

Student Organization Handbook
2021-2022

Table of Contents

- A. Becoming Official: Registering your Organization 3
 - a. Student Organization Registration 3
 - b. Provisional Status 3
 - c. Organization Name Changes 3
- B. Student Organization Funding 4
 - a. SABL Funding 4
 - b. Graduate Assembly Funding 4
 - c. Fundraising 4
- C. Facilities 4
 - a. Guidelines for Use of the Student Center 4
 - b. Posting Policy 7
- D. Student Organization Email 7
 - a. Forwarding Accounts 8
 - b. Special Purpose Accounts 8
- E. Websites 8
- F. Event Planning 8
- G. Webinars 9
- H. General Policies Governing Student Organizations 9
 - a. University Resources for Political Events 9
 - b. Alcohol Policy 10
- I. Spending Student Organization Funds 11
 - a. Important Policies to Know 11
 - b. Reimbursement 12
 - c. Direct Payment 13
 - d. Paying for Services 13
- J. Student Services Directory 14

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.

A. Becoming Official: Registering your Organization

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. All Berkeley Law student organizations must have a faculty or staff advisor who is a full-time employee of Berkeley Law.

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.

Visit the LEAD Center's website for the most detailed and up to date information about registering as a new or returning 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. Organization 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.

d. Faculty/Staff Advisor

All Berkeley Law student organizations must have a faculty or staff advisor whose primary employer is Berkeley Law. The scope of the advisor's involvement is up to the advisor and the student organization.

Examples of ways advisors have worked with student organizations include: attending one or more meetings of the organization, helping the organization identify outside speakers, providing advice to organizations regarding conferences or symposia, or having limited to no involvement beyond being a contact person for the law school administration should a problem arise.

B. Student Organization 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 Funding

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.

C. Facilities

a. Guidelines for Use of the Student Center

The Student Center is located on the ground level (designated B for basement on elevator A) in the South West corner of the law building, next to the staircase leading up from Bancroft Way (the street that runs parallel to the law building on the South side of the school). The entry door from outside into the Student Center is one of your 24/7 access points into the law building.

All Berkeley Law students should have card key access (your Cal 1 ID Card) into the Student Center common space. If you do not, please contact Student Services for a Key Card Access form. Do not prop either the outside entry door or the inside doors to the student center open; do not let anyone you do not know into the Student Center; do not allow anyone to follow you into the Student Center. For security reasons each person coming into the Student Center should use their card key to gain entry.

All Berkeley Law students are permitted to use the Student Center conference rooms and common space. Once your card key is activated you should have access. However, only registered members of journals and organizations have access to their respective offices. To get access to these offices you will need to fill out a Key Card Access form, available from Student Services. The Key Card Access form requires a signature from the journal or organization leader.

Berkeley Law building oversight and building services, campus facilities, computing and Student Services have access to the student center and student organization offices for cleaning, repairs, inspections, etc.

i. Alcoholic Beverages

You are not permitted to store or consume any alcoholic beverages anywhere in the Student Center or elsewhere in the law school. This includes student lockers. Consuming alcohol anywhere in the law school is strictly prohibited unless you have a [UCPD-issued license](#) for a particular event and consumption of alcohol is limited to a designated location.

A violation of the [campus](#) and [law school](#) alcohol policies is considered to be an honor code violation.

ii. Use of Shared Kitchen

The Student Center has one shared kitchen. It is each person’s responsibility to keep the kitchen clean. This means you must do your own dishes, clean up any mess on the counters, make sure that all food is properly stored in the refrigerators, etc. Do not leave dirty dishes or food in the sink or on the counters. This attracts rodents, roaches and other vermin. In the past various journals and organizations have taken it upon themselves to rotate cleaning the kitchen. We applaud and encourage this communal approach.

The campus custodial staff does not do dishes, clean counters, or clean up your food detritus. Their primary job is to remove trash and recycling. It is your responsibility to keep the common spaces and your offices clean. There are two, large refrigerators for students to use in the shared kitchen. Please mark your items with a date. The

refrigerators will be cleaned out monthly and anything without a date or with a date older than two weeks will be discarded.

Cabinets in the kitchen are available for storage of dry goods and other supplies only. No open food containers should be stored there.

Do not ever leave open containers of food on the counters. This has been a problem after lunches or other food events when there is leftover food. If you have leftover food it must either be discarded immediately, or stored immediately in the refrigerator, marked with a time and date. Food left out spoils quickly and attracts roaches and rodents. It can also be a source of bacterial and viral transmission.

