

**Student Bar Association
Student Organization Handbook
Fall 2021**

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Introduction

Congratulations on your election as an executive member for your Organization (Org). On behalf of the Student Bar Association (SBA) and the Office of Student Life we look forward to working with you throughout the year to foster a beneficial and proactive law school community.

One of our goals as a student government is to promote student interests by providing a platform to Certified Student Organization (CSOs) to collaborate and realize their own goals. As such, we have created this Handbook to help guide specific procedures and rules.

Please keep in mind that changes to the policies herein may occur during the semester due to COVID-19. If that happens, an updated version of this handbook will be distributed to the student body.

This Handbook is not comprehensive, and should you have any questions, we invite you to contact us so that we can work to resolve any concerns you might have.

Student Organizations

There are two types of Student Organizations at Seattle University School of Law which have some key distinctions in terms of recognition, funding, and advisement from staff. The first are SBA Certified Student Organizations (CSOs) and the second are Co-Curricular Groups. This section will give a brief overview of the two groups.

SBA Certified Student Organizations

The SBA is the official representative body for students at the School of Law. Among other duties, the SBA is responsible for recognizing and certifying active organizations each academic year. CSOs are overseen by the SBA Vice President. CSOs may access funding collected from SBA student fees to support their operations through the SBA Treasurer; and may utilize room 101, also known as the Org Room, on the first floor of Sullivan Hall. The primary advisor and staff point of contact for CSOs is Tony Vo, Assistant Director for Admission and Student Life.

The Org Room remains open at this time, but all students must comply with all relevant university policies. Students must observe the posted room capacity, wear a face covering if unvaccinated, and complete the Daily Safe Start Health Check before entering the building.

Co-Curricular Groups

Student Organizations that have an academic component to their operations are referred to as Co-Curricular groups. These include journals, the Moot Court Board, and the Alternative Dispute Resolution Board. Co-Curricular groups are recognized by and receive funding directly from the School of Law administration. The Associate Dean for Academic Affairs, Andrew Siegel, is responsible for the operations of Co-Curricular groups and financial expenditures must be approved by the Associate Dean for Finance & Administration, Richard Bird. The SBA does not directly govern Co-Curricular groups.

Administrative Staff Contacts

CSOs work closely with staff and administrators to plan events, access funding, and send communications. Below are staff contacts CSOs frequently work with.

Deans

Dean Kristin DiBiase | Associate Dean for Student Affairs, kdibiase@seattleu.edu; (206)-398-4307

Dean DiBiase is responsible for student affairs including CSOs. Dean DiBiase ensures that all CSOs follow the Student Handbook and law school policies. Additionally, Dean DiBiase will often collaborate with CSOs when they host events or speakers. She also approves Dean's Office funding requests from CSOs for events and conference travel.

Dean Richard Bird | Associate Dean for Finance and Administration, rbird@seattleu.edu; (206)-398-4060

Dean Bird ensures that all Co-Curricular groups follow the Student Handbook and law school policies. Additionally, Dean Bird will often collaborate with CSOs when they host events or speakers. He also approves Dean's Office funding requests from Co-Curricular groups for events and conference travel.

Dean Andrew Siegal | Associate Dean for Academic Affairs, siegelan@seattleu.edu; (206) 398-4063

Dean Siegal oversees the academic programs for the Law School, including all Co-Curricular group activities.

Student Life

Tony Vo | Assistant Director, Admission & Student Life, vot1@seattleu.edu; (206) 398- 4206

Tony is the primary contact for all CSOs and advisor for the SBA. All CSO events must be coordinated through his office. Tony also supports CSOs with organizational management, budget planning, and leadership transitions. Additionally, Tony is the law school's primary administrator for ConnectSU and can answer questions about using the ConnectSU platform.

Event Administration

Leann Wagele | Assistant Dean of the Deans Office, wagelel@seattleu.edu; (206) 398-4327

Together with Arliss Doss, Leann can help with logistics for CSO events. Particularly, she works to help coordinate with catering and facility use. Any large-scale events should be organized with Leann's assistance.

Arliss Doss | Events Coordinator,
dossa@seattleu.edu; (206) 398-4411

Arliss provides logistical support for CSO events, such as room reservations, special technology needs, parking passes, and placing catering orders.

Marketing and Communications

Tricia Caparas | Assistant Director, Design & Brand Marketing, capastrici@seattleu.edu;
(206) 398-4177

Tricia is an excellent resource when CSOs would want to place orders for goods outside of the university. For example, she can assist with ordering sweatshirts. Before CSOs place any orders outside the university, they should first contact Tricia.

Claudine Benmar | Assistant Director, Communications & Public Relations,
benmarc@seattleu.edu; (206) 398-4175

Claudine manages all social media accounts for the Law School; oversees the development of the monthly electronic newsletter; and writes news and feature stories for the Law School's magazine, The Lawyer. If a CSO would like to access any of these platforms, they should contact Claudine.

Reprographics

Reprographics is an office that can customize and make print materials such as decals, stickers, etc., that you would typically not be able to do in the School of Law's copy center. You should contact Charlotte Anderson first to see what can be done in-house within the School of Law's copy center for a cheaper cost.

