

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

Fall 2022



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, and anyone responsible for planning events, spending money, arranging travel or registering for competitions/conferences on behalf of the group.



ST. JOHN'S
UNIVERSITY

SCHOOL OF LAW

Eric W. Shannon
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School of Law

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Dear Student Leaders,

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 to your organizations and to the broader Law School community.

We have created this Handbook to reflect the policies and procedures that will assist you in planning your events. 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. During the 2022-23 academic year, organizations may plan both virtual and in-person events. Importantly, however, please note that health and safety requirements may necessitate University and Law School policy changes that supersede the policies provided here.

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 2022-23 academic year a banner year for your classmates and at the Law School.

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

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.
- We encourage you to consider participants that represent a diversity of perspectives and from different backgrounds, and to reach out to Vernadette Horne, Assistant Dean for Diversity, Equity and Inclusion for assistance (hornev@stjohns.edu).

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.

***If hosting a virtual event, ensure that you set up a Webex Meeting 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: Any and all in-person gatherings must comply with University Health and Safety guidelines, for your reference at <https://www.stjohns.edu/life-st-johns/health-and-wellness/student-health-services>

STEP TWO: Submit Your Event Proposal Form for Approval

All event proposals must go through the digital [Event Request Form](#) available on the [Online Student Center](#) (see **Appendix A** for detailed content), or at stjohns.edu/law/student-services/law-school-office-special-events.

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 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 2022 event proposals should be submitted no later than August 31, 2022.

Spring 2023 event proposals should be submitted no later than November 30, 2022.

Please note that proposals are accepted and approved on a rolling basis. We are currently in the process of scheduling events for the 2022-23 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).

REVIEW all logistics and communications to ensure that you are planning an inclusive, accessible event for all. See **Appendix B** for a Basic Accessibility Checklist.

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.

Alcohol to be served at Event: If you would like to serve alcohol at your event you must receive permission from Sarah J. Kelly, Vice Dean for Administration (kellys@stjohns.edu), Eric W. Shannon, Assistant Dean for Student Services (shannoe1@stjohns.edu), or Nancy Brady, Assistant Dean for Administrative Services (bradyn@stjohns.edu).

If you are planning to invite or honor ALUMNI, please contact Associate Dean Brian Woods, 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.

If this is a CAREER-RELATED event, please contact Associate Dean Jeanne Ardan, ardanj@stjohns.edu.

If you would like to offer CLE CREDIT, please contact Claire McKeever, mckeevec@stjohns.edu.

If you are planning to invite a VIP such as a POLITICIAN, or CELEBRITY, please contact Vice Dean Sarah J. Kelly, kellys@stjohns.edu.

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 J. Kelly, Vice 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 the Dean: The Dean and senior administrators attend many law school events often at the invitation of the student groups. If you would like the Dean or other senior administrators to attend your event, please coordinate with Sarah J. Kelly, Vice 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 by filling out the [please fill out the Marketing intake form](#).

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” 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.

EVENT CATERING

If your event requires catering, refer to the Catering Price Guide available online at stjohns.edu/law/student-services/law-school-office-special-events for estimated catering costs. Prices are subject to change. For SBA groups, the SBA group must receive budget pre-approval from the SBA President or Treasurer before they ask the Office of Special Events to place a catering order.

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 – 10 business days prior to the event.
- The Catering Office requires 10 business days’ notice for events serving alcohol.
- Serving **alcoholic beverages** at student events, on campus or off, requires approval from Sarah J. Kelly, Vice Dean for Administration, or Eric W. Shannon, Assistant Dean for Student Services, which must be submitted to Special Events in writing (via the Event Request Form).

A **guaranteed minimum** number of guests is required **three (3) 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 J. Kelly, Vice Dean for Administration, Eric W. Shannon, Assistant Dean for Student Services, or Nancy Brady, Assistant Dean for Administrative Services.
- 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.** Students are not permitted to order/purchase alcohol on their own.
- **Please note that all orders for alcohol must be accompanied by a food order that is equivalent to a meal (i.e. a dinner or cocktail reception, not just a cheese platter).**
- **Events are prohibited from serving alcohol alone.**
- Catering requires 10 business days for events serving alcohol.

Kosher Food

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

Outside Catering Policy

- Please see Appendix E (page 24) for our Outside Catering Policy

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.

NOTE: The policies below are provided based on anticipated public health conditions starting in the Fall 2022 semester. At any point, it may become necessary for the University and/or Law School to restrict or fully prohibit travel in light of the COVID-19 pandemic.

