
   Event Accessibility   13
   Student Organizations Logos, Banner, Trademarks   13
   Use of School Name   13
   Student Organization Logo Approval Process   13
   Organization Website, Email Accounts and G: Drive   14

Directory   16

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Step 1: Choose A Date

In an effort to avoid conflicting programs, please check the following calendars well in advance of the event:

- LawCalendar
- Student Organization Calendar
- Student Affairs Calendar (SAA)

After reviewing the aforementioned calendar, once your organization has selected an event for its program please add the date to the Student Organization Calendar and include as much as information as possible (e.g., target audience, names of speakers, upload event posters, contact email of the event organizer, etc.)

Step 2: Inviting A Speaker

Extend an invitation to the individuals you would like to speak via email or mail. If the person is a head of state, head of government, cabinet minister, high government official or leader, is considered high profile or controversial, please let Jeff Bagares know as soon as possible but not less than 10 business days before the event. So, we can plan to avoid virtual interruptions of your event.

Step 3: Additional Outreach

Student organizations and journals that are planning a career or professional events should coordinate with the relevant office within the Law School:

- **Private Sector:** If your student organization is planning to host a program on any of the following topics please send the information the date, names of law firm(s) and speakers to Sonovia Harmon in the Office of Career Services.
  
  Please note, the Office of Career Services schedules annual meetings in the late summer/early fall with student groups that actively plan career-related programming.
  
  - Recruiting/Job Search/On-Campus Interviewing
  - Interviewing and Networking skills
  - Professional Development and On-the-Job Issues
  - On-Campus Networking Receptions
  - Resumes for Private Sector Jobs

- **Public Interest:** Please notify Diana Pedi of SJI as far in advance as possible and coordinate with her for any of the events listed below:
  
  - Public Interest/Public Service at Columbia
  - Pro Bono
  - Post-Graduate Fellowships
  - Summer Internships and Legal Careers in Public Interest, Government and International Human Rights
- Alumni in Public Interest or Government
- LRAP
- Resumes for Public Sector Jobs

- **Judicial Clerkships and Members of the Judiciary:** If your student organization is planning to host a program featuring a judge or discussing judicial clerkships, you should first reach out to George Kusserow of the Office of Judicial Clerkships. Please send George as many details as possible regarding your event.

- **Alumni:** If you are inviting Columbia Law School alumni to participate in an event, please work with Katrina Sullivan, Associate Director of Alumni Relations in the Office of Development and Alumni Relations as well as Jeff Bagares.
  - If you would like to invite alumni to your event as attendees, but require access to the alumni database, you should contact Katrina and Jeff with a copy of the invitation you would like to distribute. Please provide as much prior notice as possible, but no less than four weeks’ notice.
  - If you would like to invite alumni to your event, as either speakers or attendees, and have independently obtained contact information, you may contact those alumni directly but should provide Katrina Sullivan with the names of the alumni you plan to contact and the reason for the contact.

  NOTE: The Development Office has requested at least 4 weeks’ notice prior to the date that you would like your invitations (or “save the date” notices) distributed, keep in mind that, for events whose success depends on robust alumni attendance, you should plan on having your invitations distributed at least two months before the date of your event.

- **Externships, Moot Court, and Legal Writing:** If your event will involve Externships, Moot Court, or Legal Writing, please reach out to Sarah Shin, Assistant Director of Externships, Legal Writing, and Moot Court Programs as far in advance as possible, but not less than 2 weeks before the event so that your organization can coordinate with her.

**Step 4: Advertising and Publicizing**

Student organizations and journals have multiple options for advertising and publicizing their events. Student organizations and journals can use:

- **LawCalendar** - The Law School advertises events via the Law Calendar (LawCal). LawCal events are included in a daily email to students and also appear on the Law School’s monitor in JG Lobby and will appear on the University Calendar. To add events
on LawCal, please complete this FORM. Any updates or changes to your original description should be e-mailed to studentevents@law.columbia.edu

- **Google Group** – The Law School has created a Google Group for each organization to use to publicize its events and otherwise post announcements of activities to interested students. Group membership is limited to Law School students. When created, Google Groups are populated with all current Law students. Thereafter, all entering Law students will be made members of the Groups of all student organizations. At any time, a student has the individual option to withdraw from any or all of the Groups of which they are members. Responsibility for populating Groups belongs solely to the Law School, and there is nothing that individual student leaders need do in this regard. Requests for membership on behalf of non-Law students may be made by an organization’s President directly to Jeff Bagares, and will be considered under exceptional circumstance.