Business Office

Charlotte Anderson | Special Projects
Coordinator, cparsons@seattleu.edu; (206) 398-
4053

Charlotte oversees the CSO accounts; manages the Copy Center; and supports the operations of the Business Office. All CSO spending should occur in conjunction with Charlotte and the Business Office. She can assist with printing, paying for conference registration fees, ordering supplies from vendors, and more. *Please note that all forms/requests need to be approved by SBA before reaching out to Charlotte. Any questions pertaining to funding should be initially directed to the SBA Treasurer.*

Alumni & Advancement

Erin Fullner | Director of Professional Development and Alumni Relations,
fullnere@seattleu.edu; (206) 398-4103

Erin is responsible for the law school's alumni relations. She can assist with locating alumni and accessing alum contact information for events.

Thad Teo | Director of Development, teot@seattleu.edu;
(206) 398-4305

Thad is responsible for the law school's advancement department and can assist with fundraising efforts. A plan to solicit donations from alumni or law firms must be approved by Thad and the Advancement Office.

Student Bar Association Contacts

CSOs are encouraged to contact SBA members with questions or concerns.

Executive Board

| | | |
|----------------|------------------|--|
| President | Valerie Garcia | SBA_president@seattleu.edu |
| Vice President | Lauren Fricke | SBA_vicepresident@seattleu.edu |
| Treasurer | Nathan Cathersal | SBA_treasurer@seattleu.edu |

Council Members

| | | |
|---|--------------------------|--|
| Academic Standards Representative | Marybeth Duda | mduda@seattleu.edu |
| Alumni Representative | Tim Shen | Tshen@seattleu.edu |
| Diversity Representative | Nida Javed | Javednida@seattleu.edu |
| Evening Student Representative | Geneva Sherman | gsherman@seattleu.edu |
| Faculty Standards Representative | Emily Tatum | etatum1@seattleu.edu |
| Public Interest Representative | Kae Rogers | Krogers2@seattleu.edu |
| Student Activities Representative | Cynthia Daly | cdaly@seattleu.edu |
| Student Services Representative | Rebecca Shaffer Allen | rallen@seattleu.edu |
| ABA Law Student Division Representative | Moondo Field | mfield@seattleu.edu |
| WSBA Young Lawyers Division Representative | Natsuya (Shiki Izuka) | sizuka@seattleu.edu |
| KCBA New Lawyers Division Representative | Stephanie Lowry | slowry1@seattleu.edu |
| Transfer and Visiting Student Representative | | |
| 1L Section A Representative | | |

1L Section B Representative

1L Section C Representative

1L Section E Representative

Graduate Student Council
Representative

Vanessa Ross

Vross@seattleu.edu

Non-Voting Staff

Secretary

Taylor Budig

budigt@seattleu.edu

Parliamentarian

John Michael
Maxwell

maxwelljohnm@seattleu.edu

Communications Director

Technology Director

Advisor

Tony Vo

vot1@seattleu.edu

New SBA Organization Recognition

Per the SBA Bylaws, the SBA is empowered to recognize student organizations that comply with the requirements established by the Vice President and the criteria, rules, and recognition procedure set forth in the Bylaws. In addition to the requirements set forth in the Bylaws, the prospective student organization must follow and complete all requirements under “Annual Recertification of SBA Organizations.” New CSOs will also need to submit a “New Student Organization” form found on ConnectSU and receive the approval of the SBA Vice President.

Annual Recertification of SBA Organizations

Per the SBA Bylaws, CSOs must complete a recertification process within four weeks of the start of Fall semester, each academic year. The recertification process is overseen by the SBA Vice President. To be recertified, CSOs:

1. Will need to maintain an active ConnectSU page;
2. Must have a minimum of five members currently enrolled at the Law School;
3. Must be governed by a Constitution/Bylaws that have been adopted by a majority of CSO members;
4. Must have elected a president/chair and a treasurer;
5. Must have an e-board member attend the mandatory recertification training meeting and watch any mandatory training videos;
6. Must have the CSO’s treasurer fill out a mock SBA allotment request form, which must then be approved by the SBA Treasurer.

Loss of SBA Certification

Per the SBA Bylaws, if an CSO fails to complete recertification it will be automatically suspended for the remainder of the Fall semester, unless the SBA Council elects to extend the CSOs deadline for recertification. If a suspended CSO fails to complete recertification by the first day of the Spring semester, the CSO’s recognition will be automatically revoked. Following revocation, any CSO seeking to be re-recognized must apply for recognition as a new candidate CSO under the SBA Bylaws.

For more information, please see the SBA Bylaws located on the SBA ConnectSU page.

Student Organization Brand Guidelines

CSOs can create their own logos, or can continue existing logos, to identify their organization. CSOs can also incorporate the university logo within their CSO logo. CSOs must make a request to use the university logo to Marketing Communications. Marketing Communications must approve the request and the CSO must adhere to the University brand standards and logo criteria. If the logo includes trademarked logos or verbiage licensed by Seattle University, it must retain its integrity, and must contain an area of isolation. Additionally, CSOs are not permitted to include words, symbols, or images that are inconsistent with the SU brand, mission and values.

