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Introduction

Purpose of this Manual

This manual shall be distributed to presidents of student organizations recognized at Faulkner Law to provide guidance on the processes of student organization recognition and funding.

Student organizations primarily exist to foster a stronger sense of community among students, faculty, and staff. As student leaders of your respective student groups, your participation is essential in building that community. Each of you and your organizations are important to the school. Student organizations at Faulkner Law help to foster this sense of community by:

- Working through their faculty advisor to plan and execute activities to benefit the entire law school community;
- Co-sponsoring events with other student organizations to maximize law school participation;
- Planning service projects that benefit the community and positively promote the School of Law;
- Working closely and communicating with the administration to organize, plan, and execute school-wide networking or social activities; and
- Working through your faculty advisor to invite lecturers to speak to students on various areas of the law or legal practice.

Non-Discrimination Policy

It is the policy of Faulkner Law to oppose and prevent illegal discrimination by an organization on the basis of ethnic origin, race, or creed. This includes membership selection and/or activity involvement.

Faulkner Law does not discriminate on any basis protected by federal or state law in connection with its educational policies, admissions, financial aid, employment, educational programs, or activities. Faulkner Law does not discriminate against any person on the basis of sexual orientation. However, sexual conduct outside of marriage is inconsistent with the University's religious traditions, values, affiliation, and purpose. Therefore, in accordance with ABA Standard 211 and Interpretation 211-2, the School of Law expects its students to avoid using the School of Law's (or University's) facilities, resources, or names to advocate such conduct. Inquiries regarding compliance with Title IX of the Education Amendments or any federal access/equal opportunity law or regulation should be directed to Dr. Mike Williams, President, Faulkner University, 5345 Atlanta Highway, Montgomery, Alabama 36109.

The Administration

Who works with Student Organizations?

Each Student Organization is assigned a faculty advisor to work closely with them. **Please first contact your faculty advisor with any questions or ideas.** However, it is important that every organization be aware of the administrators and other assistants who oversee Faulkner Law. Below is the administration's contact information for your easy reference.

Deans and Administrative Assistants

Bailey, Autumn

Career Development Administrative Assistant
abailey@faulkner.edu

Campbell, Charles B.

Associate Dean of Academic Affairs and Associate Professor of Law
ccampbell@faulkner.edu

Clements, Elizabeth

Academic Secretary, Deans office
eclements@faulkner.edu

DeBoer, Jennifer L.

Assistant Dean of Students and Director of Academic Success
jdeboer@faulkner.edu

McFarland, Robert L.

Associate Dean for External Affairs and Associate Professor of Law
rmcfarland@faulkner.edu

Mohajerin, Shannon

Administrative Assistant, Deans Office
smohajerin@faulkner.edu

Morgan, Bryan

Director of Career Development
bmorgan@faulkner.edu

Nelson, Charles I.

Dean and Professor of Law
cnelson@faulkner.edu

Johnson, Jennifer

Registrar
jjohnson@faulkner.edu

Other Key Staff Who Work Closely With Student Organizations

Allen, April

Accounting Clerk

aallen@faulkner.edu

Etheridge, Diane

Catering Management

[334-386-7178](tel:334-386-7178)

Gregory, Patrick

Director of University Marketing

pgregory@faulkner.edu

Itson, Nancy

Event Coordinator

nitson@faulkner.edu

Moore, Alice

Culinary Management

amoore@faulkner.edu

Moorer, Loye

Administrative Assistant to the VP for Finance

lmoorer@faulkner.edu

Seesengood, Amanda

Compliance Officer (i.e., for Student Organizations' Policies and Procedures)

aseesengood@faulkner.edu

Recognized Student Organizations

The following student organizations are currently recognized by the SBA. Included are the primary contacts for the organization.

Alabama Criminal Defense Lawyers Association

This recently chartered student division of the state association is established to encourage students to network with criminal defense practitioners and learn from their experiences.

President –TBD
Faculty Advisor – Professor Michael DeBoer

Alabama Defense Lawyers Association

This student section of the state association was established in 2010 to allow students with an interest in the defense of civil actions and the promotion of fairness and integrity in the civil justice system to network with practicing civil defense attorneys and to develop mentoring-type relationships with members of the bench and bar.

President –Jeff Johnston
Faculty Advisor – Professor John Craft

American Association for Justice

The American Association for Justice (formerly ATLA) promotes justice and fairness for injured persons, safeguards victims' rights - particularly the right to trial by jury - and strengthens the civil justice system through education and disclosure of information critical to public health and safety.