Do not store highly combustible or flammable substances such as gas, propane, lighter fluid, charcoal, etc. in the kitchen or anywhere in the Student Center.

Cleaning supplies should be available in the kitchen. A vacuum cleaner is provided in the mail room. Please make sure to return these items after use. If cleaning supplies are not available, please contact facilities@law.berkeley.edu.

iii. Student Organization Offices

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. Offices in the student center are assigned on a 3-4 year cycle by SABL, working in conjunction with the Building Oversight Committee.

Only one small, Energy Star refrigerator is permitted in each office. Additional refrigerators will be removed. Microwaves and toaster ovens are not permitted in any Student Center offices for safety and power capacity reasons. The only permitted microwaves are the two in the shared kitchen. All other microwaves will be removed. No additional furniture is allowed in offices or common areas. Any changes in office space layout or furniture must be approved by the Building Oversight Committee to ensure compliance with ADA, fire safety and other regulations. Please help us to maintain ADA and life safety standards in the Student Center offices so that all Berkeley Law students can safely enjoy this space.

If you purchase additional furniture or appliances for offices in the Student Center these items will be removed. Don't nail or screw anything into the walls or attach anything in any way that will damage the surface walls. Do not use push pins or tacks on the laminate wall or glass surfaces. If you must attach something to the walls use only Blue tape (painter's tape) which is easily removable.

Do not cover or block any of the glass in your office. Do not store or stack anything on top of the file cabinets or the storage cabinets. No posters, flyers, signs, or anything that blocks visual access into the offices are allowed. These rules are required by fire regulations and also ensure better air circulation and shared access to natural light. Cleaning supplies to clean your offices should be available in the kitchen. A vacuum cleaner is provided in the mail room. Please make sure to return these items after use. If cleaning supplies are not available please contact facilities@law.berkeley.edu.

For assistance with maintenance issues, including broken or damaged furniture, or locks and doors that are malfunctioning, or lighting issues, please contact facilities@law.berkeley.edu. Please include a description of the issue and the office number.

Do not store highly combustible or flammable substances such as gas, propane, lighter fluid, charcoal, etc. anywhere in

the student offices.

Do not prop doors to your office open. Each office has individual climate controls that should alleviate the need to open the doors for air circulation. (This rule may be subject to change, due to COVID guidelines).

Hallways must be kept clear at all times. Keep trash and recycling containers inside your office and transfer your office containers frequently into the containers in the kitchen and lounge area to dispose of office trash, recycling and composting from your office. Custodial services are provided in the common areas (kitchen, lounge area) on a daily basis, but services in offices are limited to occasional vacuuming (no trash or recycling removal). 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.

For computer or networking problems, or to have outdated or unused computer equipment removed from your office, contact the help desk via email trouble@law.berkeley.edu. You must provide your journal or organization name and office number.

You may also reach out to studentcomputing@law.berkeley.edu for Computing services such as computer lab exclusively for law students, email accounts, computer hardware and software tips/recommendations, training on using library-based electronic resources, and software support as well as referrals to sources of help on issues that exceed our level of support. For more information: <https://libguides.law.berkeley.edu/computing>

Rules are subject to change. Other campus and law school rules of conduct apply as well.

b. 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.

D. Student Organization Email

Registered student organizations are eligible for a “@law.berkeley.edu” email address. You are also permitted to use outside servers such as Gmail if you determine it works best for your organization.

University hosted options:

a. Forwarding Accounts

This address works as a forwarding account, which means that messages sent to it will be forwarded 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.

b. Special Purpose Accounts

Additionally, student groups may request to create, or 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 Special Purpose Accounts (SPA), 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. Please view these instructions on how to transfer access to your student group SPA account to new leaders:

<https://calnetweb.berkeley.edu/calnet-departments/special-purpose-accounts-spa/managing-spa-affiliated-bmail-accounts>.

For all email accounts, ensure your organization transfers management to new officers at the end of each school year.

E. Websites

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.

F. Event Planning

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.
- Speak with Student Services if you would like help managing payments or planning. If you will need to pay a service provider, reach out to Student Services at least 21 days before the 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 (e.g., four round tables) 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 Berkeley Law alcohol policies.

Please be aware that no events may be scheduled during reading period and finals.

