



Student Bar Association Student Organization Handbook Fall 2023

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Chapter I: 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.

This Handbook has been updated to reflect current policies. If policies change for the fall semester, then the Handbook will be updated again to reflect those changes. Please keep in mind that changes are likely to occur often.

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.

Chapter II: 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.

Section 1: 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, Associate Director for Admission and Student Life.

The Org Room is a collective space for all CSOs to utilize. All students who use the Org Room must comply with all relevant university policies and treat the space and other CSOs with respect.

Section 2: Co-Curricular Groups

Student Organizations with an academic component are called 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 Vice Dean for Academic Affairs, Brooke Coleman, 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.

Chapter III: 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.

Section 1: Deans

Dean Erin Fullner | Associate Dean for Student Development,
fullnere@seattleu.edu; (206)-398-4103

Dean Fullner is responsible for student affairs including CSOs. Dean Fullner ensures that all CSOs follow the Student Handbook and law school policies. She also approves Dean's Office funding requests from CSOs for events and conference travel.

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

Dean DiBiase is responsible for student life and diversity related issues. 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.

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; if any contracts are required for a CSO or SBA event, Dean Bird signs those. He also approves Dean's Office funding requests from Co-Curricular groups for events and conference travel.

Dean Brooke Coleman | Vice Dean for Academic Affairs,
colemanb@seattleu.edu; (206)-398-4987

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

Section 2: Student Life

Tony Vo | Associate 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.

Section 3: Event Administration

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

Arliss provides logistical support for CSO events, such as room reservations, pizza orders, alcohol/wine services, and placing catering orders. Events must be approved by Tony prior to going to Arliss.

Section 4: Marketing and Communications

Nicole Jennings | Assistant Director, Communications & Public Relations,
njennings@seattleu.edu; (206) 398-4175

Nicole 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 Nicole

Neil Griffith | Assistant Director, Design & Brand Management,
griffi41@seattleu.edu; (206) 398-4177

Neil prepares graphic designs for the Law School so that they comply with the branding and other requirements for the Law School. If a CSO requires design assistance with preparing any branded items for their membership, they can contact Neil. However, anything with the SU/Seattle U Law logo **must** go through Neil. CreativeDesigns & 4Imprint are two approved vendors in which Neil works through for organization materials.

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. You may use your organization's budget number with approval of your club's treasurer to purchase through Reprographics. However, all event related materials need to be approved first.

Student groups can also use the help of the Assistant Director, Design & Brand Management for graphic design. Neil (see above for contact information) can help students make orders for banners, logo design, t-shirt design, etc. Anything with the SU/Seattle U Law logo must go through Neil.

Section 5: Business Office

Charlotte Anderson | Assistant Director,
Administration candersons@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.

Note:

- I. *All forms/requests must be approved by SBA before contacting Charlotte.*
- II. *Requests for funding or reimbursements must be submitted by the Treasurer of the CSOs so that there is centralized management of CSO funds.*
- III. Events need to be approved first, before you print anything.

Section 6: Alumni & Advancement

Feven Teklu | Assistant Dean for Advancement,
Development, and Alumni Relations, fteklu@seattleu.edu;
(206) 398-4305

Feven is responsible for the law school's advancement department and can assist with fundraising efforts. Any plan to solicit donations from any external sources such as alumni, private organizations, non-profits or law firms must be approved by Feven and the Advancement Office.

Chapter IV: Student Bar Association Contacts

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

Executive Board		
President	Erin Speed	SBA_president@seattleu.edu
Vice President	Brendan O’Neill	SBA_vicepresident@seattleu.edu
Treasurer	Viveca Burnette	SBA_treasurer@seattleu.edu
Council Members		
Academic Standards Representative	Clara De Abreu E Souza	cdeabreuesouza@seattleu.edu
Alumni Representative	Mariah Peterson	mpeterson@seattleu.edu
Disability Representative	Katelyn Kelel	kkelel@seattleu.edu
Diversity Representative	Bradley Marshall	bmarshall2@seattleu.edu
Evening Student Representative	Diana de Forest	ddeforest@seattleu.edu
Faculty Standards Representative	Tsechu Dolma	tdolma@seattleu.edu
Public Interest Representative	Meralina Morales	mmorales1@seattleu.edu
Student Activities Representative	James Patterson	jpatterson1@seattleu.edu
Student Services Representative	Zulen Pantoja-Ortega	zpantoja-ortega@seattleu.edu
ABA Law Student Division Representative	Emily Husa	ehusa@seattleu.edu
WSBA Young Lawyers Division Representative	Tiffany Diener	tdiener@seattleu.edu
KCBA New Lawyers Division Representative	Rama Bankesly	rbankesly@seattleu.edu
Transfer and Visiting Student Representative	Ankita Mishra	amishra1@seattleu.edu