President – TBD
Faculty Advisor – Professor Layne Keele

American Constitution Society

The American Constitution Society for Law and Policy (ACS) promotes the vitality of the U.S. Constitution and the fundamental values it expresses: individual rights and liberties, genuine equality, access to justice, democracy and the rule of law. These abiding principles are reflected in the vision of the Constitution's framers and the wisdom of forward-looking leaders who have shaped our law throughout American history. As a result of their efforts, the Constitution has retained its authority and relevance for each new generation. For more information on ACS, visit <http://www.acslaw.org>.

President – Regina Taylor

Faculty Advisor – Professor Shirley Howell/Dusty Farned

The Association of Future Prosecutors

The Association of Future Prosecutors, established in the spring of 2012, provides a forum for law students interested in becoming prosecutors. AFP seeks to cultivate an interest among students in becoming prosecutors and to assist student members in building their careers, networking with prospective employers, learning the skills required to become prosecutors, and preparing for entry into the workforce. AFP sponsors guest speakers who address topics related to the practice of criminal law and procedure.

President –TBD

Faculty Advisor – TBD

Black Law Students Association - Ernestine S. Sapp Chapter

BLSA was established to address the community and political concerns surrounding minority law students. BLSA is committed to the achievement of all law students and has developed a blueprint for law school success through an open academic enrichment program. In addition, members strive to create professional alliances between BLSA, faculty, other student organizations, and members of the legal and political communities in Alabama.

President – Brandon Price

Faculty Advisor – Professor Jerome Dees / Professor Melvin Otey

Board of Advocates

The Board of Advocates is a select group of students who promote and pursue opportunities for all students to enhance the skills necessary to be an effective advocate. In addition to the coordination and support of interscholastic competition 163 teams, the Board is responsible for every aspect of intramural competitions. Membership on the Board is extended to outstanding third-year students who have shown dedication and commitment to the school's advocacy programs. At Faulkner Law, the Board of Advocates is considered part of the co-curricular program and is addressed in more detail in the *Curriculum Guidebook*.

Chair – Chris Baldwin

Faculty Advisor – Professor Joe Lester

Christian Legal Society

The Christian Legal Society is a nationwide membership organization of Christian attorneys, judges, law professors and law students. The basic and primary purpose of the Christian Legal Society is to equip, inspire, and challenge law students to serve Jesus Christ actively through the legal profession.

President – Chris Baldwin

Faculty Advisor – Professor Layne Keele / Professor Michael DeBoer

Faulkner Law Democrats

Faulkner Law Democrats is an organization dedicated to promoting a better America, with equality, opportunity, and freedom within a just and strong society by inviting and organizing the participation of all Faulkner Law students. Our goals are to explore political and service opportunities available to law students, host speakers to discuss relevant issues facing the state and nation, and create opportunities for students to network with Democratic leaders. For more information on College Democrats of America, visit <http://www.collegedems.com>.

President – James DiMarco

Faculty Advisor – Professor John Craft

Faulkner Law Review

Participation in Law Review will help you hone research and writing abilities and give you opportunities to collaborate with other law students. Staff members receive one credit hour for each semester they serve on the Law Review; additional credit is available for editors of the Law Review.

Membership on the Law Review is competitive. Invitations to apply for Law Review are broken down into two categories: (1) grade-on candidates and (2) write-on candidates. Student placement within the two categories is calculated at the completion of the spring semester of the first year.

Grade-on Candidates—Students invited to join Law Review on the basis of grades must be ranked in the top 10% of their class without taking into account any subsequent student appeal for a grade change after completion of the spring semester of their first year; they must also complete a citation and proofreading exercise.

Write-On Candidates—Students who have a minimum 2.5 grade point average and are ranked in the top 50% of their class will be invited to participate in the case note writing competition for Law Review. The minimum 2.5 grade point average is calculated without taking into account any subsequent student appeal for a grade change after completion of the spring semester of their first year. In addition to the case note competition, write-on candidates must also complete the citation and proofreading exercise.

Editor-in-Chief – Caleb Rush
Faculty Advisor – Professor Adam MacLeod

Faulkner Law Young Lawyers

The Faulkner Law Young Lawyers Section (FLYL) is comprised of 1L, 2L, and 3L students who wish to obtain membership with the Alabama Young Lawyers Student Section. The FLYL works closely with the members of the Alabama Young Lawyers Section on projects throughout the year. It encourages students to build relationships with lawyers throughout the state through networking opportunities and special projects.

