



ST. JOHN'S
UNIVERSITY

SCHOOL OF LAW

Student Leader
Event Planning Handbook
2018-2019

This handbook contains vital information regarding student events.
Please read in its entirety before submitting events for approval.

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This handbook must be distributed to all of your student members and competition coaches who will be planning events, spending money, arranging travel or registering for competitions/conferences on behalf of the group.



ST. JOHN'S
UNIVERSITY

SCHOOL OF LAW

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Dear Student Leaders,

Welcome to the new academic year! As you know, St. John's School of Law is committed to pursuing excellence in learning, professionalism and service. Student organizations are the heart and soul of any student's extracurricular experience and help further the mission and commitment of the law school. So I would like to say in advance, we appreciate your hard work and dedication both to your individual organizations, as well as to the law school.

In an effort to help you navigate the many departments and policies associated with organizing and implementing events, this handbook is provided to you. We hope it will continue to offer support and direction throughout the academic year. This handbook is a work-in-progress and your questions, contributions, and comments will allow us to continuously improve in order to provide a more complete document for you and future leaders at the law school.

Know that you have plenty of people throughout the building to support you in your efforts. From faculty advisors to special events staff – they all want to work with you to enhance the experience of our students through your innovative programming and community building. In addition, my door is open and the email is always on. I invite you to stop by to discuss goals and plans for your organization.

You have the ability to work together to collaborate on programming, including academic, social, community outreach and special events. I hope you seize the different opportunities available to you and make the 2018-2019 academic year a banner year in the lives of your fellow classmates and the law school as a whole.

Thank you for your dedication and leadership!

Sincerely,

Kimathi Gordon-Somers

EVENT PLANNING GUIDELINES

To ensure the best possible attendance at all Law School events, the Office of Special Events **does not book events that conflict with each other**. It is in your best interest to plan your events as early as possible to secure a date, obtain an appropriate space, and publicize the event for optimal attendance. It is strongly recommended that you work closely with your Faculty Advisor to create a high quality event. Each organization may schedule one speaker or alumni event per semester.

The following handbook is a step-by-step guide to planning and publicizing successful Law School events with your faculty advisor. If you have questions, please contact our Office of Special Events:

Maureen Mulligan-Gillespie, Associate Director of Special Events
(718) 990-1950 mulligam@stjohns.edu

Jennifer Manfredi, Events Coordinator
(718) 990-6320 manfredj@stjohns.edu

STEP ONE: Plan Your Event

FIRST, CONFIRM YOU HAVE THE FUNDING REQUIRED FOR THE EVENT!

- Please check with your group's President or Treasurer to confirm funding is available for the event.

Decide the type of event you want to produce:

- Round Table Discussion / Symposium / Conference / Lecture / Reception / Panel Program / Networking Event / Social Event / Competition / Brown Bag Lunch Discussion / Fundraiser / Other
- We recommend co-sponsoring with other groups because it increases the number of interested students, spreads the work and decreases the cost to each organization.

Decide who will participate in the event as:

- Speakers / Presenters / Panelists / Honorees / Keynoters
- Event participants may include: Law School faculty members; faculty and administrators from other law schools, universities and colleges; Law School alumni; judges; prominent practitioners; and politicians.

Decide who the audience is:

- Students / Organization Members / Faculty / University Community / External Communities / Alumni

Decide when you want to hold the event:

- Semester / Date / Time
- The best time to schedule student events is on weekdays in the late afternoon or early evening.
- Attendance tends to be lower on Fridays when few classes are scheduled and Sabbath begins for those who observe.

Decide where you want to hold the event at the Law School:

- Mattone Family Atrium / Cafeteria / Belson Moot Court Room / Solarium / Private Dining Room / Classrooms / Manhattan Campus / Other
- Please note that the Mattone Family Atrium and Belson Moot Court Room fill well in advance and have limited availability. Please also note that the Solarium will only be reserved in the most compelling circumstances.

STEP TWO: Submit Your Event Proposal Form for Approval

Once you have planned your event, you must complete and submit an Event Proposal Form to the Office of Special Events (in Room 4-56) for review and approval. Please note that all necessary approvals/signatures must be completed (see page 5 for details). The proposal form is available at www.stjohns.edu/law/eventplanning.

All events (including general body meetings, bake sales, info tables, and any other event you may hold) require event proposals and must be calendared by the Office of Special Events, including off campus events and events to take place in the University's athletic facilities.

After your event has been submitted, the Office of Special Events will notify you when your event has been approved and scheduled. You must wait for a confirmation before announcing your event (usually 2-5 business days).

****DEADLINES****

Fall 2018 event proposals should be submitted no later than August 31, 2018.

Spring 2018 event proposals should be submitted no later than Friday, November 30, 2018.

Please note that proposals are accepted and approved on a rolling basis. We are currently in the process of scheduling events for the 2018-2019 academic year and we encourage you to submit your event proposals as soon as possible. If you do not meet the submission deadlines, it may not be possible to schedule your event. It is in your best interest to submit your request as early as possible to secure an ideal date for your event.