- **Organization Website** – You should also consider how best to utilize your organization’s website both to publicize events in advance and to use your “web presence” to keep interested people abreast of your organization’s activities in general.

- **The Office of Communications, Marketing, and Public Affairs** promotes many Law School events, including on lobby monitor signs and social media, and occasionally covers them for the website. If you are interested in reaching out to the office for assistance or if you think your organization's event would make a good story, please email editorial@law.columbia.edu at least two weeks in advance to discuss.

### Step 5: Paying For Expenses

**The University will not sign any contracts for Fall 2020 events.** There are different ways to request that the Law School pay a vendor on your organization’s behalf. In order for the Law School to pay a vendor directly, the vendor MUST be approved and in the University’s vendor system. For a vendor to be added to the system, you should email the following information to studentorganizations@law.columbia.edu:

- Nature of Business (what type of services)
- Company Name
- Address
- Contact Person
- Email Address of the contact person
- Telephone Number of the contact person
- A completed & manual signed W9 Form

Before engaging a new vendor for your event, you should inform them of the University’s billing procedures and time constraints in payment. Those procedures and constraints are listed in the following sections.

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**Letters of Credit (LOC)**

Student organizations and journals can use a letter of credit for supplies and food to be delivered to its members with valid business purposes. LOC can only be requested through email by the Treasurer of each organization from Student Services. To request a letter of credit, you MUST email your request to studentorganizations@law.columbia.edu on Monday and Thursday only and complete the following steps:

1. Confirm that the vendor you have chosen still accepts letters of credits and is willing to deliver goods and items
2. Confirm that you have sufficient funds in your organization’s account to cover the LOC
3. Send an email to studentorganizations@law.columbia.edu with the following information to obtain a letter of credit:
   a. Vendor Name
   b. Date and Time of the event
   c. Name of the event
   d. # of attendees (if less than 10, you MUST add the name of the attendees)
   e. A copy of your proof of event
   f. Amount (estimated)

Student Services will email you a completed and signed letter of credit. Student Services and Business Office, we will not process payment for an unsigned letter of credit from any of the Student Services Staff. Tips may be added to the LOC at the time you send it to the vendor, but the tip amount cannot exceed 10-15%. Please see the list of Columbia Law School’s preferred vendors here.

**Limited Use Credit Card (P-card)**

Student Services has access to a limited use credit card, which we refer to as the P-Card. Of particular importance to student organizations, the card may be used to purchase the following only not exceeding $2500 and with a valid business purpose only:

- supplies for your organization’s use
- virtual conference registration
- and promotional items from an approved vendor only
- NO food, alcohol, or gift cards

If you would like to purchase an item using the P-Card or have questions about whether the P-Card can be used for a given purchase, please email student organizations@law.columbia.edu

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Invoice
(for approved vendors only)
- An invoice to Columbia Law School, Attention to your Student Organizations, describing goods or services to be provided, and an itemized list
- A proof of the event (e.g., a flyer or email announcements).
- An invoice, which must contain the company logo, address, date, invoice number, and the specific amount of total purchase
- NO food, alcohol, or gift cards.

Please note that Columbia University is a tax-exempt organization. Sales tax should never be included in the amount to be paid. You can obtain a tax-exempt form by requesting it to studentorganizations@law.columbia.edu

Student Reimbursement
Please be aware that it may take several weeks to process a reimbursement request and the Law School cannot guarantee that it will issue a reimbursement before a student is required to pay for a charge that appears on their credit card statement. The Law School will not reimburse students for any finance charges incurred on a personal credit card. Before a member of your organization pays for any out-of-pocket expenses, explore with Student Services whether it is the only payment method available.

