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A Message from the Vice Dean Emeritus:

Congratulations on achieving a leadership role at the School of Law for the 2014-2015 academic year. The very positive esprit de corps which permeates life at the law school is in great part due to the continuing success of our student leaders in sponsoring, scheduling and organizing professional, significant and high-quality programs and events. The goal of the administration and faculty is to assist you in achieving this success, and the purpose of this Handbook is to provide you with guidelines which will help ensure that success. For this to be a successful year, you and your student members MUST READ THIS HANDBOOK.

There are a finite number of hours in a day, and a definite number of events which can be attended by any one person at the same time: One. Following these guidelines will assist us in avoiding event conflicts and in maximizing attendance at events, critical for event success from the perspective of both the audience and the participants. These guidelines seek to promote high quality events, rather than a high quantity of events, and being familiar with and following them will not only help us in achieving such high quality but will also make your life and the lives of others much simpler and enjoyable. There are special guidelines regarding financial expenditures, calendaring events, use of alcohol – both on campus and off, catering services, and the like. Please read them carefully and follow them scrupulously. If you have any questions, it is much better to ask first rather than find out later that certain expenditures are not reimbursable, or a certain venue is not available, or that certain costs are not within budgetary constraints, or that the Dean or your Faculty Advisor or your guest speaker is not available on the date you have selected. Advance planning is the key to a successful event, and seeking approvals ahead of time guarantees the avoidance of subsequent complications.

Included in this Handbook is a detailed list of the administrators who can assist you in following these Guidelines, and I highlight the assistance you can receive from Ed Kling, Executive Director of Finance; Nancy Brady, Director of Special Services; Claire McKeever, Assistant Dean for Alumni Relations; Maureen Mulligan, Associate Director of Special Events; and Jennifer Manfredi, Special Events Coordinator. And my door is always open.

Your professionalism will enable us to have a very successful academic year!

Cordially,

Andrew J. Simons
EVENT PLANNING GUIDELINES

To ensure the best possible attendance at all Law School events, the Office of Special Events will not book events that conflict with each other. So, it is in your best interest to plan your events as early as possible in order to secure a date, obtain an appropriate space and publicize the event for optimal attendance. It is strongly recommended that you work with your Faculty Advisor to produce the best event possible.

The following 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, 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!

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 etc…
- 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 late afternoon to early evening on weekdays.
- Attendance tends to be lower on Fridays when few classes are scheduled and due to the beginning of the Sabbath 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 are booked well in advance and availability is limited. *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 for review and approval by the Office of Special Events. Please note that all necessary approvals/signatures must accompany the event proposal forms (see page 5 for details). The proposal form is available at www.stjohns.edu/law/eventplanning.

All events 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.

The following types of events do not require a proposal form but must be calendared through the Office of Special Events:

- Bake Sales
- Fundraising Tables
- Information Tables
- Organization Meetings
  - Organization Meetings should be held in the SBA Lounge (booked through SBA President Christopher Eaton at christopher.eaton12@my.stjohns.edu or (718) 990-5824.
  - If your group anticipates attendance to be above 12 please contact Special Events to book a classroom.
- For competitions you are competing in off campus, only budget approval is needed.

Once your event has been evaluated, the Office of Special Events will notify you when your event has been approved and scheduled.

**DEADLINES**

Fall 2014 event proposals must be submitted no later than Friday, September 26, 2014.

Spring 2015 event proposals must be submitted no later than Friday, November 14, 2014.

Please note that proposals are accepted and approved on a rolling basis. We are currently in the process of scheduling events for the 2014-2015 academic year and we encourage you to submit your event proposals as soon as possible. If you do not meet the submission deadlines, your event may not be approved. The Office of Special Events will consider late proposals on a case-by-case basis. 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, you will need to coordinate with the Office of Special Events to arrange for the publicity and logistics of your event. Please contact them 4 weeks prior to your scheduled event date to go over your requirements.
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 pre-submission.

Certain facets of events require approval beyond 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 Vice Dean Emeritus Andrew J. Simons at simonsa@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 Claire McKeever, Assistant Dean for Alumni Relations, at mckeevec@stjohns.edu. Dean McKeever 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.

Career-Related Events:
If your event is career-related, you must coordinate it with Jeanne Ardan, Assistant Dean for Career Development, at (718) 990-6614 or ardan@stjohns.edu Room 3-26.

