Student Organization Handbook

Please check the Planning Virtual Events link, as it may have more appropriate information and guidelines due to the current situation.

Academic Year 2019-2020
# Table of Contents

**Introduction** ...................................................................................................................................... 3  
**Student Organizations: An Overview** .................................................................................................. 4  
  - Benefits and Privileges .............................................................................................................................. 4  
  - Responsibilities ......................................................................................................................................... 4  
**Planning And Hosting An Event At The Law School** .............................................................................. 6  
**Planning And Hosting A Retreat** ........................................................................................................ 10  
**Planning And Hosting Off-Campus Events** ......................................................................................... 12  
**Finances** .......................................................................................................................................... 15  
  - Background ............................................................................................................................................. 15  
    - Recordkeeping ........................................................................................................................................ 15  
    - External Accounts ................................................................................................................................ 15  
  - Generating Revenues .............................................................................................................................. 16  
    - Depositing Funds ................................................................................................................................... 16  
    - Transferring Funds .............................................................................................................................. 17  
**Paying For Expenses** .............................................................................................................................. 18  
  - Letters of Credit ...................................................................................................................................... 18  
  - Contracts and Agreements ..................................................................................................................... 18  
  - Limited Use Credit Card .......................................................................................................................... 19  
  - Invoices ................................................................................................................................................... 19  
  - Student Reimbursement ......................................................................................................................... 19  
  - Check Requests ....................................................................................................................................... 20  
  - Purchase Order ....................................................................................................................................... 20  
  - Honoraria ................................................................................................................................................ 21  
**Budget** ............................................................................................................................................. 22  
  - Facilities and Security Costs at the Law School ....................................................................................... 22  
    - Events For Which Student Organizations Will Not Be Responsible For Facilities Cost .................... 22  
    - Events For Which Student Organizations Will Be Responsible For Facilities Cost .......................... 22  
    - How Facilities Charges Are Calculated ................................................................................................ 22  
  - Public Safety/Security – Requirements And Costs ............................................................................. 23  
**Swag and Gifts** .................................................................................................................................. 23  
  - Use of Columbia Law School and/or Columbia University Trademarks .......................................... 23  

Revised February 3, 2020 and subject to change.
Other Helpful Information ................................................................................................................ 24

Offering Continuing Legal Education (CLE) Through Your Event .................................................. 24
Recorded and Live Streamed Events .................................................................................................. 24
Obtaining Consent To Record or Live Stream .................................................................................... 24
Recording By Guest Speakers .......................................................................................................... 25
Use of School Name .......................................................................................................................... 25
Student Organization Logo Approval Process .................................................................................... 25
Columbia Law School Visual Style ..................................................................................................... 25

Student Trips ...................................................................................................................................... 25

Website, Email Accounts and G: Drive ............................................................................................... 26

Websites ............................................................................................................................................ 26
Email Accounts .................................................................................................................................. 27
G:Drive ................................................................................................................................................ 27
Google Groups .................................................................................................................................... 27

Print Services ......................................................................................................................................... 27
Mailboxes, Mail Services and Postage ................................................................................................. 27
Student Services Fax Machine ........................................................................................................... 28
Contact Information .......................................................................................................................... 29
List of Vendors Who Accept Letters of Credit ..................................................................................... 30
List of Approved Retreat Centers ....................................................................................................... 31
List of Approved Banquets and Gala Spaces ....................................................................................... 31
Dear Student Leaders,

Much of the strength, richness and diversity of the Columbia Law School experience is due to our student organizations' leadership, hard work and thoughtful programming. We at the Office of Student Services are here to support your work in as many ways as possible – from assistance with event planning and room reservations to thinking through fundraising to publicity to helping you manage your finances. We work to marshal the many resources of the Law School and the University on your behalf. This Handbook is a guide to the Columbia Law School's policies and resources. We eagerly look forward to working with you and your groups to make your time at Columbia Law School the meaningful, vibrant and fun experience we hope it will be.

Sincerely,

Jeffrey Bagares
Assistant Director of Student Services
Student organizations at Columbia Law School are among the most important drivers of students' lives and experience during their time here. Student organizations shape the public conversation, provide social spaces, mentor and guide students and create both macro and micro communities. This is important work that requires a real dedication of time, effort and energies.

Managing a student organization is akin to managing a small not-for-profit organization, and like managing a not-for-profit, requires a combination of vision, dedication, financial oversight, flexibility and the ability to plan and then execute those plans. As with anyone organization there are benefits and responsibilities that are inherent with your role. We have summarized those below:

Benefits and Privileges
The following are some of the benefits and privileges extended to a registered and approved Columbia Law School student organization. Registered student organizations can:

- Reserve space and facilities on the Law School campus.
- Apply and receive funding from Student Senate and other Columbia Law School Offices.
- Host events at the Law School and elsewhere at the University
- Be listed on the Law School Student Organization Website.
- Advertise events in approved areas or websites, such as LawCal.
- Reserve AV equipment through the Law School AV Office.
- Use "Columbia Law School" as part of the organization name.
- Participate in the Student Senate Group Fairs.
- Receive advice and assistance from Student Services.
- Raise money on a tax-advantaged basis for your organization.

Responsibilities
In addition to benefits and privileges, student organizations also have certain duties that they must adhere to, including the following:

- Have members who share a common interest in collectively pursuing their activities in a collegial and professional manner.
- Register annually with Student Services by the end June.
- Attend officer training/information sessions in both the Fall and Spring semesters.
- Attend student organization meetings called by Student Services and/or Student Senate.
- Refrain from engagement in commercial activity with non-Columbia University affiliates.
- Be open to the entire Columbia Law School community, regardless of race, ethnicity, religion, sexual orientation, gender and/or age.
- Forego duplicating the function of other recognized student organizations or Law School offices.
- Accept all rules mandated by University policy and local, state and federal law.
- Abide by the policies set forth in this Handbook and the Law School's Policy on Academic Integrity.
- Abide by the policies set forth in the Student Senate Handbook.

Failure to follow policies set forth in the Student Senate, Room Reservation and, Student Organization Handbooks will result in revoking privileges in reserving rooms in the law school and funding for student organizations orientation events.

Revised February 3, 2020 and subject to change.
We have divided the balance of the handbook in the following ways.

