

# **St. John's University School of Law Student Leader Handbook**

Fall 2020



St. John's University School of Law  
8000 Utopia Parkway  
Queens, NY 11439

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Please distribute this handbook to all of your student members, competition coaches, anyone responsible for planning events, spending money, arranging travel or registering for competitions/conferences on behalf of the group.



**ST. JOHN'S**  
**UNIVERSITY**  

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**SCHOOL OF LAW**

**Eric W. Shannon**  
Senior Director of Student Services  
School of Law

Tel (718) 990-6044  
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8000 Utopia Parkway  
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Dear Student Leaders,

Welcome to the new academic year! As you know, St. John's University 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. We appreciate your hard work and dedication both to your individual organizations, as well as to the law school.

Student events during the 2020-21 Academic Year will be very different from those in years past. Accordingly, we have created this Handbook to reflect the policies and procedures that will assist you in planning your events. At least for the Fall 2020 semester, events will be held by default in the virtual setting, through the use of Webex or Microsoft Teams, to which all students have access. We hope this handbook will continue to offer support and direction throughout the academic year. Your questions, contributions, and comments will allow us to continuously improve it to provide a more complete document for you and future leaders at the Law School.

Know that you have plenty of resources to support you in your efforts. From faculty advisors to special events staff – we all want to work with you to enhance the experience of our students through your innovative programming and community building. In addition, my door (virtual and physical) is always open. I invite you to reach out to me 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 2020-21 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,

**Eric W. Shannon**

## 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 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.

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:

Iris M. Diaz

Assistant Director of Special Events

St. John's University School of Law

8000 Utopia Parkway, Queens, NY 11439

718 990 1950 | 347-229-3380

[diazi@stjohns.edu](mailto:diazi@stjohns.edu)

Stephanie Polo

Assistant Director of Special Events

St. John's University School of Law

8000 Utopia Parkway, Queens, NY 11439

718 990 6320

[polos@stjohns.edu](mailto:polos@stjohns.edu)

### STEP ONE: Plan Your Event

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#### 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.

**Ensure that you set up a Webex Meeting or Training and have the technological know-how to execute the event:**

- Our Special Events and Marketing teams can assist you to ensure that your virtual event is a success.

**NOTE:** We strongly encourage you to plan your event in the virtual format throughout the Fall of 2020, as physical space will be limited in and around the Law School. **Any and all in-person gatherings—which should be kept to a minimum—must comply with University policies on Health & Safety**, available for your reference at <https://www.stjohns.edu/life-st-johns/health-and-wellness/student-health-services/coronavirus-disease-2019-covid-19/preparing-fall-semester>.

**STEP TWO: Submit Your Event Proposal Form for Approval**

To more efficiently facilitate remote event planning for the Fall 2020 semester, we have adopted a new digital [Event Request Form](#) available on the Online Student Center (shown below; see **Appendix A** for detailed content).  
[https://sjuit.formstack.com/forms/event\\_request](https://sjuit.formstack.com/forms/event_request)

After your event request form 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 2020 event proposals should be submitted as soon as possible.**

**Spring 2021 event proposals should be submitted no later than **November 24, 2020**.**

**Please note that proposals are accepted and approved on a rolling basis.** We are currently in the process of scheduling events for the 2020-21 academic year and 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 reach out to you for specific event details.

You will need to coordinate with the Office of Marketing and Communications to arrange for the publicity of your event. [Please fill out the Marketing intake form](#) (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).

## 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 proposals 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 contact the dean listed below, as indicated on the [Event Request Form](#) available at [stjohns.edu/law/student-services/law-school-office-special-events](http://stjohns.edu/law/student-services/law-school-office-special-events).

**If you are planning to invite or honor ALUMNI**, please contact Associate Dean Brian Woods, [woodsbl@stjohns.edu](mailto:woodsbl@stjohns.edu).