President - Ryan Duplechin
Faculty Advisor – Professor Elyce Morris

Federalist Society

The Federalist Society for Law and Public Policy Studies is a group of conservatives and libertarians interested in the current state of the legal order. It is founded on the principles that the state exists to preserve freedom, that the separation of governmental powers is central to our Constitution, and that it is emphatically the province and duty of the judiciary to say what the law is, not what it should be.

President – Jeff Johnston

Faculty Advisor – Professor Michael DeBoer

Honor Court

The Honor Court has jurisdiction over all cases involving violations of the Law School's Honor Code. For more information, refer to the Student Handbook section on the Honor Court and Honor Code.

Chief Justice – TBD

Faculty Advisor to the Court – Professor Michael DeBoer

Prosecutor – Jonathan Morgan

Faculty Advisor to the Prosecutor – Dean Charles Campbell

Jones Law Republicans

The Jones Law Republicans is an organization of conservative minded students who support Republican ideals and work to support those ideals in our community. Our goals are to explore political opportunities available to law students, host speakers to discuss relevant issues, and create opportunities for students to network with Republican leaders.

President – Ryan Purvis

Faculty Advisor – Professor Eric Voigt

Jones Public Interest Law Foundation

The Jones Public Interest Law Foundation was established to provide moral support for students participating in public interest law, financial support for such students, a forum for exploring Public Interest concerns, fellowship for law students interested in public interest law and support for initiatives engendering public interest law within the law school.

President – Aaron Bern

Faculty Advisor – Professor Kelly McTear

Law Students for the Second Amendment

Law Students for the Second Amendment exists to educate future lawyers about the use and regulation of firearms. We partner with the community and local government agencies to conduct firearms orientation and safety courses. We also hold seminars on self-defense and host debates on gun rights and gun control.

President – Michael Shorey

Faculty Advisor – Professor Layne Keele

Military Veterans Law Association

The Military Veterans Law Association (MVLA) is an organization of veterans, those looking to join the military, and anyone who is interested in veteran issues. We are dedicated to helping fellow veterans and are doing this by spearheading the mentorship program with the Veterans Treatment Court. We are also dedicated to helping those join the military by working closely with the JAG Recruiters to schedule events and keep everyone informed about upcoming deadlines. The MVLA is also dedicated to helping its members succeed while in law school.

President – Riley McCormick

Faculty Advisor – Professor Jerome Dees

Phi Alpha Delta - Albert Patterson Chapter

The purpose of Phi Alpha Delta is to form a strong bond uniting students and teachers of the law with members of the Bench and Bar in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to inspire the virtues of compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and to encourage their moral, intellectual, and cultural advancement; so that each member may enjoy a lifetime of honorable professional and public service.

Justices – Mike Fish

Faculty Advisor – Professor Joi Montiel

Student Animal Legal Defense Fund

The Student Animal Legal Defense Fund is an organization devoted to enhancing the welfare and legal status of all animals, domestic and wild. As a student organization, our primary goals are to educate ourselves and others concerning the issues and laws that affect animals and to influence positive change.

President – TBD

Faculty Advisor – Dean Rob McFarland

Student Bar Association

The SBA is a student service organization. It is administered by student officers elected by the student body. The purpose of the organization is to make students aware of obligations and responsibilities existing for lawyers through bar association activities; to promote a consciousness of professional responsibility; and to provide a forum for students. The SBA actively develops programs and social activities for the student body. The officers and representatives serve as liaisons to the Law School Administration.

President – Paul Evans

Faculty Advisor – Professor Ashley Hamlett

Women's Legal Society

WLS is an organization that works to promote the individual and collective impact of the law students through networking, mentoring, education, recognition, and community involvement.

President – Britany Smith

Faculty Advisor – Professor Ashley Hamlett

MINIMUM GPA REQUIREMENT FOR OFFICERS OF STUDENT ORGANIZATIONS

§ 6-401. Minimum Grade Point Average for Officers.

- (a) Subject to subsection (b) and (c) hereof, no student whose cumulative grade point average is less than 2.30 may hold an office in an organization approved by the law school. A student who does not meet this requirement **forfeits his or her office immediately.**
- (b) A first-year SBA Senator or Honor Court Justice may complete his or her term of office should he or she finish the fall semester with a grade point average less than a 2.30.
- (c) This section **does not impair the right of a particular organization to require a higher grade point average** as a prerequisite for holding office.

How to Start a New Student Organization

If you have interest in starting a new student organization, follow the instructions detailed below.

