

Registered Student Organization Guidelines

1. Events

While we encourage law school student organizations to hold events for members of the law school community as well as other SIU students, the School of Law must be notified in advance if your organization is planning on holding a large event that takes place at the School of Law, is open to the public or:

- a. involves notifying the media (radio, Internet, television, or newspaper);
- b. involves an estimated audience of more than 25 students;
- c. involves a speaker that is an alum, judge, attorney, or SIU administrative official;
- d. or includes a speaker that requires transportation or a speaking fee.
- e. involves spending RSO funds.

If your organization is considering such an event, then you must complete the **RSO Event Funding and Refreshments Pre-Authorization Approval Request form** and submit it to Law Student Services.

This will:

- a. prevent your organization from scheduling an event that conflicts with the many public events that the School of Law holds throughout the year;
- b. prevent your organization from scheduling a speaker that requires an audience larger than expected to attend; and
- c. ensure that we have adequate facilities and resources for your event.
- d. ensure that we consider everyone's dietary needs.

Please note that this rule applies even if your organization does not require funding from the School of Law for the event.

2. Alcohol

The SIU School of Law cannot give your organization money for the purchase of alcohol. Similarly, your organization cannot sell or distribute alcohol anywhere on the campus of SIU, including the School of Law building, without an alcohol permit. If you are interested in obtaining an alcohol permit for a specific event, see Dean Ray in room 135. Please note that we need **at least two weeks** before the event to have time to process this request.

3. Requesting funds from the School of Law

We strongly encourage any and all law school organizations to raise funds for their scheduled events before approaching the School of Law for funding.

You may find out from Maryl Wildermuth how much, if any, money is already in your organization's holding account. If funds are raised by you, they should be deposited in that account as soon as possible.

ALL EXPENDITURES MUST BE APPROVED through the Assistant Dean, prior to purchase.

All Organizations will submit an estimate of expected costs to the Office of Law Student Services. If approved, instructions will be given as to how and where to purchase the requested items or services. Failure to follow the above steps means that you or your organization may not be reimbursed for your expenditures.

Similarly, do not assume that you can make purchases from a particular store, business or company (INCLUDING SIU DEPARTMENTS) even if you have done so in the past. **SIU has prime vendors that must be used for certain purchases.**

4. Storage

Space within the School of Law is limited. If you have supplies that need to be kept at the law school, please see Dean Ray to discuss storage.

5. Announcements.

To conserve paper and to limit the number of flyers that appear throughout the building and in the student mailboxes, student organizations are strongly encouraged to use the law school bulletin board on TWEN for making general announcements to School of Law Students. In addition, all meetings and events can be advertised by submitting the information to Barb Smith at smithb3@siu.edu to be included in the Monday Morning Email that goes out to all faculty, staff and students each week.

6. Non-Public Meetings

If your student organization needs to reserve a room within the School of Law for a meeting or event, please see Kristy in room 132. A RSO room/event request form must be completed.

7. Flyers in the School of Law

Posting flyers on the glass windows of the School of Law is prohibited for students and student organizations without approval from Michele Tourville or Dean Ray. They will advise RSO's as to the appropriate locations for posting.

8. Receipt Books

If you are using Receipts Books for fundraising or ticket sales, please follow these directions:

- White copy to individual making payment
- Yellow copy turned in to staff member with cash – totals of cash/checks and yellow copies should match
- Pink copy stays in receipt book