**During remote learning, some of the information in this Handbook will not apply. However, we want to make all of the information relevant to running a student organization available to you, should you need it.**

Main differences while the Law Building is closed:
- There will be no payments or reimbursements for travel or food
- Student organizations will have no access to their offices or the building

Berkeley Law supports many opportunities for student engagement within and beyond its walls. The Student Association at Berkeley Law (SABL), the law school’s student government organization, is composed of all enrolled law students. SABL organizes activities of general law school interest and helps new students adjust to life at Berkeley Law by sponsoring social and law-related events. SABL represents student interests in curriculum planning, admissions
policy, faculty hiring, and many other areas. The student government also appoints student representatives to faculty-student committees. In addition, it allocates funds to each of the student groups at Berkeley Law.

**Becoming Official**

Registering your student organization with Student Services will afford you certain benefits, such as the opportunity to apply for SABL funding, an “@berkeley.edu” email address for your group, reserving rooms, and participation in the Student Activities Fair.

Student organizations must conduct activities in accordance with all regulations governing campus organizations, use of facilities, and public expression. Registered student groups are not recognized by the University to conduct off-campus activities as an organization.

**A. Student Organization Registration**

Groups must register with Student Services and the campus LEAD Center to become official Berkeley Law student organizations. In order to begin the yearly registration process, student organizations should complete the online registration form sent to all students each August and posted on the Student Services website.

In addition to registering with Student Services, all Berkeley Law student organizations MUST complete a yearly registration with the campus LEAD Center. This is a necessary step to be an official student organization, have access to student organization event insurance, request funding, request an alcohol permit, or reserve rooms.

All student organizations that have not previously registered with the LEAD Center must complete the following steps by the LEAD Center’s fall or spring deadline:

- Submit a New Registered Student Organization (RSO) Application
- Meet with a LEAD Center Representative
- Have 4-8 members become certified Signatories by completing the Signatory Certification Agreement
- Have at least 2 Signatories complete a Signatory Orientation on bCourses
- Submit RSO Registration Form
- Update your organization’s CalLink page on the LEAD Center website

All returning organizations that have been previously registered with the LEAD Center at any time must complete the following steps by the LEAD Center’s fall or spring deadline:

- Have 4-8 members become certified Signatories by completing the Signatory Certification Agreement (this step must be repeated every year, even if a member has been a signatory before)
- Complete the re-registration form on the organization’s CalLink page on the LEAD Center website
• Have at least 2 Signatories complete a Signatory Orientation on bCourses
• Update your organization’s CalLink page

Visit the LEAD Center’s website for the most detailed and up to date information about registering as a student organization.

B. Provisional Status

If a student organization wishes to register with Berkeley Law after the LEAD Center’s registration deadline has passed, Student Services may grant the organization Provisional Status. Organizations with Provisional Status are allowed the same privileges as all other Berkeley Law student organizations except:

• Funding from SABL or from the Graduate Assembly
• Alcohol Permit requests
• Non-Berkeley Law campus facilities requests

Provisional Status is non-renewable. A student organization that is granted Provisional Status must complete the entire LEAD Center registration process in the following semester or it will not be recognized as a Berkeley Law student organization.

C. Name Changes

If a student organization wishes to change its official name, after following any name change procedures that may be specified in its bylaws, it should take the following steps:

• Upload a new version of its constitution with the new name to its CalLink page on the LEAD Center website.
• Notify the Director of Equity & Inclusion, Student Services, and the LEAD Center about the name change.

Funding

Student organization funding is available from two main sources: the Student Association at Berkeley Law (SABL) and the U.C. Berkeley Graduate Assembly (GA). Student organizations may also raise outside funds, called gift funds, by partnering with Berkeley Law’s Office of Development and Alumni Relations.

A. SABL Funding
By funding student organizations, SABL seeks to fulfill a mission of service. Organizations that seek to serve segments of the Berkeley Law community, the Berkeley community at large, and the broader community will receive the highest funding priority.

The SABL Treasurer will hold an orientation in conjunction with Student Services (usually within the first few weeks of the fall semester) to explain the funding process and answer any questions from members of student organizations. The meeting is open to all student group leaders, especially those who will be involved in event planning or budget management.

Student organizations interested in applying for SABL funding must attend the SABL funding meeting as well as consult the SABL website for information.