Visit the [marketing communications page](#) for more information on brand licensing. All merchandise and apparel requests that include university trademarks should be submitted for approval through a licensed vendor [here](#).

Accounts and Funding

Each CSO has an account and corresponding budget number connected to the Law School Business Office. CSOs can deposit and withdraw funds from these accounts with the help of the SBA Treasurer. CSOs cannot open an off-campus bank account.

CSOs must maintain an accurate record of all monetary transactions. This record must also include the CSOs budget code, which can be obtained from the SBA Treasurer. Each year, these records must be transferred to the newly elected Treasurer as they take office.

CSOs cannot have a negative balance in their account. Spending from an CSOs account will not be approved if the CSO does not have adequate funds to cover the purchase. In the unlikely event that a CSO does have a negative account balance, they must immediately contact the SBA Treasurer. The SBA will not approve any funding requests for the CSO until it is able to zero out its account balance, which may be done by diverting the annual allotment to the negative account; fund raising; or other means available to the CSO that comply with the rules set forth in this Handbook. The SBA may also consider requests for debt forgiveness, but these requests will only be approved under extreme circumstances.

All funds spent by CSOs are subject to the following policies and procedures, including funds acquired from outside of Seattle University such as grants.

Event Planning

CSOs must still follow the standard process of submitting events for approval through their CSO page on ConnectSU. If you have questions about how to plan an event, please contact Tony Vo. If an event must be cancelled, please contact Tony Vo, Dean DiBiase, and Arliss Doss. CSOs must work directly with the SBA Treasurer and the Business Office to fund events. CSOs will not be reimbursed for expenses related to events that have not been approved through the ConnectSU Event Submission Form and that have not been approved by the Business Office.

Flex JD & Part-time students

CSOs are *encouraged* to consider the accessibility of the format and timing of their events to allow for the participation of part-time and Flex JD students.

- **Meetings:** It is recommended that all in-person student organization meetings include an option to participate virtually via Zoom or other online meeting platforms.
- **Events:** When feasible with the event format, it is recommended that live virtual participation or observation be available. Recording of events also provide an alternative opportunity to benefit from the event content.
- **Timing:** Consider the timing of your events. For part-time and Flex JD students events during the lunch hour or between 5:00 – 6:00pm tend to be the most accessible.

Conferences

Under current University policy, physical travel is allowed for CSO-related events, such as conferences or competitions. However, because this might change, CSOs are encouraged to seek out opportunities to attend virtual conferences and may request and expend CSO funds to cover the cost of registration fees for virtual conferences. CSOs must work directly with the SBA Treasurer and the Business Office to register for any events that require a fee. CSOs will not be reimbursed for conference related expenses that are not pre-approved through the Business Office.

Students and CSOs have the privilege to petition for funding to go on events that require traveling for a valid law school-related purpose. In order to utilize this privilege, the Student or CSO must comply with the rules listed below and submit the appropriate information.

Policies for Allowable Business Expenses

An allowable business expense is an expense or a transaction that the University, a faculty, staff, student, or CSO incurs on behalf of the University in exchange for goods or services. Payment of an allowable business expense is ultimately the responsibility of the University. Only original itemized receipts are acceptable for reimbursement. A list of attendees and the business purpose are required when receipt includes payment for individuals in addition to the requestee. Below is a list of categories of allowable business expense. Each allowable business expense has unique policies and processing steps that are detailed within.

- **Airfare** – While filling out a Credit Card Request Form is preferred, The University will reimburse for the most economical fare, which is generally a coach class ticket aboard a regularly scheduled commercial carrier. An itinerary or e-ticket is the required documentation for reimbursement of fare. Both are commonly issued from online travel booking sites. The itinerary or e-ticket must include the traveler(s) name, trip dates, price, ticket class, destination, and proof of payment. Upgraded seats, travel insurance and other nonessential expenses are not reimbursable. The University will not reimburse the equivalent cost of the ticket when personal airline miles or credits are used.
- **Hotels** – While filling out a Credit Card Request Form is preferred, The University will reimburse lodging for business travel to non-local destinations. Lodging reimbursements are only allowed when traveling more than 50 miles away from The University. Only expenses for standard room accommodations will be reimbursed. A copy of the hotel bill is required documentation for reimbursement of a hotel stay. Room service charges on the hotel bill require an original itemized receipt. We require a copy of the final bill. Movies or other entertainment expenses are not reimbursable. The bill or itinerary must show the name(s) of the person(s) staying, travel dates, and proof of payment.
- **Meals** – The University will reimburse CSOs for meals while traveling via EITHER that CSOs predetermined per diem or an actual itemized receipt. For either option, individuals should not seek reimbursement for a meal that is included in some aspect of the travel such as a conference registration. An individual may not claim both per diem and an actual meal expense on the same day. For example, reimbursing breakfast at a restaurant and then

claiming per diem for lunch and dinner is not allowed. When attending a conference that provides meals, per diem reimbursement cannot be claimed.