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 and zaccarea@stjohns.edu. Please note any SBA group reimbursements should first be sent to the SBA Treasurer who will review/approve and then provide them to the Budget Services office.

Students must plan ahead to ensure they are receiving the best/lowest fares on airfare, hotel room blocks, and “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 10th**.

All meals require both an itemized receipt of all charges and a paid receipt. A list of attendees for each meal must also 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 \$50 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 \$50 per person limit. The \$50 budget subsidy does not apply to guests of students.

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, or 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. For SBA groups, the SBA 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 an itemized budget to the Executive Director of Finance, Anthony Zaccarelli (zaccarea@stjohns.edu), at the start of the academic year (before Labor Day), *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 or app. If a student group wishes to hold an event where individuals can register and pay online, please see Anthony Zaccarelli (zaccarea@stjohns.edu), Executive Director of Finance.
- 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). **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 with 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 document with credit card information must not be retained by a student group.**

Academic Year Deadlines

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

Donations, Gifts, and Awards

- Donations to outside charities or the School of Law's Public Interest Auction are **not** permitted from a student group's budget.
- Students cannot deposit money with the University (in their group's budget) and then request to make a donation from the University. The group can do this on their own and say the donation is from "Students of <ABC Law Society>."

- Groups cannot purchase items from their budget and then sell or raffle them off in order to raise money for an outside charity. This includes the School of Law’s Public Interest Auction.
- **Fundraising:** Student groups who wish to solicit donations on behalf of their groups must first consult with Jean Nolan or Brian Woods in the Alumni & Development office (3rd floor).
- Organizations may not award scholarships, monetary prizes, gift cards, or awards to other students, without the prior written approval of Anthony Zaccarelli, Executive Director of Finance, which will be forthcoming only under the most compelling circumstances.
 - Additionally, students may not use organization funding to purchase gifts for faculty advisors, competition coaches, or University employees.
 - “Thank you” gifts to speakers are allowed up to \$50 per recipient (**excluding gift cards**). The \$50 limit applies even though the gift may be coming from multiple student groups (in other words, if three groups want to give a “thank you” gift to one speaker, the limit is still \$50, not \$150).

Clothing and Accessory Purchases

- If an organization is ordering clothing and/or accessories (including but not limited to: jerseys, sweaters, t-shirts, hats, blankets, etc.), each student must contribute to the cost as follows:
 - Up to \$60 – student must pay 50% of final price
 - Over \$60 – students must pay \$30 plus all costs above \$60 (if an item is \$75, students must pay \$45)
 - When calculating the above, please include all costs associated with the purchase including shipping, embroidery charges, etc.
 - The above cost-share does not apply if a group wishes to purchase an item for their faculty advisor.
- Use of School Logo or Name:
 - If you would like to use the school logo or name (including any variation such as “St. John’s Law”, “SJU Law”, etc.) digitally (including on social media or in email), in print, or on an object such as a cup or sweatshirt, you must obtain approval in advance. The school logo and name are trademarks and many vendors will not manufacture an item without permission. You can email Trent Anderson, Associate Dean for External Relations at trent.anderson@stjohns.edu, with your request and an image of the usage. In most cases, Dean Anderson will approve the request within 24 hours. For a few vendors (like Halo Branded Solutions / SBS Promo, Custom Ink, L.L. Bean, etc.), Dean Anderson can work with the University to obtain the necessary authorization for the vendor. These requests can take up to several weeks to process, so please plan ahead.

Check Requests

- All requests for checks must be sent to the Budget Services office in Room 4-60, or can be emailed to danilej1@stjohns.edu and zaccarea@stjohns.edu_
- **Check requests to outside vendors must be submitted at least 15 business days prior to the due date.**
- A student organization leader 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 **Appendix C** 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) 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.

- A student organization leader 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, dates of travel, traveler's name, and amount 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 (the entire statement does not need to be provided, just the portion or snapshot showing the relevant transaction).
- 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**.
- If travel arrangements are made and later canceled (e.g., the student or competition coach can no longer attend the trip), the Budget Services office must be notified as soon as possible.
- 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 Executive Director of Finance (Anthony Zaccarelli, zaccarea@stjohns.edu).
 - Please first 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 can send it 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 subtracted 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 (the entire statement does not need to be provided, just the portion or snapshot showing the relevant transaction).
- All hotel rooms should be double occupancy, where possible. If double-booking (i.e., two students per room) presents difficulty due to gender or other concerns, student leaders should contact their faculty advisor(s) to discuss alternative arrangements. Competition coaches are entitled to their own room. Students traveling abroad need to make sure reservations are booked at least one month in advance.
 - Students leaders are responsible for booking any necessary hotel accommodations in advance and for managing those reservations, including timely cancelling if necessary.