- A student organization representative can purchase food for its members, to be delivered to their members' apartments, with a valid business purpose only (proof of the event, email announcement, etc.). If you will spend more than $750.00, please email Jeff Bagares for approval.
- A student organization representative can purchase organization supplies and materials with a valid business purpose as long as Columbia Law School, Columbia University Logo or the Columbia Lion is not included. If you will spend more than $750.00, please email Jeff Bagares for approval.
- A student organization representative can purchase gift cards less than $100.00 with a valid business purpose only. If you will spend more than $750.00, please email Jeff Bagares for approval.

Please note, only one person can be reimbursed for multiple purchases made in connection with each event (e.g., if food is delivered to multiple member’s homes the business office will reimburse one person for all of the purchases). If you are planning to get reimbursed, you MUST submit the following to studentorganizations@law.columbia.edu.

- Name of Student Organization
- Copy of the itemized receipt
- Copy of the credit card statement that reflects the charges
- Copy of the proof of the event / valid business purpose
- Number of Attendees (if less than 10, you MUST include the names of the attendees)
Purchase Order
The following service providers always require a Purchase Order (PO). Please work with Student Services before they begin service.

- Graphic Designers
- Video Editors
- Photographers / Videographer
- Leasing / Rentals
- Software/Licensing
- Translation and interpreters
- Web Services – IT would need to review before a PO is requested
- Promotion Items orders of $2500 or more

You must never pay out-of-pocket for the services mentioned above. Before a purchase order may be processed, you will need to obtain the following documents:

- Quote(s)
- Resume, company brochure or website
- Client list
- Scope of Work
- Service Provider Agreement (if applicable)
- Independent Contractor Form
- Certificate of Insurance
- Photographer Rider (if applicable)

Invoice
If you have a speaker or workshop facilitator invited in your virtual event, you will need a completed Speaker Agreement and an invoice. Please make sure that the speaker or facilitator is in the university system.

Honorarium
If your organization would like to give an honorarium to a non-Columbia affiliate only, we will need an honorarium letter and event flyer, agenda, email or invitation.

Check Requests
Under exceptional circumstances, it may be necessary to request a check for an approved vendor as advance payment for goods or services, or in payment to individuals who are non-Columbia University personnel.

A check request is usually required under one of the following circumstances:
- If a vendor requires pre-payment and will not invoice for payment.
- If reimbursement of payments by individuals not affiliated with the University is required.
Check request should NOT be used for:

- Compensation for University employees.
- Travel expenses or advance.
- Purchases properly processed through the Purchasing Office or that require purchase orders (e.g., equipment, supplies, entertainment, website creation, DJs or bands, performing artists, etc.) as well as an invoice.
- Personal service vendors (consultants).

Under the exceptional circumstances listed above, Student Services can submit a check request to the Business Office staff but must do so at least five (5) weeks before you will need the check.

FINANCES

Student Senate is the umbrella group for all organizations and it distributes and oversees student organization funding. The Student Senate conducts a funding application process each semester to allocate money to student organizations. Only recognized student organizations may apply for funding.

Each recognized student organization that receives funding has an account number (AG Number) that will be solely for use by that particular student organization for expenses incurred against available funds, tracking expenses, and revenue generated. Funding provided to student organizations from the Student Senate are to be spent in the term in which funding was allocated. At the end of the Spring Term in April, the Student Senate may request that all unspent funds previously distributed by the Senate for student events be returned to the Student Senate account. [NB – This would not affect any funds that your organizations received through other sources, such as member dues or outside fundraising.]

Please email Student Organization if you want to obtain account balance information or a statement of transactions that have been posted to your organization’s account during a specified period of time (a trial balance)

It is imperative that your organization’s Treasurer maintain an independent internal ledger as there may be significant delays between the times that a transaction occurs and when it is posted to an account. If your organization does not have a ledger, your Treasurer will need to create one. If you need an account audit, your Treasurer should contact Jeff Bagares at Student Services.