- o **Per Diem** – The per diem (per day) reimbursement rate is \$50 per person. The following breakdown applies if traveling for part of the day: \$10 for breakfast, \$15 for lunch, and \$25 for dinner. No proof of payment is required for a per diem reimbursement. Per Diem is only allowed for travel more than 50 miles away from Seattle University.
- o **Actual Meal Expenses** – Original (itemized) receipts are necessary when choosing not to be reimbursed through the per diem option. We also require the receipt that shows proof of payment method. A list of attendees and the business purpose are required for any receipt that includes payment for any individual(s) other than the requestee. Tips cannot exceed 20%. If a meal is under \$25 and the receipt is not available, the reimbursement request must document what was purchased to ensure it falls within The University’s meal and alcohol policy. If an itemized receipt is not available an affidavit of lost receipt is also required.
- **Transportation** – Ground travel for The University business may be reimbursed as follows:
 - o **Personal Vehicle** – A point-to-point map printout is required for documentation purposes. The printout must include the origin address, the destination address, and the total number of miles driven. When requesting to be reimbursed for mileage a google map is also required that shows the actual point to point mileage. The University follows the IRS recommended mileage reimbursement rate (56 cents per mile as of 2021). Please note that this rate may change on January 1st of 2022. Please refer to the Controller’s Office website for information regarding the rate change. Please note that an individual’s daily commute mileage must not be included in the total for point-to-point travel. An example: John lives in Tacoma and regularly commutes to campus, but an event requires driving to Everett. John’s reimbursable mileage would only account for the point-to-point travel from campus to Everett and back.
 - o **Bus or Subway** – Although original receipts are preferred, the business office understands that may not always be possible to obtain these types of tickets and, thus, will still reimburse without receipts. For reimbursement when obtaining a receipt is not an option, The University requires a signed affidavit of lost receipts – See link below. Bus and subway transportation are recommended, cost-effective, forms of travel.
 - o **Ride Services or Taxi** – Original receipts documenting the date, pick-up location, destination, and itemized charges are required. Tipping may not exceed 20%.
 - o **Parking** – Original receipts are required for documentation purposes.
- **Incidental Expenses** – The University will reimburse CSOs for certain miscellaneous expenditures incurred while traveling. Examples of incidental expenses include laundry, internet access fees, and reasonable tips for housekeeping. The University will either reimburse the CSO \$3.00 per day without receipts, or for the actual reasonable expenses when original receipts are provided.
- **Conference Fees** – While filling out a Credit Card Request Form is preferred, The University requires a receipt showing payment and any fees, PLUS a flyer, website, or other form of memorabilia indicating the conference’s date(s). Most conference fees can be paid

directly by The University through an invoice or through an CSO's direct communication with the business office.

Vendor Payment

To pay a vendor/speaker, Charlotte Anderson – who runs the Business Office, will need a completed Vendor and W-9 Forms. Charlotte will also need an invoice from the vendor. Additionally, prior to contacting Charlotte, SBA approval must be obtained via an accepted SBA funding form (see details on “SBA Forms” starting on page 21 below).

- Vendor Form - <https://www.seattleu.edu/media/procurement-services/Vendor-Form-2021---pdf.pdf>
- W9 Form - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Note that it can take up to two weeks after we get them set up as a vendor to get a check processed. Vendors are paid upon completion of their event.

Credit Card Process

Utilizing the School credit card is great for planners and relieves the financial burden on students. Should a Student/CSO wish to use the Credit Card process, they must comply with the following rules:

1. The Student/CSO must submit the credit card request at least 30 days of the event.
2. The Student/CSO must have filled out the appropriate form for approval from the SBA to use the credit card.
3. The Student/CSO must provide the purpose of the trip, as in the subject matter and how it relates to the law school.
4. The Student/CSO must provide the exact dates of the event and the exact dates of the traveling, lodging, or other expenditures that they will be incurring.
5. After the event is complete, the Student/CSO must provide proof that they personally attended the event such as a boarding pass, flyer, or check-in photo.

Reimbursement

While it is not ideal to purchase or pay for travel expenses out of pocket, it can be convenient and quick to finalize plans. However, should the Student/CSO wish to be reimbursed, they must comply with the following rules:

1. The Student/CSO must submit the reimbursement request within 30 days of the purchase, event, or travel date.
2. The Student/CSO must provide proof of the event's existence via an event flyer, pamphlet, website screenshot/printout, or other form or memorabilia.

3. The Student/CSO must provide an itemized receipt, bank statement, or affidavit of lost receipt. To be clear, the business office requires both proof of exactly what was purchased (e.g., an itemized receipt) and proof of payment showing who paid and by what method (e.g., bank statement, receipt showing who paid and the payment method that was used).
4. The Student/CSO must provide the business purpose of the trip, as in the subject matter and how it relates to the law school
5. The Student/CSO must provide the exact dates of the event and the exact dates of the traveling, lodging, or other expenditures that they would like to be covered.
6. The Student/CSO must provide proof that they personally attended the event by providing a boarding pass, flyer, or check-in photo.