STEP THREE: Finalizing Event Details

Once your event has been approved, The Office of Special Events will reach out to you with the confirmation of date and time. As your event draws near, they will follow-up for information on your set up, IT and catering needs.

You will need to coordinate with the Office of Marketing and Communications to arrange for the publicity of your event (see page 6 for more details). The Office of Marketing and Communications will contact you to begin the publicity process (usually 2-3 weeks before the event). If you feel you need to reach out to them earlier than that, please do so.

EVENT APPROVALS

****Every event requires the approval of your organization's Faculty Advisor****

Your faculty advisor should be part of the event planning process from the start and must review and approve all event proposal forms before they are submitted.

Certain event components require approval beyond that of your faculty advisor. If your event requires any of the approvals below, please complete and submit the Event Proposal Approval form with your submission. The form is available online at www.stjohns.edu/law/eventplanning.

Alcohol to be served at Event:

If you would like to serve alcohol at your event you must receive permission from Sarah Kelly, Associate Dean for Administration. You can contact her at kellys@stjohns.edu.

Alumni Honorees, Participation and Attendance:

If you plan to include alumni as honorees, event participants or as event attendees, you must coordinate with Brian Woods, Associate Dean for Law School Advancement who can be reached at woods1@stjohns.edu. Dean Woods will help you identify the appropriate audience for your event and to gather the corresponding mailing lists. Please note that mailing lists should be requested 8-10 weeks prior to your event.

Alumni Networking Events:

If you are planning a symposium or other large-scale event at the Law School, we suggest that your organization's year-end networking reception be held in conjunction with this event. Student organizations that have an alumni chapter recognized by the Law School Alumni Association Board of Directors should contact Brian Woods, Associate Dean for Law School Advancement at woods1@stjohns.edu.

Career-Related Events:

If your event is career-related, you must coordinate it with Jeanne Ardan, Associate Dean for Career Development and Externships, who can be reached at ardanj@stjohns.edu.

Continuing Legal Education (CLE):

If you would like to offer CLE credits at your event, please contact Claire McKeever, Assistant Dean for Alumni Relations and CLE at mckeevec@stjohns.edu to find out if your event will qualify for CLE credits. Please see page 18 for the CLE guidelines.

Controversial Event/Topic/Speaker:

If you believe your event has a controversial topic or speaker, or is likely to draw media attention, you must receive permission from your faculty advisor and Sarah Kelly, Associate Dean for Administration, who can be reached at kellys@stjohns.edu.

Judges:

If you would like to invite a Judge to attend or speak at your event, you should coordinate your program with the Visiting Jurist Committee via Prof. John Q. Barrett who may be contacted at barrettj@stjohns.edu.

Events Involving VIPs:

If you would like to invite a VIP, such as a politician, sports figure, or celebrity to attend or speak at your event you must coordinate your program with Sarah Kelly, Associate Dean for Administration, who can be contacted at kellys@stjohns.edu.

PUBLICIZING YOUR EVENT

Working with the Office of Marketing and Communications, student organizations will publicize their own events. Once the Office of Special Events approves and calendars your event you can begin the publicity process with Christine Patrizzo, Marketing and Communications Specialist who can be reached at: patrizzc@stjohns.edu.

Student event publicity generally consists of the following:

- A poster to be posted on the ground floor outside the PDR and in front of your event venue the day of the event.
- A monitor posting that will be active on the monitors located outside the elevators.
- Notification in the “The Week Ahead” e-mails and elevator signs. Guidelines for “The Week Ahead” are listed below:
 - In order to be included in the week ahead, the Office of Special Events must receive notice of your event by 3 pm on Thursday the week before your event will take place.
 - The signs in the elevator are generated from the information included in “The Week Ahead”

The Office of Marketing and Communications will contact you to begin the publicity process. If you would like to begin publicizing your event before they have contacted you, please reach out to them proactively. You can do so by contacting Christine Patrizzo, Marketing and Communications Specialist to discuss your publicity needs. If you hope for a more extensive publicity plan, please be sure to let Christine know as early as possible so that you can discuss your needs.

EVENT CATERING

If your event requires catering, refer to the Catering Price Guide available online at www.stjohns.edu/law/eventplanning for estimated catering costs. Prices are subject to change.

Catered Events must follow this timeline:

- **All campus catering must be ordered through the Office of Special Events.** Students are not permitted to order campus catering on their own.
- Menu must be submitted 7 business days prior to the event.
- Catering requires 10 business days' notice for events serving alcohol.
- **Serving alcoholic beverages at student events, on campus or off, requires approval from Sarah Kelly, Associate Dean for Administration, which must be submitted to Special Events in writing (via the event planning form).**

A **guaranteed minimum** number of guests is required **three business days** prior to each catered event. This number will be the guarantee for which the Chef will order and on which all charges are based. No decrease in number will be accepted within two working days of the catered event. If it is at all possible, the Catering Office will accommodate an increase of up to 20% on the final guarantee if received within two working days of the catered event. Your cooperation with these deadlines is necessary in order to ensure the success of your event.

