COLUMBIA LAW SCHOOL

OFFICE OF STUDENT SERVICES

2017-2018

Journal Handbook

DIRECTORY

STUDENT SERVICES

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INTRODUCTION

Student-run journals are a central part of academic culture at Columbia Law School. In addition to offering students an opportunity to discuss cutting-edge legal issues and current scholarship, journals provide students with a chance to essentially run a small business. This Handbook is designed to help you understand some of the day-to-day issues – both financial and practical – that come with running a student journal.

We at Student Services are here to support your work in as many ways as possible – from assistance with event planning and room reservations to helping you manage your finances. We hope that this Handbook will answer many of your questions. However, you should direct any unanswered questions to Jordana Alter Confino at Student Services (jordana.confino@law.columbia.edu).[1]

JOURNAL FINANCES

Managing the finances of your journal is similar to running a small non-profit. Student Services is always here and willing to help guide you through this process. Below we have detailed important information regarding the maintenance of your journal's financial account as well as some of the most common processes for payment at the University. Be sure to read through this section carefully. If you have any questions, please feel free to contact Jordana Confino (jordana.confino@law.columbia.edu), Joel Kosman (joel.kosman@law.columbia.edu), or Jeffrey Bagares (jeffrey.bagares@law.columbia.edu) in Student Services, or just visit us on the fifth floor of William and June Warren Hall.

A. Journal Accounts

Accounts

Individual accounts are established for each recognized student-run journal within the Law School's accounting system. These accounts are used to keep track of all revenues sent to student journals and reflect any expenditures incurred by the journal at the University.
Your outgoing editorial staff should have passed along your account number (known as your Project number and in the format "AG00___") to you. If they have not, please contact Jeffrey Bagares in Student Services for your account number – you will need it for virtually all journal transactions.

[1] While Mary Zulack is on sabbatical during the Fall 2017 term, Kent McKeever (mckeever@law.columbia.edu) will be serving as the standing Chair of the Journals Committee.

By contacting Student Services, your treasurer may obtain account balance information ("Project Summary Report") as well as a statement of transactions that have been posted to your journal's account during a specified period of time ("Trial Balance").[2] Keep in mind, however, that there may be significant delays between the time that a transaction occurs and when it is posted to an account. **For this reason, it is imperative that your journal's treasurer maintain an independent internal ledger (see below).**

Internal Ledgers

Despite the existence of a University account, your journal's Treasurer must maintain a separate, detailed "internal" ledger to track revenues and expenses. If your journal does not have a ledger, your Treasurer will need to create one.

There is no required format for an internal ledger but it should contain at least the following information for each transaction:

1) Transaction Date
2) Nature of Transaction (i.e., expense or revenue)
3) Amount of Transaction
4) Counterparty (e.g., name of restaurant, name of vendor, name of donor)
5) Description of Transaction

Once created, the internal ledger should be maintained in your journal's G: drive folder.

Each time you or an approved journal member comes to Student Services to request a letter of credit, a P-card transaction, or a reimbursement for an expense, we will ask you to verify that your internal ledger reflects that your journal has sufficient funds to pay the expense.

Account Audits

At least once per semester, your Treasurer should audit the journal's finances by comparing your internal ledger with Columbia's official statement of your journal's transactions, as reflected in the Trial Balance report (which only Student Services may run). To schedule such an account audit, your Treasurer should contact Jordana Confino at Student Services.

Overdrafts

Journals are responsible for maintaining a positive account balance at all times; any proposed overdraft must be discussed in advance with Jordana Confino. Unauthorized overdrafts may result in a hold on an account, and a journal may not be able to make purchases or utilize benefits available to other organizations in good standing. If your account is in overdraft, it is extremely important that you address the problem as soon as possible and commit to a repayment plan.

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[2] NB: Your account balance does NOT appear on the 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 period covered by the report.

If you have inherited an overdraft from previous journal leaders, you must meet with Jordana to discuss how your organization can eliminate the account deficit and to develop a written plan for addressing the problem.

Recordkeeping
It is strongly recommended that your Treasurer save copies of all of your organization's transactional records to your organization's G: drive folder. Insofar as Student Services possesses hard copies of any of your organization's records, please DO NOT remove these documents from Student Services. Instead, please make copies of any materials for yourself.

Erroneous Charges
If you believe your journal has been erroneously charged by the Law School or the University for any fees, you should contact Jordana Confino. 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.

External Accounts
It is strictly forbidden for any journal that is not separately incorporated to maintain an external bank account outside of the Columbia University accounting system. Non-Columbia accounts for Columbia activities jeopardize the Law School's status with the Internal Revenue Service, and can nullify your journal's eligibility to use the Columbia name or to benefit from its non-profit status.

B. Generating Revenue for your Journal

There are four ways in which your journal may generate revenue: (i) subscription income; (ii) income from information services; (iii) fundraising from events or projects; and (iv) gifts or donations from alumni, individuals, law firms, or corporations. Each of these revenue sources is described below, as are the methods by which you should account for them.

Subscription income and information services income

For journals that are not separately incorporated, subscription and information services income should be submitted to Jeffrey Bagares in Student Services for deposit into the journal's Law School account. All checks must be made out to Columbia Law School, not to any individual or journal. The pertinent journal name should, however, be noted on the Memo line. The journal must deposit these dues by filling out a Cash Receipt Deposit Form. ***Please bring such checks to Jeffrey for deposit promptly; it is sometimes difficult to deposit checks that are outdated.***

Revenue from fundraising events or sales

A journal may also choose to raise money by selling items such as T-shirts or other souvenirs, 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.

Outside fundraising

For journals that are <u>not separately incorporated</u>, the Columbia Law School Office of Development and Alumni Relations (the "Development Office") can be an excellent resource to help you raise money. The Development Office, which is located on the 7th floor of Big Warren, has long-standing relationships with many prominent alumni and firms that are friendly to Columbia, and is excited about helping your journal.

Equally important, there are strict IRS guidelines regarding charitable gifts to the Law School, and the Development Office acts as our advisor in this regard. As such, it must review all fundraising solicitations <u>before</u> they are distributed. You work hard to raise money and we want you to be able to keep it!

If you would like to discuss your journal's financial needs, fundraising strategies generally, and/or the composition of a solicitation package, you should meet with Joel Kosman at Student Services. In particular, if you are considering offering anything of value to your donors (such as complimentary event tickets), the Development Office will need to be consulted to determine what portion of a donation is tax-deductible.

If you are interested in soliciting funds from any outside source, here are the three (3) steps that your journal <u>must</u> follow:

First, draft all solicitation materials that you intend to distribute and schedule an appointment with Joel Kosman for their review. Written solicitation materials typically consist of a solicitation letter (the "ask"), usually no more than one page in length, and a separate document detailing donor giving levels and benefits. However, additional promotional materials may also be considered for inclusion in the solicitation package.