Affidavit of Lost Receipts

<https://www.seattleu.edu/media/controllers-office/accounts-payable-forms/Affidavit-of-Lost-Receipts.pdf>

In instances where receipt(s) are lost or cannot be acquired (e.g., for bus/subway trips where no receipt(s) are given) an Affidavit of Lost Receipts can be submitted to allow potential reimbursement for those incurred costs. Proof of payment such as a receipt showing method of payment or a bank statement must accompany the affidavit. Additional documentation may be required based on the nature of the lost receipt. For example, if an itemized food receipt is lost, a copy of the menu may be required to process reimbursement.

Please reach out to the Business Office if you have any questions or concerns during the planning stage for traveling.

Prohibition on Cash Gifts/Gift Cards

CSOs are not permitted to give cash, or cash equivalent gifts. Gift cards are considered cash equivalent gifts. Gift cards can be purchased, however, if they meet certain criteria. Gift cards may be used as prizes in a drawing or as a thank you gift to speakers and presenters. To purchase gift cards, you must fill out either an SBA Credit Card Request Form or an SBA Allotment Request Form. The SBA Credit Card Request Form is to be used when the gift card will be purchased with funds already in the CSOs account. The SBA Allotment Request Form is to be used when an CSO would like to request their annual allotment to be used to purchase the gift cards.

Gift cards must be purchased through the Business Office and the aggregate total in gift card funds that any one student receives must not total over \$49.99 over one calendar year. In other words, if a student receives a gift card for \$25 from an CSO on January 1st, the most that student can receive in gift card funds from any source for the remainder of that calendar year cannot be more than \$24.99. The policy behind this is that Gift cards are considered taxable income requiring arduous dealings with the IRS should any individual receive over \$49.99 in a single calendar year. Hence, gift cards over \$49.99 are always prohibited. Additionally, the Business Office must maintain a gift card recipient list. If gift will be given away as a prize, and therefore the recipient names are

unknown at the time of filling out the request, the CSO must update the Business Office with the recipient's name as soon as it becomes available.

Restrictions regarding Raffles and Movies

Raffles

Seattle University has strict policies in place regarding raffles to ensure compliance with the Washington State Gambling Commission. Full details on the university raffle policy can be found here: <https://www.seattleu.edu/policies/raffles/>

Keep in mind that **drawings are an acceptable alternative** to raffles. The difference between the two is that drawings do not limit the drawing pool to those who paid, where raffles typically do. Thus, raffles incentivize paying to win where drawings do not.

Any CSO that is considering a raffle as part of an event should set up a meeting with Tony Vo to discuss the details and ensure compliance.

Movies

Seattle University has several policies in place regarding the viewing of movies. As student Orgs move forward with programming initiatives, the campus reminds law school members about the legal and acceptable uses of DVDs, video tapes, and other methods of showing movies to the public. DVDs and video tapes that are available for purchase, rented from commercial establishments or online sources, or checked out of the library are for home viewing purposes only. This means they can only be viewed in your private living spaces to a private audience. The same rules apply for movies/television shows that are viewable at home using online movie services (ex. Netflix, HuluPlus, AmazonPrime). Full details on the university movie viewing policy can be found here: <https://www.seattleu.edu/involvement/resources--policies/films-on-campus/>

Any SBA student organization that is considering a movie viewing as part of an event should set up a meeting with Tony Vo to discuss the details and ensure compliance.

Restrictions regarding Political Candidates Appearing on Campus

Political candidates are permitted to appear on-campus in a non-campaign capacity as long as the event is sponsored by a Seattle University department or a CSO. The event must adhere to the following guidelines:

1. The political candidate is invited to speak for reasons other than his or her candidacy for public office.
2. The political candidate speaks in a non-candidate capacity.
3. The event maintains a non-partisan atmosphere and prohibits campaigning or fundraising.
4. The University department or organization takes care to avoid the appearance of institutional endorsement for a particular candidate.
5. The event is open to the entire University community, regardless of political affiliation.

6. The event is not organized or run by the candidate, his or her representatives or any outside organization.

Catering and Alcohol

Food & Catering

Large Events and Redhawk Dining Catering Services

According to the policies of Seattle University, **all food *must* be catered** from a certified kitchen (health inspector approved). Redhawk Dining is the official caterer of Seattle University. Because the University has set up a formal contract with Redhawk Dining, they hope CSOs will take advantage of that agreement. If you wish to see a menu of food items from Redhawk Dining, [please visit their website](#). **Do not attempt to place a catering order yourself.** All orders to catering must be submitted through Arliss Doss (dossa@seattleu.edu). Arliss is also an excellent resource in helping CSOs create a menu that fits their budget. *However, prior to ordering any food from Mr. Doss, you need to submit an Event Request Form and get approval from your organization's Treasurer.*

Small Events: Alternatives to Campus Catering

If you are organizing a small event or meeting, you can order items such as pizza or sandwiches through a restaurant or other certified, health inspector approved kitchen. However, if you choose to order food from a restaurant or other certified, health inspector approved kitchen, **you must pick up the food yourself** (if the food is delivered, it is considered a catered event and is subject to the Redhawk Dining contract *with the exception of pizza, see below).