Alcohol Policy

- All on and off campus events involving alcohol must be pre-approved in writing by **Sarah Kelly, Associate Dean for Administration**. For on-campus events, alcohol must be supplied by the law school catering service. No student organization or journal can provide their own alcohol for on or off campus events.
- **Alcohol can only be purchased and served through campus catering due to liability concerns as they hold the liquor license for alcohol served on campus. Only the Office of Special Events is authorized to order alcohol. Please note that all orders for alcohol must be accompanied by a food order (you may supplement this order with food from an outside vendor). All events are prohibited from serving alcohol alone.**
- Students are not permitted to order/purchase alcohol on their own.
- Catering requires 10 business days for events serving alcohol and you must order food from catering in addition to alcoholic beverages.
- If ordering additional food from an outside vendor, please note that you must have a completed contract and order from the caterer before alcohol can be ordered. As noted above, you must order a portion of food for the event from the campus caterer in addition to alcohol so that they can acquire a liquor license.

Kosher Food

- Kosher food must be ordered 7 business days in advance.
- Kosher food cannot be delivered after 12 pm on Fridays or on Saturdays.

Outside Catering Policy

- Please see Page 19 for our Outside Catering Policy

EVENT SERVICES

Audio Visual Services & Equipment

If you require audio/visual equipment or any computer equipment (videotaping, PowerPoint, microphones, etc.), please confirm with the Special Events department prior to booking the event to ensure that it is available. All audio-visual equipment for Law School-sponsored events must be reserved by the Office of Special Events and should be requested when all other set-up arrangements are made.

Contracts

Students and faculty are not authorized to sign contracts. Contracts must be given to Maureen Mulligan-Gillespie and signed by Sarah Kelly, Associate Dean for Administration.

Floral Services

Floral arrangements can be ordered through the Office of Special Events.

Gifts/Awards

Please notify the Office of Special Events if you would like to order gifts or awards for your event. Please allow 6-8 weeks for design and delivery.

Miscellaneous

Name badges, speaker tents, place cards, etc. can be coordinated through the Office of Special Events. The request and necessary information must be submitted to Special Events in an Excel spreadsheet at least three (3) business days prior to the event. Templates can be found on the Office of Special events website at www.stjohns.edu/law/eventplanning.

Photography

The Office of Special Events has a camera available for your use at events. Photos from your event are generally used in the yearbook, on the web and in other publications so please make sure you request the camera for your events.

Rentals

In some instances, it may be necessary to rent additional items for events. An estimate for these charges will be provided to you prior to the event. These items will be charged to your budget.

Storage of Materials

On some occasions the Office of Special Events will be able to store materials for up to 24 hours prior to your event; however, storage space is limited. The Office of Special Events cannot be responsible for items while in storage. Any remaining items must be retrieved no later than the day after a completed function.

Transcription Services

For events leading to publication in a journal, transcription services are available. Prices range from approx. \$160-\$250 per transcribed hour. Please contact Maureen Mulligan-Gillespie or Jennifer Manfredi in the Office of Special Events to arrange for transcription services.

Travel/Accommodations/Car Service

Transportation (air/train/car service) and hotel accommodations can be provided to guests at the expense of the organization. All transportation and accommodation requests are booked through Maureen Mulligan-Gillespie or Jennifer Manfredi in the Office of Special Events. **Travel and accommodations should be arranged 6 weeks in advance of event. Car Service should be booked a week in advance.**

BUDGETING, TRAVEL AND EXPENSE POLICIES

This handbook must be distributed to all of your student members and competition coaches who will be planning events, spending money, arranging travel or registering for competitions/conferences on behalf of the group.

All requests for reimbursements from both students and competition coaches must be sent to the Budget Services office in Room 4-60 and **must be submitted within 30-days of travel or date of purchase.**

The last day to submit a reimbursement request for the school year is **May 10th**.

All meals require **both an itemized receipt of all charges and a paid receipt**. A list of attendees for each meal must be provided. **The reimbursement will not be processed until these documents have been provided.** This also applies to any meals on a hotel bill.

School-funded expenditures for food and drink at events and meals while traveling are limited to a maximum of \$40 per person, inclusive of tax and gratuity. The maximum gratuity allowed is 20%. Gratuity in excess of 20% will not be reimbursed. Please keep in mind when planning events there may be charges for wait staff, bartenders, security, and maintenance personnel. These charges must be included in the \$40 per person limit.

Mailboxes: Student journals and co-curricular programs have dedicated mailboxes on the 4th floor in the Dean's / Registrar's suite. Please check this at least weekly as there may be checks, invoices, and other important mail for the organization. Please ensure any mail you're expecting is addressed to both St. John's University School of Law AND the name of your student group (and if you prefer, the name of the student group leader). Otherwise, it may get sent back to the sender.

Please anticipate your budget requirements as early as possible. This will improve your chances of having enough funds for your group to meet its goals and objectives. Student Bar Association-funded organizations must turn in budgetary requests to the SBA President or Treasurer. The SBA President or Treasurer must sign food requests before the Special Events office can place an order with catering.