Flex JD Representative	Erin Lewis	elewis@seattleu.edu
Graduate Student Council Representative	Dalton Mitchell	dmitchell@seattleu.edu
MLS Representative	Rachel Mwangi	rmwangi@seattleu.edu
1L Section A Representative	TBD	
1L Section B Representative	TBD	
1L Flex JD Representative	TBD	
Non-Voting Staff		
Secretary	Cecilia Petricone	cpetricone@seattleu.edu
Parliamentarian	Lexi Hanson	ahanson1@seattleu.edu
Communications Director	Morgan Graves	mgraves1@seattleu.edu
Presidential Advisor for International and Immigrant Students	Catherine Mitri	cmitri@seattleu.edu
Presidential Advisor for Parent-Students	Zachary Chastaine	zchastaine@seattleu.edu
Advisor	Tony Vo	vot1@seattleu.edu

Chapter V: New SBA Organization Recognition

Per the SBA Bylaws Chapter II, 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.”

Section 1: Creating a New CSO

Potential new CSOs will need to set a meeting with the SBA Vice President and the Associate Director of Admission & Student Life to discuss the creation of their new CSOs prior to submitting their application. Once the meeting is held, a new CSO is required to submit a “New Student Organization” form found on ConnectSU and await the approval of the SBA Vice President. If the application for a new CSO cannot be approved/is disapproved, the reasons will be provided in writing to the CSO. Disapprovals can occur for the following reasons:

- Additional clarity around mission statement and officer roles.
- Potentially overlapping responsibilities with existing organization and/or co-curricular.
- Voting and leadership structure of an organization.

This list is not exhaustive and additional reasons for disapproval may be provided. New student organizations can resubmit with the comments provided or meet with the SBA VP and advisor for further direction.

Section 2: Mergers

If two or more existing CSOs wish to merge into one singular CSO, then the following steps should be taken. First, the executive boards of the CSOs wishing to merge should meet and discuss what the merged CSO’s vision will be. Second, once the executive boards have come to an agreement for the vision of the newly merged CSO, they must set a meeting with the SBA Vice President and the Associate Director of Admission & Student Life to discuss the merger. Third, if approval to merge was received at the meeting, then the newly merged CSO should follow the steps in Section 1: Creating a new CSO, this includes creating new bylaws.

Section 3: Name Changes

If an organization wishes to change their name to reflect their mission and future of their organization more accurately, please take the following steps: (1) Meet as an e-board to confirm the decision; (2) meet with the SBA VP and SBA Advisor to review the changes; (3) update bylaws and other relevant documents.

Chapter VI: Re-Certification of Pre-Existing SBA Organizations

Section 1: Annual Recertification of SBA Organizations

Per the SBA Bylaws Chapter II, Section 6, 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 President and Treasurer attend the mandatory recertification training meeting and watch any mandatory training videos.

Section 2: Loss of SBA Certification

Per the SBA Bylaws Chapter II, Section 6, if a 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.

Section 3: Minimum Events/Meetings Requirement

To stay as an ACTIVE CSO, a CSO is required to plan at minimum ONE event per school year **and** host ONE general body meeting per semester. CSOs that do not comply with this requirement may be placed on a probation period for one month. During this probation period your organization will not be able to host events, request money, or have access to your ConnectSU platform. Organizations must work with the SBA Advisor and SBA VP to create a goal plan for the remaining months of the school year.

Section 4: Social Media Policy

To remain certified, all Certified Student Orgs with social media accounts must:

1. Store their CSO's Social Media Usernames and Passwords in their CSO's ConnectSU or
2. Send their CSO's Social Media Usernames and Passwords to the Current SBA Vice President.

This requirement is being mandated for the following policy reasons:

Seattle University School of Law is interested in ensuring that all CSOs have access to the Social Media Accounts associated with their organization. In the past, CSOs have not passed down the username or login information to the incoming President or Vice President. As such, there have

been many duplicate pages made (see for example, the SU Student Bar Association), and accounts that have been left idle that are still associated with the law school. To ensure that this does not happen again in the future, all CSOs will need to comply with this Social Media Policy.