Second, once Joel has approved your solicitation package, you should submit the package via e-mail to the Development Office for review. Your solicitation package, together with your prospective donor list (e.g., the names of the law firms or other entities that you seek to solicit), will then be submitted to Diana Wong at the Development Office (diana.wong@law.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 journal and the Development Office. Please copy Joel Kosman on <u>all</u> communications with the Development Office. Also, keep in mind that **a journal needs to 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, following the Development Office's approval of your solicitation package, you must submit your prospective firm/corporation donor list, together with the solicitation package, to Nancy Merriman in the Office of Career Services (nm3025@columbia.edu) for her review. Please copy Joel Kosman on <u>all</u> communications with the Office of Career Services.

C. Procedures for Depositing Revenues (not applicable to separately incorporated journals)

The procedure for depositing revenues <u>other than from outside fundraising</u> is as follows:

- Obtain a Cash Receipt Deposit form from the Student Services desk.
- Fill out the student group account number (starting from the left box, with no dash in the account number), purpose of deposit (dues, sales, etc.), and the total amount of cash and checks to be deposited.
- Total the amount from as many as 50 checks on the form. Cash and checks should be sub-totaled separately on individual lines.
- Endorse checks with the regulated "For Deposit Only Columbia University" stamp located at Student Services.
- Provide as much information as possible in the explanation section.
- Make three copies of the checks to be deposited (one for your journal's file folder, one for the Business Office, and one for Student Services).
- Separate the check stub from the check if it is attached before submitting your deposit.
- Do not submit any foreign/international checks or foreign/international money orders.
- If a deposited check bounces, it is the treasurer's responsibility to track down each check and arrange to receive the appropriate payment.
- Check appropriate boxes for cash/checks. If cash, also indicate denomination number in the lower right hand box.
- Be sure to sign the deposit form and make two copies, one for your records and one for Student Services records.
- Revenues from fundraising sales must be booked as revenue by Columbia University for all journals using the Columbia University Tax Payer ID number.
- ***When items are sold, sales tax of 8.875% must be charged for any sales to persons unaffiliated with Columbia Law School.***
- The sales revenue and tax revenue must be reported separately. (If you have any questions about how to charge sales tax, please contact Jeffrey Bagares in Student Services.).
- Submit deposits in a sealed envelope to Jeffrey with your journal's account number, date, and the number of checks and/or cash amount on the envelope.
- ***Do not fill out the address portion of the deposit voucher; the Business Office will do so.***

The Procedure for depositing revenue <u>from outside fundraising</u> is as follows:

- Make a copy of the checks to be deposited, as well as the originals of any materials that accompanied them (e.g., letters, donation forms, check stubs, envelopes). Per the "Outside Fundraising" section of this handbook, your solicitation package should have already been seen and approved by the Development Office.

- Make sure that you have the necessary information to fill out a deposit form for <u>each</u> check (see example below). In particular, based on the determination made by the Development Office, you will need to indicate what portion of the check is a tax-deductible donation and what portion, if any, is revenue. If your journal is offering anything in return for a donation, such as tickets to an event, then the portion of the donation representing the value of that benefit is considered taxable revenue. *This distinction is extremely important to the IRS and it must be accurately reflected on the deposit form for each donation.*
- Bring the originals of all checks and the solicitation package to Student Services. Jeffrey Bagares will provide you with deposit forms and assist you in completing the forms while you are there. Once all forms are completed, Student Services will submit your materials to the Development Office for processing.

NB: It is imperative that your journal submit all checks for deposit and thank all donors promptly (within one week of receipt, at the latest). Failure to submit donations promptly may render the checks void (and thus may forfeit the funds) and also reflects poorly on both your journal and Columbia Law School.

Charitable Gift to Law School Student Activities

Student Organization: ______________________________

Donor Name: ______________________________

Address: ______________________________

☐ Alumnus/a ☐ Corporate/Firm Sponsor ☐Other: ______________

Purpose of Gift: ______________________________

Contribution:______________ **Revenue:** ______________

PLEASE AFFIRM THAT DONOR RECEIVED NO GOODS OR SERVICES, INCLUDING FOOD, DRINK, OR ENTERTAINMENT

______________________________ **Please fill out one form per check**

PLEASE PRINT Name and Email of Student Organization Representative Date

ALL CHECKS MUST BE MADE PAYABLE TO COLUMBIA LAW SCHOOL. CHECKS FOR LAW REVIEW, PILF, JOURNAL OF TRANSNATIONAL LAW, JOURNAL OF LAW & SOCIAL PROBLEMS, BUSINESS LAW REVIEW AND JOURNAL OF ENVIRONMENTAL LAW CANNOT BE DEPOSTED AS GIFTS TO COLUMBIA LAW SCHOOL.

D. Paying for Expenses Incurred

There are six basic ways that you can pay for expenses your journal incurs: (i) letter of credit; (ii) invoice; (iii) check request; (iv) P-card; (v) purchase order; and (vi) reimbursement request. In the first five, the Law School pays the vendor directly. In the sixth, a student pays the vendor and then seeks reimbursement from the Law School. Each of these methods of payment is outlined below, along with the requirements for using it.

In order for the Law School to pay a vendor directly (as opposed to fulfilling a reimbursement request), the vendor must be approved by the University and registered in the University's vendor system. To have a new vendor added to the University's system, you should email the following information to Jeffrey Bagares at Student Services:

1. Nature of Payment (e.g., photographic services, reimbursement for travel expenses, etc.)
2. Vendor Name
3. Address
4. Contact Person
5. Email Address of Contact Person
6. Telephone Number of Contact Person
7. A completed + signed W-9 Form (2014 version ONLY; PDF available on the Law School Business Office's website)

Once this information is received, the University will contact the vendor directly to complete her/his registration online. It takes approximately eight to ten business days from the time all information is completed and received by the vendor for any new vendor to be entered into the system. Be sure to notify new vendors of the billing procedures and time constraints surrounding payment set forth below before engaging them for your event.

1. Letters of Credit

Some local vendors will invoice Columbia Law School directly for purchases that are authorized for a journal by Student Services. You can pay for goods and services at participating vendors by using a letter of credit, a document that functions like an "IOU" from the Law School. If you are making a purchase in person, you merely need to give the vendor the letter of credit. If you purchase items over the phone, be sure to tell the vendor that you will be paying by letter of credit from the Law School.

In order to be permitted to obtain a letter of credit from Student Services, you must first be authorized by Joel Kosman to engage in such transactions. Typically, only the EIC and treasurer of your journal will be so authorized. However, if it is important to the operation of your journal to have one or two additional members so authorized, please meet with Joel to discuss further authorizations.

Authorized students may obtain a letter of credit from the Student Services desk by presenting their CUID together with Proof of Event (for example, a hard copy of the event's LawCal entry or Google Groups announcement). Student Services will issue letters of credit **up to two days in advance of your event**, but we prefer that you obtain them the day of, or the day before, your event. The letter of credit will be signed and issued to your journal's designated representative, who can then take the letter of credit directly to the vendor, like a credit card, to make the purchase. If a tip is involved, please note that separately on the letter of credit at the time of delivery.