Pizza Delivery

Pizza is the exception to the delivery-rule and may be delivered directly from the restaurant. Pizza can also be arranged through Arliss Doss (dossa@seattleu.edu) after completion of the appropriate SBA form.

Additional Dishes

The catering menu may not be sufficient for events where additional food is to be served. In such cases CSOs can request a waiver to the catering rules to use a caterer other than Redhawk Dining. Waivers are not guaranteed and are decided by Redhawk dining on a case-by-case basis. If you are organizing an event with additional dishes that are needed for your event and would like to use a vendor other than Redhawk Dining (i.e., food for a cultural event), please indicate this on your Event Request Form or contact Tony Vo to discuss the process to request a waiver.

Bake Sales

Organizations are allowed to have bake sales at the law school given the following rules:

1. All goodies must be individually wrapped

2. You must display a sign notifying buyers that items were not prepared in a certified, health inspector approved kitchen
3. If food items contain nuts or other items with potential to cause an allergic reaction, they should be clearly labeled
4. The organization gets the Bake Sale dates approved in advance by submitting an Event Request Form

No Cooking

If you are serving food at an event, you ***may not*** cook the food and bring it yourself. You must follow one of the methods listed above for Large Events or Small Events. Without a kitchen in the building, the health risk of bringing cooked food from home is simply too great to allow students to cook food and serve it at school.

“Other” food sales

Given the rules under “Alternatives to Redhawk Dining” listed above, student CSOs may bring in and re-sell food items that were prepared in a certified, health inspector approved kitchen.

1. You must display a sign notifying buyers that items were prepared in a certified, health inspector approved kitchen
2. If food items contain nuts or other items with potential to cause an allergic reaction, they should be clearly labeled
3. The organization gets the dates approved in advance by submitting an Event Request Form

Alcohol at Student Organization Events

In General

Any student organization must comply with the following general rules and the additional rules outlined in the On Campus or Off Campus Sections below. Student CSOs often struggle to comply with the rules around alcohol so it is extremely encouraged to contact the SBA Treasurer or the Tony Vo to ensure that the Org is within compliance.

All events must comply with the following rules:

1. The University will only reimburse on campus or off campus events with alcohol if the alcohol is consumed during the hours of 4:00pm-11:00pm PST. Off campus events involving alcohol must be at venue that has a liquor license.
2. When purchasing alcohol for events held on campus any unconsumed alcohol from the event must be stored under lock and key on campus (in student org room or SBA room) and used for a future event.
3. There is a maximum of two drinks per person. A Sign-In Sheet is Required to track how many people attended for the drink to person ratio.
4. The 50-50 Rule applies to off campus events that are held at a private venue, such as a bar. 50% of expenses must contribute to food and 50% to drinks. Gift Cards or decorations are not considered for purposes of the 50-50 Rule.

5. Generally, events cannot be held at any venue that does not serve food when there will be alcohol present.
6. If any of these rules are not followed, the Controller's Office can refuse reimbursement.

A guide for how many shots per bottle of alcohol can be found at:

<https://www.thepruceeats.com/how-many-shots-in-a-bottle-761232>

More information on alcohol policies can be found at:

<https://www.seattleu.edu/controllers-office/accoutns-payable/reimbursements/alcohol-policy/>

On Campus

Any time alcohol is served at an event on campus, CSOs **must** comply with the following:

1. Food must be served – expenditures for alcohol may not exceed the amount spent on food.
2. Alternative beverages (non-alcoholic) must be served.
3. Redhawk Dining bartenders must be hired to serve the alcohol.
 - a. If Redhawk Dining bartenders are hired, you cannot bring in your own food the food must be catered by Redhawk Dining
4. CSOs may choose to purchase beverages from Costco, etc. or from Redhawk Dining. Only beer and wine are allowed to be served in the law school.
5. For larger CSO events with alcohol, hiring Campus Safety may be required for the event. Please reach out to Tony Vo or the Business Office for additional information.

Off Campus

Any time CSO money is used to purchase alcohol at a venue off campus, the Business Office would prefer doing a credit card authorization with that business prior to the event. This simplifies things by effectively allowing the Business Office to pre-pay for drinks/meals at the event. Regardless, any time alcohol is served at an event off campus, CSOs **must** comply with the following:

1. Food must be served – expenditures for alcohol may not exceed the amount spent on food.
2. Alternative beverages (non-alcoholic) must be served.
3. An itemized receipt must be obtained for any possible reimbursement.
 - a. Proof of payment receipts are also required
4. An attendance list must be kept tracking all attendees.
5. There must be a system in place to track the number of drinks purchased for an individual. Typically, this is in the form of tickets disbursed to individuals on arrival or a checklist maintained by the organizing CSO. The University Controllers Office has a limit of 2 drinks per person for CSOs.