- If reservation-related payments present a financial hardship for the student organization, students should consult with their faculty advisor(s) and work with Claire Pollicino, Director of Special Projects (pollicic@stjohns.edu).
 - Claire Pollicino can assist with hotel reservations by pre-authorizing room and tax charges only (any other charges are the responsibility of the students or coaches, who will need to supply a credit card to the hotel upon check-in, in order to pay any incidental charges they incur).
 - Please email Claire with the following information: traveler names, travel dates, name of hotel, number of rooms, and any special pricing (or room blocks) 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 \$50 per person, inclusive of tax and gratuity. This applies whether a student or competition coach is paying the bill for the entire group. The \$50 budget subsidy does not apply to guests of students.
- The maximum gratuity allowed is 20%. Gratuity in excess of 20% will not be reimbursed.
- Alcohol is not reimbursable (unless pre-approved for an event by Sarah J. Kelly, Vice Dean for Administration (kellys@stjohns.edu), or Eric W. Shannon, Assistant Dean for Student Services (shannoe1@stjohns.edu), or Nancy Brady, Assistant Dean for Administrative Services (bradyn@stjohns.edu)). Please subtract 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 (the entire statement does not need to be provided, just the portion or snapshot showing the relevant transaction).

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 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, Vice 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 (currently \$0.585 cents per mile in calendar year 2022). This rate covers gas, wear and tear, and insurance. Tolls will be reimbursed if a receipt is provided (an EZ-Pass statement is sufficient). Local travel is not reimbursable.
- **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. (Rental car companies typically 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.
 - 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.

- 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.
- 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 (the University receives updated codes from time to time).
- Conference/competition fees will be paid in advance once the proper registration forms/invoices are provided to the Budget Services office. These should be provided as early as possible, in particular to take advantage of any lower, "early bird" registration prices.
- Travel (e.g., taxis, etc.) to/from NY area airport/train terminals for out-of-town competitions/conferences are reimbursable up to \$50 each way.
- For local competitions, hotels, meals (other than noted below), and local travel are not reimbursable, unless pre-approved by both the Faculty Advisor and Budget Services, and only under extenuating circumstances.
 - Meals (up to \$30 per student) are permitted when students are on campus over the weekend competing in an external virtual competition.

Competition Coaches

- Competition coaches of student groups must be pre-approved by the respective Faculty Advisor (Professor Christine Lazaro for Moot Court, Professor Elayne Greenberg for DRS, and Maria Rivero for PTAI). Coaches must have complete and current paperwork on file with University Human Resources and Payroll before they begin coaching. Please work with your Faculty Advisor and Anthony Zaccarelli (zaccarea@stjohns.edu) to ensure this is the case.
- Only one coach may travel to a competition (expenses for a second coach are not reimbursable).
- 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 (or can be emailed to danilej1@stjohns.edu and zaccarea@stjohns.edu) and **must be submitted within 30-days of travel or date of purchase**. This includes the completed/signed form and all receipts.
<https://www.stjohns.edu/sites/default/files/uploads/Travel%20Expenses%202021%20v4.pdf>
 - Please check this site (<https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/business-affairs>) for the 2022 form for any travel in 2022 (under "Employee Travel" then "Employee Resources" then "Travel Request and Expense Reimbursement Form 2022"). Here is the current form for 2022:
https://www.stjohns.edu/sites/default/files/uploads/Travel%20Expenses%202022%20v4_FINAL.pdf.
- 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 \$50 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 completion of the “Off Campus Event Proposal” section of the 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 J. Kelly, Vice Dean for Administration (kellys@stjohns.edu), or Eric W. Shannon, Assistant Dean for Student Services (shannoe1@stjohns.edu). 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.
- ***Approval of the Event Proposal Form containing information about any off-campus event must be submitted with any reimbursement request for off-campus events. Additionally, an attendee list must accompany the request for reimbursement.
- School-funded expenditures for food and drink at such events shall be limited to \$50 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 \$50 per person limit. The \$50 budget subsidy does not apply to guests of students. **If the total cost per person exceeds \$50, the organization must charge attendees the difference in cost (e.g., if the total cost per person for an event is \$100, the organization must charge guests \$50).**

ACADEMIC ACHIEVEMENT SUPPORT

If you would like to schedule a meeting, workshop, or other event to provide academic achievement support and advice to your organization members, such as new 1L members, our Academic Achievement office is happy to assist. The following human resources and materials may be helpful to you.