All events sponsored by students or student organizations must be conducted within appropriate budgetary restraints in accordance with the group's approved budget.

- Co-Sponsored Events: Co-sponsoring with other groups is encouraged as it increases the number of interested students, spreads the work around, and decreases the cost to each organization.

Budget Policies

- All journals and co-curricular organizations must submit a line item budget to the Executive Director of Finance, Ed Kling (klinge@stjohns.edu), and Associate Director of Budget Services, Anthony Zaccarelli (zaccarea@stjohns.edu), at the start of the academic year, *prior to spending any funds*. Organizations within the Student Bar Association should submit their budget requests to the SBA President or Treasurer for approval. It is important to consult with the faculty advisor for your organization when preparing your budget.

Collecting Money

- **Student organizations may not collect dues from members as a condition of membership. Any organization that wishes to collect money for social events must have a written policy regarding the purpose of such collection.** Money may be collected from members who wish to participate in social events, but students must have the option to decline attending and thus to decline paying.
- University policy **prohibits** any student organization from opening a bank account in the name of the student organization, Law School or University.
- Student organizations **cannot** collect payments online such as through PayPal or any other payment processing or event registration website. If a student group wishes to hold an event where individuals can register and pay online, please see Anthony Zaccarelli (zaccarea@stjohns.edu), Associate Director of Budget Services.

- It may be necessary for a student organization to collect cash, checks, or credit card information for the sale of event tickets or other goods. **In such a case, the policies below must be followed, in particular first discussing the logistics with Anthony Zaccarelli before any money is requested or collected from students:**
 - Any cash, checks, or completed forms with credit card information received by a student group must be hand-delivered to the Budget Services office as soon as possible, no later than the next business day. If any payments/forms are received outside of normal business hours or no one in Budget Services is in the office, the forms must be stored in a secure, locked place in the student group's office.

Credit Cards:

- Acceptance of credit cards for an event or for any other purchase requires pre-approval from the Budget Services office (Anthony Zaccarelli) to ensure proper University procedures are followed. This includes pre-approval of the form to be used to collect such information.
- If a student group is having an event where a reply card is sent back to the student group, a completed reply card with credit card information can be mailed, dropped off in person, or the student group can accept the information (including credit card information) over the phone.
- **Credit card information cannot be accepted via email**, whether in the body of the email or within an attachment.
- If a student group has a form with credit card information that has not been delivered to Budget Services yet and they find out the guest can no longer attend the event, this should be noted on the form and provided to Budget Services. The student group must not discard the form.
- **Student groups cannot retain a copy (in physical or electronic form) of reply cards or any other document with credit card information.**

School-year Deadlines

- No expenses may be incurred after April 30th without prior approval from the Executive Director of Finance.
- The last day to submit a reimbursement request for the school year is **May 10th**.

Donations, Gifts, and Awards

- Donations to outside charities or the Public Interest Auction are not permitted from a student group's budget. Students cannot deposit money with the University and then request to make a donation from the University.
- **Fundraising:** Student groups who wish to solicit donations on behalf of their groups must first consult with Jean Nolan and Brian Woods in the Development office (3rd floor).
- Organizations may not award scholarships, monetary prizes, or awards to other students, including gift cards, without the prior written approval of Ed Kling, Executive Director of Finance, which will be forthcoming only under the most compelling circumstances.

Clothing Purchases

- If an organization is ordering attire (jerseys, t-shirts, hats, etc.), each student must contribute to the cost as follows:
 - Up to \$40 – student must pay 50% of final price
 - \$40-50 – students must pay \$20 of final price
 - Over \$50 – students must contribute \$20 plus all costs above \$50 (if an item is \$65, students must pay \$35)
 - When calculating the above, please include all costs associated with the purchase including shipping, embroidery charges, etc.

Check Requests

- All requests for checks must be sent to the Budget Services office in Room 4-60.
 - **Check requests to outside vendors must be submitted at least 15 business days prior to the due date.**
- The head of the student organization or a designee must authorize all requests for checks.

Reimbursements

- All requests for reimbursements must be sent to the Budget Services office in Room 4-60 and **must be submitted within 30-days of travel or date of purchase.** See **Exhibit B** of this publication for the Reimbursement

Form for Student Organizations. Forms are also available online (<https://www.stjohns.edu/law/about/law-school-office-special-events>) or in Room 4-60.

- **Reimbursement checks are processed and mailed by the University in approximately 10 business days.**
- Reimbursements will be made as a direct deposit to your personal bank account if you have arranged this payment method. If you do not have direct deposit set-up, you can do so by logging-into UIS, click on the “Student” tab, then “Student Accounts,” then “Student Direct Deposit.” Please note if you have direct deposit with Payroll for your student worker or RA/TA position, this does not extend to direct deposit for reimbursements, which must be set-up separately.
- The head of the student organization or a designee must authorize all reimbursements.
- No individual (regardless of position) may approve their own reimbursement.
- The University does not issue cash advances.