**If this is a CAREER-RELATED event**, please contact Associate Dean Jeanne Ardan, [ardanj@stjohns.edu](mailto:ardanj@stjohns.edu).

**If you would like to offer CLE CREDIT**, please contact Assistant Dean Claire McKeever, [mckeevec@stjohns.edu](mailto:mckeevec@stjohns.edu).

**If you are planning to invite a JUDGE, POLITICIAN, or CELEBRITY**, please contact Vice Dean Sarah Kelly, [kellys@stjohns.edu](mailto:kellys@stjohns.edu).

Additionally, while Dean Simons can attend many student events, his schedule does not permit him to attend all events. If you think it is important for Dean Simons, or other members of the Law School administration to attend your event, please contact Dean Kelly who will work with you on availability when considering your date.

## 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 by filling out the [please fill out the Marketing intake form](#).

Student event publicity generally consists of the following:

- A monitor posting that will be active on the monitors located outside the elevators.
- Notification in the "The Week Ahead" emails 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 P.M. 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."
- Adding the event to the community [Event Calendar](#) available on the [Online Student Center website](#).

The Office of Marketing and Communications will contact you to begin the publicity process once the intake form is submitted. For further information, please contact Christine Patrizzo, Marketing and Communications Specialist, at [patrizzc@stjohns.edu](mailto:patrizzc@stjohns.edu).

## **BUDGETING 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**. Alternatively, the signed/approved forms and receipts can be emailed to [danilej1@stjohns.edu](mailto:danilej1@stjohns.edu) and [zaccarea@stjohns.edu](mailto:zaccarea@stjohns.edu). Please note any SBA group reimbursements should be sent to the SBA Treasurer who will review/approve and then provide them to the Budget Services office.

**Note that for the Fall 2020 semester, the University has frozen funds allocated to travel, and will only be reimbursing local, on-campus, and virtual events. We strongly encourage you to be conservative with your Fall 2020 spending so you will have the budget for in-person events when it is safe to conduct them, as early as Spring 2021.**

**Students must plan ahead to ensure they are receiving any “early bird” registration or conference fees. If any “early bird” deadlines are missed, the University may only pay or reimburse up to the reduced “early bird” dollar amount.**

The last day to submit a reimbursement request for the academic year is **May 10<sup>th</sup>**.

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.

**Mailboxes:** Student journals, co-curricular programs, and the Student Bar Association (SBA) Executive Board have dedicated mailboxes on the 4<sup>th</sup> floor in the Dean’s / Registrar’s suite. Please check this at least weekly as there may be checks, invoices, packages, 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. SBA-funded organizations must submit budgetary requests to the SBA President or Treasurer. For SBA groups, the group must also receive budget pre-approval from the SBA President or Treasurer before they ask the Office of Special Events to place a catering order.

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](mailto:klinge@stjohns.edu)), and Associate Director of Budget Services, Anthony Zaccarelli ([zaccarea@stjohns.edu](mailto: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](mailto:zaccarea@stjohns.edu)), Associate Director of Budget Services.
- It may be necessary for a student organization to collect cash or checks for the sale of event tickets or other goods (e.g., bake sale, etc.). **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:**
  - Any cash or checks 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 cash/checks are received outside of normal business hours or no one in Budget Services is in the office, the cash/checks must be stored in a secure, locked place in the student group's office, along with an appropriate record of how much has been collected and stored.

### **Credit Cards:**

- Student groups **cannot** accept credit card information (in any manner – in the body of an email, attachment to an email, snail mail, in person, over the phone, via fax, etc.) for an event or any other reason. If a student group is having a ticketed event, please see Anthony Zaccarelli who can assist in setting-up the event on a registration/payment website the University uses.
- **If a student group inadvertently receives credit card information in the mail, etc., it must deliver this as soon as possible to the Budget Services Office in room 4-60. Copies (either in physical or electronic form) of any other document with credit card information must not be retained by a student group.**

## Academic year Deadlines

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

## Donations, Gifts, and Awards

- Donations to outside charities or the Public Interest Auction are not permitted from a student group's budget (even if the money is from external donations the student group received). This includes donations of money or purchasing something to donate (e.g., an item to then be auctioned off for charity, etc.).
- Students cannot collect and deposit money with the University and then request to make a donation from (on behalf of) 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 (3<sup>rd</sup> 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 (e.g., jerseys, sweaters, 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 pay \$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.
- Please note the amount for attire in the student organization's budget is the same as (not in addition to) the University / School of Law subsidy.