SECTION ONE:   PLANNING GUIDELINES
   • On-Campus Events
   • Retreats
   • Off-Campus Events (includes Banquets and Galas)

SECTION TWO:   FINANCES

SECTION THREE:  BUDGET

SECTION FOUR:   OTHER HELPFUL INFORMATION

SECTION FIVE:  CONTACT INFORMATION

Despite the many different events that you will be able to host and despite all of the logistics that come with managing your organization’s finances, in our experience there are several DO’s and DON’T’s that we think will help you have the most productive year yet. As always, if after reviewing this document you still have questions, we are here to help!

**Do!**

- **Take advantage of institutional knowledge.** Meet with Student Services when you first start planning to touch base about your event and ask any questions you might have.
- **Start planning as early as possible,** potentially over the summer. Venues and dates book up quickly and prices tend to increase the closer you are to the event date.
- **Be organized!** For example, create spreadsheets to assign projects, track the status of tasks and the budget, outline important deadlines, and map the day-of the event.
- **Clearly assign responsibilities.** Meet regularly with your team to assess the progress of tasks.
- **Leave a transition planning memo for future boards.** Your student org should also have (or create) a database of previous years’ transition memos.

**Do Not!**

- **Wait until the last minute to start planning.** You’ll just get stressed out and stress out everyone around you! And you’ll have fewer options (venues, speakers, vendors, dates, etc.).
- **Sign any contracts in your own name.** Only the University can sign a contract on the Law School’s or a student org’s behalf.
- **Reinvent the wheel.** If you have any questions, reach out to your current Board, former Board, and/or Student Services. There are resources to help you!
- **Go MIA.** If you are part of a planning committee but are overwhelmed with other things, let your committee know. Don’t simply stop responding to messages.
Planning and hosting an event is tremendously worthwhile for your organization. Although there are a number of policies to follow, this section sets them out for you to make your job that much easier. Of course, you should always feel free to come to Student Services with any questions.

**STEP ONE: CHOOSE A DATE**

- In an effort to avoid conflicting programs please check the following calendars well in advance of the event:
  - Law Cal
  - Student Organization Calendar
  - Student Affairs Calendar
  - Dates when room reservations are limited

**STEP TWO: ROOM RESERVATION**

- The Room Reservations Handbook is a resource you should review before submitting a room reservation request. All requests for space must be submitted to Room Reservations via Virtual EMS. Please review the Room Reservations page for additional information on available law school rooms, including their capacity and AV capabilities.
- Please contact Room Reservations after you have consulted the Handbook and ask any questions you still might have.
- If you would like to reserve a room or space at another Columbia University School or venue (such as the auditorium at Lerner Hall or any outdoor space at the University) please contact Jeff Bagares as far in advance as possible. Some spaces at the University must be reserved in the semester prior to the one during which the event is held.
- Depending on the date and time you might be charged to use the space, please review pages 22 & 23 for additional information.

**STEP THREE: INVITING A SPEAKER**

- Extend an invitation to the individuals you would like to speak via e-mail or mail.
- If your student organization is covering travel expenses for your guests (airfare, lodging, cab fare) please speak with Jeff Bagares at least 6 weeks before the expenses will be incurred.
- 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. Please note, events including any of the aforementioned require an event review.
  - Carefully review the University’s Policy on Partisan Political Activity before you plan any action or event sponsored with a political party or candidate.
  - If your guests require special security your student organization will be charged the additional security fees.
  - If you aren’t sure if your invited speaker or guests fall in this category, please reach out to Student Services.

**STEP FOUR: ADDITIONAL OUTREACH**

- Students Organizations that are planning career or professional events should first 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 (sh3477@columbia.edu) 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 Natalie Stephenson (nls2165@columbia.edu) of SJI as far in advance as possible and coordinate with her for any of 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 (gk2529@columbia.edu) of the Office of Judicial Clerkships. Please send George as much 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 (Katrina.sullivan@law.columbia.edu), 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 (sds2191@columbia.edu), 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 you organization can coordinate with her.

*Revised February 3, 2020 and subject to change.*
**STEP FIVE: ADVERTISING AND PUBLICIZING**

- Student organizations have multiple options for advertising and publicizing their events. Student organizations can use:
  - **LawCal** – 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. Please complete an **Event Submission Form** as soon as the details for your event are finalized. Any updates or changes to your original description should be e-mailed to **studentevents@law.columbia.edu**.
  - **Google Group** - Student organizations can also send out emails regarding upcoming events to all students interested in their group. This is probably the most often utilized method of event publicity.
  - **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** is committed to providing as much publicity for student-run events as possible. If you think that Public Affairs might be interested in covering an event hosted by your organization, please contact Jeff Bagares as far in advance as possible but no less than 2 weeks before the event to discuss.

**STEP SIX: CATERING**

- When ordering food, please be sensitive to the range of dietary restrictions reflected in our student body including Kosher, Vegetarian/Vegan and various food allergies. If possible, add healthy options.
- You must follow the **alcohol policy** if you plan on serving alcohol at your event.
- If you plan on serving food at your event, using one of the Law School’s preferred vendors for on campus catering, is preferable and facilitates a faster way to ensure timely payment. A list of vendors accepting LOCs can be found **here**.
- If you plan to use a non-preferred vendor, please contact Jeff Bagares so you can use the Columbia Law School purchasing card.

**STEP SEVEN: PAYING FOR THE EVENT**

**A student may NEVER sign a contract on behalf of student organizations or the University.**

Below you will find a summary of the different ways the Law School can pay a vendor on your organization’s behalf. Please note, though, that not all payment methods may be used in all situations. Therefore, you are strongly encouraged to consult with your treasurer in advance of the event and to read pages 15 to 17 which provide more in depth details.

- **Letter of Credit (LOC):** Only registered and trained student organization Treasurers can obtain a LOC from Student Services. Once obtained, the Treasurer can "hand it off" to another member of your organization to actually conduct the transaction with the vendor.
- **Limited Use Credit 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 office and party supplies, sports equipment, event tickets, promotional items and food that is...
delivered to campus not exceeding $2500. The P-card cannot be used to pay for alcohol, gift cards, travel expenses, or food eaten off-campus. 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 studentorganizations@law.columbia.edu.

- **A Purchase Order (PO):** A purchase order is used to place larger orders with vendors for materials, parts, supplies, equipment, repairs, services, and consultant services. Processing and paying vendors via a PO may take at least four (4) weeks or more. This should be considered before booking or contracting with a vendor.