When you are given a letter of credit, you should make a copy of it, together with your student I.D., and hand the copy into the Student Services front desk. Then, when you make the purchase, you should also obtain a store receipt in the amount of the purchase. You should bring the receipt to your journal's treasurer who will make a notation in your ledger indicating that you have obligated your journal to pay for this purchase, so that your account balance remains current.

Ultimately, the vendor will return the letter of credit to Student Services and the Business Office will process the bill. The journal's account will then be charged directly.

A list of local vendors that have agreed to accept letters of credits is available here. If your journal wants to use a letter of credit with a vendor that is not listed**,** you should ask the vendor to contact Student Services. In addition, Student Services is always in the process of enlarging the number of vendors accepting letters of credit and accepts suggestions from journals as to vendors they would like to see added to the list. You may email student_services@law.columbia.edu with the names, addresses, and contact information for any new vendors you would like Student Services to consider adding to the approved list.

2. Invoices Submitted Directly by Vendors

If a vendor who is otherwise registered in the University's vendor system agrees to bill the Law School directly for goods or services that it has provided or is prepared to provide to a journal, the vendor should send an invoice to Student Services.

FULL PROCEDURES FOR BILLING THE LAW SCHOOL DIRECTLY:

***At the time of purchase, the vendor should be provided with*:**

- A proper billing address (Columbia University, care of the Columbia University Law School Office of Student Services, 435 West 116th Street, Box B-25, New York NY 10027)
- The name and address of the journal
- The name of a member of the journal responsible for the purchase

Submitting invoices for payment:

- Invoices must be approved and submitted to Student Services within five working days of receipt by the journal.
- Approval for submission of an invoice must be noted on the front of the invoice.
- The journal treasurer or executive board member must write the journal's account number along with his/her signature on the front of the invoice.
- Some vendors issue a monthly billing statement indicating the prior month's balance and the current month's activity. Only the current month's activity will be processed for payment. If a past due balance exists, a copy of that month's invoice must be obtained from the vendor.
- Submit the voucher directly to Student Services along with a detailed description of the reason for purchase (i.e., proof of event) for submission to the Business Office.
- If the amount approved for payment differs from the amount shown on the invoice (usually for partial payment), attach a memo to the invoice explaining the difference.
- Invoices with more than one copy (carbons) must be separated before submission.
- A legible xerox copy of the original invoice can be submitted and approved.

- For carbon copies of invoices, legible xerox copies must be submitted.
- All invoices not already 8 1/2 x 11 in size need to be taped down to white 8 1/2 x 11 paper before submission.

PLEASE NOTE: Columbia University is a tax-exempt organization. *Accordingly, sales tax should never be included in amounts to be paid.* If a vendor requires proof of tax-exempt status, a student can obtain a tax-exempt form from Student Services.

3. Check Requests

If you are planning an approved event well in advance, know the exact cost of the service or item being purchased, and want to have the Law School issue a check in payment, you should prepare a check request form. Such a request must be submitted to Student Services at least 3 weeks before you will need the check. Even then, there is no guarantee that your check will be ready in time due to the detailed procedure through which check requests are processed by the University.

A Columbia check can be used to pay the following types of obligations:

- Reimbursement of out-of-pocket expenses for non-Columbia students or employees
- Postage
- Registration Fees
- Membership Dues
- Subscriptions
- Advertising

Check Requests should NOT be used for:

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

Proper Documentation needed for all Check Requests:

- Detailed information about an event, e.g., title, date, time, place, and name and number of participants
- Posting of event on the Law School calendar
- Original receipts and invoices, especially if for non-Columbia personnel's expenses
- Registration forms for conferences and seminars
- Subscription notices

4. Purchasing Card

For certain types of purchases, vendors who do not accept letters of credit may sometimes be paid using the University's Purchasing Card ("P-card"). The P-card is processed using the Visa payment network and is accepted by most vendors.

Permissible uses of the P-card include payments for on-campus food deliveries (from vendors that do not accept LOCs), items from Amazon.com (except gift cards), conference registration fees, event tickets, and printing costs (orders less than $2500).

The following is a list of items that MAY NOT be purchased on the P-card. This list is not all-inclusive, but can serve as a guide to plan your purchasing:

- Personal items
- Alcoholic beverages
- Travel and entertainment (airline, car rental, lodging, restaurant, etc.)
- Flowers, greeting cards, candy, fruit baskets
- Gift cards
- Contracted services from an individual or 1099 vendor
- Fuel
- Parking
- Charitable contributions
- Food catering services (off campus events, catering contracts, etc.)
- Any orders exceeding $2500 (NB: You may <u>not</u> split invoices to avoid this restriction.)

If you'd like to use the P-card to make a purchase for your journal, you should contact Jordana Confino in Student Services.

5. Purchase Order

When individual purchases or payments may not be paid through any other permitted means, a Purchase Order ("PO") may be required in order to begin or set payment. A Purchase Order or PO is used to place larger orders with vendors for materials, parts, supplies, equipment, repairs, services, and consultant services. Types of services that require a PO include:

- Equipment or furniture
- Website consulting/creation/design/hosting
- Photographer/videographer
- Speaker fees
- Musicians/DJs/performing artists
- Novelty items, i.e., t-shirts, hats, cups, etc. (orders of $2500 or more)
- Printing costs (orders of $2500 or more)

<u>A PO **must never** be paid for out of pocket. Further, all contracts or agreements **must** be reviewed by the University to ensure compliance with all University regulations.</u>

NB: If a journal is interested in purchasing a computer, printer, or other tech-related equipment, it should contact Martin Howard (mth12@columbia.edu). We recommend that you obtain an estimate of the cost of any services to be provided so that you can record this amount in your journal's financial ledger.

In order to determine whether a vendor requires a PO, you should contact Jeffrey Bagares (jeffrey.bagares@law.columbia.edu) with the details of your intended purchase. If a PO is required, further documents will be needed before payment can be made.

Proper documentation for POs can include a(n):

- Invoice
- Contract
- Form W-9
- Vendor Qualification form (https://ssl.procurement.columbia.edu/purchasing/qualification/index.html)
- Scope of Work form (SOW) or Performance Agreement
- Certificate of Liability Insurance
- Independent Vendor Agreement form
- Proof of event, i.e., Law School Calendar entries, room reservation confirmations, flyers, email announcements, etc.

Processing and paying vendors via a PO takes at least four (4) weeks or more. This should be considered before booking or contracting with a vendor. For more information, you can visit http://finance.columbia.edu/purchasing-guide.

6. Reimbursement Requests

When no other payment method through the Law School is available, students may elect to pay for a journal expense directly and then seek reimbursement from the School. Before any member of your journal pays for any expenses "out-of-pocket," you should explore with Student Services whether that is the only payment method available. Please be aware that it may take several weeks for a reimbursement to be processed, and the School cannot guarantee that a reimbursement will issue before the student is required to pay for a charge that appears on his or her credit card statement. The Law School will NOT reimburse students for any finance charges incurred on a student's personal credit card.