REQUIRED DOCUMENTATION FOR EXPENSE REIMBURSEMENTS:

Air/Train/Bus Travel:

- An e-ticket/travel confirmation for each passenger must be provided. It must show the destinations, the dates of travel, the traveler's name and price paid.
- Proof of payment of the ticket must also be supplied. If the e-ticket/confirmation indicates "Paid Credit Card XXX1234" or "Balance Due \$0," this is sufficient.
- If the e-ticket/confirmation does not clearly indicate the amount paid, please provide a copy of the bank/credit card statement as proof of payment for the travel.
- All air and rail travel must be booked in Coach Class (i.e., the following are **NOT** reimbursable: first class, business class, Amtrak Acela class, and any similar premium classes).
- Travel/trip/ticket insurance is **not reimbursable**.
- Students traveling to competitions, conferences, etc. may use ProTravel (University's travel agent) to assist with travel arrangements. Prior to making such arrangements, the Travel Request and Reimbursement Form must be completed and signed by the Associate Director of Budget Services (Anthony Zaccarelli, zaccarea@stjohns.edu).
 - Please email Anthony with the following information: traveler names, travel dates, location / airport, purpose of trip, and estimated total cost including taxes/fees. Once the form has been approved, the student should be sent to ProTravel at team2@protravelinc.com (their phone number is 516-465-1020).

Hotels:

- For each room, an **itemized** print-out of all charges must be supplied. You must also list the name of each student/coach who stayed in the room.
- Room charges and internet service are reimbursable.
- Other hotel amenities and services (e.g., mini-bar, in-room video, laundry, hotel gym/spa) are not reimbursable and should be deleted from the reimbursement amount requested.
- If meal charges (room service or hotel restaurant) are included on the hotel bill, please provide an itemized receipt of these charges. Please list all individuals attending these meals.
- Proof of payment is required. If the itemized hotel bills indicates "Paid Credit Card XXX1234" or "Balance Due \$0," this is sufficient.
- If the **itemized** hotel bill does not clearly indicate the amount paid, please provide a copy of the bank/credit card statement as proof of payment for the hotel.
- Hotel reservations can be booked in advance by the University. All rooms should be double occupancy, where possible. For example, if three male students and one female student are traveling, three rooms can be reserved because of the gender breakdown. The law school permits students of opposite genders to share hotel rooms, but does not require it in any instance. Competition coaches are entitled to their own room. Students traveling abroad need to make sure reservations are booked at least one month in advance.
 - Director of Special Projects, Claire Pollicino (pollicic@stjohns.edu), can assist with hotel reservations by pre-authorizing room and tax charges only (any other charges are the responsibility of the students, who will need to supply a credit card to the hotel upon check-in, in order to pay any ancillary charges).

- Please email Claire with the following information: traveler names, travel dates, name of hotel, number of rooms, and any special pricing available through the competition or conference organizer.

Meals:

- All meals require both an **itemized receipt of all charges and a paid receipt.**
- A **list of attendees for each meal** must be provided.
- School-funded expenditures for food and drink at meals (including while students are traveling to conferences and competitions) are limited to a maximum of \$40 per person, inclusive of tax and gratuity. This applies whether a student or competition coach is paying the bill for the entire group.
- The maximum gratuity allowed is 20%. Gratuity in excess of 20% will not be reimbursed.
- Alcohol is not reimbursable. Please delete any charges for alcohol, and calculate the amount due without alcohol charges and the related tip/tax on any alcohol.
- Proof of payment is required. A signed copy of the credit card receipt is sufficient. If the credit card receipt is not available, please provide a copy of the bank/credit card statement as proof of payment for the meal.

Other Travel:

- Any additional expenses incurred due to a student missing their flight or train will not be reimbursed. This includes airfare change fees or additional fare, Amtrak change fees or additional fare, additional nights in a hotel, meals, etc. If you believe that you missed your transportation because of something **entirely** outside of your control and wish to request an exception to this policy, please contact Sarah Jean Kelly, Associate Dean for Administration at kellys@stjohns.edu. Please note, these exceptions will be granted in only the most compelling circumstances.
- Personal use of automobiles for student organization related travel (non-local only) will be reimbursed at the IRS mileage rate (\$0.545 cents per mile in calendar year 2018). This rate covers gas, wear and tear, and insurance. Tolls will be reimbursed if a receipt is provided (an EZ-Pass statement is sufficient). The law school does not reimburse for local travel.
- **Car Rental:** On occasion, it may be necessary to rent a car while traveling on out-of-town Law School related business (e.g., competition, conference, etc.). A rental car would need to be the most economical transportation method (as opposed to a plane, train, or bus), when taking into account the rental car cost, gas, and tolls. This comparison must be provided to Budget Services when requesting a rental car.
 - All rental cars must be small, midsize, or economy class and be pre-approved by the Budget Services office (please contact Anthony Zaccarelli at zaccarea@stjohns.edu).
 - Under no circumstances may sports cars, SUVs, or luxury vehicles be rented.
 - Students must pay the rental car on their own and request reimbursement. (The rental car companies require the credit card holder to be present when the car is picked up.)
 - The car rental, gas, and tolls will be reimbursed.
 - Both itemized and paid receipts (showing amount and proof of payment) need to be attached to your reimbursement request.
 - Receipts for gas must be included. An E-ZPass statement can be included to evidence the toll charges.
 - Please fill gas tanks immediately prior to returning rental cars to avoid additional service charges. Please decline the rental car company's "fuel service option," and instead fill up the tank yourself before you return the car.
 - Regarding insurance, the student should decline both the Loss Damage Waiver and Global Liability Insurance as these are covered under the University's Car Rental Insurance Policy.
 - One-way rentals should be avoided since they incur an added expense.
 - In the event of an accident, notify local law enforcement authorities, the rental company, and the University (faculty advisor) immediately.
 - A car should be rented through either Enterprise or National, and use the SJU-Enterprise/National Discount # for Business (NA24STJ); in this case, insurance is included in the rate. If for some reason the code does not work, please contact Anthony Zaccarelli at zaccarea@stjohns.edu (we receive updated codes from time to time).

