Policies - Room
Reservations/Facilities

- Each registered student organization can assign up to 3 students to reserve rooms on the group’s behalf (to do so, email the names to roomplanning@law.berkeley.edu)

- To make reservations for larger rooms please e-mail roomplanning@law.berkeley.edu

- PLEASE clean up after lunch meetings!
  - Pizza boxes cannot fit in the compost bins in the building and should not be stacked on top of or next to the bins, as often happens. They should be taken out to the bins either behind Student Services (in the service yard) or to the large bins in the garage.

- Do not leave food in the Student Center kitchen
- Use compostable products
- If you need a different set-up: facilities@law.berkeley.edu
- If you need media (mic, speakers, laptop/projector set-up): media@law.berkeley.edu
Policies - Alcohol Permits

- **Any** alcohol: you need to file an alcohol permit
- Give to Sr. Assistant Dean and Chief Administrative Officer, Charles Cannon, 15 days before event. Charles Cannon’s office is located in Room 217, across from the Dean’s office.
- Once signed, pick up from Dean Cannon and deliver to gar Russell (Director of Operations) in Boalt 316 no later than 10 days before the event
- Only two alcohol events per week across all student orgs/journals/SLPS – plan early!
- Need to have a staff or faculty member attend the event
LEAD Center Registration

- **LEAD Center Registration before receiving SABL Funding**
- Deadline for NEW & RETURNING: **Monday, 9/16 at 11:59PM.**
- You MUST RSVP online! (Go to CalLink)
- Dates of Signatory Orientation
  - Wednesday, September 4 at 9:00 AM (Pauley Ballroom)
  - Friday, September 6 at 8:15 PM (Valley Life Sciences Bulding 2050)
  - Monday, September 9 at 10:00 AM (Pauley Ballroom)
  - Thursday, September 12 at 12:00 PM (West Pauley Ballroom)
  - Thursday, September 12 at 6:00 PM (West Pauley Ballroom)
- Don’t leave early!
Funding

• Graduate Assembly
• Student Association of Berkeley Law (SABL)
• Student Services
• SLPS
• Journal Accounts
• Fundraising
Graduate Assembly Funding

- Register with the LEAD Center on campus (lead.berkeley.edu)
- Several different categories – semester grants for Grad Meetings Events & Resources (GMER), contingency, publications, travel awards
  - FALL GMER, Grants, and Publications Apps: Sept. 16
- More information: https://ga.berkeley.edu/funding/
Student Association at Berkeley Law

- Yearly basis
- Funding Application – Due Sept. 10th
- SABL will send out allocations a few weeks later
- Each student group has a baseline of $300 in their SABL account. This is in order to help prepare for events early in the semester
- Does not roll over
- Questions to bhsafunding@gmail.com
How to use your SABL or Gift Account Funds: Option 1 - Reimbursements

1. **Student Pays Out of Pocket**
2. **Submit Itemized Receipts, Guests Lists, Proof of Payment, and Appropriate Paperwork through the Business Services Website**
3. **You’ll be reimbursed Electronic Funds Transfer.**
Funding & Reimbursement Tips

- **Websites**
  - Student Services ([https://www.law.berkeley.edu/students/student-organizations/student-organizationsreimbursement/](https://www.law.berkeley.edu/students/student-organizations/student-organizationsreimbursement/))
  - Business Services ([https://www.law.berkeley.edu/business-services/paying-students/](https://www.law.berkeley.edu/business-services/paying-students/))

- Check with Student Services well in advance before booking service providers such as photographers, to ensure UC Berkeley requirements are met.
- Gift cards **cannot** be reimbursed
- Reimbursement Questions? Email lawstudentreimb@law.berkeley.edu
How to use your SABL or Gift Account Funds: Option 2 – Pre-Payment

1. Get Quote from Vendor
2. Submit Vendor Quote & Entertainment Certification Form to Student Services at least 10 days prior to event
3. Student Services will work with appropriate campus departments to have vendor paid directly
SABL Funds No-Nos

- Party buses
- Alcohol
Student Services Funding

- Organizations can request once per school year
- Must have other sources of funding
- Individual students can also request funding for law-related conferences
- Funding requests can be made to Dean Hirshen through the Student Services Office.
Fundraising

Gift Processing: All donations are processed and receipted by UC Berkeley.

- A gift fee of 5% is deducted from ALL donations. An additional credit card processing fee of about 2.5% is deducted from credit card transactions.

- All gifts received and processed by the University in a given month will be transferred to the law school about the 10th of the next month.

Where Donations Should Be Sent:
ONLINE: each group/journal has a URL. Please use it to collect donations. Do NOT use the online giving form to collect payments such as silent auction payments or for ticket sales.
Fundraising (continued)

For checks, please add your specific group name and fund number to these general instructions. DO NOT USE INFO FROM PAST YEARS as it is wrong and will delay the processing of any gifts.

Make checks out to UC Berkeley Foundation with the group name and fund number in the memo line or on the cover letter and mail to:

Berkeley Law c/o UC Berkeley
Donor Gift Services, Suite 400
1995 University Avenue
Berkeley, CA 94704-1070
Fundraising (continued)

Please consult with DAR as soon as you consider having a fundraising event or asking donors to sponsor an activity. We can help you brainstorm and avoid missteps! Use the google form above to help get organized.

DAR can let you know the balance of your gift account about mid-way through each month. Please keep track of your own income and expenses. If you have an urgent need to know your balance, please email gifts4law@law.berkeley.edu. We will make time on Friday mornings to check on a case-by-case basis.

Please consult! Email Gifts4Law@law.berkeley.edu or stop by the office 224 Boalt Hall and ask for Holly Johnson (510-642-9045)
Best practice is to send donor a gift statement with all the giving information. We can make the gift statement for you. (Please do not use old statements as giving information has changed.) For a one-off gift statement, please send request to gifts4law@law.berkeley.edu

If you are soliciting a list of firms, please submit the list and contact names for gift statements at https://forms.gle/fJDxuJCN18cp658Z6 DAR sends an acknowledgment from the Dean to all donors and can confirm whether a donation has arrived.
If your donors will receive any tangible benefits for sponsoring your event (tickets, meals, etc.), please use the google form above to note the non-tax-deductible amounts. Forward a copy of the invitation with sponsorship and benefit levels to gifts4law@law.berkeley.edu for record keeping.
Thanks for Coming!

• Don’t Forget to Sign-In!