All reimbursement requests require strict documentation to verify that your organization, the Student Senate, or Student Services, as appropriate, has authorized the transaction for which you are being reimbursed. Therefore, a student paying for an expense directly should be sure to save all original receipts, etc. Moreover, a reimbursement request should be made within 5 business days from when the expense was incurred.

Please remember: Out-of-pocket expenses are not reimbursed without prior approval.

To be reimbursed for travel or business expenses, please use the Travel and Business Expense Report form. Before filling out the form, please ask Jeffrey Bagares to email you the most up-to-date form instructions. Hand-written forms will NOT be accepted.

Once completed and printed, all forms and documentation should be brought to Jeffrey. Please email Jeffrey (jeffrey.bagares@law.columbia.edu) for next steps and bring the following documentation to him during office hours:

1. Original receipt(s); photocopies will NOT be accepted
2. Credit Card or Transaction Statement showing the charge(s), your name, and the card number's last 4 digits
3. Proof of Event

Please Note: Under IRS Regulations, if you submit a reimbursement request more than 120 days from the date of the expense, the University is required to report the amount of the reimbursement as income imputed to you.

Travel Expenses

Students

If a member of your journal is attending a national conference on behalf of the journal, please contact Joel Kosman. Student Services has only a limited amount of funding available for travel. Therefore, in order for your travel expenses to be reimbursed, your travel itinerary needs to be approved by Student Services PRIOR to your departure.

Invited Guests

Please see Student Services before incurring any expenses or making any reservations. It is the journal's responsibility to inform non-employees about the University's travel policies and procedures prior to their visit in order to ensure compliance.

Please keep in mind that the Law School works with a professional travel agent who may be able to make travel arrangements for your guests or lecturers at reduced cost. The travel agent will also bill the Law School directly, obviating the need for your journal or your guest to seek reimbursement. Please contact Student Services if you need to contact the Law School's travel agent. The journal arranging the travel is responsible for properly completing a Check Request Form for all non-Columbia University guest lecturers, panelists, and speakers. Travel and Expense Reimbursement forms are for University individuals only.

NB: Law School travel agent services are not available for outside speakers who will be paid fees. Such speakers must arrange their travel independently.

E. Vendor Contracts

Depending on the location and type of event your journal is hosting, a contract may be required in connection with the event. If a contract is required, it must be entered into by the University and NOT by any individual student. **NO STUDENT HAS THE AUTHORITY TO SIGN A CONTRACT ON BEHALF OF COLUMBIA UNIVERSITY OR COLUMBIA LAW SCHOOL IN CONNECTION WITH ANY LAW SCHOOL ACTIVITY OR ON BEHALF OF A JOURNAL.**

<u>For events at the University</u>
A contract is required if, in connection with your event, a third-party is providing any service – such as catering – while on campus.

<u>For events off-campus</u>
A contract is required if:
1) Food will be served at your event and thirty (30) or more people are expected to attend; **OR**
2) Your journal will be staying at a venue overnight, such as for a retreat or at a hotel; **OR**
3) Your event involves an activity that raises issues of physical safety (e.g., laser tag).

If you believe that your event may require a contract, please speak with Jordana Confino as far in advance of your event date as possible. **It may take two weeks if not more for a contract to be generated, negotiated, and signed by the University, so please plan accordingly. If the venue you plan to use is not in our financial system it will take approximately one to two additional weeks to add them to the system. Student Services can verify whether or not a venue is in the financial system.**

SERVICES AVAILABLE TO JOURNALS

A. Websites, Email Accounts, and G: Drive Folders

<u>Websites</u>
Any journal wishing to create a web page should contact Student Services and the Law School Communications Department with its request and a proposed name for the web page. If you are unsure whether your journal has a web page, please contact Student Services. All web pages should be housed on the Columbia University server, which is run by Columbia University Information Technology (CUIT).

If your journal decides to create a web page, you must comply with both the Law School's **<u>and</u>** the University's policies about web page creation and usage, as well as with federal law such as copyright, including restrictions on data transmissions. Please thoroughly familiarize yourself with the School's and the University's policies and recommendations, which can be found at the following links:

http://www.law.columbia.edu/law_school/info_tech/stud_sup/StudentGroups
http://www.columbia.edu/acis/webdev/style.html
http://www.columbia.edu/cu/policy/network_use_print.html

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 World Wide Web sites using University facilities, nor does the University endorse the contents of any such personal websites.

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.

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 journal's web page should reflect this responsibility. Further, the following disclaimer must appear prominently on the home page of your journal web page:

> *Columbia University and the Columbia University School of Law do not sponsor, review, or monitor the contents of the personal web pages of their faculty, students, or staff on websites using University facilities, nor does the University or the Law School endorse the contents of any such web page.*

Email Accounts
Each journal has been given a unique email account. The password for these email accounts should be distributed to new board members during transition from the outgoing board along with other instructions. If you are a new journal, you will receive instructions and login information from Student Services. If you are unable to access your email account, please contact the IT Help Desk (helpdesk@law.columbia.edu), copying Jordana Confino on the email.

Please note that a member of your journal should be assigned to monitor this email account, as it is the primary way in which the School will communicate with your journal. It might be wise to have the person in charge of the account forward all emails to an account that he or she regularly checks, in order to make sure that your journal receives important emails.

In addition, you must use your journal email account to send out law-school-wide emails to members of the following listservs:

- law-jd18@lists.columbia.edu

- law-jd19@lists.columbia.edu
- law-jd20@lists.columbia.edu
- law-llm18@lists.columbia.edu

As noted, you should use these listservs only to disseminate email announcements that pertain directly to your journal and its operations (this does not include, for example, endorsements of other student organizations' events).

G: Drive Folders

Finally, if your journal has not already done so, it is important that you have a folder created for your journal on the Law School's G: drive. This will facilitate your journal's ability both to store documents and also to pass on critical operational information to future Boards. There is no reason for you to have to transfer electronically-stored records from laptop to laptop each year. Instead, create a permanent site for your record storage on the G: drive. To have a folder created, please contact the IT Help Desk (helpdesk@law.columbia.edu), copying Jordana Confino on the email.

B. Mailboxes

All journal mailboxes are located in the Information Center in JG Hall. Please arrange to have all mail – including invoices – sent directly to your journal, care of (c/o) Student Services, Columbia Law School, 435 West 116th Street, Mailbox B-25, New York, NY 10027. Students may leave packages to be mailed via UPS with the Information Center. The postage cost will be charged directly to your journal's Law School account. All questions regarding this process should be directed to the Information Center at 212-854-4477 or infocenter@law.columbia.edu.