In any case, if a CSO chooses Option 1, this is how that information can be saved and set to private for only specific organization positions:

1. Create a document in Word that includes the Social Media Accounts (Twitter, IG, FB, LinkedIn) and list out the Username and Password for each account.
2. Log into ConnectSU
3. Click Documents
4. Click “Add File”
5. Insert Title: “SBA Social Media Account Information” (for example)
6. Insert Type: “Organizing Documents”
7. Set Permissions to “Specific Organization Positions” and select at minimum, President and Vice President.
8. Should Option 1 be selected, the CSO will be required to show the incoming SBA Vice President the file in ConnectSU by May 1st following CSO Elections. Failure to show will mean failure to recertify. This information will be added to the CSO Handbook for the 2023-2024 school year.

In any case, especially if a CSO chooses Option 2, there will be protections in place to protect the CSOs privacy and autonomy over their own accounts. The SBA Vice President is NOT permitted in any case to utilize the Social Media Accounts of any CSO. Should the SBA Vice President violate this requirement, CSOs are permitted to report the SBA Vice President through the [Student Bar Association Judicial Board Complaint Procedure](#), which would be grounds for impeachment.

Section 5: Multiple Leadership Positions

A student may only serve as a President and/or Treasurer of three CSOs at one time. If a student would like to serve in more than three President or Treasurer roles, the student must schedule a meeting with the Associate Director of Admission & Student Life and the SBA Vice President to receive approval to do so for each additional role. Also, students on leave of absence may not hold a leadership position in a CSO.

Chapter VII: 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 keep its integrity and contain an area of isolation. Also, CSOs are not allowed to include words, symbols, or images 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](#).

If you have questions or need help with getting in touch with graphics, please contact Tony Vo to begin the process at vot1@seattleu.edu or 206-398-4206.

Chapter VIII: 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 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.

Section 1: Flex JD & Part-time students

CSOs are encouraged to consider the format and timing of their events to allow part-time/evening and Flex JD students to participate.

- **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. Recordings of events can 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 (hybrid) or between 5:00 – 6:00pm tend to be the most accessible.

Section 2: Flyers

A CSO may only hang up flyers in these locations in Sullivan Hall:

<p>Court Level</p> <ul style="list-style-type: none"> • Next to West Elevators • Next to East Elevators • Next to Vending Machines • Large Bulletin Outside C5 • Org Bulletin Boards 	<p>First Floor</p> <ul style="list-style-type: none"> • Next to West Elevators • Mailbox Area • Behind Sidebar • Between Sidebar and Fridge
<p>Second Floor</p> <ul style="list-style-type: none"> • Inside Library (2nd/3rd/4th Floors) • Next to West Elevator 	<p>Third Floor</p> <ul style="list-style-type: none"> • By West Elevators • Large Bulletin in the Middle Next to 328

Flyers are not permitted on the bulletin boards outside of classrooms, as those locations are for academic postings only. Flyers are not permitted inside elevators or on elevator doors. If a flyer is found in a not permitted location, it will be removed and thrown away. A CSO is required to timely remove a flyer for an event that has already occurred.

Section 3: DEI Event Planning Checklist

Sub-Section A: Date, Catering, & Venue Selection:

- Avoid religious and cultural days of observance and consult with SU calendar when selecting date
- Consider time zones and accommodate varied attendee locations for virtual and hybrid events
- Choose venues and vendors whose corporate social responsibility policies align with SU Law values
- When possible, look to support BIPOC businesses for your vendor needs
- Check for any accessibility needs in the venue for off campus events; e.g., elevator access, ADA restrooms, ramps, wheelchair, low vision/low hearing seating, and clear and legible signs etc.
- Offer diverse and inclusive food choices, such as vegan, vegetarian, gluten-free, dairy-free, halal, and kosher, when possible.
- Share event menus in advance where possible
- Feature mocktails or other non-alcoholic beverages for attendees who don't drink.

Sub-Section B: Event Registration & Preparation

- Utilize diverse images in your marketing materials for a more equitable and inclusive promotional effort. Representation matters so the stock images should show not only obvious gender differences but also include racially and ethnically diverse images.
- Ensure that text is large enough for everyone to read on promotional materials.
- Ensure event promotion language and visuals are inclusive for target audiences.
- Include a community agreement to your form, such as: "I understand that this event space has a zero-tolerance policy for racism, sexism, homophobia, transphobia, ableism, ageism, classism, and body shaming."
- If photos will be taken at your event, disclose that in the registration or confirmation email, but note that people can opt out of being in pictures during the event.
- Ensure event promotion is sent to a representative of range of prospective attendees in target audience
- Check equity of color contrast for those with disabilities (consult with DIA)
- If food will be served, include dietary restriction question.
- Ensure that if name tags are to be provided, pronouns are printed on them (if individuals choose to have a pronoun listed – some may not).
- Films and videos should be captioned at minimum
- Ensure diversity in any entertainment at the event, considering the types of entertainment that your target audiences may like. Ex. Music genre, etc. If a DJ will be used for an event, pay attention to the proposed playlist because some song versions contain

language that while you may feel comfortable playing in your own space, may not be appropriate for a public event under the SU banner and may be highly offensive to some at the event.

