

Student Organizations

Spring 2024

Wednesday, January 17, 2024

12:15 – 1:00 PM ET

Big Warren 309

The information presented herein is subject to change and Columbia Law School reserves the right to amend or supplement the information published in this document at any time.



Spring 2024

- As of today, all Spring 2024 events will run normal and the same as in the **Fall 2023**.
- Lunch hour is from 12:10 – 1:10 p.m. ET
- Always check the Student Affairs, Student Organization, Rooms when they are limited and, Law Calendars when planning an event. Once selected, always add your event to the Student Organizations calendar.
- Spring Break is on March 11 – 15, 2024.
- Please consider different holidays when planning events.
- Last day to host an event is on April 24, 2024, which is also the last day of law class.
- Non-recognized / unofficial groups will not have the same privileges or benefits as a recognized group.
- All Student organizations must have elected/chosen their new board members Fall 2024 – Spring 2025 by **Thursday March 22, 2024**.

Spring 2024 – Funding

- Membership Dues - A student organization may choose to support its activities by collecting dues from its members. Keep in mind that if you collect dues from members, you will need to offer something beneficial to the paying members. After collecting membership dues, these funds should be submitted to the Student Services Office for deposit into the student organization's Law School account.
- Fundraising Events or Sales - A student organization may also try to raise funds by selling items such as T-shirts or other promotional items (*make sure to check the use of University trademarks and only order from an approved vendor if you are planning to have your logo or any logos connected with Columbia University*), holding events and charging admissions or through other sales or fundraising events. The process of depositing funds are the same as depositing the membership dues.
- External Fundraising
- Student Senate

Spring 2024 – Off- Campus vs On-Campus

		Off-Campus	On-Campus
1	BUDGET	Always work within your budget. If you would like to know your current funds and request a copy of your trial balance please email studentorganizations@law.columbia.edu	Always work within your budget. If you would like to know your current funds and request a copy of your trial balance please email studentorganizations@law.columbia.edu
2	DATE	<ul style="list-style-type: none">• Check the Student Affairs Calendar• Check the Student Organizations Calendar• Dates when room reservations are limited• Law Calendar	<ul style="list-style-type: none">• Check the Student Affairs Calendar• Check the Student Organizations Calendar• Dates when room reservations are limited• University and Law Calendar
3	VENUE	It's the group's responsibility to find a venue for your event and check if the venue is an approved vendor. If not sure, please email student organizations the name and address of the venue. If the venue is not an approved vendor, we need to add the to the university system.	Not including JG, Big and Little Warrens, and JG Annex (All Law School Building). Please check with the University Events Management (UEM) venues within the University that can accommodate your event. (Low Library, Lerner Auditorium, etc.) UEM has its own EMS, this is NOT your law School's EMS. Only recognized groups can reserve rooms.
4	FOOD	Assuming the off-campus venue you have chosen will provide food and drinks, please request a contract and upload them to the student organization request form. Do not forget about dietary restrictions.	Student planner would need to find a caterer that will serve food and drinks for their event. Make sure it is an approved vendor, if not, we need to add them to the CU System. If there are wait staff, we will also need a Purchase Order (PO). Do not forget about dietary restrictions.

Spring 2024 – Off- Campus vs On-Campus

		Off-Campus	On-Campus
5	ALCOHOL	Assuming the off-campus venue you have chosen will also provide alcohol, please include the specific amount of alcohol to the contract and upload them to the student organization request form	You can only serve alcohol (beer and wine ONLY) in your event after 5pm. Every event that serves alcohol will need a NYS Temporary Beer and Wine Permit. Find more information <u>HERE</u> .
6	EVENT REVIEW	If it's an off-campus event, student organization planners can plan to meet with Jeff Bagares for additional guidance and support.	If you anticipate your event will have any of the following: Presence of press/media (invited or otherwise). Be advertised beyond Columbia's campus, A high attendance/capacity, high government official, controversial speaker, serve alcohol, the potential for significant disruption, controversial topic and, security concerns. We may need to convene a meeting with other University Stakeholders, including Public Safety 10 days before your event. This meeting may result in changes to your event.
7	CONTRACT	Upload the contract to the student organization request form. Signature turnaround time is between 1 – 3 weeks. Most cases, the contract will need amendments, and this may add additional time.	If your event is NOT in the Law School Building (JG, Big and Little Warren, JG Annex) but under Columbia University, we will need a contract from UEM.
8	INVITING A SPEAKER	If your organization is covering travel expenses for your guests, please email student organizations at least 6 weeks in advance so we can book travel arrangements for your guest(s). Only staff can book travel arrangements for guests, this includes changing the travel that was already made by the staff.	If your organization is covering travel expenses for your guests, please email student organizations at least 6 weeks in advance so we can book travel arrangements for your guest(s). Only staff can book travel arrangements for guests, this includes changing the travel that was already made by the staff.