C. Copying Services

The Copy Center on the seventh floor of JG Hall in the Faculty Secretariat is open to student group representatives only. Please direct any inquiries about photocopying to the Faculty Secretariat (Room 711, JG Hall, 212-854-2688). Materials left with the Faculty Secretariat should include a Copy Request Form, which lists the name of your journal, the name of the person responsible for copies, and your journal's account number. Your journal's account will later be debited internally for any copy services they provide. The Faculty Secretariat is open from 9am to 5pm. We recommend that you obtain an estimate of the cost of any services to be provided so that you may post this amount in your journal's financial ledger.

D. Print Services

Columbia University Printing Services (located in the basement of the School of Journalism building off College Walk near Broadway and 116th Street) can provide Law School journals with printing services. You can access and order their services online by visiting http://www.columbia.edu/cu/studentservices/printing/. They offer a broad range of services to the University community, including: poster design and enlargement; copying; brochures; invitations; and flyer printing. If you use these services, you will be required to provide Printing Services with your journal account number and your account will later be debited internally for any services they provide. We recommend that you obtain an estimate of the cost of any services to be provided so that you may record this amount in your journal's financial ledger.

E. Postage

Metered postage may be obtained from the Information Center, on the first floor of Jerome Greene Hall. First-class postage may be charged directly to the journal's Law School account. Overnight mail may be sent from the Information Center, using the Post Office's Express Mail Service.

F. Office Supplies

If a journal needs office supplies, it may order them through Student Services. Unless you specify otherwise, the order will be placed with the office supplies company with whom the Law School has contracted. The school will charge your journal's account for such supplies. You can expect to receive your supplies within a short period.

G. Student Services Fax Machine

One fax machine is maintained by Student Services for journals to send and receive faxes. The incoming fax number is 212-854-8843. The recipient's name and journal must be clearly marked on all incoming and outgoing faxes. A copy of your fax will be placed in your journal's folder upon receipt.

H. Telephones

Inquiries regarding the use of ROLM phones or telephone lines in classrooms for journal use should be directed to Lou Santiago at Building Services (ls2234@columbia.edu).

PLANNING AND HOSTING AN EVENT

Planning and hosting an event is tremendously worthwhile for your journal. Although there are a number of policies to follow, this section sets them out for you to make your job that much easier. Please note, in particular, the sections covering the School's **Alcohol Policy**, the protocol for events that involve **Outside Sponsorship or Participants,** and the **Fees** and **Security Costs** that your journal may incur for the use of law school space. Of course, you should always feel free to come to Student Services with any questions you may have.

If your journal is hosting a major event, even if you are not planning it with the help of Student Services, please make sure that you let Jordana Confino know the date and location of your event as far in advance as possible. Student Services maintains a calendar of all major events during the school year and assists student organizations in determining dates for their events.

A. Available Law School Space

Jerome Greene Hall

Jerome Greene Hall houses most of our law school classrooms and is where most student events and programming take place.

MONDAY-FRIDAY	7AM-1AM
SATURDAY	9AM-9PM
SUNDAY	9AM-1AM

When necessary, the lobby and alcove (interior space adjacent to JGH room 102) of the first floor of Jerome Greene Hall can be reserved for receptions during special events.

NB – All outdoor spaces surrounding Jerome Greene Hall are controlled by the University, not the Law School. Before planning an event at such outdoor space, you should be sure to review the "Events at Other Columbia University Spaces" section below.

Lenfest Café

The Lenfest Café consists of a large main room, including a terrace, and two smaller rooms: the Dean's Dining Room and the Staff Lounge. Although the Dean's Dining Room and Staff Lounge are generally not available for reservations, in rare cases these spaces can be booked. You will need to contact the Dean's Office at 212-854-2675 for access to the Dean's Dining Room.

The main cafeteria has food service available from 8am to 8pm Monday through Thursday. Individuals may also bring their own food into Lenfest Café or on the terrace in nice weather. During the hours the food service is open, the space may not be reserved by journals. After 8pm and on the weekends, the cafeteria may be reserved, and journals are encouraged to hold all events held at this time with food and drinks in this location. Please clean up after yourselves and note that furniture typically cannot be moved out of Lenfest Café. Even moving furniture within the Café may cause your group to incur additional charges.

William & June Warren Hall (Big Warren or WJW Hall)
WJW Hall contains classrooms, an open area on the lower level, and administrative offices on the fifth, sixth, seventh, and eighth floors, which are open from 9:00am. to 5:00pm. Once an individual has left the space during limited access hours, re-entry becomes impossible.

Feldberg Lecture Space and Other Business School Spaces
William & June Warren Hall is a shared venue between the Law School and the Business School. As a rule, both schools have their own classrooms and spaces and use them for their own events. On occasion, we accommodate each other by sharing appropriate spaces, which include the main lobby in William & June Warren Hall and the Feldberg Lecture Space. If you require use of this space, you should contact Room Reservations via email at room_reservations@law.columbia.edu at least two weeks prior to the event. Our Business School counterparts will consider your request and we will let you know their decision via return email.

Jerome Greene Annex
The Jerome Greene Annex houses the Jerome Greene Lounge. This lounge is open during normal business hours Monday through Friday from 8:30am to 9pm. On all other days and times, the lounge is available through card swipe access only. To request space in the Annex, please email room_reservations@law.columbia.edu.

Warren Hall (Little Warren or WH Hall)
WH Hall houses the Center for Public Interest Law, the Columbia Law Review, and a number of other clinics, centers, and programs at the Law School. Spaces that may be reserved are Levien Lounge (located on the 10th floor), Room 304, and the basement. Access to these spaces requires swiping an activated Law School identification card.

B. Reservation of Law School Space

Room Reservations

All recognized journals have access to Law School spaces for events and meetings through Virtual EMS, the Law School's online request portal. The hours that these spaces are available to students varies depending upon the time of year. (For example, as finals come close, certain spaces are reserved for student study.) When using Virtual EMS, be mindful of Building Management postings with information about special closings or emergency building policies.

Competition for a particular date and space is sometimes fierce, so you should plan any event well in advance of its date. Student Services is always available to help with event planning, but we appreciate as much advance notice as possible.

All journals have an online room reservations account and must make all room requests through their account. Requests made through the guest form will be denied. Through your online account, you will be able to view current and previous requests, browse for space, and make a room request. If you don't have your password for your account, please email room_reservations@law.columbia.edu.