It is strictly forbidden for any student organization to maintain external bank accounts outside the Columbia University accounting system. Non-Columbia accounts for Columbia activities jeopardize the Law School’s status with the Internal Revenue Services, and could nullify your organization’s eligibility to use the Columbia name or to benefit from its non-profit status.

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How to Generate Revenue:

1) **Dues from Members** - A student organization may choose to support its activities by collecting dues from its members.

2) **Revenue from Fundraising Events or Sales** - A group may also try to raise money by selling items virtually such as T-shirts or other promotional items, or through other sales or fundraising events. *(Please see the section below on Use of University Trademarks for further information.)*

3) **Student Senate Allocations** - Each semester, the Law School Student Senate allocates funds to student groups through its budget process. All inquiries regarding the Senate allocations should be directed to the Student Senate Treasurer.

4) **Outside Fundraising** - If you are interested in soliciting funds from any outside source, here are the three (3) steps that your organization must follow:

   1. First, draft all solicitation materials that you intend to distribute and schedule an appointment with Jeff Bagares (jeffrey.bagares@law.columbia.edu) for their review. Written solicitation material typically includes a solicitation letter (the “ask”), usually no more than one page in length, and a separate document detailing donor giving levels and benefits and collecting donor contact information (i.e., a donor form). Additional promotional materials may be considered as well for inclusion in the solicitation package. Please consider reducing sponsorship levels this year given that employers will likely have budgetary adjustments in the current climate and that events will be held virtually without in-person contact with attorneys. If there are firms that did not get to hold an event in the Spring of 2020, you are encouraged to offer the firm an event in the fall to honor the prior commitment based on their contribution for the 2019-2020 year.

   2. Second, once Jeff has reviewed your solicitation package, you should submit the package, together with your prospective donor list (e.g., the names of the law firms or other entities that you seek to solicit), to Joshua Kraemer at the Development Office (jdk2144@columbia.edu). In order to avoid confusion and unnecessary delay, one person – presumably the Fundraising Chair -- should be designated to act as the liaison between your organization and the Development Office. Please copy Jeff on all communications with the Development Office.

   **PLEASE NOTE:** No solicitation package may be distributed to potential donors until the Development Office has approved your submission. You should allow at least 10 business days for the Development Office’s review and approval process, so be sure to plan ahead in getting the Development Office your material.

   3. Third, at the time that you submit your materials to the Development Office, you should submit them as well to Nancy Merriman of Career Services.
Depositing Funds

- Please use this FORM when depositing membership dues, sales, royalties and non-sponsorship checks. It is your responsibility to keep a copy of the check for your records and we will inform your organization’s treasurer if a check bounces so you can track the sender. Handwritten forms will not be accepted. All checks must be written to Columbia Law School and should have your organization’s name in the Memo line. Foreign/International checks or cash deposits are never accepted. When completed please mail them ideally within one week of receipt to avoid check expiration.

- When Checks mailed by donors in response to outside fundraising solicitations is received your organization’s Treasurer will be notified. Student Services will notify the Development Office for additional documents before it is deposited in your organizations account.

All checks must be mailed to:

Columbia Law School
c/o NAME OF ORGANIZATION
435 West 116th Street Box B-25
NY, NY 10027

NB – IT IS VERY IMPORTANT THAT EITHER YOUR TREASURER OR FUNDRAISING CHAIR KEEP TRACK OF CHECKS THAT ARE EXPECTED AND RECEIVED IN ORDER TO ENSURE THAT ALL CHECKS ARE PROCESSED AND THAT THE FUNDS ARE ALLOCATED TO YOUR ORGANIZATION’S ACCOUNT.

Transferring Funds

For a student organization wishing to support another group’s event or contribute to an activity, the preferred method is a departmental transfer. The sponsoring student organization must e-mail Jeff Bagares and copy the student organization they are sponsoring the following details:

- The name of the student organization receiving funds and its AG number;
- The amount being contributed; and
- The reason or the name of the event.
OTHER HELPFUL INFORMATION

Offering Continuing Legal Education ("CLE") Through Your Event
Columbia Law School is certified by the New York State CLE Board as an approved provider of CLE programs.