SBA Forms

Anytime a CSO would like to deposit money into their account, spend money out of their account, or ask the SBA for funding, they must do so through the appropriate form on ConnectSU. As it is their duty, CSO Treasurers should personally fill out and submit all forms. To locate the SBA forms on ConnectSU, follow these steps:

- 1) Sign into your Seattle University ConnectSU account at <https://seattleu.campuslabs.com/engage/>
- 2) Click the tab labeled “Forms” in the header of the page.
- 3) On the left side, there is a drop-down menu labeled “Branches.” Scroll down and select “School of Law.”
- 4) Click “Start” on the appropriate form, which will take you to a new page. If you have already started filling out a form, you can instead click on the blue “Resume” button.

There are 7 different SBA budget forms that can be submitted on ConnectSU. Please read the description of each form closely.

SBA Deposit Form

Use when: you want to deposit funds into your CSO account.

CSOs are encouraged to raise money on their own by charging membership dues, holding fundraisers, or soliciting outside donations.

Dues

CSOs may collect membership dues. To deposit these funds into your CSO account, you must arrange to drop off cash or checks with the Business Office. It is not possible to link an CSO account to an online payment application such as Venmo or Paypal. If a CSO chooses to use personal payment applications to collect dues, it is highly encouraged that they put a system of best practices in place to keep track of payments. It is also encouraged to have someone other than the account holder reconciles the totals at the end to ensure that the amount deposited matches the dues collected.

Donations

Any solicitation of a donation from companies or organization must be approved in advance by, and conducted in conjunction with, the Law School Advancement Office to ensure that all appropriate charitable donations are recorded.

Fundraisers

All fundraising events must be approved through the Event Submission Form process on ConnectSU. The Law School Advancement Office may also be able to assist in the planning of fundraisers.

Once the form is submitted, the SBA Treasurer will review it. The Budget Committee and the SBA Council are not required to review Deposit Forms. The form will not be approved until the SBA Treasurer is able to confirm receipt of the funds. The CSO may deposit cash or check and must coordinate with the Law School Business Office to arrange a time to drop off the deposit.

SBA Donation Form

Use when: your CSO would like to donate to another organization.

CSOs may donate money they raised via dues, donations, or fundraising, to other organizations on or off campus. CSOs are not permitted to donate any funds they received from the SBA, including allotments. Once the request is submitted; the SBA Treasurer will review it. The Budget Committee and the SBA Council are not required to review Donation Forms. They are, however, subject to review by the Business Office and must comply with all University policies.

To donate to an outside organization, you must provide a Form W-9. A blank copy of the Form W-9 can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. There is an additional vendor form to go with the W-9 form here: <https://www.seattleu.edu/media/procurement-services/Vendor-Form-2021---pdf.pdf>

It is possible that the Business Office may not be able to process all donation requests. If the Business Office is unable to fulfil your donation request, the SBA Treasurer will contact the CSO Treasurer directly.

SBA Allotment Request Form

Use when: you would like to request your annual allotment from the SBA.

Each CSO is entitled to an annual allotment, which is money allocated from the SBA budget to the CSOs. You may request \$100 per semester, for a total of \$200 each academic year. Funds not used in Fall Semester will roll over to Spring Semester; however, unused allotment funds will not roll over to the next academic year. While each CSO is entitled to its allotment, the funds must still be used for a legitimate purpose and must comply with all University policies. Allotments may be used to pay for events, conferences, supplies, or CSO regalia – like sweatshirts or graduation cords.

Once the request is submitted to the SBA Treasurer, the Budget Committee will review the request and vote either to approve, approve in part, conditionally approve, or deny the request. The SBA Council does not need to review or vote on allotment requests. However, the SBA does encourage that the student org uses their allotment before requesting more money. If a student org wants to save the allotment for something specific, that specific reason should be detailed in the request. If there is no specific reason, the SBA can require the student org to use their allotment before approving additional funds. If the Budget Committee approves the request, it will then be sent to the Business Office. When the form is emailed to the Business Office, the SBA Treasurer will CC the CSO Treasurer so they may coordinate all spending with the Business Office.

SBA Event Funding Request Form

Use when: you would like to request funds from the SBA to host an event.

Before a CSO requests funding for an event, it must fill out the Event Submission Form on ConnectSU. All events must be pre-approved by the SBA.
Fall 2021

CSOs may petition the SBA for funds to host an event. Once the request is submitted to the SBA Treasurer, the Budget Committee will review the request and then provide a recommendation to the SBA Council. The SBA Council will then vote whether to approve, approve in part, conditionally approve, or deny the request. A representative from the CSO must attend the SBA Council meeting in which their request will be discussed and voted on. If the SBA Council approves the request, it will then be sent to the Business Office. When the form is emailed to the Business Office, the SBA Treasurer will CC the CSO Treasurer so they may coordinate Organization spending with the Business Office.

This request must be submitted at least two weeks prior to the event. To keep track of attendees, please consider requiring people to RSVP prior to the event.