In order to reserve any space in the law school, you should go to https://ems.cuit.columbia.edu/law/. Then go to "My Account" and select "Log In" from the dropdown menu. Once you are logged into your account, you can access the room request form located under the "Reservations" tab. Through the form, you will also be able to request Building and AV Services. **Services must be requested <u>at least</u> 72 hours before the actual event.**

Once you have filled out and submitted the room request form in Virtual EMS, you should receive an email confirming your request within 2 business days. **IMPORTANT: UNTIL YOU RECEIVE THIS CONFIRMATION EMAIL, THE SPACE HAS NOT BEEN OFFICIALLY RESERVED FOR YOUR JOURNAL. CONFLICTS SOMETIMES ARISE AND ROOM AVAILABILITY IS NOT GUARANTEED SIMPLY BECAUSE YOU HAVE COMPLETED A RESERVATION REQUEST. THEREFORE, DO NOT MAKE FINANCIAL OR OTHER COMMITMENTS FOR YOUR EVENT UNTIL YOU RECEIVE THE CONFIRMATION.**

The text of the confirmation email includes the following instructions:

> *This is your room confirmation ONLY. You will receive separate confirmations for any applicable AV or Building Services.*
>
> *Please remember that if you desire to make any changes to your A/V or Building Services, all requests must be emailed to avrequest@law.columbia.edu or buildingevents@law.columbia.edu.*
>
> *All changes will be subject to review and current availability.*
>
> *If you are having alcohol at your event, please fill out the Alcohol Notification Form with the Student Services Office ten days in advance of your event. Please see the Student Organization handbook regarding your obligation to obtain a temporary beer and wine permit if money changes hands in connection with your event: http://web.law.columbia.edu/students/student-services/connecting/student-organizations/resources/alcohol-notification.*

NB - Any applicable AV or Building Services requests must be coordinated separately with each office. <u>Do not forget to follow up with the appropriate departments for these types of services; they will not automatically be provided just because you requested them on the room reservation form.</u> It is the responsibility of the journal submitting the room reservations form to follow up regarding any incorrectly submitted details that affect event services.

Same Day Reservations
For any "same day" or "day before" room requests in Virtual EMS, please select "Same Day Reservation." Please note that Same Day requests cannot include food cleanup/custodial requests, furniture setup requirements, or AV requests. Two more things to note about Same Day reservations: The system will only accept requests that have a maximum duration of 120 minutes, and no confirmation email is generated or required – the room is booked automatically.

Helpful Hints for Virtual EMS

- **Log in here:** https://ems.cuit.columbia.edu/law/Login.aspx
- **Check availability here:** https://ems.cuit.columbia.edu/law/BrowseForSpace.aspx
- For lunchtime events, Virtual EMS will yield the most comprehensive room availability results if you search the time frame 12:10PM-1:10PM.
- The system defaults to AM, so if you find that Virtual EMS shows a room is available but it doesn't come up as such when you search, double check that you are submitting the search for "PM" rather than "AM," where applicable.
- EMS requires time between back-to-back bookings to turn over the room. For example, if an event lets out at 12:00PM, in EMS it will actually last until 12:04PM. As a result, the following booking cannot begin until 12:08PM, so please make your requests accordingly.
- You will be notified by emails sent by the Admissions Office about any dates on which there will be Admitted Students programming. Take note of these dates because requests for lunchtime programming will NOT be accepted during them. Other possible events that will affect room availability include the Stone Moot Court and Foundation Moot Court Finals.

Cancellations

If you have reserved space that you no longer need, please submit a cancellation through Virtual EMS. Please also email room_reservations@law.columbia.edu to notify Room Reservations of the cancellation. PLEASE NOTE that you are **not** able to use Virtual EMS to cancel requests for any building services or AV/computer equipment or services. To cancel any such requests, you need to email Building Services or AV directly. IF YOU DON'T CANCEL THESE SERVICES DIRECTLY, YOUR JOURNAL WILL BE CHARGED FOR ANY COSTS INCURRED.

C. Events at other Columbia University spaces

Journals will occasionally seek to use non-Law School University space, especially outdoor space. The cost structure for events at non-Law School spaces will differ from that for Law School spaces. You should discuss your plans with Jordana Confino. Additional information may also be obtained from the University website at: http://uem.columbia.edu/.

The following is a brief description of non-Law School spaces that are available to you on a case-by-case basis. The process for reserving these spaces is different than that used for Law School spaces, and some spaces – such as Lerner Hall – must be reserved during the semester prior to the one in which the event occurs. If you are considering using any of these spaces for an event, the best thing to do is to reach out to Jordana Confino as soon as possible to discuss your plans with her.

Indoor Spaces

Alfred E. Lerner Hall
Located on the corner of 115th Street and Broadway, Alfred E. Lerner Hall is the University's student center. It offers an array of services for students including the following: Columbia University Bookstore, dining venues, copy center, Counseling Services, snack and beverage service, electronic banking center, travel agency, computer rooms, Crown Catering Services, Disability Services, movie theatre, and conference space. Please check Lerner Hall's website for more information: http://uem.columbia.edu/.

Please note that it is very difficult to obtain space in Lerner Hall without significant advance planning. It is likely that you will need to participate in either the relevant Advance Calendaring or Pre-Calendaring process, both of which would occur during the semester BEFORE the one in which your event will occur (e.g., Spring 2013 pre-calendaring process for Fall 2013 event). If your journal wishes to use Lerner Hall, you should contact Student Services to discuss the event and then fill out the appropriate forms.

Wien Hall Lobby
This is a Columbia University venue located just to the west of Jerome Greene Hall, and south of the Jerome Greene Annex. It is a very large space with a balcony and a piano.

If a journal wishes to use Wien Hall, a journal officer should contact Student Services to discuss the event and then fill out the appropriate forms.

Outdoor Spaces

Any journal planning an event outdoors in the following areas must complete the Space Use Request form found at https://ems.cuit.columbia.edu/VirtualEms/:

- Revson Plaza Bridge (in front of the 3rd floor Law School entrance)
- Sulzberger Courtyard (in front of Wien Hall)
- East Campus Quad
- South Lawn (in front of Butler Library)
- Low Plaza
- Lawn in front of Philosophy Hall Fayerweather/Schermerhorn Courtyard
- Ancell Plaza (between the Law School and SIPA)
- Greene Hall Plaza East (just outside of the Lenfest Lounge)

Special policies applicable to outdoor space:
Outdoor space on the Morningside campus is reserved through the Event Management

Office at Alfred Lerner Hall, and access is governed by the University's event management policies. The University may require support for the event from the department of facilities management, security, and other services, which may subject your group to additional fees.

There are also special requirements if your journal plans to serve alcohol or use loudspeakers during the event. If you are considering planning an event in an outdoor space, you should speak with Student Services. You may also check FACETS, the Columbia University handbook of information, for the appropriate policies: http://www.columbia.edu/cu/facets/.

D. Events Involving Outside Sponsorship or Participants

Many student organizations or journals plan events that include speakers from outside the Law School or University or that are funded, in whole or in part, by outside sponsorship. If you are using an outside speaker or receiving funding, please follow the steps below, as applicable.

EVENTS FEATURING GOVERNMENT OFFICIALS, HIGH-PROFILE, OR POTENTIALLY CONTROVERSIAL SPEAKERS

Any arrangements to have a government official, potentially controversial, or other high-profile speaker at an event hosted by your journal should be discussed in advance with Jordana Confino. Depending on the nature of the speaker, others at the law school may be interested in knowing about your event. Further, many guest speakers, such as judges, members of Congress, or controversial speakers require special security that must be arranged through the University's Department of Public Safety. Please keep in mind that your group will be charged for any additional security fees related to these types of events.