Sub-Section C: During the Event:

- Make sure check-in tables, signs, and materials are easily accessible and readable to attendees with disabilities.
- Post signage at registration if any portion of the event is being recorded
- Have designated seating for anyone who may need extra accessibility e.g. older adults, pregnant attendees, attendees with disabilities, etc.)
- Avoid strobe lights or a lot of bright flashing lights during events and entertainment.
- Ensure walkways stay wide enough for wheelchairs or other assistive devices/service animals.
- Ensure food is clearly labelled as vegan, vegetarian, gluten-free, halal or kosher and indicates allergens
- Do not assume an individual needs assistance. Approach, Ask, Assist.
 - Approach: if you suspect someone may need a hand, walk up, greet them and identify yourself.
 - Ask: "Would you like some help?" The person will accept your offer or tell you if they don't require assistance.
 - Assist: listen to the reply and assist as requested. Don't be offended if your assistance is not required.

Section 4: Event Submission

All events must be submitted through ConnectSU for the SBA Advisor to approve. The event submission form will be the only method in which rooms are confirmed. The event form will include items such as: tech; parking; set-up needs, and funding requests. If your organization is using your allotment or would like to purchase things through you budget for the event being submitted, please indicate in this form.

General Guidelines:

- Meetings/events will be limited to three meetings in the afternoon to help maximize turnout.
- Meetings/events will not be held in conflict with Social Justice Mondays.

Chapter IX: 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 a 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.

Section 2: Conferences

CSOs are encouraged to seek out opportunities to attend virtual/in-person 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 events that require a fee. CSOs will **not** be reimbursed for conference-related expenses not pre-approved through the Business Office.

Students and CSOs have the privilege to petition the Dean's Office for funding to go to events that require traveling if it is for a valid law school-related purpose. This petition is done through the Dean's Office and not SBA. To utilize this privilege, the Student or CSO must comply with the rules listed below and submit the appropriate information.

Section 3: 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 expenses. Each allowable business expense has unique policies and processing steps that are detailed within.

NOTE: The expenses below are dependent on campus policies regarding travel. Requirements also vary between different business expense categories and are laid out below:

- **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 accommodation will be reimbursed. A copy of the hotel bill is required documentation for reimbursement of a hotel stay. If the hotel room is booked through an online travel reservation website, the traveler may print the itinerary rather than providing the hotel bill. The bill or itinerary must show the name(s) of the person(s) staying, travel dates, and proof of payment. Room service charges on the hotel bill require an original itemized receipt. Movies or other entertainment expenses are not reimbursable
- **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. 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. The business office will also require proof of payment such as a bank/credit card statement and will need an [affidavit](#).
- **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. The University follows the IRS recommended mileage reimbursement rate (65.5 cents per mile as of 2023). Please note that this rate may change on January 1st of 2024. 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 it 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](#). 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.

Section 4: Vendor Payment

To pay a vendor/speaker, Charlotte Anderson – who runs the Business Office, will need completed Vendor and W-9 Forms. Charlotte will also need a forwarded email thread of the speaker confirming their payment amount, event date and time, and location. Charlotte will also need an invoice from the vendor. Additionally, prior to contacting Charlotte, the event must be approved by the SBA Advisor and 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>

Section 5: 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 in advance (for travel) of the travel dates and 14 days (for events)

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 or event, as in the subject matter and how it relates to the law school and/or specific organization.
4. The Student/CSO must provide the exact dates of the event and exact purchase items for Charlotte to buy (links or screenshots are helpful). If this is travelling related, the exact dates of the traveling, lodging, or other expenditures that they will be incurring.
5. If for travel, 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.
6. Please note that tip cannot exceed 20%. Money spent beyond 20% is considered personal use and will require an individual to refund the school through their own personal funds.

Section 6: 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. **All reimbursement requests must be processed through and submitted by the Treasurer of the applicable CSO.**
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 of the traveling, lodging, or other expenditures they want covered.
6. The Student/CSO must provide proof that they personally attended the event by providing a boarding pass, flyer, or check-in photo.

Section 7: 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. 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 contact the Business Office if you have any questions or concerns during the planning stage for traveling.

Section 8: 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 used when an CSO wants to request their annual allotment 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 \$50.00 and over in a single calendar year. Hence, gift cards \$50.00 and over are always prohibited. Additionally, the Business Office must maintain a gift card recipient list. If gift cards are given away as a prize, and 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.