- **Invoice:** An invoice prepared and submitted by a vendor can be paid by the Law School. 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

- **Honorarium:** An honorarium payment is a gratuitous payment to a lecturer or a professional person outside the University community (not a University faculty, staff member or students) as an expression of thanks. It is taxable income and is reportable to the Internal Revenue Service. Please contact Jeff Bagares if you would like to request and honorarium payment.

- **Student Reimbursement:** This should be considered a last resort. 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.
Students have really enjoyed the fact that retreats give the opportunity to bond, build community and get away from the city for a couple of days! In order to ensure a successful retreat, please review the following steps.

**STEP ONE: CHOOSE A DATE**
- In an effort to avoid conflicting programs please check the following calendars well in advance of the event:
  - Law Cal
  - Student Organization Calendar
  - Student Affairs Calendar

**STEP TWO: CHOOSE A LOCATION**
- Student Services has begun to maintain a list of approved retreat locations that other student organizations have used in the past. New venues can be added to this list, but this entails a University approval process that requires additional planning time. Even once a venue has been approved, the contracting process can be time-consuming, and you should allow 3 weeks for drafts to be exchanged and a contract to be signed.

**STEP THREE: PAYING FOR THE RETREAT AND MISCELLANEOUS COSTS**

A student may NEVER sign a contract on behalf of student organizations or the University.

Below you will find a summary of the different ways the Law School can pay a vendor on your organization’s behalf. Please note, though, that not all payment methods may be used in all situations. Therefore, you are strongly encouraged to consult with your treasurer in advance of the event and to read pages 15 to 17 which provide more in depth details.

- **Letter of Credit (LOC):** Only registered and trained student organization Treasurers can obtain a LOC from Student Services. Once obtained, the Treasurer can "hand it off" to another member of your organization to actually conduct the transaction with the vendor.

- **Contracts:** Some area vendors have a master agreement with the university which allows for a slightly expedited, certainly more streamlined method of approval. A list of vendors and venues with a master agreement can be found here.
  - If your off campus event meets any of the following criteria, you must have a contract signed by the University:
    1. Food and alcohol will be served at your event and 29 or more attendees are expected.
    2. Food will be served at your event and 29 or more attendees are expected.
    3. Your event involves an activity that raises issues of physical safety (e.g., laser tag).
    4. Your organization will be staying at a venue overnight, such as a retreat.
  - If you have a contract or master agreement, please forward it to studentorganizations@law.columbia.edu. If the venue doesn't have a contract, please let Student Services know and we will have a contract prepared for you by the Business Office.
  - It may take as many as three weeks for a contract to be reviewed and approved, so please plan accordingly.
If the venue you plan to use is not in the University's financial system, it will take approximately one to two additional weeks to add it. Student Services can verify whether or not a venue is in the financial system by speaking to Jeff Bagares.

- **Limited Use Credit 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 office and party supplies, sports equipment, event tickets, promotional items and food that is delivered to campus not exceeding $2500. The P-card cannot be used to pay for alcohol, gift cards, travel expenses, or food eaten off-campus. 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 studentorganizations@law.columbia.edu.

- **A Purchase Order (PO)**: A purchase order is used to place larger orders with vendors for materials, parts, supplies, equipment, repairs, services, and consultant services. Processing and paying vendors via a PO may take at least four (4) weeks or more. This should be considered before booking or contracting with a vendor.

- **Invoice**: An invoice prepared and submitted by a vendor can be paid by the Law School. Please note that Columbia University is a tax-exempt. 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**: This should be considered a last resort. 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.

- **Transportation**: Columbia Transportation provides bus and van charter services and it requires 3 weeks in advance in order to guarantee bus. Quotes and reservation can be made by completing a Charter Request Form and it should be completed to obtain quote(s) for charter services. Upon receipt, Columbia Transportation will provide a quote within 2-3 business days. Visit this website for more information.

**STEP FOUR: REGISTER YOUR RETREAT**

- Once you solidify your retreat plans, please email Student Organizations at studentorganizations@law.columbia.edu the following information. Columbia Law School’s Business Office will not process any paperwork related to the retreat without this information:
  1) Name of Organization
  2) Date of Retreat
  3) Name of Organization’s Contact Person
  4) Contact Person’s UNI
  5) Purpose of Retreat
  6) Budget

- Once this information is received, you will receive a copy of a waiver that all members who are attending must sign and return to Student Services at least two business days before the retreat.
PLANNING AND HOSTING CONFERENCES/GALAS/OFF-CAMPUS EVENTS

STEP ONE: CHOOSE A DATE
• In an effort to avoid conflicting programs please check the following calendars well in advance of the event:
  o Law Cal
  o Student Organization Calendar
  o Student Affairs Calendar

STEP TWO: BUDGET
• There are a whole host of factors to consider when budgeting for a conference and gala.
• Please review this document for additional guidance.
• Please also find a list of venues and vendors Columbia Law School Student Organizations have used in the past here.

STEP THREE: SECURING A VENUE
• Once you have decided on a venue and it is available to host your event, you need to speak with Jeff Bagares as soon as possible to discuss payment. Please reach out to him no later than 6 weeks before your event.
• You will more than likely have to enter into a contract to facilitate payment to the venue. A student may NEVER sign a contract on behalf of student organizations or the University.
• Some area venues have a master agreement with the University which allows for a slightly expedited, certainly more streamlined method of approval. A list of vendors and venues with a master agreement can be found here.
  o If your off campus event meets any of the following criteria, you must have a contract signed by the University:
    ▪ Food and alcohol will be served at your event and 29 or more attendees are expected.
    ▪ Food will be served at your event and 29 or more attendees are expected.
    ▪ Your event involves an activity that raises issues of physical safety (e.g., laser tag).
    ▪ Your organization will be staying at a venue overnight, such as a retreat.
  o If you have a contract or master agreement, please forward it to studentorganizations@law.columbia.edu. If the venue doesn't have a contract, please let Student Services know and we will have a contract prepared for you by the Business Office.
  o It will take as many as three weeks for a contract to be reviewed and approved, so please plan accordingly.
  o If the venue you plan to use is not in the University's financial system, it will take approximately one to two additional weeks to add it. Student Services can verify whether or not a venue is in the financial system by speaking to Jeff Bagares.

STEP FOUR: SPEAKERS AND GUESTS
• If your student organization is covering travel expenses for your guests (airfare, lodging, cab fare) please speak with Jeff Bagares at least 6 weeks before the expenses will be incurred.
• 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. Please note, events including any of the aforementioned with require an event review.