B. Graduate Assembly

The Graduate Assembly (GA) has the following general funding and grants available: Graduate Meetings, Events & Resources Funding; Student Activism, Diversity, Community Service and Educational Improvement Grants; Publication Funding; Contingency Funding; Travel Awards. For more details, visit the GA website at: https://ga.berkeley.edu/.

C. Fundraising

If your group would like to do any outside fundraising, we ask that you coordinate with the Office of Development and Alumni Relations (DAR) before doing so. Their email address is: gifts4law@law.berkeley.edu. DAR coordinates all outside fundraising at Berkeley Law to ensure that donors do not receive multiple simultaneous solicitations from Berkeley Law and that donations are acknowledged correctly for tax and stewardship purposes.

In order to process funds raised outside the law school, your student organization must have a gift fund (also called an “alumni account”). Questions about alumni gift accounts, including how to set up an account and information about account balances, should be directed to Holly Johnson at gifts4law@law.berkeley.edu.

For more details about outside fundraising, please see “Student Group Fundraising 101,” created by the Office of Development and Alumni Relations and available on the Student Services website.

The Office of Development and Alumni Relations has created “giving pages” for many Berkeley Law student organizations. Donors can use these web pages to make gifts that will be automatically coded for specific student organizations. A list of these giving pages is available to Berkeley Law users online. If your organization would like to have a giving page created, please contact gifts4law@law.berkeley.edu.

Operations

A. Email Accounts
Registered student organizations are eligible for a “@law.berkeley.edu” email address. This address works as a forwarding account, which means that messages sent to it will be forwarded to the person(s) designated as the “email contact” on the group registration form. To find out who is designated as the recipient of messages sent to your group’s email address or to change the recipient, send an email to Emily Bruce, the Director of Equity and Inclusion, Student Services.

Additionally, student groups may request to convert their forwarding email accounts to a student group email account that can send and receive email without forwarding to individual email accounts. Ownership of these accounts, called SPA accounts, can be transferred from outgoing student leaders to incoming student leaders in order to serve as a repository of student organization correspondence over several years. If your student organization would like to request a SPA account, please email Emily Bruce, the Director of Equity and Inclusion, Student Services.

B. Website

Brief descriptions of Berkeley Law student organizations are posted on the Student Services Student Organizations website. Updates to the group descriptions should be sent to the Student Services Administrator.

Registered student organizations in good standing are also eligible to have their own websites with a law.berkeley.edu web address. Organizations that would like to create or update their websites should reach out to Susanna Spiro at susannas@law.berkeley.edu

C. Office Space

Student organization office space cannot be accessed while the Law Building is closed. To arrange for one-time access, please contact Kyle Valenti at kvalenti@law.berkeley.edu.

Office space within the law school is at a premium. Currently, we have no additional space for new student organizations. The following information is included for groups that have already been allocated office space.

1. Office Access

Offices located outside of the Student Center have a keypad on the door. For access to offices located in the Student Center, students must complete the ‘Key Card Access Form’ in the Student Services Office. Access may take up to a week to be processed.

2. Changing Office Door codes

If your office has a keypad lock, you may have it changed at the beginning of the academic year. To have your door code re-set, the group chair should send an email request to the Senior Director of Student Services.

3. Cleaning
It is the responsibility of each student journal and organization to keep its office clean. If you need to dispose of more trash and/or recycling than can fit in your trash can/recycling bin, please use the outside bins between the law school and the JSP building. You can reach these bins by exiting the building near the Office of Student Services or near the North Addition elevator.

4. Heating/Lighting Problems

Contact Building Services (facilities@law.berkeley.edu) to report any heating or lighting problems.

Posting Policy

Policy Governing Posting of Notices

The purpose of the posting policy is to facilitate effective communication for members of the Berkeley Law community, to provide abundant and fair access to audiences, to avoid visual blight and maintain an aesthetic environment consistent with our mission, and to avoid fire and safety hazards and excessive maintenance costs.

All materials posted must comply with campus regulations and should contain event date(s) and contact information for the group or individual posting the material.

Excessive posting is discouraged as it does not support Berkeley Law’s sustainability goals.

Approved Locations for Posted Notices

- Berkeley Law students ONLY may post on designated bulletin boards located in main corridors. Postings must have the name of a Berkeley Law student or a Berkeley Law registered student group visible.
- Members of the Berkeley Law community may post internal notices and posters on the large bulletin board outside Room 105 Law Building. All postings must have the name of a Berkeley Law community member visible.
- Free standing sign holders that hold 8.5” x 11” signs (portrait orientation) are available throughout the building to the Berkeley Law community for the posting of notices and directional signs the day of event on a first come, first served basis.
- No commercial notices may be posted in the law building.
- Postings may be removed after an event has occurred or after ten days of being posted.