Section 9: 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, Hulu, Amazon Prime). 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. Hybrid options for movies may be difficult as Zoom does not allow screen sharing of movies, despite it being approved by the school for viewing.

Section 10: 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 catering orders must be coordinated with Tony Vo and 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 to make sure you have enough funds in your student organization account.***

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. Items can be delivered to the Law School door and picked up in the Student Organization room. Classes have been interrupted in the past by delivery.

However, if you choose to order food that is not fast-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 *except for 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 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

Section 11: 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 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.
2. No alcohol will be purchased or reimbursed for non-liquor licensed venues.
3. When purchasing alcohol for events held on campus or at a private venue with a liquor license and bartender, 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.
4. Events off-campus that involve alcohol must be at locations with both a liquor license establishment and a bartender
5. 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.
6. The 50-50 Rule applies to off-campus events 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.
7. Events cannot be held at any venue that does not serve food when there will be alcohol present.
8. 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 – expenditure 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.
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 – expenditure 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.
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 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.

Chapter X: 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, only CSO Treasurers may 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. Search for and click on the Student Bar Association page, or follow this link <https://seattleu.campuslabs.com/engage/organization/student-bar-association>
3. Scroll down until you locate “Forms” and click it.
NOTE: Do not click on the forms tab in the header of the page.
4. Click “View All Forms,” located on the right side of the page.
5. Click on the appropriate form, which will take you to a new page where you will click on the blue “New Submission” button in the top right corner. 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.

Only the Treasurer of a CSO may process incoming and outgoing funds for their CSO and make any funding requests to SBA. All CSO Treasurers are required to maintain ledgers related to all of their organization’s funds transfers. They should indicate their ledger balances at the end of each semester.

Section 1: 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 reconcile 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 help plan 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 confirms 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.

Section 2: SBA Donation Form

Use when: your CSO would like to make a donation 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 the Business Office may not be able to process all donation requests. If the Business Office is unable to fulfil your donation request, the CSO may spend personal funds and then seek reimbursement. If the Business Office is unable to process the request, the SBA Treasurer will contact the CSO Treasurer directly. To be reimbursed for spent personal funds, the CSO must fill out an SBA Reimbursement Request Form.

Section 3: 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. CSO accounts will be automatically credited with the allotment amounts on a per semester basis; \$250.00 in the fall and \$250.00 in the spring, for a total of \$500.00 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.

Each CSO's treasurer is required to maintain records of how the allotments were spent. All receipts must be submitted to the SBA Treasurer for account reconciliation and to ensure that funds were sent in accordance with Law School policy and SBA requirements.

If a CSO has fully utilized its fall allotment before the end of that semester and need to access its spring allotment to fund any further purchases, the CSO will have to submit an allotment request. Once the request is submitted, the SBA Treasurer or Tony Vo can either 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 SBA Treasurer or Tony Vo approve 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.

Section 4: 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.

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 is strongly encouraged to 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 (2) weeks prior to the event. To keep track of attendees and make a reasoned estimate of anticipated event costs, 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.

CSOs must coordinate with the Business Office to pay for virtual event related expenses. CSOs should not pay for virtual event related expenses with personal funds and then seek reimbursement. CSOs will not be reimbursed for virtual event related expenses that were not pre-approved through the Business Office.

Section 5: 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 will not be given the school credit card to make purchases on their own.

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

Section 6: 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 CSO believes it is entitled to a reimbursement, it must contact the SBA Treasurer immediately, prior to submitting a Reimbursement Request Form.

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 and approval by the SBA Treasurer and 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, 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.

Section 7: Dean's Funding Request

CSOs may petition the Deans for funding. To do so, org leadership must fill out and submit a Deans Funding Request on ConnectSU. To locate this form, please follow these steps:

1. Sign into your Seattle University ConnectSU account at <https://seattleu.campuslabs.com/engage/>
2. Search for and click on the School of Law page, or follow this link <https://seattleu.campuslabs.com/engage/submitter/form/start/30707>
3. Scroll down until you see "Forms." Do not click on the forms tab in the header of the page.
4. Click on the form titled "Dean's Office Funding Request," which will take you to a new page where you will click on the blue "New Submission" button in the top right corner. If you have already started filling out a form, you can instead click on the blue "Resume" button.

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.

Funding requests through the Dean's office:

- \$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**. While events may be advertised to include and invite everyone, the topic itself needs to be wide enough for everyone to participate. 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.
- Funds for approved student participation at the regional or national conference of parent organizations of student groups recognized by the SBA. One-half the cost of registration fees, travel, meals, and other reasonable expenses, not to exceed \$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.
- 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.

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