EVENTS INVOLVING PRIVATE LAW FIRMS

If you will be inviting as a speaker a lawyer who works for a private sector law firm/corporation, or if your journal's event is being sponsored, in whole or in part, by a private sector law firm/corporation:

You should notify Nancy Merriman (nm3025@columbia.edu) at the Office of Career Services as far in advance as possible and specify, as applicable, the name(s) and affiliations(s) of the private firm/corporation lawyer(s) coming to your event, the name(s) of the law firm/corporation(s) sponsoring your event, the nature of the event, and the planned date of your event. Insofar as lawyers, law firms, dates, etc. change, please forward the updated information.

OUTSIDE SPEAKERS

If your journal wishes to issue a payment to an event speaker (whether in the form of a fee or as an honorarium), you should speak with Jeffrey Bagares to ensure that the payment will be approved and that the proper paperwork is completed. Currently, a purchase order is required before a speaker's fee will be approved, so please allow at least 4 weeks for payment to be processed and communicate the timeline to the speaker so that he or she is aware that it may be a prolonged process. The speaker will also be responsible for providing his or her resume and client list, a completed scope of work form (provided by Student Services), a completed W-9 form, and, in some cases, a certificate of insurance.

When negotiating speaker fees, keep in mind that it is an honor to speak at Columbia Law School, and that many speakers are thus willing to speak free of charge or at a reduced fee. You should also remember that, as the steward of your journal's money, you have a duty to future years' members not to deplete your journal's funds by spending undue money on speakers and events.

E. Events Involving Alumni

If you would like to invite an alumnus/a to speak at your event, but require access to the alumni database to obtain contact information:

You should notify the Development Office and Joel Kosman, specifying the date of your event, the nature of your event, the alumnus/a you wish to contact, and the reason you wish to contact him/her. Please provide as much prior notice as possible, but no less than two weeks' notice.

If you would like to invite alumni to your event as attendees, but require access to the alumni database to obtain contact information:

You should make an appointment to meet with Joel Kosman to discuss your plans. After you've met with Joel, you will need to notify the Development Office, specifying the nature of your event, the proposed date, the alumni you hope to reach (e.g., all alumni, alumni from particular years, etc.), and a copy of the invitation you would like to have distributed. Please copy Joel on all correspondence with the Development Office.

NOTE: The Development Office has requested **at least 4 weeks' notice** prior to the date that you would like your invitations distributed, although it will of course try to distribute your invitations in less time. *Keep in mind that, for events whose success depends on robust alumni attendance, you should plan on having your invitations <u>distributed at least two months</u> before the date of your event.*

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 you should provide the Development Office and Joel Kosman with the names of the alumni you have contacted and the reason for the contact.

If you are planning an event with an outside organization (such as a law firm) that is responsible for providing the speakers/hosts for the event:

Once you learn the names of the speakers/hosts, if any are alumni, please provide the Development Office and Joel Kosman with their names together with the date and a brief description of your journal's event.

F. Fees for the Use of Law School Space

The Law School does not charge a fee to journals for the reserved space itself. However, your journal may incur facilities charges in connection with the use of Law School 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 journal's planned events.

Events for which journals WILL NOT be responsible for facilities charges

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

1) The event takes place on the Law School campus between Monday at 9am and Friday at 7pm and is open to all Law School students;
2) No alcohol is served;
3) There are no extraordinary set-up or clean-up requirements for the event; and
4) The event location is not misused or otherwise damaged during the event.

In addition, Building Services and the Info Center will always attempt to provide easels, tables and chairs (inside the building only), and coat racks from their building inventory, at no cost, whenever possible. At the same time, they cannot adversely affect other building areas by rearranging furniture or easels solely to accommodate an event.

Events for which journals WILL be responsible for facilities charges

If an event fails to satisfy any of the criteria listed above, your journal will be responsible for facilities charges incurred for the event. <u>*Student Services, however, will reimburse your journal for the first hour of facilities charges incurred, up to a maximum of one hour per journal per day.*</u>

<u>How facilities charges are calculated:</u>

The rates at which fees are incurred are set at the University level pursuant to negotiated contracts with the relevant unions. Moreover, these fees are actually charged to the Law School when incurred as a result of a journal's event. They are then passed on to the journal. Because the Law School does not control the rate or assessment of these charges, it is not in a position to waive them.

The hourly custodial rate is approximately $66 per worker per hour. <u>**However, there are no partial hour charges.**</u> Therefore, if a custodial worker is sent to clean up a classroom following your journal's lunch event, there will be a charge for one "hour" of time – or $66. Similarly, if a worker needs to bring a table to a classroom, there will be a charge for one "hour" of time for that worker (i.e., $66), even if, for example, it only takes the worker 5 minutes to set up the table. *Further, if your event occurs after 2:30pm during the week or at any time during the weekend, there is a minimum 4-hour charge per worker.* 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.

If you are inviting a potentially controversial speaker to campus or inviting large numbers of people from outside the University, your journal may also incur security fees. (See Security – Requirements and Costs below.). Additionally, if University property is damaged during your journal's event, the repair costs will be passed on to your journal.

NB – If your journal will incur facilities charges, it is important to budget for them. To assist you, Building Events will help you to estimate the charges for your event if, at least two weeks in advance of your event, you 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.

If you are unsure whether or not your journal will incur facilities charges for a given event, please contact Jordana Confino.

G. Security – Requirements and Costs

Generally, no security charges should be incurred for journal events that are CUID only and that are held at times when students and faculty can enter the building themselves. If your journal is planning to host an event on the weekend that will be attended by outside (non-CUID) guests, you must notify Building Events (buildingevents@law.columbia.edu) to determine whether you will be required to hire security, which will be provided by the University's Department of Public Safety.

If your journal is planning host an event that might be considered controversial in nature – either because of the event's topic or because of the anticipated presence of a particular speaker – you must notify Jordana Confino and Building Events as far in advance as possible to discuss what security arrangements need to be made.

Security may be required in spaces outside of the Law School buildings and grounds based on the nature of the event or other space requirements. Please note that all charges for security will be made to your journal's account when your journal is the hosting group for the event. The rate for security coverage is approximately $60 per hour. Moreover, 4-hour minimum charges apply at all times.

H. Alcohol Policy

1. Student Services must be notified if you intend to serve alcohol at your event. You must fill out an alcohol notification form (available from Student Services) and provide it to Student Services.

2. You may only serve beer and wine at Law School events held on campus.

3. Self-service of alcohol at an event is <u>not</u> permitted.

4. Each area where alcohol is being served at an event must be monitored by at least one journal member who has attended a University Event Management Alcohol Training session. The schedule for such trainings and the procedure for registering may be found here: http://uem.columbia.edu/student/events-alcohol. Alcohol monitors may not drink alcoholic beverages before or during the time that they are monitoring an alcohol service area.