- Students can pay for an entire trip on their own (including airfare and hotel) and apply for reimbursement if they so desire.
- Conference/competition fees will be paid in advance provided the proper registration forms/invoice are provided to the Budget Services office. These should be provided as early as possible, in particular to take advantage of a lower, “early bird” registration price.
- Travel (e.g., taxis, etc.) to/from NY area airport/train terminals are **NOT** reimbursable expenses.
- For local competitions, hotels, meals, and local travel are not reimbursable, unless it is pre-approved by both the Faculty Advisor and Budget Services, and only under extenuating circumstances.
- Business cards purchased for networking are not reimbursable.

Competition Coaches

- Competition coaches of student groups must be pre-approved by the respective Faculty Advisor. This request must be made by the student leader.
- The same policies and documentation/receipt requirements that apply to students apply to coaches as well, unless otherwise noted in this section.
- The student leaders are responsible for sending the coaches this policy and ensuring the coach’s reimbursement requests are submitted by the deadline (within 30-days of travel).
- All requests for reimbursements from competition coaches must be sent to the Budget Services office in Room 4-60 and **must be submitted within 30-days of travel or date of purchase.**
- The student leader must complete the “Travel Request and Expense Reimbursement Form 2018” which can be found here: https://www.stjohns.edu/sites/default/files/file-node/180117_te2018-2.pdf.
 - Please check this site for the 2019 form for any 2019 travel: <https://www.stjohns.edu/about/administrative-offices/operations/business-affairs/employee-travel-resources>.
- When traveling, coaches are entitled to their own hotel room.
- School-funded expenditures for food and drink at meals are limited to a maximum of \$40 per person, inclusive of tax and gratuity. This applies whether a student or competition coach is paying the bill for the entire group.
- Alcohol is not a reimbursable expense for students or coaches when traveling on Law School business. Travel (e.g., taxis, etc.) to/from NY area airport/train terminals can be reimbursed for coaches.

Off Campus Events

- **All off campus events require the submission of the “Off Campus Event Proposal Form” to the Special Events office.**
- **Catered events on or off campus must be calendared through the Special Events office.**
- **All on and off campus events involving alcohol must be pre-approved in writing by Sarah Kelly, Associate Dean for Administration. For on-campus events, alcohol must be supplied by the University’s catering service. No student organization or journal can provide their own alcohol for on or off campus events.**
- *****A copy of Dean Kelly’s approval on the “Off Campus Event Proposal Form” must be submitted with any reimbursement request for off-campus events. Additionally, an RSVP/attendee list must accompany the request.**
- School-funded expenditures for food and drink at such events shall be limited to not more than \$40 per person, inclusive of tax and gratuity. The maximum gratuity allowed is 20%. Gratuity in excess of 20% will not be reimbursed. Please keep in mind when planning events that there may be charges for wait staff, bartenders, security, and maintenance personnel. These charges must be included in the \$40 per person limit. **If the total cost per person exceeds \$40, the organization must charge attendees the difference in cost (e.g., if the total cost per person for an event is \$125, the organization must charge guests \$85).**