G. General 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>. Please familiarize yourselves with these policies.

a. University Resources for Political Events

UC policy prohibits the use of university resources, staffing, or funding for activities that might reasonably be viewed as partisan or political in nature. Examples of university resources that may not be used include, but are not limited to, the use of:

- Facilities without payment in advance for associated fees including room rental, security, janitorial, AV, etc.
- University email and Zoom accounts
- Letterhead or other university-printed materials

Student organizations may sponsor political events as long as university resources are not used and the event complies with the university's major events policy.

Please contact Emily Bruce, the Director of Equity and Inclusion, Student Services with any questions about whether

your event may be impacted by this policy. In addition to the campus policies, the following policies apply at Berkeley Law:

b. 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 3pm 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.

i. Alcoholic Beverages Permit

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

NOTE: Berkeley Law policy requires you to submit your completed permit to the Law School Director of Operations (gar Russell) 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, in addition to handling time at Berkeley Law.

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

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:

- Restrict entry to members of the target audience specified on the reservation request
- Check IDs of those to be served to make sure that they are of legal age
- 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 business 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 with questions: gar@law.berkeley.edu

More information, including a link to the U.C.P.D. alcohol permit can be found here: <https://www.law.berkeley.edu/room-reservations/alcohol-permits/>

I. Spending Student Organization Funds

There are many policies governing spending and reimbursements. Some things, as noted below, are not reimbursable under any circumstances. If you have a question about whether an expense is reimbursable, ask us. We are here to help you. Contact the Student Services Administrator (email below) or Business Services (lawstudentreimb@law.berkeley.edu). We want you to get your money back!

a. Important Policies to Know

- **All reimbursement requests must be submitted to Berkeley Law Business Services within 30 days of the purchase** to allow Business Services to process the reimbursement request and meet the deadline set by the University Controller’s Office. Anything submitted to the central campus Accounts Payable unit after 45 days is considered taxable income to the payee. There are no exceptions.
- UC Policy does not allow reimbursements for charges that have not yet been incurred. Therefore, if you are traveling, you cannot submit travel-related expenses for reimbursement until the travel is completed.
 - Example:** If you book an Airbnb and an airline ticket, you would not be able to be reimbursed until after the travel and stay has occurred
- All reimbursements will need to have a “business purpose” for the expense and how it relates to Berkeley Law and Campus business.
 - Example:** SABL purchased the office supplies to replenish their stock as it was low. This will help SABL officers to continue their work serving students, and will reduce out of pocket expenses.
- **Services are not reimbursable.** Students cannot pay someone for a service, or hire someone to perform a service, and be reimbursed with University funds, including SABL or gift funds.

Examples of services that would not be reimbursable: Paying a photographer, artist, performer, yoga instructor, career coach, or for customized items, design services, etc.

To hire someone for a service with any university funds (including SABL or gift funds), the payment must go through the University procurement system. This process can take weeks, as it requires that the vendor or service provider needs to be registered as a supplier with UC Berkeley (if not already), and requires that the vendor or service provider carry (and provide to us proof of) minimum insurance, and complete a conflict of interest form.

Contact Student Services as far in advance as possible if you would like to hire someone or pay for a service. We will not entertain requests to assist with paying for services with fewer than 21 days notice.

- **Honoraria are not reimbursable.** Students cannot pay someone an honorarium for speaking directly and then ask to be reimbursed. The law school has a general policy of not providing honoraria to speakers. Payment of all honorarium requests requires pre approval by the Dean and payment must go through the University procurement system. If you wish to provide a monetary gift to a speaker, contact Student Services as far in advance as possible and before any offer to pay them is made.
- **The person being reimbursed must be the person who paid for whatever is being reimbursed.** The University cannot reimburse a student who reimbursed another student for a student group expense. There are no third-party reimbursements, so please do not use a service, e.g., Venmo, CashApp, Zelle, or PayPal to pay another student back for something and then request reimbursement for yourself.
- Please refer to [the UCOP gift policy](#) before you purchase any tangible item to give to a student. Business Services will require that you provide a list of all students receiving the gift. Please also be aware that there is a \$75 per student, per semester, per student organization cap on swag (i.e., Berkeley Law/Student Org branded apparel or items) and a \$300 total per semester cap on the total monetary value of gifts that a student may receive.
- Reimbursements for travel/entertainment meals. The permissible level of reimbursements is set by campus and we are required to follow them. For meal reimbursements while on travel in the continental United States, the daily limit is \$62. For entertainment, the maximum per person is \$27 for breakfast, \$47 for lunch, \$81 for dinner, and \$19 for light refreshment. Please note that these are maximums and if you're planning an event - if it;
- The Law School policy is not to buy tickets, tables, ads, etc. for events for non-profit organizations. We receive requests for this all of the time. Our revenue comes from our students' tuition, from our alumni's contributions, and from the State of California. It does not seem right to use these funds to support other organizations, no matter how meritorious. It also is helpful to have a clear rule that we do not do this.
- To request that a scholarship, award or prize be paid to a fellow student, please e-mail financial-aid-law@berkeley.edu with the following information:
 1. Your name and student group/org affiliation
 2. Purpose/intent of the award, and timeframe for distribution of the award
 3. Recipient full names, student ID if available, and the dollar amount of the award
 4. The faculty chair of your student group/org
- Gift Cards are not reimbursable.