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 13 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 Vice Dean Emeritus Andrew J. Simons at simonsa@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 at barrettj@stjohns.edu.

Networking Events:
If you are planning a symposium or other large-scale event at the Law School, it is suggested 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 Claire McKeever, Assistant Dean for Alumni Relations, at mckeevec@stjohns.edu. She will work with you and the Alumni Chapter President for event approval.

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 Vice Dean Emeritus Andrew J. Simons at simonsa@stjohns.edu.
PUBLICIZING YOUR EVENT

Working with the Office of Special Events, student event producers will publicize their own events. Once the Office of Special Events approves and calendars your event you can begin the publicity process.

Student event publicity generally consists of the following:

- A poster to be posted on the ground floor outside the SBA Lounge.
- A monitor posting that will be active on the monitors located outside the elevators.
- A posting in the School of Law online event calendar.
- 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 Special Events will contact you to begin the publicity process. If you feel you need to reach out to them, please feel free.

If you feel you that your event requires more publicity than outlined above, please contact Maureen Mulligan, Associate Director of Special Events or Nancy Brady, Director of Special Services and SBA Advisor to discuss your publicity 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 in house catering must be ordered through the Office of Special Events. Students are not permitted to order in house catering on their own.
- Menu must be submitted 10 business days prior to the event.
- Catering requires 15 business days notice for events serving alcohol.
- Serving alcoholic beverages at student events, on campus or off, requires approval from Vice Dean Emeritus Andrew J. Simons, which must be submitted to Maureen Mulligan in writing.

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 requests to serve alcohol at an event require the pre-approval of Vice Dean Emeritus Andrew J. Simons.
- Alcohol can only be purchased and served through in house 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 alcohol on their own.
- Catering requires 15 business days for events serving alcohol.
- If ordering food from the outside, please note that alcohol cannot be ordered for events without a completed contract/order from the caterer, and a sufficient amount of food must be included.

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

Outside Catering Policy
- Please see Page 17 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 and signed by Vice Dean Emeritus Andrew J. Simons.

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 or Jennifer Manfredi in the Office of Special Events to arrange for transcription services.

Travel/Accommodations
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 or Jennifer Manfredi in the Office of Special Events. Travel and accommodations should be arranged 6 weeks in advance of event.
EVENT BUDGETING AND FUNDING:

School-funded expenditures for food and drink at events are limited to a maximum of $30 per person, inclusive of tax and gratuity. 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 $30 per person limit.

Try to anticipate your budget requirements as early as possible. This will improve your chances of having enough funds for your group to do the things you want to do. Student Bar Association-funded organizations must turn in budgetary requests to the SBA President or Treasurer. The President or Treasurer must sign food requests before Special Events can place an order with catering. All events sponsored by students or student organizations must be conducted within appropriate budgetary restraints. A.J. Buckley, Assistant Director of Budget Services, is available to advise you on budget matters. You may contact him at 718-990-5523 or via e-mail buckleya@stjohns.edu

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

Please familiarize yourself with the budget policies below.

Budget Policies

From the Office of Budget Services

- All organizations must submit a line item budget to the Executive Director of Finance, at the start of the academic year, prior to spending any funds. It is important to consult with the faculty advisor for your organization when preparing your budget. Organizations within the Student Bar Association should submit their budget requests to the SBA executive board for approval.
- The University does not issue cash advances.
- Student organizations may not collect dues from members as a condition of membership. Any organization that wishes to collect dues for social events must have a written policy regarding the purpose of dues. Dues 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.
- Sometimes it is necessary for student organizations to collect cash for the sale of tickets or other goods. Cash must be secured and brought to the budget office no later than the following business day.
- No expenses may be incurred after April 30th without prior approval from the Executive Director of Finance (Ed Kling).
- Donations to outside charities from law school budget allocations are not permitted.