### Check Requests

- All requests for checks must be sent to the Budget Services office in Room 4-60 (or emailed to [danilej1@stjohns.edu](mailto:danilej1@stjohns.edu) and [zaccarea@stjohns.edu](mailto:zaccarea@stjohns.edu)).
- **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 (or emailed to [danilej1@stjohns.edu](mailto:danilej1@stjohns.edu) and [zaccarea@stjohns.edu](mailto:zaccarea@stjohns.edu)) and **must be submitted within 30-days of travel or date of purchase**. See **Appendix B** of this publication for the Reimbursement Form for Student Organizations. Forms are also available online ([stjohns.edu/law/student-services/law-school-office-special-events](http://stjohns.edu/law/student-services/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.
- Pre-approval is required from the Budget Services office for the purchase of flowers for an event.

### REQUIRED DOCUMENTATION FOR EXPENSE REIMBURSEMENTS:

**As a reminder, student organizations will not be permitted to receive reimbursement for travel expenditures for the Fall 2020 semester.** This Handbook will be updated to reflect current policies for the Spring 2021 semester as they are made available.

### Other:

- 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.
- 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 and Vice Dean Sarah Kelly. 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**. This includes the completed/signed form and all receipts.

### CONTACT INFORMATION

<b>Alumni Relations, Continuing Legal Education (CLE)</b>	Claire McKeever Assistant Dean for Alumni Relations and CLE	Room 3-06 (718) 990-6028 <a href="mailto:mckeevec@stjohns.edu">mckeevec@stjohns.edu</a>
<b>Development</b>	Joshua Ramirez	Room 306 (718) 990-2438 <a href="mailto:ramirej1@stjohns.edu">ramirej1@stjohns.edu</a>
<b>Career Development</b>	Jeanne Ardan Associate Dean for Career Development and Externships	Room 3-26 (718) 990-6767 <a href="mailto:ardanj@stjohns.edu">ardanj@stjohns.edu</a>
<b>Event Budgeting and Funding, Expense Reimbursements</b>	For SBA Organizations, contact SBA treasurer:  <b>All others:</b> Anthony Zaccarelli Associate Director of Budget Services  Ed Kling Executive Director of Finance	<b>SBA Treasurer</b> Michael Sohn <a href="mailto:minhoon.sohn19@stjohns.edu">minhoon.sohn19@stjohns.edu</a>
<b>Event Proposals and Approvals, both on and off campus</b>	Sarah Kelly Associate Dean for Administration	Dean's Suite, 4 <sup>th</sup> Floor <a href="mailto:kellys@stjohns.edu">kellys@stjohns.edu</a>
<b>Event Publicity</b>	Christine Patrizzo Marketing and Communications Specialist	Room 4-48 (718) 990-2364 <a href="mailto:patrizzc@stjohns.edu">patrizzc@stjohns.edu</a>
<b>Facilities</b>	Nancy Brady Assistant Dean for Administrative Services  Vincent Marsh Facilities Assistant	Room 4-54 (718) 990-1946 <a href="mailto:bradyn@stjohns.edu">bradyn@stjohns.edu</a>  (718) 990-6093 <a href="mailto:marshv@stjohns.edu">marshv@stjohns.edu</a>
<b>General Questions and Advice</b>	Eric W. Shannon Senior Director of Student Services	Room 4-68 (718) 990-6044 <a href="mailto:shannoe1@stjohns.edu">shannoe1@stjohns.edu</a>
<b>SBA Advisor</b>	Nancy Brady Assistant Dean for Administrative Services	Room 4-54 (718) 990-1946 <a href="mailto:bradyn@stjohns.edu">bradyn@stjohns.edu</a>
<b>Special Events</b>  <b>Room Reservations, Catering, Non-Publicity Event Needs</b>	Iris Diaz Assistant Director of Special Events  Stephanie Polo Assistant Director of Special Events	Room 4-56 (718) 990-1950 <a href="mailto:diazi@stjohns.edu">diazi@stjohns.edu</a>  (718) 990-6320 <a href="mailto:polos@stjohns.edu">polos@stjohns.edu</a>