5. Alcoholic beverages must be poured by servers who have attended UEM Alcohol Training, have not been drinking alcoholic beverages prior to serving, and are not drinking while they are serving. Servers must be Law School students who are at least 21 years old.

6. Ample food and non-alcoholic beverages must be served and prominently displayed at any event where beer or wine is served and must be served throughout the time that alcohol is available to event attendees.

7. All of your event attendees must be 21 years of age and must be able to produce identification of age if asked.

8. No alcohol may be served at an event that begins before 5:00pm except by prior written consent from Dean Ramos-Herbert.

Temporary Beer and Wine Permits

Alcoholic beverages may be served at a journal event **<u>only</u>** when a temporary permit has been obtained from New York State. Permits may be applied for here: http://www.sla.ny.gov/online-permit-applications. You should allow **at least 3 weeks** for the issuance of a permit from the time that all required documentation has been submitted to the State.

NB – Money does not need to change hands for a permit to be required. Please direct any questions about permits to Joel Kosman.

I. Communicating with the Law School Community

Journals work hard to plan their events and are justifiably proud of what they accomplish. It can be thrilling to see a press release covering your event posted on the School's website or in a

School publication, and the Office of Public Affairs is committed to providing as much publicity as possible for student-run events. Unfortunately, the resources of the Public Affairs Office are limited, and difficult decisions thus need to be made about what events to cover. If you think that Public Affairs might be interested in covering an event hosted by your journal, please contact Joel Kosman in advance of the event to discuss.

In the ordinary course, however, it will be up to your journal to publicize its own events. The principal means of attracting an audience to your events is through the use of LawCal, your journal's listserv, or your journal's website.

LawCal
The Law School advertises events through daily and weekly digests via an email service called LawCal. In order to submit your request you may fill out the online event form at http://web.law.columbia.edu/students/student-services/connecting/student-organizations/resources/event-submission-form. This should be done as soon as the details for your event are finalized. **(NB: Public Affairs looks at LawCal to learn about events that may warrant coverage, so this is a great way to potentially get your event noticed.)** Any updates or changes to your original description can be e-mailed to studentevents@law.columbia.edu.

It is also important to put your event on LawCal as early as possible in order to "notify" other organizations who may be considering hosting an event that same day. It is often best to avoid scheduling a large-scale event for a day on which another group's large-scale event is already scheduled. For this reason, we encourage all journals and student organizations to check LawCal to see how busy a day looks before scheduling their event. Everyone benefits if student events are spread out as opposed to being in conflict with one another.

ListServ
Journals are also able to send out emails regarding upcoming events to all students using the following listservs:

- law-jd18@lists.columbia.edu
- law-jd19@lists.columbia.edu
- law-jd20@lists.columbia.edu
- law-llm18@lists.columbia.edu

NB: You should use these listservs only to disseminate email announcements that pertain directly to your journal and its operations (e.g., announcements regarding new board appointments, note competitions, and journal-sponsored events). Listserv postings that endorse another student organization's or Center's event will not be approved.

Journal Website
You should also consider how best to utilize your journal's website both to publicize events in advance and to use your "web presence" to keep interested people abreast of your journal's activities in general. (Don't have a web presence? See the section on Websites above.)

J. Political Events

The University has very specific regulations and restrictions on campaigning and fundraising for any particular political party or candidate. Check the Columbia University web site and FACETS (http://www.columbia.edu/cu/facets/) for the policies concerning these events. Please carefully read and comply with those policies before you contemplate any action or event sponsorship with a political party or candidate.

K. Recorded and Live-Streamed Events

Increasingly, journals and student organizations are seeking to record or live stream their events — using audio, video, or both. The recording or live streaming of events raises serious issues regarding privacy and consent not only for the invited speaker, but also for attendees. The privacy of our students, faculty, staff, and guests 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 journal events on the Law School campus, requests to have an event recorded or live streamed should be made to avrequest@law.columbia.edu).

Obtaining Consent

Prior to the event, every guest speaker needs to sign a Columbia University School of Law Speaker Permission Agreement, a link to which can be found on the Law School's event planning webpage at http://www.law.columbia.edu/calendar/eventplanning.

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 journal'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;
2) an announcement at the start of the event; and
3) a reminder announcement at the beginning of any Q&A period.

Further, an **alternate method for questions** must be provided (e.g., by 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 journal may share the Law School's recording with a guest speaker *only* for that speaker's personal use.

L. Retreats

Retreats can be a great way for journal members to meet one another and solidify the journal's identity. That being said, they require a lot of work and advanced planning in order to be truly successful. If you are considering organizing a retreat for your journal, you should meet with Jeffrey Bagares and Jordana Confino as soon as possible to discuss what you'd like to do and where you'd like to do it.

Student Services has begun to maintain a list of approved venues that have been used by groups in the past. New venues may 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 signed. **Remember as well that students are not authorized to sign contracts on behalf of the University, and that contracts must be formally reviewed by the University's Purchasing Department.**

In addition, retreat organizers must meet in advance with Jeffrey and Jordana and ensure that all participants sign a waiver before leaving for the retreat. Copies of the waiver form may be obtained from Student Services once you have met with Jeffrey and Jordana.

MISCELLANEOUS OPERATING POLICIES

A. Use of Letterhead

Student Services must approve any journal's use of letterhead stationery. Letterhead is provided through the Office of the Faculty Secretariat. **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 the prior permission of Student Services.** The names and marks covered by this policy should be used only on materials that have been produced, or used in connection with, activities that are being engaged in by students as part of their legitimate Columbia-sponsored or Columbia-sanctioned events. This policy restricts the use of the Columbia name or other impression on business cards, letterheads, advertisements, posters, and clothing, or in any communication to nonmembers of the Columbia University community, without advance permission. For more information about guidelines regarding university trademarks, please see the section on Use of University Trademarks below.

Once approval for Law School letterhead has been granted, you may take this information to the Faculty Secretariat in Room 711, Jerome Greene Hall in order to obtain letterhead.

B. Use of University Trademarks

Here is a link to the list of promotional vendors that are licensed by the University to use our trademarks in the manufacture of emblematic product: https://static1.squarespace.com/static/567445f957eb8dfe033bbc42/t/5877db411b10e35f71f33280/1484249921330/Columbia+Internal+Vendors+01-12-2017.pdf.

The companies listed are members of the Fair Labor Association, certify that the factory sources are in compliance with Columbia's Code of Conduct, and have agreed to certain guidelines regarding monitoring.

If a vendor is not licensed, they have not been granted the rights to use our trademarks and are not permitted to manufacture product bearing the Columbia name or logo.

C. Student Trips

You must contact Student Services concerning any trips sponsored by a journal, including local trips. Please be mindful that when you plan and attend journal trips, you are representing Columbia University and the Law School. All ethical standards of the Law School must be followed while you are away.