Below are the basic requirements for offering CLE credit through your event:

- Each session must have at least:
  - One reading provided to the attendees that is substantial and legally related; and
  - One practicing attorney (in good standing in any jurisdiction) serving as a presenter.
- Each session must last at least 50 minutes (without breaks).

Submit all of the following documents to cle@law.columbia.edu at least 2-3 weeks before your event:

- A copy of the timed agenda for the program, including a description of what each session will cover.
- Copies of the readings assigned to each session.
- Short bios for all speakers and panelists.

Use of Columbia Law School and/or Columbia University Trademarks
Any item that incorporates Columbia Law School or any of its trademarks may be ordered only through one of the University’s approved vendors. The companies approved are licensed by Exemplar Associates to use Columbia trademarks on a wide array of promotional giveaway items and gifts for University departments and groups. Each company is affiliated with the Fair Labor Association and has agreed to comply with Columbia’s Code of Workplace Conduct.

Recorded and Live Streamed Events
The recording or live streaming of events raises serious issues regarding privacy and consent not simply for the invited speaker, but also for attendees. Our students', faculty's, staff's, and guests' privacy must be respected by event organizers and every precaution must be taken to protect such privacy, even at the expense of publicity for the event or event speakers. Prior to the event, every guest speaker should sign a Columbia University School of Law Speaker Permission Agreement, a link to the form which can be found here. If obtaining a signed consent form is not possible with respect to a particular guest, then prior consent via email must be obtained.

In addition, if the recording is going to be made public via any medium—or if the event will be live streamed—the consent of all audience members who may appear or be heard during a Q&A session must be obtained by informing audience members of the recording and/or live streaming via:

1) A prominently-displayed notice the virtual event is recorded; and
2) An announcement at the start of the event and a reminder announcement at the beginning of any Q&A period.
Further, an alternate method for questions must be provided (e.g., sending a form to guests and the virtual event moderator can ask the questions) so that audience members who do not wish to be recorded still have the opportunity to ask a question.

If obtaining a signed consent form is not possible with respect to a particular guest, then prior consent via email must be obtained. Once obtained, the consent form (or email) needs to be saved to your organization's G: drive folder.

Neither guest speakers nor any other non-University party may record or live stream an event at the Law School. Where consent has been obtained (as described above), a student organization may share the Law School's recording with a guest speaker only for that speaker's personal use.

**Event Accessibility Checklist**
Columbia is committed to assuring that events and programs are accessible to all students, including those with disabilities. Disability Services has created this checklist to assist student clubs, administrators, and meeting or event planners to create programs that are accessible to all. The purpose of this guide is to provide information for event planners about the elements of disability access that will foster full participation. Advance planning and communication is critical to making events accessible. Providing key details related to an event in advance, such as the agenda, format and activities, will help participants determine what accommodations may be needed. This will allow the participant to request the necessary accommodations to best access the event.

You can find helpful information at the [Event Accessibility Checklist](#) when planning an even. Please contact [Jennifer Braden](mailto:), if you would like to know more information.

**Student Organization Logos, Banners and Trademarks**
Columbia Law School student organizations are allowed to have their own logo and/or banners. The student organization's logo/banners can be used for the following purposes:

- To promote student group events within the Law School and throughout Columbia University Campuses.
- To promote Columbia Law School Student organizations at conferences, workshops, career fairs, etc.

If your organization is planning to have one, it must be approved by the Law School before it may be used on behalf of your organizations. If you are interested in creating letterhead, please speak with Jeff Bagares.

**Use of School Name**
In the text of letters, advertisements, and other documents, please use the full name of our school (“Columbia Law School”) wherever possible. If you need to use a shortened name, you may use “Columbia Law” but you may not use simply "CLS". We also recommend that you use the full name of your student organization instead of simply relying on the acronym.

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**Student Organization Logo Approval Process**

The use of the Columbia Law School and/or Columbia University name, logo or crest, as well as other symbols and marks that are representative of Columbia University, may be used only with formal permission of the University. The policy restricts the use of the Columbia name or other impressions on business cards, advertisements, posters, letterheads, and clothing or in any communication to nonmembers of the Columbia University community without prior approval.