- Carefully review the University’s Policy on Partisan Political Activity before you plan any action or event sponsored with a political party or candidate.
- If your guests require special security your student organization will be charged the additional security fees.
- If you aren’t sure if your invited speaker or guests fall in this category, please reach out to Student Services.

- Inform appropriate offices: If you are inviting a speaker or bestowing an award to an attorney who works for the private sector please contact Sonovia Harmon, if you are inviting a speaker or bestowing an award to an attorney who works in the public interest sector please contact Natalie Stephenson. If you are inviting or bestowing an award to a judge, please contact George Kusserow. If the speaker is also an alum please notify Katrina Sullivan.

**STEP FIVE: PUBLICIZING AND INVITING ALUMNI**

- Student organizations have multiple options for advertising and publicizing their events. Student organizations can use:
  - **LawCal** – 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. Please complete an Event Submission Form as soon as the details for your event are finalized. Any updates or changes to your original description should be e-mailed to studentevents@law.columbia.edu.
  - **Google Group** - Student organizations can also send out emails regarding upcoming events to all students interested in their group. This is probably the most often utilized method of event publicity.
  - **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 is committed to providing as much publicity for student-run events as possible. If you think that Public Affairs might be interested in covering an event hosted by your organization, please contact Jeff Bagares as far in advance as possible but no less than 2 weeks before the event to discuss.

- If you would like to invite alumni but do not have their contact information, contact Katrina Sullivan at least four weeks in advance with the details of your event, the alumni you wish to contact and why you want to contact them.

**STEP SIX: PAYING FOR EXPENSES**

A student may NEVER sign a contract on behalf of student organizations or the University.

Below you will find a summary of the different ways the Law School can pay a vendor on your organization’s behalf. Please note, though, that not all payment methods may be used in all situations. Therefore, you are strongly encouraged to consult with your treasurer in advance of the event and read pages 15 to 17 which provide more in depth details.

- **Letter of Credit (LOC):** Only registered and trained student organization Treasurers can obtain a LOC from Student Services. Once obtained, the Treasurer can "hand it off" to another member of your organization to actually conduct the transaction with the vendor.
• **Contracts:** Some area vendors have a master agreement with the university which allows for a slightly expedited, certainly more streamlined method of approval. A list of vendors and venues with a master agreement can be found here.
  
  o If your off campus event meets any of the following criteria, you must have a contract signed by the University:
    1. Food and alcohol will be served at your event and 29 or more attendees are expected.
    2. Food will be served at your event and 29 or more attendees are expected.
    3. Your event involves an activity that raises issues of physical safety of physical safety (e.g., laser tag).
    4. Your organization will be staying at a venue overnight, such as a retreat.
  
  o If you have a contract or master agreement, please forward it to studentorganizations@law.columbia.edu. If the venue doesn't have a contract, please let Student Services know and we will have a contract prepared for you by the Business Office.
  
  o It may take as many as three weeks for a contract to be reviewed and approved, so please plan accordingly.
  
  o If the venue you plan to use is not in the University's financial system it will take approximately one to two additional weeks to add it. Student Services can verify whether or not a venue is in the financial system by speaking to Jeff Bagares.

• **Limited Use Credit 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 office and party supplies, sports equipment, event tickets, promotional items and food that is delivered to campus not exceeding $2500. The P-card cannot be used to pay for alcohol, gift cards, travel expenses, or food eaten off-campus. 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 studentorganizations@law.columbia.edu.

• **A Purchase Order (PO):** A purchase order is used to place larger orders with vendors for materials, parts, supplies, equipment, repairs, services, and consultant services. Processing and paying vendors via a PO may take at least four (4) weeks or more. This should be considered before booking or contracting with a vendor.

• **Honorarium:** An honorarium payment is a gratuitous payment to a lecturer or a professional person outside the University community (not a University faculty, staff member or students) as an expression of thanks. It is taxable income and is reportable to the Internal Revenue Service. Please contact Jeff Bagares if you would like to request and honorarium payment.

• **Invoice:** An invoice prepared and submitted by a vendor can be paid by the Law School. 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:** This should be considered a last resort. 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.
FINANCES

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

Background
Each recognized student organization that receives funding has an account 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 Student Senate are to be spent in the term in which funding was allocated. At the end of each semester, Student Senate may request that all unspent funds previously distributed by 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 Organizations if 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).
[NB – your "account balance" does NOT appear on Trial Balance report. The figure at the end of a Trial Balance report is merely the net of revenues and expenses during the specific time of the report.]

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.

If a student group believes it has been erroneously charged by the Law School or the University for any fees, you should contact Jeff Bagares. Student Services can generally obtain copies of back-up documentation for facilities charges and purchase transactions to help investigate whether your group was appropriately charged.

Recordkeeping
While Student Services strives to maintain an electronic copy of your student organization's transactional records, we strongly recommend that your Treasurer save all copies to your organization's G: drive folder.

External Accounts
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 Service, and could nullify your organization's eligibility to use the Columbia name or to benefit from its non-profit status.
Generating Revenues

There are four ways in which student organizations can generate revenue:

1) **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.

2) **Dues from Members** - A student organization may choose to support its activities by collecting dues from its members. Once collected, these funds should be submitted to Student Services for deposit into the organization's Law School account.

3) **Revenue from Fundraising Events or Sales** - A group may also try to raise money by selling items such as T-shirts or other promotional items, by holding events and charging admission, or through other sales or fundraising events. (Please see the section below on Use of University Trademarks for further information.) The procedure for depositing revenue from events for sales is identical to the one outlined above for membership dues.

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:

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.

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 Alisa Giaco at the Development Office (ag4235@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.

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 (nm3025@columbia.edu) for her review. Please copy Jeff on all communications with the Office of Career Services.

**Depositing Funds**

Student organizations’ checks for deposit must be brought to Student Services, located at Big Warren, Room 506, ideally within one week of receipt to avoid check expiration. It is your responsibility to keep a copy of the check for your records and to track if a check bounces. Please deposit as follow:

- To deposit sponsorship checks – deposit forms are available at the Office of Student Services.
- To deposit membership dues, sales, royalties and non-sponsorship checks, please use this FORM. 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.

Checks mailed by donors in response to outside fundraising solicitations will be delivered to Student Services. When a check is received, your organization’s Treasurer will be notified. At that time, it is the responsibility of the Treasurer to come to Student Services and complete the necessary paperwork. Student Services will then forward the check to the Development Office for deposit. 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.