CONTACT INFORMATION

Alumni Relations, Continuing Legal Education (CLE)	Claire McKeever Assistant Dean for Alumni Relations and CLE	Room 3-06 (718) 990-6028 mckeevec@stjohns.edu
Career Development	Jeanne Ardan Associate Dean for Career Development and Externships	Room 3-26 (718) 990-6767 ardanj@stjohns.edu
Event Budgeting and Funding, Expense Reimbursements	For SBA Organizations, contact SBA treasurer: All others: Anthony Zaccarelli Associate Director of Budget Services Ed Kling Executive Director of Finance	SBA Treasurer Jack Alexander Jacob.Alexander17@stjohns.edu
Event Proposals and Approvals, both on and off campus	Sarah Kelly Associate Dean for Administration	Dean's Suite, 4 th Floor kellys@stjohns.edu
Event Publicity	Christine Patrizzo Marketing and Communications Specialist	Room 4-48 (718) 990-2364 patrizzc@stjohns.edu
Facilities	Nancy Brady Assistant Dean for Administrative Services Vincent Marsh Facilities Assistant	Room 4-54 (718) 990-1946 bradyn@stjohns.edu (718) 990-6093 marshv@stjohns.edu
General Questions and Advice	Kimathi Gordon-Somers Assistant Dean for Students	Room 4-78 (718) 990-5489 gordonsk@stjohns.edu
Room Reservations, Catering, Non-Publicity Event Needs	Maureen Mulligan-Gillespie Associate Director of Special Events Jennifer Manfredi Event Coordinator	Room 4-56 (718) 990-1950 mulligam@stjohns.edu Room 4-56 (718) 990-6320 manfredj@stjohns.edu
SBA Advisor	Nancy Brady Assistant Dean for Administrative Services	Room 4-54 (718) 990-1946 bradyn@stjohns.edu

EXHIBIT A

Please see sample below. Forms can be found on stjohns.edu/law/eventplanning



Please reference the Event Planning Handbook for additional information when proposing your event.

Please fill out both sides of this form in its entirety.

Completed forms can be dropped off in the Office of Special Events in Room 4-56.

Proposals for all semesters are accepted on a rolling basis.
 The earlier you submit your proposal, the more likely you will be to obtain your preferred date.
 The Office of Special Events will contact you when approved.

Sponsor Organization: _____
Co-sponsors: _____
Contact Name: _____
Contact Phone: _____
Contact E-mail: _____

Event Name: _____
Event Type: _____

Event Description:
 (150 words max)

Requested Date: _____
Requested Start/End Time: _____
Requested Location: _____

Photographer Required? Yes No (in addition, Special Events has a camera available for your use)

of Guests Expected: _____
Budget Info: **Organization to Charge:** _____ **Anticipated Cost:** \$ _____
 If you anticipate your budget to contain more than catering expenses, please complete the event budget template and attach it to your request. Place the total amount in the box above.

Please note the following if your event will be taking place off campus:

- Following the event, an attendee list must be submitted along with the request for payment/ reimbursement.
 - If over the organization subsidized \$40 per person, please detail below how the balance will be funded (i.e. each guest will be charged the balance of the cost, funds from a fundraiser will be used, etc...).
- Total Cost Per Person: \$ _____ Guests will be charged: \$ _____
- Other: _____
- School-funded expenditures for food and drink at events are limited to a maximum of \$40 per person, inclusive of tax and gratuity. The maximum gratuity allowed is 20%. Gratuity in excess of 20% will not be reimbursed. Please keep in mind when planning events that there may be charges for waitstaff, bartenders, security and maintenance personnel. These charges must be included in the \$40 per person limit.
 - Please note that students may not sign contracts for venues. All contracts must be signed by Dean Sarah Kelly.



PLEASE CHECK OFF ALL REQUIRED AND CONFIRM THAT YOU HAVE OBTAINED ALL SIGNATURES NECESSARY *

*If you are submitting for approval from Dean Sarah Kelly, submit the form to Special Events and we will submit to Dean Kelly.

FACULTY ADVISOR APPROVAL

Print Name:

Signature:

I have reviewed the proposal and agree that it will make a worthwhile contribution to the Law School community.

<input type="checkbox"/> ALCOHOL TO BE SERVED AT STUDENT EVENT: Sarah Kelly, Associate Dean for Administration/ Nancy Brady, Assistant Dean for Administrative Services Dean's Suite, 4 th Floor Signature:	<input type="checkbox"/> ALUMNI TO PARTICIPATE/BE INVITED/HONORED: Brian Woods Associate Dean for Law School Advancement Room 3-06 Signature:
<input type="checkbox"/> CAREER-RELATED EVENT: Jeanne Ardan Assistant Dean for Career Development Room 3-26 Signature:	<input type="checkbox"/> CLE CREDIT: (APPROVAL OF PROGRAM CONTENT NEEDED) Claire McKeever Assistant Dean, Alumni Relations & CLE Room 3-06 Signature:
<input type="checkbox"/> CONTROVERSIAL EVENT, TOPIC, SPEAKER, OR LIKELY TO DRAW MEDIA ATTENTION: Sarah Kelly, Associate Dean for Administration/ Nancy Brady, Assistant Dean for Administrative Services Dean's Suite, 4 th Floor Signature:	<input type="checkbox"/> JUDGE TO BE INVITED: John Barrett Professor of Law Room 4-74 Signature:
<input type="checkbox"/> VIP (POLITICIAN, CELEBRITY) TO BE INVITED OR LIKELY TO ATTEND: Sarah Kelly, Associate Dean for Administration/ Nancy Brady, Assistant Dean for Administrative Services Dean's Suite, 4 th Floor Signature:	<input type="checkbox"/> DEAN ATTENDANCE: If you feel your event warrants the attendance of the Dean, please attach a brief explanation of your reasons (anniversary event, VIP speaker etc...) to your proposal. Please note that the Dean's schedule is very demanding and he is not able to attend all events.

