



Berkeley Law Student Organization Orientation

**Don't forget to sign-in by entering your name and the group(s)
you are representing in the chat!**



Funding Sources

1. Student Association of Berkeley Law – SABL
2. Graduate Assembly
3. Fundraising

(SLPS and Journal Accounts)

Funding: Student Association at Berkeley Law

- 2022–2023 funding application due Sept. 9th!
- SABL will send out allocations Sept. 16th
- Each registered law student organization has a baseline of \$300 of SABL funds. This is in order to help prepare for events early in the semester *before* allocations are made.
- Does not roll over year to year.
- SABL Treasurer is the approver
- For questions, including balance inquiries, contact sablfunding@berkeley.edu

SABL Funding Requires Registration

- Must be Registered Student Organization with Berkeley Law to receive funding, which requires:
 - Submission of Berkeley Law's Annual Registration Form
 - LEAD Center Registration
 - Deadline for NEW & RETURNING: **Friday, 9/9 @ 11:45pm.**



SABL Fund Restrictions

- No Party buses
- No Alcohol
- No Gift Cards

Funding: Graduate Assembly

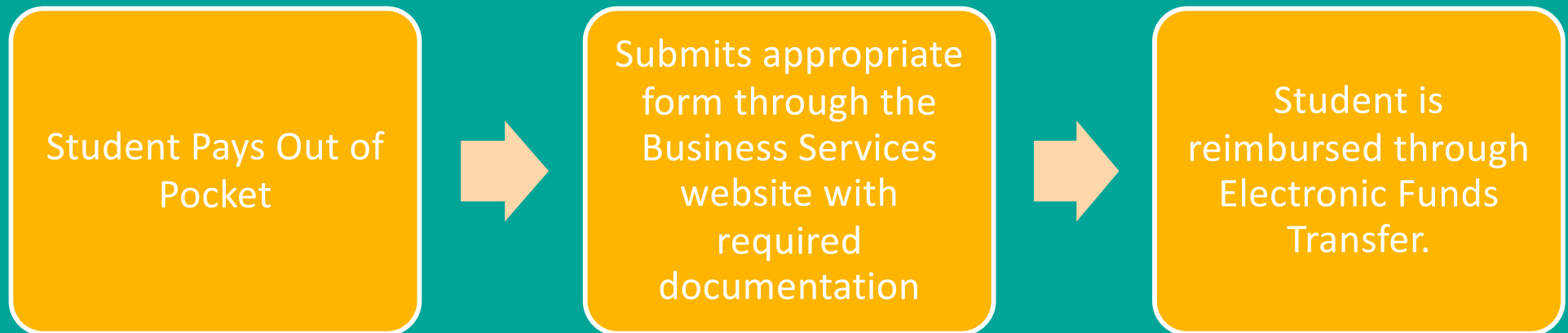
- Register with the LEAD Center on campus
 - Re-Registration: <https://lead.berkeley.edu/register-your-org/>
 - New Organizations: <https://lead.berkeley.edu/create-an-org/>
- Several different categories – semester grants for Grad Meetings Events & Resources (GMER), contingency, publications, etc.
- More information: <https://ga.berkeley.edu/funding/>, GA Funding Guide, funding@ga.berkeley.edu

Fundraising & Gift Funds

- Law firms, alumni, and other donors can contribute to your organization to support your activities by donating directly to a gift fund that is held by UC Berkeley Foundation. These are referred to as your Student Organization “Gift Funds”
- Contact **Holly Johnson** (gifts4law@law.berkeley.edu) in Development and Alumni Relations if you plan to fundraise, if you have questions, or if you want to know your gift fund balance
- Holly is the approver for those funds when you spend them
- All gifts, net of credit card fees, are “charged” a 5% gift fee
- **For more information, see Student Group Fundraising 101:** <https://docs.google.com/document/d/19kFeZCJumLpeMdOBai0jFRUG3pDIzidf3DNnSqYmNk/edit>

How to use your SABL or Gift Account Funds:

Option 1 - Reimbursements



Reimbursement Tips

- Must submit reimbursements within 30 days of purchase/travel
- **Reimbursement:** <https://www.law.berkeley.edu/business-services/paying-students/student-organizations/>
- **Services cannot be reimbursed so do not pay for a service with your personal credit card.** All Services must go through UC Berkeley's procurement system. You must contact Student Services *at least 21 days in advance* of hiring service providers or a third-party vendor such as photographers, designers, artists, etc., to ensure UC Berkeley requirements are met.
- Gift cards cannot be reimbursed
- No food for remote events
- Reimbursement Questions? lawstudentreimb@law.berkeley.edu

Option 2 – Direct Payment

Contact Student
Services at least 21
days in advance



Submit Required
Documents to Student
Services (these may
include Quote, Event
Certification Form,
Vendor Certificate of
Insurance, Conflict of
Interest Form)



Student Services will
work with appropriate
campus departments
to have vendor paid
directly

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 at an on campus event: you must have an approved alcohol permit
- Give to Sr. Assistant Dean and Chief Administrative Officer, Charles Cannon. 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 Law Building 316 no later than 15 business 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



Questions?

Student Organization Handbook:

<https://www.law.berkeley.edu/students/student-organizations/student-organizationsreimbursement/>

Email Student Services:

lawstudentservices@berkeley.edu



Thanks for Joining!

- Don't Forget to Sign-In By Entering Your Name and the Group(s) You Are Representing in the Chat!