All checks, mails, and packages are to be mailed to:

   Name of Student Organization  
c/o Student Services  
435 West 116th Street Mailbox B-25  
New York, NY 10027

**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.
PAYING FOR EXPENSES

There are different ways to request that the Law School pay for an organization expense. 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 University's system, you should email the following information to studentorganizations@law.columbia.edu:

- Nature of Business (e.g. photographic services, reimbursement of travel expenses...)
- Company Name
- Address
- Contact Person
- E-mail Address (of contact person)
- Telephone Number (of contact person)
- A completed + manual signed 2018 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.

Letters of Credit
To obtain a letter of credit, please complete the following steps:

1) Confirm that the vendor you have chosen still accepts letters of credit.
2) Confirm that you have sufficient funds in your organization's account to cover the LOC.
3) With your CUID and a copy of a "proof of event" – which can be any announcement of your event, such as a Google Group email – go to Student Services on Mondays or Thursdays between 10am – 2:30 pm days in advance of your event.
4) Work with Student Services to complete the LOC. Leave a copy with Student Services and take the original to give to the vendor. You should note that, although only registered and trained student organization Treasurers can obtain a LOC from Student Services, once obtained, the Treasurer can "hand it off" to another member of your organization to actually conduct the transaction with the vendor.

Tips may be added to the LOC at the time they are handed to the vendor, but the tip amount cannot exceed 20%. LOCs may also be used for off-campus events if you have fewer than 29 attendees at your event. 29 or more attendees require a contract. Always have your CUID when obtaining an LOC. Please see the list of Columbia Law School's preferred vendor for on campus catering here.

Contracts and Agreements
Student organizations are encouraged to hold events at venues outside of Columbia University. Some area vendors have a master agreement with the university. If your off campus event meets any of the following criteria, you must have a contract signed by the University:

- Food and alcohol will be served at your event and 29 or more attendees are expected.
- Food will be served at your event and 29 or more attendees are expected.
- Your event involves an activity that raises issues of physical safety (e.g., laser tag).
- Your organization will be staying at a venue overnight, such as a retreat.

Revised February 3, 2020 and subject to change.
If you have a contract or master agreement, please forward it to studentorganizations@law.columbia.edu. If the venue doesn't have a contract, please let Student Services know and we will have a contract prepared for you by the Business Office. It may take as many as three weeks for a contract to be reviewed and approved, so please plan accordingly. If the venue you plan to use is not in the University's financial system, it will take approximately one to two additional weeks to add it. Student Services can verify whether or not a venue is in the financial system by speaking to Jeff Bagares.

Please note: Student may never sign a contract on behalf of student organizations or the University.

Limited Use Credit 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 office and party supplies, sports equipment, event tickets, promotional items and food that is delivered to campus not exceeding $2500. The P-card cannot be used to pay for alcohol, gift cards, travel expenses, or food eaten off-campus. 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 studentorganizations@law.columbia.edu.

Invoice
(for approved vendors only)
You must provide all of the following to process payments to a vendor:

- An invoice to Columbia Law School, Attention to your Student Organizations, describing goods or services to be provided, and an itemized price 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 attributable to alcohol (if any).
- 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. So before a member of your organization pays for any expenses out-of-pocket, explore with Student Services whether that is the only payment method available.

To be reimbursed for travel and business expenses, please complete the Travel and Business Expense Report Form located here. Handwritten forms will NOT be accepted. After completing the form, please bring the following to Student Services (5th Floor of Big Warren) for processing:

- Original itemized receipt(s).
- Credit card transaction statement that reflects the charge(s) (if paid using a credit card) showing your name and the card number's last 4 digits.
- Proof of Event.
Check Requests
Under exceptional circumstances, it may be necessary to request a check for approved vendors 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 a 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.
• Stipends.
• 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.

Purchase Order
A Purchase Order (PO) is used to place larger orders with vendors for materials, parts, supplies, equipment, repairs, services, and consultant services. Types of good or services that require a PO include:

• Graphic Designers
• Video Editors
• Photographer/Videographer
• Leasing/Rentals
• Software/licensing
• Translation and interpreters on campus
• Catering on campus
• Business and Strategic Consultants / Speakers
• Musicians/DJs/Performing Artists
• Promotional Items (orders of $2500 or more)

You must never pay for a PO out of pocket. Further, all contracts or agreements must be reviewed by the University to ensure compliance with all University regulations.

In order to determine whether a vendor requires a PO, you should email Student Organizations with the details of your intended purchase. If a PO is required, further documents will be needed before payment can be made.

If you are seeking to pay a speaker’s fee, a purchase order is required. Before a purchase order may be processed, you will need to obtain from your speaker the following documents - provide their quote(s), resume or company brochure, client list, a competed Scope of Work, Service Provider Agreement (if applicable), a completed W-9, an Independent Contractor Form, a Photographer Rider (if applicable) and a Certificate of Insurance.

Revised February 3, 2020 and subject to change.
Processing and paying vendors via a PO may take at least four (4) weeks or more. This should be considered before booking or contracting with a vendor.

**Honoraria**

In certain instances, your organization may want to offer an honorarium to an invited speaker or guest. If you are considering offering an honorarium, please speak to Jeff Bagares to ensure that this form of payment is appropriate under the circumstances.
When hosting an event, either on or off campus, your organization will be financially liable for many expenses. Below we have listed the types of expenses prior organizations have incurred.

**Facilities and Security Costs at the Law School**

The Law School does not charge a fee to student organizations for reserving space on campus. However, your organization may incur facilities charges in connection with the use of the space (e.g., food clean-up costs), depending on the nature and timing of your event.

It is important that you understand the policies regarding facilities charges in order to responsibly budget for your organizations planned events. To assist you, Building Events Services will help you estimate the charges if, at least two weeks in advance of your event, email them to let them know (1) what will happen in the room reserved; (2) what furniture may need to be moved or brought in; (3) where the furniture should go; (4) how long the event will be; and (5) what type of food and food service there will be. Building Services may be emailed at buildingevents@law.columbia.edu.

**Events for which student organizations WILL NOT be responsible for facilities charges**

If an event satisfies all of the criteria listed below, the sponsoring organization will not incur charges for facilities costs.