CSOs may also request funding from the Deans. The Deans will consider matching up to \$100 to pay for a speaker for an event that is open to the law school community. To request funding from the Deans you must fill out and submit a Dean's Office Funding Request Form on ConnectSU. For more information, please see the Deans Funding Request section below.

SBA Conference Funding Request Form

Use when: you would like to request funds from the SBA to fund conference registration fees.

CSOs may also petition the SBA for funding to attend conferences. Once the request is submitted to the SBA Treasurer, the Budget Committee will review the request and then provide a recommendation to the SBA Council. A representative from the CSO must attend the SBA Council meeting in which their request will be discussed and voted on. The SBA Council will then vote whether to approve, approve in part, conditionally approve, or deny the request. If the SBA Council approves the form, it will then be sent to the Business Office. When the form is emailed to the Business Office, the SBA Treasurer will CC the CSO Treasurer so they may coordinate all spending with the Business Office.

This request should be submitted as soon as possible after becoming aware of a conference an CSO member would like to attend.

CSOs may also request funding from the Deans. The Deans will consider funding up to \$750 per conference. Only one conference per CSO will be considered for funding each year. To request funding from the Deans you must fill out and submit a Dean's Office Funding Request Form on ConnectSU. For more information, please see the Dean Funding Request section below.

SBA School Credit Card Use Form

Use when: you would like to make a purchase with funds already in your CSO account.

CSOs may make purchases with funds already in their accounts and are not required to request funding from the Deans or from the SBA. CSOs should only use this form when they are not requesting funding from any other source. If the CSO is requesting funds from the SBA, then they should instead fill out either an Event Funding Request Form or a Conference Funding Request Form. Submitting this form tells the Business Office you would like to spend money

that is already in your account (from collecting membership dues, fundraising, etc.). If the CSO would like to donate, they must instead fill out a Donation Form.

Once the request is submitted, the SBA Treasurer will review it. Credit Card Request Forms do not need to be reviewed or voted on by the Budget Committee or the SBA Council. They are, however, subject to review by the Business Office and must comply with all University policies. If the SBA Treasurer approves the request, it will then be sent to the Business Office. When the form is emailed to the Business Office, the SBA Treasurer will CC the CSO Treasurer so they may coordinate all CSO spending with the Business Office.

CSOs can use their own funds to pay for events; conferences; CSO supplies; and CSO regalia, such as sweatshirts and graduation cords.

SBA Reimbursement Request Form

Use when: you had to use personal funds because the Business Office was unable to process a funding request, and now you must be reimbursed for that purchase.

CSOs are permitted to use personal funds, and then request reimbursement, only if the Business Office is unable to process a pre-approved spending request. If a member of a CSO believes they are entitled to a reimbursement, they must contact the SBA Treasurer immediately, prior to submitting a Reimbursement Request Form. **NOTE:** a Reimbursement Request covers the purchase(s) that one student made. If multiple students made pre-approved purchases on behalf of a CSO of other law school entity, each student must submit their own Reimbursement Request.

Reimbursement request forms do not need to be reviewed or voted on by the Budget Committee or the SBA Council. They are, however, subject to review by the Business Office and must comply with all University policies.

Funds that are reimbursed come directly out of the CSOs account and are not provided by the SBA.

To process reimbursements, the Business Office will need very specific documentation. You must provide both an itemized receipt and proof of purchase. An itemized receipt shows the price of each individual item purchased from a vendor/business. If items were purchased from more than one vendor/business, then you must provide itemized receipts from each vendor/business. A receipt showing proof of payment must include the student's name, the student's signature (unless the purchase was made online), the amount spent, and the method of payment. If items were purchased from more than one vendor/business, you must provide proof of payment for each vendor/business.

If you are requesting reimbursement for an event, you must provide all the information that would typically be required if you were to fill out an Event Funding Request. Additionally, if you are requesting reimbursement for a conference, you must provide all the information that would typically be required if you were to fill out a Conference Funding Request. You must also provide a list of all attendees of the event/conference. These requirements are reflected in the SBA Reimbursement Request Form.

Dean's Funding Request

Use when: you would like to petition the Deans for funding. The Associate Dean for Student Affairs is authorized to provide funding for the following student activities:

1. \$100 in matching funds per student organization for a reception for speaker or speakers invited by the student organization to appear at an event open to the law school community. A student organization may request one such grant per year. The law school will not fund honoraria for, or the travel, lodging, and other related expenses of speakers brought to campus by student organizations.
2. Funds for approved student participation at the regional or national conference of parent organizations of student groups that are recognized by the SBA. One-half the cost of registration fees, travel, meals, and other reasonable expenses, not to exceed a total of \$750.00 per event will be covered. Only one event per organization in each academic year will be funded. The balance of the costs should be obtained from other sources.
3. Travel funds for student teams participating in competitions authorized by the Moot Court or Dispute Resolution boards that advance from regional rounds to national finals.

Once the form is submitted, the Deans will be notified and will review it. The CSO will be notified once the Deans decide whether funding is appropriate.

Please contact the SBA Treasurer with any questions related to CSO accounts and funding.

Again, please reach out to the SBA Treasurer with any questions about any form listed herein.