Academic Achievement: You may contact or schedule an appointment with Academic Achievement any time:

Kathryn Piper
Senior Director of Academic Achievement
Room 118-D (First floor)
Email: piperk@stjohns.edu
Phone: (718) 990-7537

For appointments: <https://calendly.com/kathrynpiper>

She is happy to contribute materials or time to speak to your group on a variety of issues affecting academic achievement, including:

- Preparing for class and handling cold calls
- Time management
- Balancing schoolwork with other responsibilities
- Outlining to prepare for exams
- Preparing for final exams
- Exam taking strategies
- Mapping or outlining a practice essay
- Study groups
- Study aids
- Reviewing your past exams
- Academic planning

Academic Achievement Canvas page

The “Academic Achievement at St. John’s Law” site on Canvas is also full of resources you can download and use. Please encourage your group members to view that site. Please also contact Professor Piper with any requests for content related to academic achievement that would be useful for your members.

ADDITIONAL SUPPORT RESOURCES FOR YOUR ORGANIZATION MEMBERS

As a student leader, you may recognize or be approached by student members who need additional support or who may be in distress. You do not have to handle that alone; the Law School and the University have resources to support them. Here are some places you can refer students who could use some help that may be outside your realm of responsibility:

Emergencies

In the event of an emergency, please reach out to the [University Office of Public Safety](#) (718-990-5252) and/or 911, and then alert Vice Dean Sarah J. Kelly and Assistant Dean Eric W. Shannon as soon as possible.

Co-Curricular Activities

For questions relating to co-curricular activities, please reach out to Professor Christine Lazaro, Assistant Dean for Co-Curricular Programs at lazaroc@stjohns.edu.

The Center for Counseling and Consultation

This is a University resource available to all students. If a student member is experiencing anxiety or strain, you can encourage them to contact the counseling center for a free consultation. There is a main number to contact during business hours, as well as a hotline to contact for nights and weekends.

<https://www.stjohns.edu/life-st-johns/health-and-wellness/center-counseling-and-consultation>

The Law School’s Online Student Center (<http://www.stjlawstudent.com>)

Many student questions, from how to choose classes to how to take exams, can be answered from this website. Support contacts and wellness resources are at the top of the Welcome landing page.

Diversity, Equity, and Inclusion

Our Assistant Dean for Diversity, Equity, and Inclusion, Vernadette Horne (hornev@stjohns.edu), is available to discuss issues of concern in this area.

Public Interest

Director of Public Interest Programming Ashleigh G. Kashimawo (kashimaa@stjohns.edu) is available to discuss matters related to public interest programming and events.

Bar Exam Advice & Support

Senior Director of Bar Preparation Rachel R. Paras (parasr@stjohns.edu), is available to discuss preparation for the bar exam and related matters.

CONTACT INFORMATION

Alumni Relations, Continuing Legal Education (CLE)	Claire McKeever CLE Manager	(718) 990-6028 mckeevec@stjohns.edu
Development	Jean Nolan Assistant Director of Individual Giving	Suite 3-06 (718) 990-8059 nolanj@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 Executive Director of Finance Ed Kling PT Executive Director of Finance	SBA Treasurer Mathews Thankachan Mathews.thankachan21@stjohns.edu Room 4-60 (718) 990-5523 zaccarea@stjohns.edu (718) 990-6608 klinge@stjohns.edu
Event Proposals and Approvals, both on and off campus	Sarah J. Kelly Vice 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 Julio Ortiz Facilities Assistant	Room 4-54 (718) 990-1946 bradyn@stjohns.edu (718) 990-6093 Ortizj@stjohns.edu
General Questions and Advice	Eric W. Shannon Assistant Dean for Student Services Melissa K. Angelides Associate Director for Student Services	Room 1-18A (718) 990-6044 shannoe1@stjohns.edu Room 1-18B kubitm@stjohns.edu
SBA Advisor	Nancy Brady Assistant Dean for Administrative Services	Room 4-54 (718) 990-1946 bradyn@stjohns.edu

Special Events Room Reservations, Catering, Non-Publicity Event Needs	Iris Diaz Assistant Director of Special Events	Room 4-56 (718) 990-1950 diazi@stjohns.edu
Academic Achievement Resources (e.g., for 1L support sessions or referrals)	Kathryn Piper Senior Director of Academic Achievement	Room 1-18D (718) 990-7537 piperk@stjohns.edu

APPENDIX A

All student organizations must submit the online [Event Proposal Form](#), available on the Online Student Center home page (https://sjuit.formstack.com/forms/event_request). Below are screenshots of the form for your reference.