- The event begins on the Law School campus between Monday at 9AM and Friday at 9PM and is open to all Law School students;
- No alcohol is served;
- There are not extraordinary set-up or clean-up requirements for the event; and
- The event location is not misused or otherwise damaged during the event.

**Events for which student organizations WILL be responsible for facilities charges**

If an event fails to satisfy any of the criteria listed above, your organization will be responsible for facilities charges incurred for the event. Student Services, however will reimburse your organizations for the first hour of facilities charges incurred, up to a maximum of one hour per student organization per day.

If you are unsure whether or not your organization will incur facilities charges for a given event, please contact Jeff Bagares.

**How Facilities Charges Are Calculated**

In general, the more elaborate or larger your event, the more workers will be required to support the event and the higher the charges will be. Facilities costs are charged at the following rates:

- The hourly custodial rate is approximately $75 per worker per hour. **There are no partial hour charges.**
- If your event occurs after 2:30 p.m. during the week or at any time during the weekend, there is a minimum 4-hour charge per worker.

The Law School does not control the rate or assessment of these charges. The rates at which fees are incurred are set at the University level pursuant to negotiated contracts with the relevant unions.
If University property is damaged during your organization’s event, the repair costs will be passed on to your organization. Whenever possible, Building Services and the Information Center will try to provide easels, tables and chairs (inside the building only) and coat racks from their building inventory, at no cost. At the same time, they cannot adversely affect other building areas by rearranging furniture or easels solely to accommodate an event.

**Public Safety/Security – Requirements and Costs**

Certain events require additional security and assistance from University Public Safety. If your planned event might meet any of the following conditions, please contact Jeff Bagares and Building Services as far in advance of the event as possible:

- If you are inviting government officials, high profile, or potentially controversial speakers to campus or inviting many guests from outside of the University.
- If your event might be considered controversial in nature because of the topic or the speaker.
- If your group will host an event on the weekend and the event will be attended by non CUID holders
- If your event is in spaces outside of Law School buildings and grounds based on the event or other space requirements.

The rate for security coverage is approximately $75 per hour and a 4-hour minimum charge applies at all times. There are no security charges for organization events that are CUID only and that are held at times when students, administrators, and faculty can enter the building themselves.

**Swag and Gifts**

**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. Please check page 25 logo approval process.

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.
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. The bios should indicate who is currently a practicing attorney and in good standing.

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. For student organization events on the Law School campus, requests to have an event recorded or live streamed should be made to avrequest@law.columbia.edu.

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 event.

Obtaining Consent to Record or Live Stream
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. Once obtained, the consent form (or email) needs to be saved to your organization’s G: drive folder.

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 at all entrances to the event space; 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., providing index cards for written questions that can be passed to the moderator), so that audience members who do not wish to be recorded still have the opportunity to ask a question.

Recording by Guest Speakers
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.

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.

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 full name of your student organization instead of simply relying on the acronym.

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
(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 law.columbia.edu/communications/visual-style.

Organization letterhead 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. Following approval, you may go to the Faculty Secretariat in Jerome Greene Hall, Room 711 to obtain stationery. Your organization will be responsible for any charges incurred.

**Student Trips**

Student organizations that are sponsoring trips, either domestic or international, should consult with Jeff Bagares from the Office of Student Services regarding their travel plans. When you plan to attend student organization trips, you are representing Columbia University and the Law School. All ethical standards must be followed while you are away.

Each student attending a student organization sponsored trip must register with the University using this form at least 3 weeks before the date of travel. You can find more resources about international travel at Globaltravel.columbia.edu

**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:

1) 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.

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

3) 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.

Revised February 3, 2020 and subject to change.
4) 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.

Further, the following disclaimer must appear prominently on the home page of your organization web page:
“Columbia University and Columbia Law School do not sponsor, review or monitor the contents of World Wide Web sites on University facilities, nor does the University or the Law School endorse the contents of any such web page.”

**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 electronicallystored 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.

**Google Groups**
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.
Print Services
Columbia University Print Services (located in the basement of the School of Journalism on Broadway and 116th Street) can provide Law School groups with a broad range of services, including printing services, poster design and enlargement, copying, brochures, invitations, and flyer printing. To pay for these services, your student organization will need to provide Printing Services with a "chart string." The chart string for each organization is available from Student Services. Your organization will be later charged for any services provided. For more information, please visit print.columbia.edu.

Mailboxes, Mail Services and Postage
All student organizations should arrange all mail, including invoices, donor checks, and packages, be sent to:

Name of Your Student Organization
C/o Student Services
435 West 116th Street Mailbox B-25
New York, NY 10027

The Information Center and Student Services will notify the student organization President and/or Treasurer when mail has arrived.

Students may leave packages to be mailed via USPS with the Information Center, located on the first floor of Jerome Greene Hall. Students can also obtain metered postage from the Information Center. The postage cost will be charged directly to your student organization's Law School account.

Student Services Fax Machine
Student Services maintains a fax machine for organizations to send and receive faxes. The incoming fax number is 212-854-8843. The recipient's name and the student organization must be clearly marked on all incoming and outgoing faxes.
Directory

Yadira Ramos-Herbert
Dean of Students
yr2258@columbia.edu
212-854-0137

Robert Ford
Director of Student Services
Rf2659@columbia.edu
212-854-7269

Jeff Bagares
Assistant Director of Student Services
jb3861@columbia.edu
212-854-4801

Jennifer Braden
Assistant Director of Counseling
jb4431@columbia.edu
212-854-7420

Student Services
Student_services@law.columbia.edu
212-854-2395

Room Reservations
Room_reservations@law.columbia.edu
212-854-5745

Student Organizations
studentorganizations@law.columbia.edu

Student Senate
senate@law.columbia.edu

Building Services
buildingevents@law.columbia.edu
212-854-4477

The Office of Judicial Clerkships
clerkships@law.columbia.edu
212-854-2859

Externships, Legal Writing, & Moot Court Programs
externships@law.columbia.edu
212-854-3269

Social Justice Initiatives & Public Service Lawyering
socialjustice@law.columbia.edu
212-854-6827

Office of Career Services & Professional Development
careerservices@law.columbia.edu
212-854-2683