**Columbia Law School Visual Style**

(Custom Zoom Backgrounds, Logo, Colors, Photography, Letterhead and, Posters)

A consistent visual style and voice can positively influence how people view Columbia Law School. Columbia Law School's Communications Team created guidelines for colors, logos, photography, and typography to help you maintain our brand identity. Everything you say and do on behalf of the Law School is part of that living brand and conveys the Law School's story. You can view these guidelines at https://www.law.columbia.edu/about/departments/communications.

**Organization Website, Email Accounts and G: Drive**

You should also consider how to best utilize your student organization’s website to publicize events in advance and to create a "web presence" so that people are updated of your organization's activities in general.

**Websites**

If your organization would like to create a website on the Law School's domain, contact the Law School's IT Team at helpdesk@law.columbia.edu. All web pages should be housed on the Columbia University Law School server, which is run by the Columbia Law School Information Technology Department. If you are unsure whether your group has a web page, please contact the Jeff Bagares and the IT helpdesk at helpdesk@law.columbia.edu.

All student organization web pages must comply with both the Law School's and the University's policies about web page creation and usage, as well as with federal law such as copyright laws and restrictions on data transmissions. Please thoroughly familiarize yourself with the Law School's and the University's policies and recommendations, which can be found at the following links:

- https://finance-admin.law.columbia.edu/content/technology-student-organizations
- http://cuit.columbia.edu/web-publishing
- http://cuit.columbia.edu/cuit/it-policies

You should specifically note the following, as stated in the Columbia University policies, Further, the following disclaimer must appear prominently on the home page of your organization web page:

“Columbia University does not sponsor, review or monitor the contents of the personal home pages of its faculty, students, or staff on websites using University facilities, nor does the University endorse the contents of any such personal home pages.”

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1) You are personally responsible for what you do on the network as a member of the Columbia community.

2) No University system or network may be used for any purpose or in a manner that violates University rules or regulations or federal, state or local statutes or regulations.

3) Use of University systems or networks for commercial purposes, except where explicitly approved, is strictly prohibited. As members of the Law School community, you are expected to exhibit professionalism, courtesy and respect for the rights of others. Your organization's web page should reflect this responsibility.

### Email Accounts

Your organization has a unique email account. The outgoing board should have the password for the account. If you are unable to access your email account or if you are a new student group in need of an email account, please contact the Law School's IT Helpdesk (helpdesk@law.columbia.edu). In your email, please copy Jeff Bagares (jb3861@columbia.edu) so that he can approve your request. A member of your student organization should be assigned to monitor this email account, as it is the primary means for people to communicate with your group. It might be wise to have the person in charge of the account forward all emails to an account that they regularly check, in order to make sure that your group receives important emails.

NB – Your email account is NOT your mean of communicating with the Law School community broadly; you should use your Google Group for that. Your email account, however, may be used for direct correspondence with one or several individuals.

### G: Drive

It is important that your organization has a folder on the Law School's G: drive to store your organization's financial ledger and other important documents. This will greatly facilitate your group's ability to pass on critical operational information from outgoing to incoming boards. It is much less efficient and potentially detrimental to your organization to have to transfer electronically-stored records from laptop to laptop each year. To have a folder created, e-mail the Law School's IT Helpdesk (helpdesk@law.columbia.edu). In your email, please copy Jeff Bagares (jeffrey.bagares@law.columbia.edu) so that he may approve your request.
Directory

Yadira Ramos-Herbert
Dean of Students
yr2258@columbia.edu

Robert Ford
Director of Student Services
Rf2659@columbia.edu

Jeffrey Bagares
Assistant Director of Student Services
Jb3861@columbia.edu

Jennifer Braden
Assistant Director of Counseling & Student Support
Jb4431@columbia.edu

Student Organizations
studentorganizations@law.columbia.edu
Columbia Law School Student Organizations and Journals

Student Services
studentservices@law.columbia.edu
Columbia Law School Student Services

Student Senate
senate@law.columbia.edu
Columbia Law School Student Senate

IT Helpdesk
helpdesk@law.columbia.edu
Columbia Law School Information Technology