## APPENDIX A

All student organizations must submit the online [Event Proposal Form](#). Below are screenshots of the form for your reference.



# ST. JOHN'S UNIVERSITY

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## SCHOOL OF LAW

### Event Request Form

The Law School's Special Events team, Student Services group, and Marketing and Communications department are here to help you host a successful event!

The first step is to complete and submit this form. After reviewing your submission, we'll reach out via email to confirm details and schedule a start-up meeting, if necessary. Please do not begin advertising your event until you receive confirmation that it has been approved.

Most events through the end of 2020 will be virtual. We use WebEx for most events, but can discuss alternatives if the format requires it.

If you want help marketing your event (emails, social posts, etc.) or need materials for your event (a program, slides, etc.) you will also need to complete a [Marketing Project Request](#).

Proposed Title for the Event\*

Powered by Formstack Create your own form >



Sponsoring Organization(s) \*

Faculty/Administrative Advisor \*

First Name

Last Name

Have you obtained advisor approval? \*

Description of Event \*

Preferred Date/Time \*

 :  :   :  : 

Alternate Date/Time

 :  :   :  : 

Length of Program \*

Contact Person/Organizer \*



Powered by Formstack Create your own form >



Contact Person/Organizer \*

First Name

Last Name

Email \*

Mobile Phone \*

You are responsible for obtaining all necessary approvals before we can confirm your event. You will receive a copy of your event request submission via email. If you have not already obtained approvals, you will need to forward that email, with a note, to the appropriate person/people for approval.

If you are planning to invite or honor **ALUMNI**, please contact Associate Dean Brian Woods, [woodsbl@stjohns.edu](mailto:woodsbl@stjohns.edu).

If this is a **CAREER-RELATED** event, please contact Associate Dean Jeanne Ardan, [ardanj@stjohns.edu](mailto:ardanj@stjohns.edu).

If you would like to offer **CLE CREDIT**, please contact Assistant Dean Claire McKeever, [mckevec@stjohns.edu](mailto:mckevec@stjohns.edu).

If you are planning to invite a **JUDGE**, **POLITICIAN**, or **CELEBRITY**, please contact Vice Dean Sarah Kelly, [kellys@stjohns.edu](mailto:kellys@stjohns.edu). Additionally, while Dean Simons is able to attend many student events, his schedule does not permit him to attend all events. If you think it is important for Dean Simons, or other members of the Law School administration to attend your event, please contact Dean Kelly who will work with you on availability when considering your date.

Submit Form

Powered by Formstack Create your own form >



11:37 AM  
8/18/2020

**APPENDIX B**

Forms can also be found on [stjohns.edu/law/student-services/law-school-office-special-events](http://stjohns.edu/law/student-services/law-school-office-special-events)

**REIMBURSEMENT FORM FOR STUDENT ORGANIZATIONS**

Name of Organization: \_\_\_\_\_

Name of Student Requesting Money: \_\_\_\_\_

X #: \_\_\_\_\_ (Do NOT use Social Security Number)

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: \_\_\_\_\_

## APPENDIX 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](mailto:mckeevec@stjohns.edu)

718-990-6028

Fax 718-990-5998