Law IT Helpdesk
helpdesk@law.columbia.edu
212-854-1370

Audio Visual
avrequest@law.columbia.edu
212-854-2400
List of Vendors Who Accept Letters of Credit:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Cuisine / Product</th>
<th>Contact Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brownie’s</td>
<td>Soup, Sandwiches</td>
<td>(212) 865-6590</td>
<td>3803 24&lt;sup&gt;th&lt;/sup&gt; St. LIC, NY</td>
</tr>
<tr>
<td>Carousel Beverages</td>
<td>Beer</td>
<td>(718) 499-7462</td>
<td>436 3&lt;sup&gt;rd&lt;/sup&gt; Avenue BK, NY</td>
</tr>
<tr>
<td>Dig Inn</td>
<td>American</td>
<td>(212) 545-7867</td>
<td>1235 Broadway</td>
</tr>
<tr>
<td>Dinosaur BBQ</td>
<td>Bar-B-Que</td>
<td>(212) 694-1777</td>
<td>700 W 125&lt;sup&gt;th&lt;/sup&gt; St.</td>
</tr>
<tr>
<td>Dominos</td>
<td>Pizza</td>
<td>(212) 222-2000</td>
<td>965 Amsterdam Ave</td>
</tr>
<tr>
<td>Famous Famiglia</td>
<td>Italian, Pizza</td>
<td>(212) 865-1234</td>
<td>2859 Broadway</td>
</tr>
<tr>
<td>Freda’s Cuisine</td>
<td>Caribbean</td>
<td>(646) 438-9832</td>
<td>993 Columbus Ave</td>
</tr>
<tr>
<td>Hamilton Deli</td>
<td>Deli, Sandwiches</td>
<td>(212) 749-8924</td>
<td>1129 Amsterdam Ave</td>
</tr>
<tr>
<td>International Wines &amp; Spirits</td>
<td>Wines</td>
<td>(212) 280-1850</td>
<td>2903 Broadway</td>
</tr>
<tr>
<td>Junzi</td>
<td>Chinese</td>
<td>(203) 936-9041</td>
<td>2896 Broadway</td>
</tr>
<tr>
<td>Kitchenette</td>
<td>American</td>
<td>(212) 531-7600</td>
<td>1272 Amsterdam Ave</td>
</tr>
<tr>
<td>Le Monde</td>
<td>French</td>
<td>(212) 531-3939</td>
<td>2885 Broadway</td>
</tr>
<tr>
<td>Manhattan Valley</td>
<td>Indian</td>
<td>(212) 222-9222</td>
<td>2636 Broadway</td>
</tr>
<tr>
<td>Ivy League Stationers</td>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marlow Bistrow</td>
<td>Mediterranean</td>
<td>(212) 662-9020</td>
<td>1018 Amsterdam</td>
</tr>
<tr>
<td>Martin Brothers Wines &amp; Spirits</td>
<td>Wines</td>
<td>(212) 222-8218</td>
<td>2718 Broadway</td>
</tr>
<tr>
<td>Massawa</td>
<td>East African</td>
<td>(212) 912-9176</td>
<td>1239 Amsterdam</td>
</tr>
<tr>
<td>Max Caffe</td>
<td>Italian Café</td>
<td>(212) 531-1210</td>
<td>1262 Amsterdam</td>
</tr>
<tr>
<td>Mill Korean</td>
<td>Korean</td>
<td>(212) 666-7653</td>
<td>2895 Broadway</td>
</tr>
<tr>
<td>Miss Mamie’s Spoonbread Too</td>
<td>Southern</td>
<td>(212) 865-6744</td>
<td>366 W 110&lt;sup&gt;th&lt;/sup&gt; St.</td>
</tr>
<tr>
<td>Morton Williams</td>
<td>Supermarket</td>
<td>(212) 666-4190</td>
<td>2941 Broadway</td>
</tr>
<tr>
<td>Oaxaca</td>
<td>Mexican</td>
<td>(212) 865-3880</td>
<td>1264 Amsterdam</td>
</tr>
<tr>
<td>Pisticci</td>
<td>Italian</td>
<td>(212) 932-3500</td>
<td>125 La Salle St.</td>
</tr>
<tr>
<td>Roti Roll Bombay Frankie</td>
<td>Indian</td>
<td>(212) 666-1500</td>
<td>994 Amsterdam</td>
</tr>
<tr>
<td>Samad Gourmet</td>
<td>Mediterranean</td>
<td>(212) 749-7555</td>
<td>2867 Broadway</td>
</tr>
<tr>
<td>Strokos Gourmet Deli</td>
<td>Greek, Deli</td>
<td>(212) 666-2121</td>
<td>1090 Amsterdam</td>
</tr>
<tr>
<td>Subconscious</td>
<td>Sandwiches</td>
<td>(212) 864-2720</td>
<td>1213 Amsterdam</td>
</tr>
<tr>
<td>Symposium</td>
<td>Greek</td>
<td>(212) 865-1011</td>
<td>544 W 113&lt;sup&gt;th&lt;/sup&gt; St.</td>
</tr>
<tr>
<td>The Winery NYC</td>
<td>Wine</td>
<td>(212) 222-4866</td>
<td>257 W 116&lt;sup&gt;th&lt;/sup&gt; St.</td>
</tr>
<tr>
<td>Tropical Sensation</td>
<td>Dominican</td>
<td>(212) 222-0098</td>
<td>953 Amsterdam</td>
</tr>
<tr>
<td>V&amp;T Pizzeria</td>
<td>Italian, Pizza</td>
<td>(212) 666-8051</td>
<td>1024 Amsterdam</td>
</tr>
<tr>
<td>Westside Market</td>
<td>Supermarket</td>
<td>(212) 222-3367</td>
<td>2840 Broadway</td>
</tr>
</tbody>
</table>
Kosher Options List: (**Accept Letters of Credit)