ST. JOHN'S UNIVERSITY

SCHOOL OF LAW

School of Law Event Request Form

The Law School's Special Events team is here to help you host a successful event. Before we start our work together, please share your event idea with, and get approval from, the following (your advisor + all others that apply):

1. **All events:** Event host's faculty or administrative advisor
2. **Events involving alumni:** Associate Dean Brian Woods (woods1@stjohns.edu)
3. **Career-related events:** Associate Dean Jeanne Ardan (ardan@stjohns.edu)
4. **Events involving judges, politicians, celebrities:** Vice Dean Sarah Kelly (kellys@stjohns.edu)
5. **Events offering CLE credit:** Assistant Dean Claire McKeever (mckeevec@stjohns.edu)

***Additionally, while Dean Simons is able to attend many 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 Vice Dean Kelly who will work with you on availability when considering your date.**

When you have the requisite event approvals, please complete and submit this form. After reviewing your submission and confirming your approvals/s, we'll email you about next steps.

If you have any questions about event scheduling or planning please contact:

Iris Diaz
718-990-1950
diaz@stjohns.edu

I certify that I have obtained all necessary approvals before submitting this form. -
Copy*

- Yes
 No

Event requests will not be scheduled until you have obtained all approvals.

Is this a new request or an update to an existing request? *

New

Sponsoring Organization(s) *

Contact Person/Organizer *

First Name

Last Name

Email *

Mobile Phone *

Proposed Title for the Event *

Description of Event *

Faculty/Administrative Advisor *

First Name

Last Name

Have you obtained advisor approval? *

Yes

Preferred Date/Time *

Alternate Date/Time

Proposed Length of Program *

Indicate type of event *

In Person

Virtual

Hybrid

If your first or second choice dates can't be accommodated, please indicate if you have a preferred week or days of week for your event, and we'll work with you to schedule.

Please provide the URL for the event if it has already been created:

If applicable, please provide the password:

Who is your event for? *

- Students
- Faculty
- Administrators
- Alumni
- Public
- Other:

Check all that apply.

Please upload any supporting documentation (e.g., agenda, flyer, etc.)

No File Chosen

Additional documentation (if applicable)

No File Chosen

Marketing Request Form

If you want to publicize your event in and/or outside the Law School, you must complete the [Marketing Project Request Form](#), which starts your collaboration with the Law School's Marketing and Communications team.

Event Technology Request Form

Will you need IT support for this event? Please fill out the IT AV request event form:

https://sjuit.formstack.com/forms/law_school_event_techrequest

APPENDIX B

Basic Accessibility Checklist

Accessible Communications

- General: Are all communications (web-based, email, etc.) accessible in at least two formats?
- Do all videos have captioning, a script, or both? Do all audio recordings also have a script?
- Have you used the accessibility tracking feature in Outlook (or other email systems) to evaluate emails before sending them out?
- Have you avoided using underlining in communications (except to indicate hyperlinks to web-based media)? Have you avoided using excessive all caps in communications?
- Have you used an easy-to-read font in communications (e.g., San-serif fonts such as Arial, Calibri, Verdana or Franklin Gothic Book)?
- Are social media posts accessible?
- Do all images and graphics in communications have alt-text?
- Is any information communicated using colors that may not be visible to someone with a color vision deficiency (color blindness)?
- Do you make all printed handouts available in a digital, accessible format, clearly communicating how one can obtain those accessible versions and making them available?
- Is web-based content well organized and easy to navigate? Are all parts of the web-based content accessible with a screen reader?

Accessible Programs and Special Events

- For virtual or hybrid events, have you activated closed captioning in Zoom, Webex, GoTo Meetings, or any other virtual platform you are using?
- For face-to-face events, have you evaluated the physical space to ensure it is accessible for attendees with physical disabilities and mobility impairments (including such things as stairs, potential physical obstacles or rough terrain, lighting, etc.)?
- When considering who to invite as speakers or presenters for special events, do you invite speakers who have disabilities as well as other diverse speakers?
- Do you make sure that accessible restrooms, parking, and other adjacent resources are available for all programming and special events?
- For longer events, do you plan for long enough and sufficient breaks? For longer events and events covering sensitive topics, do you provide a quiet space where students may go if they need a break, are experiencing sensory overload, or need mental health support when appropriate?

APPENDIX C

Forms can also be found on 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 D

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, areas of professional practice, and/or diversity, inclusion and elimination of bias. 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

St. John's University School of Law

(718) 990-6028; (cell) (516) 729-6711

mckeevec@stjohns.edu

APPENDIX E

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.

In addition, the organization is responsible for the submission of bills to Budget Services for payment in accordance with the Budget Services policy (see page 9).