Spring 2024 – Off- Campus vs On-Campus

		Off-Campus	On-Campus
10	ADDITIONAL OUTREACH	For Private Sector: Sonovia Harmon (sh3477) For Public Interest: Eleanor Van Hest (ev2494) For the Judiciary: Dianisbeth Acquie (da3086) Alumni: Beth Evans (alumni@law.columbia.edu)	For Private Sector: Sonovia Harmon (sh3477) For Public Interest: Eleanor Van Hest (ev2494) For the Judiciary: Dianisbeth Acquie (da3086) Alumni: Beth Evans (alumni@law.columbia.edu)
11	ADVERTISEMENT	Always add your event(s) to the Law Calendar by filling out this form . Please add your events to the Student Organization Calendar as well. Please utilize, your website, campus groups, social media. The Office of Communications, Marketing, and Public Affairs is committed to providing as much publicity for student-run events as possible. Please connect with Jeff Bagares no less than 2 weeks before the event.	Always add your event(s) to the Law Calendar by filling out this form . Please add your events to the Student Organization Calendar as well. Please utilize, your website, campus groups, social media. The Office of Communications, Marketing, and Public Affairs is committed to providing as much publicity for student-run events as possible. Please connect with Jeff Bagares no less than 2 weeks before the event.
12	SWAGS and SUPPLIES	If you plan to give out Columbia branded supplies, you can only order from an approved vendor. Remember, if the total price of all the Columbia branded supplies is more than \$2500.00, we will need a PO. If you plan to purchase supplies for your event, please upload all the link to the student organization request form and we can help you purchase them (not more than \$2500.00)	If you plan to give out Columbia branded supplies, you can only order from an approved vendor. Remember, if the total price of all the Columbia branded supplies is more than \$2500.00, we will need a PO. If you plan to purchase supplies for your event, please upload all the link to the student organization request form and we can help you purchase them (not more than \$2500.00)
13	RECORD KEEPING	Please keep a record of everything - expenses, venues, food, what worked and what did not work. This will help future board members to plan for their events and upload it on your CLS Connect Folder (campus groups)	Please keep a record of everything - expenses, venues, food, what worked and what did not work. This will help future board members to plan for their events and upload it on your CLS Connect Folder (campus groups)

Spring 2024 – Off- Campus vs On-Campus

		Off-Campus	On-Campus
14	TRANSPORTATION	Columbia Transportation provides bus and van charter services and it requires 3 weeks in advance in order to guarantee a bus. Quotes and reservation can be found by completing the Charter Request Form . Student Services can also reserve car services for your guest, please note that your organization will incur charges.	Columbia Transportation provides bus and van charter services and it requires 3 weeks in advance in order to guarantee a bus. Quotes and reservation can be found by completing the Charter Request Form . Student Services can also reserve car services for your guest, please note that your organization will incur charges.
15	External Guests	N/A	If you have a non-Law CUID holder, please fill out the: Columbia Law School Guest Access List 2023-2024

Spring 2024 – Paying for Events

To request a payment, letters of credit, reimbursement, P-card use, contract signature, please use the [Student Organizations Request Form](#).

A vendor profile must be available in Accounting and Reporting at Columbia (ARC), the University's financial system, in order for a payment to be initiated. Any prerequisites or additional requirements that may apply to suppliers, services providers, and consultants (e.g., contracts, agreements, licenses, and purchase orders) must be fulfilled prior to commencing or requesting payment.