For Official Use Only:

Approved by Sarah Kelly/Nancy Brady: Yes No Initials: _____

Date: _____

Notes:

EXHIBIT B

Forms can also be found on www.stjohns.edu/law/eventplanning

REIMBURSEMENT FORM FOR STUDENT ORGANIZATIONS

Name of Organization: _____

Name of Student Requesting Money: _____

X #: _____ (Do NOT use Soc Sec #)

Contact: Phone # _____ Email _____

Reason for Reimbursement: _____

Travel Dates/ Event Date/ Purchase Date: _____

Destination: _____

Type/ Name of Event: _____

Total Amount of Bill/ Reimbursement: _____

Issue Payment To: Name: _____

Street Address: _____

City, State ZIP: _____

Payment will be made by direct deposit if you have it set-up (see instructions in Student Leader Handbook).

Detailed Explanation of Expenditure:

Please Note: TAPE All Original Receipts, Bills, or Invoices on separate 8.5 x 11 sheet(s) and include with this form. Documents are scanned so please do not staple.

Requestor's Signature: _____

Date: _____

Organization Approver:

(President, Treasurer/EIC or other organization authorized signatory)

Name (Print): _____

Position: _____

Signature: _____

Date: _____

SBA Organizations require the additional approval of the SBA President or Treasurer. Please submit to the SBA Office, Ground Floor, Law School.

SBA Approval: _____

Date: _____

EXHIBIT C

Continuing Legal Education Information

WHAT CLE SPEAKERS NEED TO KNOW

A. Objective

The program shall have **significant intellectual or practical content** and its primary objective shall be to **increase the professional legal competency of attorneys** in ethics and professionalism, skills, law practice management and/or areas of professional practice. New York State CLE Board Regulations & Guidelines § 8(A)(4)(b)(emphasis added).

B. Written Materials

- i. Materials shall be **prepared or compiled** specifically for the accredited course or program, and shall **specifically address each topic** presented in the course or program;
- ii. Materials shall be **prepared or adopted and approved by the speaker** and shall be distributed to the attendees at or before the time the course or program is to be held, unless the absence of materials, or the provision of such material shortly after the program is approved in advance by the CLE Board;
- iii. Materials shall reflect that they are **timely** or that they have been updated with specific reference to the course or program;
- iv. Materials shall cover those matters that one would expect for a **comprehensive and professional treatment of subject matter** of the course or program; and
- v. **Brief outlines without citations or explanatory notations shall not constitute compliance** with Program accreditation criteria. New York State CLE Board Regulations & Guidelines § 89A)(4)(f)(emphasis added).

C. Important Reminders

- PowerPoints are best used as visual aids and to **supplement** substantive written materials.
- Programs that are **promotional** in nature or that focus on **business development** or **networking** are **not eligible** for CLE credit.
- Please be sure to repeat all questions from the audience.
- Remember that the presentation must include at least 50 minutes of instruction time in order to issue one CLE credit. Experienced New York attorneys (admitted more than two years) may earn three credits for presenting a 50-minute program.
- What constitutes Ethics – must be 25 minutes for .5

WHAT WE NEED FROM YOU

1. Jurisdiction and dated or all Bar admissions
2. Short (one-paragraph) bio
3. Short (one-to three-sentence) description of course
4. Timed agenda for your presentation (time allotted for each topic)
5. Written materials (submitted for approval at least one week before the program)
6. ARE YOU USING TECHNOLOGY IN YOUR PRESENTATION?

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Claire McKeever (Assistant Dean for Alumni Relations and Continuing Legal Education)

St. John's University

School of Law, Room 306

8000 Utopia Parkway

Queens, NY 11429

mckeevec@stjohns.edu

718-990-6028

Fax 718-990-5998

EXHIBIT D

Outside Catering Policy

The vendor/organization must provide:

Food / Purchase and set up of:

- Food
- Condiments
- Serving ware (tongs, spoons, serving bowls/platters etc...)
- Silverware
- Plates/Napkins
- Sternos/chafing dishes
- Tablecloths for food tables
- Tablecloths for dining tables

Beverages / Purchase and set up of:

- Soda/Water
- Cups
- Ice
- Container for ice

The vendor/organization is also responsible for

- Set up of food/soda tables
- Serving of food
- Safe storage of hot/cold foods in accordance with local health codes
- Break down of food/soda tables
- Clean up of food/soda tables
- Clean up of the room after the event is over (room must be free from all debris and returned to the original, event ready condition - keep in mind you will need to assign volunteers to clean up duty at the end of the night)

Campus catering is contractually unable to offer any assistance in regard to food/soda that is ordered off campus.

If you have ordered food from the outside and alcohol from our catering office, please be advised that alcohol will not be served until the agreed upon food order is ready to serve.

In addition, the organization is responsible for the submission of bills to Budget Services for payment in accordance with Budget Services Policy.