No-Post Areas

Notices may not be posted on walls, windows, doors, partitions, lockers, mailboxes, woodwork, elevators, restrooms, classrooms or other structural features of the law buildings. Notices posted outside authorized areas will be removed.
By order of the Fire Marshal, posting is not allowed anywhere on the ground floor including the Student Center.

Event Planning

*Please Note: During remote learning, the Law School will not process reimbursements for food or travel.*

Before scheduling a large-scale event, it’s a good idea to check the online calendar for event conflicts. You may also want to check with Student Services, as they may have an idea of other events being planned by student groups or by other entities or departments within the law school.

Here is a checklist to help guide you as you plan your event:

- Set a budget. Speak with your treasurer to make sure that you have enough funds in your student group’s account to cover the costs of your event.
- Pick a date/time. Check the Berkeley Law calendar to see conflicts. Collaborate when possible.
- Choose a venue. For events held at the law school, reserve a room by emailing: roomplanning@law.berkeley.edu. Send your desired room set-up to: facilities@law.berkeley.edu.
- For A/V needs, email: media@law.berkeley.edu
- Do not stack pizza boxes on top of compost bins in the building. Please take them to the large dumpsters in the loading area behind Simon Hall.
- Comply with alcohol requirements if you are planning on serving alcohol at your event. See below for an explanation of Berkley Law alcohol policies.
- Please be aware that no events may be scheduled during reading period and finals.

Policies Governing Student Organizations

Student organizations must conduct activities in accordance with all Berkeley Law and university policies and regulations. A complete list of campus policies is available at: [http://compliance.berkeley.edu/campus-policies](http://compliance.berkeley.edu/campus-policies). Please familiarize yourselves with these policies.

In addition to the campus policies, the following policies apply at Berkeley Law:

Alcohol Policy
Student events where alcoholic drinks will be served cannot begin before 3 pm, and there may be no more than two alcohol events per week. Senior Assistant Dean Charles Cannon will not approve alcohol permits unless the event conforms to these stipulations. Similarly, event requests with alcohol service set before 3 pm will not be approved by Room Planning.

Room reservations for events where alcohol is served are considered to be pending until the Alcoholic Beverages Permit (see below) is signed off by U.C.P.D.

The person submitting the alcohol permit must be the same person who made the room request.

Alcohol permits are for the designated space only. Alcoholic beverages cannot be taken to other parts of the building.

Alcohol only events (e.g. keggers) are not permitted. If you serve alcoholic beverages you must also serve food and non-alcoholic beverages. You must specify what food will be served at the event on your reservation request.

Violations of alcohol policy by student groups are considered an Honor Code violation and will be referred to the Dean of Students for consequences including revocation of room reservation privileges.

**Alcoholic Beverages Permit**

If you plan to serve alcohol at an event you must obtain a campus Alcoholic Beverages Permit.

To be valid this Permit must meet the requirements listed below and must be approved by the University of California Police Department.

NOTE: Berkeley Law policy requires you to submit your completed permit to the Law School Director of Operations at least ten (10) working days prior to the event because U.C.P.D. requires a minimum of seven (7) working days prior to the event to process the request.

You must post this approved permit at your event. In order to get your permit, you will need to list on your form the name of a faculty or staff member who agrees to serve as monitor.

The monitor must be present for the entire event.

In addition, the group hosting the event must identify a member who is of legal age who will:

1. Restrict entry to members of the target audience specified on the reservation request
2. Check IDs of those to be served to make sure that they are of legal age
3. Affix identifying wrist bands to those verified as members of the prescribed group who are of legal age