- Purchases made in whole or in part with gift cards are not reimbursable. Please plan to pay with dedicated cash, credit card, or bank card for a reimbursable item.
- SABL funds cannot be spent on alcohol.
- No food can be purchased with University funds for remote events (i.e., you cannot have a virtual event and then reimburse attendees for food, or send food to them and be reimbursed).

b. Reimbursement

Reimbursement means that a member of your student group pays out of pocket for an expense and then that same student seeks to be reimbursed from your student group's SABL or gift account funds. For example, if a student buys pizza for a student group meeting with their personal credit card and then seeks to be reimbursed for that after the meeting.

Reimbursements from SABL and gift account funds are processed by Business Services. The 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.

Instructions:

1. Ensure you have enough funds before you spend any Student Organization funds
 - To find out your SABL funds balance, contact sablfunding@berkeley.edu
 - To find out the balance in your gift fund account, contact gifts4law@law.berkeley.edu
2. **After the event or purchase**, complete and submit the electronic reimbursement form that corresponds to the type of reimbursement you are seeking. Reimbursement forms are found under the "Students Seeking Reimbursement using SABL or Alumni Funding section" of the Business Services website.
3. Attach requested documentation, including:
 - Itemized receipts and confirmation that the good(s) have been received
 - A description or line item of the purchase(s)
 - The date of the purchase(s)
 - The total amount of the purchased or the reduced amount of the purchase approved by your student group leaders
 - Proof of payment that includes the last four digits of the bank or credit card
 - If a bank statement is provided as proof of payment, please redact personal identifying information such as your home address/phone number, bank account number, and unrelated purchases.
 - Map (for mileage reimbursement)
 - Guest List (for food reimbursements)

- If the event is an open event to the general student body, please provide a flyer
- An invite or sign in list is acceptable
- Recipient List of who is receiving any tangible items (for gifts, swag, etc.)

c. Direct Payment

Sometimes it is better for students when the university pays the vendor directly instead of students waiting for a reimbursement. These payments are called direct payments. Eligible payments are over \$100 to restaurants, caterers, venues, hotels, and service providers that have been registered as a vendor through U.C. Berkeley. In order to arrange direct payment to a business, you must contact the Student Services Administrator at least 21 days before the payment is needed. Requests made less than 21 days before the event will not be granted, and you will have to use the above reimbursement process.

d. Paying for Services

As mentioned above, payments for services are not reimbursable under any circumstances. Examples of services include career counseling, photographers, yoga instructors, ordering customized items, artists, and design services.

Payments for services must go through the University's procurement system. 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 minimum insurance, among other things. The process takes time as the service provider, Student Services, and Business Services will all need to be involved. If you would like to pay for a service you must contact the Student Services Administrator at least 21 days before your event or the date the services are needed.

J. Student Services Directory

| | |
|--|--|
| Annik Hirshen Dean of Students | 280 Simon Hall p: 510-643-3057 e: ahirshen@law.berkeley.edu |
| Kyle Valenti Senior Director of Student Services | 282 Simon Hall p: 510-642-3263 e: kvalenti@law.berkeley.edu |
| Emily Bruce Director of Equity & Inclusion, Student Services | 280 Simon Hall p: 510-664-4973 e: ebruce@law.berkeley.edu |
| Kyle Kate Dudley Assistant Director of Student Services, Accessible Education | 365 Law Building p: 510-664-4386 e: kylekatedudley@law.berkeley.edu |
| Amanda Tran Exam Administrator and Student Services Coordinator | 220B Law Building p: 510-642-1703 e: amandatran@law.berkeley.edu |
| Ilene Ochoa Student Services Administrator | 280 Simon Hall p: 510-643-2744 e: iochoa@law.berkeley.edu |