Students may NEVER sign a contract on behalf of student organizations/journals.

Spring 2024 – Paying for Events

- **Letter of Credit (LOC)** – Only treasurers can obtain an LOC from Student Services, Once obtained, the Treasurer can “hand it off” to another member of your organization to actually conduct the transactin with the vendor. List of local vendors who accepts LOCs and have a master agreement with the University can be found [HERE](#).
- **Limited use Credit Card (Pcard)** – Student Services has access to a limited-use credit card. This card may be used to pay for books, subscriptions, memberships, conference fees, postage, supplies and materials, promotional items from an [approved vendor](#) and food/meals delivered on campus and strictly consumed on campus. **All transactions must be under \$2,500.00.** Any group who requested to use the PCard are responsible to send a copy of the **itemized receipt** to Student Services after the event. Failure to send SS Office a copy will prohibit the group to use the PCard for the remainder of the semester.

Spring 2024 – Paying for Events

- **Invoice** - An invoice prepared and submitted by an approved vendor can be paid by the Law School. Please note that Columbia University is a tax-exempt organization from most states. Sales tax should never be included in the amount to be paid. Contact studentorganizations@law.columbia.edu to request a tax-exempt form.
- **Check Request** – Under exceptional circumstances, it may be necessary to request a check for approved vendors as and advanced payment for goods and services, or in payment to individuals who are non-Columbia University personnel.
- **Student Reimbursement** – This should be considered a last resort. Please be aware that it may take several weeks to process a reimbursement request and the Law School cannot guarantee that it will issue a reimbursement before a student is required to pay for a charge that appears on their credit card statement. The Law School will not reimburse students for any finance charges incurred on a personal credit card.

Spring 2024 – Paying for Events

- **Invoice** - Some events require contracts and/or agreements depending on the vendor. The nature of the event, and the number of attendees. If you are unsure about whether or not you will need a contract, contact studentorganizations@law.columbia.edu well in advance of your event.
- **Purchase Orders (PO)** – Some events require a PO, which must be requested from studentorganizations@law.columbia.edu. The following services require the issuance of a PO prior to commencing work: Graphic Designers, Audio/VideoEditors, Software/Licensing, Translators (on-campus), Interpreters (on-campus), Catering (on-Campus), Business & Strategic Consultants, Promotional Items more than \$2,500.00, and General Research. If you are unsure about whether or not you will need a PO, contact studentorganizations@law.columbia.edu.

DO I NEED A CONTRACT?

Is the event on campus?

YES

NO

Is it self service?

YES

No, you do **not** need a contract

NO, There will be caterers serving - you will need a **PURCHASE ORDER** (*obtain from Student Services*)

Will alcohol be served?

YES

The caterers **MUST** have a liquor license and provide a **Certificate of Insurance (COI)**, in addition to the purchase order.

NO

Then the **PURCHASE ORDER** will suffice.

Will there be 29 or MORE attendees?

YES

Will there be food?

YES

YES, you do need a contract, regardless of whether or not there will be alcohol. Also, the receipt **MUST** be itemized with food and alcohol **SEPARATED**.

NO

NO, you do not need a contract, but the receipt must say "ALCOHOL ONLY", if alcohol is consumed.

NO

NO, you do not need a contract, but the receipt must say "ALCOHOL ONLY" - **UNLESS** The restaurant has its own contract that needs signing, **IN WHICH CASE** **YES**, you will need to have a contract signed by the Business Office (Student Services will facilitate)

Spring 2024 – Things To Remember:

- Upload all important documents to your Campus Group Folder
 - Website links
 - Directory
 - Usernames and passwords
 - Updated Internal Ledger
 - Events analysis
- Clear out your student organization locker.
- If you have social media, we request that you make it clear on your profile that they represent an organization at Columbia Law School and not Columbia Law School itself.

Spring 2024 – Transition

- All Student organizations must have elected/chosen their new board members Fall 2024 – Spring 2025 by **Thursday March 22, 2024**.
- Send the list of your new board members to studentorganizations@law.columbia.edu
- Transition memo, internal ledger, directory, usernames and passwords, etc

Questions? studentorganizations@law.Columbia.edu