**Steps to getting a permit once you have a pending room reservation**
1. Remember the permit must be submitted to the Director of Operations 10 working days before the event, so plan ahead.
2. Download the Application to Serve Alcoholic Beverages at a Campus Event and read the UC Alcohol Policy
3. Fill out the permit request with your contact and event information.
4. Recruit a faculty or staff person who agrees to be present for the event and enter their information at the bottom of the “Event Information” section of the form. By the terms of the permit, this faculty or staff person MUST: (1) be present for the entire event to ensure no one under 21 years is served alcoholic beverages; (2) ensure that the event is open to a prescribed group only; and (3) be responsible for the maintenance of proper decorum and compliance with law and relevant University and campus regulations.
5. Obtain the signature of Charles Cannon, Senior Assistant Dean, in the Sponsor Approval section.
6. Submit the completed request to Gregory (GAR) Russell, Director of Operations, at least 10 working days before the event. He will sign the Facility Approval section after he verifies that the faculty or staff member attending the event has agreed to be present for the entire event.
7. Gar will submit the completed request to U.C.P.D.
8. If and when U.C.P.D. grants the permit, Gar will contact the event organizer with final confirmation of the room reservation and will deliver the valid Alcoholic Beverages Permit to the organizer.

Email: Gregory (GAR) Russell, Director of Operations

Reimbursements

Please Note: During remote learning, the Law School will not process reimbursements for food or travel.

Reimbursement means that a member of your student group will pay out of pocket for the event-related expense and will then be reimbursed from either your student group’s SABL funds or “alumni” gift account funds. For example, this process is used to pay for meals provided during student group meetings or the purchase of office supplies for a student office.

There are many policies governing reimbursements. Please review the common issues below and feel free to email Student Services if you have any questions about whether your expense is eligible for reimbursement. We want you to get your money back!

Common Issues:

- While the Law Building is close and there are Coronavirus restrictions- the university will not approve payments for any food or travel
- All reimbursement requests must be submitted within 45 days of the payment
- Hiring someone for a service (such as a photographer, etc) requires pre-approval. The business must have insurance for the event as well as complete a conflict of interest form. Contact the Student Services Administrator at least 14 days ahead of your event.
- The law school has a policy of not providing Honoraria (such as paying a speaker) except in exceptional circumstances. So if you wish to do provide a monetary gift to a guest, it will
require a special pre-approval form and a signature from Dean Chemerinsky. Contact the Student Services Administrator at least 14 days ahead of your event.

No gift cards

If you have a question about an expense, ask us. We are here to help you.

**Paying from SABL Funds:**
Reimbursements from SABL funds are processed by Business Services. Below are step-by-step instructions for submitting reimbursements. These instructions and forms are also available on the Business Services website. If you have any questions, please reach out to Business Services at lawstudentreimb@law.berkeley.edu.

If you would like to be reimbursed out of your organization’s SABL funds, please take the following steps after the event:

- Complete the reimbursement process found at the Business Services website. Choose the correct link under the Student Group Reimbursement Process section. Complete the form
- Attach documentation
  - Itemized Receipts
  - Map (for mileage reimbursements)
  - Guest List or flyer (for food reimbursements)

**Paying from Gift Funds:**
If you would like to be reimbursed out of your organization’s gift funds (a/k/a “alumni account”), please contact gifts4law@law.berkeley.edu before you spend the funds, so that you may find out the balance in your account. Please take the following steps after the event:

- Fill out the Student Organization General Reimbursement Payment Request Form OR the Student Organization Entertainment Certification Form (these forms are also available on the Business Services website.) The student completing the form is the payee or the preparer.
- Attach documentation
  - Itemized Receipts
  - Map (for mileage reimbursements)
  - Guest List (for food reimbursements)
- Submit the form and documentation to Holly Johnson in the Office of Development and Alumni Relations. Holly Johnson is the approver.
- Once your form has been approved and returned to you by the Office of Development and Alumni Relations, submit the completed form with documentation to Kristin Haas, the Student Services Administrator. She will process the form for you.

**Direct payment**

Direct payment are payments where the university pays the vendor directly rather than students paying upfront and waiting for reimbursements. Eligible payments are over $100 to restaurants, caterers, venues, hotels, and service providers that have been vendored through UC Berkeley. In order to arrange direct payment to a business, you must contact Kristin Haas, the Student Services Administrator.
Administrator, at least 10 business days before the payment is needed. Requests made less than 10 business days before the event will not be granted, and you will have to use the above reimbursement process.

- In order to pay a service provider, such as a photographer, the provider must be registered as a vendor with U.C. Berkeley and must have proof of insurance. If you plan to use a service provider at your event, you must contact the Student Services Administrator at least 10 business days before your event.

**Have a great year!**

**Student Services Directory (we are all available for Zoom meetings while we are virtual)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
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<td>Annik Hirshen</td>
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<tr>
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