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Cuisine</th>
<th>Contact Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Café Roma</td>
<td>Pizza</td>
<td>(917) 460-0464</td>
<td>854 Amsterdam</td>
</tr>
<tr>
<td>Saba’s Pizza**</td>
<td>Pizza</td>
<td>(212) 787-1118</td>
<td>403 Amsterdam</td>
</tr>
<tr>
<td>Bagels &amp; co.</td>
<td>Breakfast Food</td>
<td>(212) 496-9400</td>
<td>391 Amsterdam</td>
</tr>
<tr>
<td>Park East Kosher**</td>
<td>Dinner Platters, Boxed Lunches</td>
<td>(212) 737-9800</td>
<td>1733 1st Avenue</td>
</tr>
<tr>
<td>Kosher Marketplace**</td>
<td>Deli Sandwiches</td>
<td>(212) 580-6378</td>
<td>2442 Broadway</td>
</tr>
<tr>
<td>Riverdale Kosher Market</td>
<td>Deli Sandwiches</td>
<td>(718) 884-2222</td>
<td>5683 Riverdale Ave</td>
</tr>
<tr>
<td>Carlos and Gabby’s Riverdale**</td>
<td>Latin Food Subs, Sandwiches, Dinner Platters</td>
<td>(718) 543-8226</td>
<td>5685 Riverdale Ave</td>
</tr>
<tr>
<td>Fairway</td>
<td>Subs/Sandwiches, Dinner &amp; Lunch</td>
<td>(917) 843-1918</td>
<td>2131 Broadway</td>
</tr>
<tr>
<td>NY Brat Factory</td>
<td>Dinner Platters</td>
<td>(646) 861-1452</td>
<td>935 Amsterdam</td>
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List of Approved Retreat Centers:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Contact Person</th>
<th>Contact Number</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Zeke</td>
<td>Laurie Epstein</td>
<td>(212) 913-9783</td>
<td><a href="mailto:retreats@campzke.com">retreats@campzke.com</a></td>
</tr>
<tr>
<td>4 Seasons Getaways</td>
<td>Brett Hogan</td>
<td>(516) 860-6528</td>
<td><a href="mailto:brett@4sg.com">brett@4sg.com</a></td>
</tr>
<tr>
<td>Riverview</td>
<td>Kristen Kwiecinski</td>
<td>(607) 651-6980</td>
<td><a href="mailto:riverviewbrophy@gmail.com">riverviewbrophy@gmail.com</a></td>
</tr>
<tr>
<td>Greenkill</td>
<td>Ryan Wong</td>
<td>(845) 858-2212</td>
<td><a href="mailto:camps@ymcanyc.org">camps@ymcanyc.org</a></td>
</tr>
<tr>
<td>Greta Lakewood House</td>
<td>Greta Hanson</td>
<td>(914) 827-5094</td>
<td>Gretalakewoodestateny.com</td>
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</table>

List of Approved Banquets and Gala Spaces:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>SPACE NAME</th>
<th>RECEPTION CAPACITY</th>
<th>BANQUET CAPACITY</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>21 Club</strong></td>
<td>Main Dining Room + Puncheon Room</td>
<td>400</td>
<td>200</td>
<td>(212) 582-1400 <a href="mailto:planevent@21club.com">planevent@21club.com</a></td>
</tr>
<tr>
<td>21 W 52nd St</td>
<td>Harbor Room</td>
<td>200</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>New York, NY 10019</td>
<td>Jack Room</td>
<td>125</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td><strong>Carnegie Hall</strong></td>
<td>Weill Terrace Room</td>
<td>250</td>
<td>230</td>
<td>(212) 903-9647 <a href="mailto:events@carnegiehall.org">events@carnegiehall.org</a></td>
</tr>
<tr>
<td>881 7th Ave</td>
<td>Weill Music Room</td>
<td>200</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>New York, NY 10019</td>
<td>Central Park Room</td>
<td>n/a</td>
<td>n/a</td>
<td>(212) 484-5144 <a href="mailto:essexhouseevents@marriott.com">essexhouseevents@marriott.com</a></td>
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Revised February 3, 2020 and subject to change.
<table>
<thead>
<tr>
<th>Address</th>
<th>Grand Salon</th>
<th>500</th>
<th>400</th>
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<tbody>
<tr>
<td>160 Central Park S</td>
<td>Petit Salon</td>
<td>200</td>
<td>150</td>
</tr>
<tr>
<td>New York, NY 10019</td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Peterson Hall</th>
<th>300</th>
<th>175</th>
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<tbody>
<tr>
<td>Harold Pratt House</td>
<td>(Building)</td>
<td>450</td>
<td>130</td>
</tr>
<tr>
<td>58 East 68th Street at Park Avenue New York, NY 10065</td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Empire Ballroom</th>
<th>350</th>
<th>224</th>
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<tbody>
<tr>
<td>Intercontinental Hotel</td>
<td>Barclay Salon</td>
<td>200</td>
<td>120</td>
</tr>
<tr>
<td>111 East 48th St</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York, NY, 10017-129</td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Gilder Lehrman Hall</th>
<th>200</th>
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</thead>
<tbody>
<tr>
<td>The Morgan Library</td>
<td>Gilbert Court</td>
<td>450</td>
<td>250</td>
</tr>
<tr>
<td>225 Madison Avenue</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>New York, NY 10016</td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Terrace Room</th>
<th>600</th>
<th>370</th>
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</thead>
<tbody>
<tr>
<td>The Plaza Hotel</td>
<td>Terrace Foyer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>768 5th Avenue</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>New York, NY 10019</td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>650</th>
<th>500</th>
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<tbody>
<tr>
<td>CNVS Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>635 West 42nd Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York, NY 10036</td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Wedgewood</th>
<th>n/a</th>
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<tbody>
<tr>
<td>The Pierre Hotel</td>
<td>Cotillion</td>
<td>400</td>
<td>n/a</td>
</tr>
<tr>
<td>2 East 61st Street</td>
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<tr>
<td>New York, NY 10065</td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Presidents and Provost Room</th>
<th>250</th>
<th>210 (160 with dancing)</th>
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</thead>
<tbody>
<tr>
<td>The Penn Club of New York</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 West 44th Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York, NY 10036</td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Versailles</th>
<th>250</th>
<th>180</th>
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</thead>
<tbody>
<tr>
<td>St. Regis Hotel</td>
<td>Penthouse</td>
<td>200</td>
<td>n/a</td>
</tr>
<tr>
<td>2 East 55th Street</td>
<td>St. Regis Roof</td>
<td>400</td>
<td>320</td>
</tr>
<tr>
<td>New York, NY 10022</td>
<td>Roof/Penthouse</td>
<td>600</td>
<td>n/a</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>650</th>
<th>500</th>
</tr>
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<tbody>
<tr>
<td>Capitale</td>
<td></td>
<td></td>
</tr>
<tr>
<td>130 Bowery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York, NY 10013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(212) 484-5144 pratthouse@cfr.org

(212) 906-3100

(212) 685-0008 ecurran@themorgan.org

(212) 549-0504

(212) 967-7003 info@cnvsevents.com

(212) 940-8111

(212) 403-6620

212-753-4500

(212) 334-5500 info@capitaleny.com

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