Check Requests

- All requests for checks must be sent to the Budget Office in room 4-60.
- Check requests must submitted at least 15 business days prior to due date.
- Checks are processed and mailed by the University in approximately 10 days of receipt.
- The head of the student organization or a designee must authorize all requests for checks. No individual may approve their own reimbursement.
**Reimbursements**

- All requests for reimbursements must be sent to the Budget Office in Room 4-60 and must be submitted within 30 days of travel or date of purchase. See Page 17 for the Reimbursement Form for Student Organizations. Forms are also available in Room 4-60.
- Reimbursements will be made as a direct deposit to your personal bank account if you have already arranged this through the Bursar’s Office. For those students who do not already have direct deposit and wish to receive their reimbursements by this method, you may download a PDF of the ["Student Direct Deposit Refund" form](#) and return it, with a voided check, to Budget Services in Room 4-60 to set up this service.
- It is very important that the proper documentation be submitted so that checks can be processed without delay. Vendor invoices or paid receipts must accompany all check requests. Restaurant “tear tabs” are not acceptable receipts.
- The head of the student organization or a designee must authorize all reimbursements.

**Travel**

- Personal use of automobiles for student organization related travel will be reimbursed at $.56 cents per mile. This rate covers gas, wear and tear, and insurance. Tolls will be reimbursed if an original receipt is presented. An EZ-Pass statement must evidence any EZ-Pass charges. On occasion it may be necessary to rent a car while traveling on Law School related business. All rental cars must be small, midsize or economy class and be pre-approved by the Executive Director of Finance. Under no circumstances may sports cars, SUVs or luxury vehicles be rented.
- Students traveling to competitions, events etc. may use Austin Travel to assist with travel arrangements. Prior to making arrangements with Austin, Section A of the travel request and reimbursement form must be completed and signed by the head of the student organization and Executive Director of Finance. Austin can be reached at 516-465-1070.
- Hotel reservations and conference/competition fees will be paid in advance providing that hotel price quotes and the proper registration forms are submitted a minimum of three weeks prior to the event or hotel stay. All rooms should be double occupancy where possible. For example if three male students and one female student are traveling three rooms can be rented because of gender considerations. Students traveling abroad need to make sure reservations are booked at least one month in advance. The Budget Office will assist with reservations but it is the student’s responsibility to make and confirm all travel reservations.
- Travel to/from NY area airport/train terminals are not reimbursable expenses.
- Alcohol is not a reimbursable expense for students or coaches when traveling on Law School business.

**Off Campus Events**

- Catered events on or off campus must be calendared through the Law School’s Special Events office.
- All on and off campus events involving alcohol must be pre-approved by Vice Dean Emeritus Andrew J. Simons in writing. 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 campus events.
- School-funded expenditures for food and drink at such events shall be limited to not more than $30 per person, inclusive of tax and gratuity. 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 $30 per person limit. If the total cost per person exceeds $30, 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 $95).
### 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  
Assistant Dean for Career Development | Room 3-26  
(718) 990-6767  
ardanj@stjohns.edu |
| **Event Budgeting and Funding, Expense Reimbursements** | For SBA Organizations, contact SBA treasurer:  
**All others:**  
Ed Kling  
Executive Director of Finance  
or  
A.J. Buckley  
Associate Director of Budget Services | Matthew Heymann  
SBA Treasurer  
matthewheymann@gmail.com  
Room 4-60  
(718) 990-5523  
buckleya@stjohns.edu |
| **Event Publicity** | Maureen Mulligan  
Associate Director of Special Events | Room 4-48  
(718) 990-1950  
mulligam@stjohns.edu |
| **Facilities** | Nancy Brady  
Director of Special Services  
Vincent Marsh  
Facilities Assistant | Room 4-52  
(718) 990-1946  
bradyn@stjohns.edu  
(718) 990-6841  
marshv@stjohns.edu |
| **General Questions and Advice, Mission, Faculty Advisors, Off Campus Event Approval** | Andrew J. Simons  
Vice Dean Emeritus | Room 4-54  
(718) 990-6098  
simonsa@stjohns.edu |
| **Room Reservations, Catering, Non-Publicity Event Needs** | Maureen Mulligan  
Associate Director of Special Events  
Jennifer Manfredi  
Event Coordinator | Room 4-48  
(718) 990-1950  
mulligam@stjohns.edu  
Room 4-48  
(718) 990-6320  
manfredj@stjohns.edu |
| **SBA Advisor** | Nancy Brady  
Director of Special Services | Room 4-52  
(718) 990-1946  
bradyn@stjohns.edu |
Please reference the Event Planning Handbook for additional information when proposing your event.

**Please fill out this form in its entirety.** Completed forms can be dropped off in the Office of Special Events in Room 4-48.

| Fall 2013 event proposals must be submitted no later than **Friday, September 26, 2014.** |
| Spring 2014 event proposals must be submitted no later than **Friday, November 14, 2014.** |

The Office of Special Events will contact you when approved.

**CONTACT INFORMATION**
- Contact: 
- Phone: 
- E-mail: 
- Affiliation: Faculty, Student Organization, Center

**EVENT INFORMATION**
- Event Name: 
- Event Type: 
- Event Sponsor: 
- Co-Sponsors: 
- Requested Date: 
- Requested Start/End Time: 
- Requested Location(s): 
- Photographer Requested: Yes, No (if available)
- Intended Audience: 
- # of Guests Expected: 
- Brief description of event:

**BUDGET INFO**
- Organization to Charge: 
- Anticipated Cost: $ 
- If you anticipate your budget to contain more than catering and related expenses, please provide a list of anticipated expenditures, attach it to your request and place the total amount in the box above.

**FACULTY APPROVAL**
- IF SPONSORED BY STUDENT ORGANIZATION - FACULTY ADVISOR SIGNATURE REQUIRED
- Print Name: 
- Signature: 
- I have reviewed the proposal and agree that it will make a worthwhile contribution to the Law School community.

**DEAN ATTENDANCE:**
- If you feel your event requires 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 COMMITTEE USE ONLY:**
- Date Submitted: 
- Approved? 
- Notified? 
- Pass #

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Once completed, please deliver to the Office of Special Events in Room 4-48.

Contact Name: ________________________________________________________________
Contact Phone: ________________________________________________________________
Contact E-mail: ________________________________________________________________

Event Name: ________________________________________________________________
Organization: ________________________________________________________________
Event Description: ____________________________________________________________
(150 words max)
Faculty Advisor
Signature for Approval: _________________________________________________________

Requested Date: ______________________________________________________________
Requested Start Time: __________________________________________________________
Requested End Time: __________________________________________________________
Location: ________________________________________________________________

Anticipated Attendance: __________________________
Cost Per Person*: $ ______

*If over the University subsidized $30 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…). School-funded expenditures for food and drink at events are limited to a maximum of $30 per person, inclusive of tax and gratuity. 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 $30 per person limit.

For Official Use Only:
Approved by Vice Dean Emeritus Andrew J. Simons:  ☐ Yes  ☐ No

Signature: __________________________
Date: __________________________

Please note that students may not sign contracts for venues. All contracts must be signed by Vice Dean Emeritus Andrew J. Simons.
Please check all that apply and obtain signatures and drop off with your event proposal in the Office of Special Events in Room 4-48 when completed.

Event Name: ___________________________________________ Proposed Date: ____________

Sponsoring Organization(s): ____________________________________________

☐ ALCOHOL TO BE SERVED AT STUDENT EVENT
   Print Name: Vice Dean Emeritus Andrew J. Simons (Room 4-54)
   Signature:

☐ ALUMNI TO PARTICIPATE/BE INVITED/HONORED:
   Print Name: Claire McKeever, Continuing Legal Education and Alumni Relations (Room 3-06)
   Signature:

☐ CAREER-RELATED EVENT
   Print Name: Jeanne Ardan, Assistant Dean for Career Development (Room 3-26)
   Signature:

☐ CLE CREDIT (PROGRAM APPROVAL NEEDED):
   Print Name: Claire McKeever, Continuing Legal Education and Alumni Relations (Room 3-06)
   Signature:

☐ CONTROVERSIAL EVENT, TOPIC, OR SPEAKER, OR LIKELY TO DRAW MEDIA ATTENTION
   Print Name: Vice Dean Emeritus Andrew J. Simons (Room 4-54)
   Signature:

☐ JUDGE TO BE INVITED
   Print Name: Prof. John Barrett (Room 4-74)
   Signature:

☐ VIP (POLITICIAN, CELEBRITY) TO BE INVITED OR LIKELY TO ATTEND
   Print Name: Vice Dean Emeritus Andrew J. Simons
   Signature:

St. John's University
School of Law
Exhibit D
REIMBURSEMENT FORM FOR STUDENT ORGANIZATIONS

Name of Organization: ___________________________________________

Name of Student Requesting Money: _______________________________

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

Contact: Phone #_________________ e-mail________________________________

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 arranged. Checks will be mailed to permanent mailing address.)

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, no staples please.

Requestor’s Signature: ____________________________ Date:__________

Organization Approval:___________________________ Date:__________

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

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:__________
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 F

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 must be 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)

In-house 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.