1. Every student organization must have a faculty advisor. Before requesting that the SBA charter a new organization, identify a faculty advisor who is willing to work with your organization. If you need help finding an advisor, contact the Assistant Dean of Students.
2. Ask Dean DeBoer to send a notice of a designated time for “interested” students to meet to discuss starting the new organization.
3. Obtain a list of at least ten students who are willing to participate in your organization.
4. Develop a constitution that outlines the purpose and structure of the organization. Submit the constitution and list of interested students to the SBA President.
5. Seek permission from the SBA to be on an upcoming meeting agenda to request that the SBA charter your organization.
6. After the SBA has agreed to charter your organization, submit the registration form to the Assistant Dean of Students within 30 days of your charter being granted.
7. Seek assistance from Dean DeBoer to establish a financial account on-campus.

Termination of a Student Organization

If you seek to terminate your organization, a letter signed by the faculty advisor and president or chair can be submitted to the Assistant Dean of Students and the SBA President stating that the organization wishes to terminate its existence on campus and detailing how the student organization intends to handle remaining funds. In addition, student organizations failing to register each year with the Assistant Dean of Students risk becoming inactive by default.

Constitutions

Each student organization shall provide a copy of their updated bylaws or constitution each year. New organizations should consider the format below to assist them in drafting a constitution.

Article I	Name of the Organization
Article II	Statement of the Organizations Mission or Purpose
Article III	Criteria for Membership (i.e., who can be a member, what constitutes “good standing,” how do you add new members)
Article IV	Officers (i.e., provide titles of positions, explain if officers are elected or appointed, and describe their duties)
Article V	Elections (rules and procedures for elections)
Article VI	Meetings (procedure for providing notice, record keeping, and voting)
Article VII	Affiliation with Other Organizations (What other organizations are your organization affiliated with and what are the requirements of the affiliations(s))
Article VIII	Amendments (How to amend, votes required to amend, amended provisions)

Responsibilities of Student Organizations

Student organizations are responsible for abiding by policies and procedures as outlined by Faulkner University and Faulkner Law's policy.

By September 1, 2016, use Appendix H in order to register as a recognized student organization for the 2016-2017 academic year.

The School of Law has adopted the Honor Code and Professional Courtesy and Behavior Policies to which all law students are required to adhere.

§ 6-501. Policy on the Use of Alcohol

Law students should be aware that their actions reflect on their professional reputation. One's professional reputation does not begin upon graduation from law school but from the outset of his or her law school career. The law school encourages students to think and act responsibly if engaging in the use of alcohol.

The law school prohibits students and student organizations from providing or arranging for the provision of alcoholic beverages at events or functions sponsored by any student organization. An event or function invoking the name of the law school or the name of any student organization defines sponsorship. Arranging for the provision of alcoholic beverages includes any "deals" made with licensed vendors to provide a special discount to event attendees.

Concerns regarding students' abuse of alcohol or other controlled substances should be reported to the Assistant Dean for Student Services. Counseling is available to law students through the Alabama Lawyer Assistance Program sponsored by the Alabama State Bar... *(the remainder of this section (Section 6-501) has been omitted because a new director was named).*

Dec. 7, 2007

**Note: The Program Director is Robert Thornhill. His contact number is 334-517-2238 and his email address is: robert.thornhill@alabar.org*

Events

Event Reservations

If a student organization wishes to plan an event, please first speak with your faculty advisor about the event. Then, please complete the Event Registration Form (Appendix I) and submit it to Ms. Mohajerin.

Speakers

Student Organizations are encouraged to invite speakers to address law students. However, speakers and dates shall be preapproved by the Assistant Dean of Students prior to a commitment being made.

Paid Speakers

If you expect to invite a professional speaker or entertainer (someone for “hire” to participate in your event), you should begin planning for that speaker at least three months prior to the event to allow time for marketing the event and for approval of the contract. Prior to committing your organization, Faulkner University, or The School of Law, you must contact the Assistant Dean of Students to help coordinate your negotiation efforts and to have the event approved by all the appropriate channels.

Unpaid Speakers

Routine speakers (such as local attorneys or judges) may be approved without three months notice, but should be submitted for approval at least three weeks prior to the speaking event to the Assistant Dean of Students.

Use of the School’s Mark

A student or student organization of the law school is prohibited from using any university mark or law school’s mark, including, but not limited to, the university’s or law school’s name, logo, seal, or other related mark without explicit written permission from the Dean or the Dean’s designee.

Events with Meals/Food

If your organization is serving food for an event, please contact Ms. Alice Moore at Culinary Management, the vendor who runs the Coffee Cup and the Cafeteria, at 334-386-7178. If your organization desires to receive another bid from an outside vendor, it may do so. Pizza and canned drinks are exceptions. If you intend to have food at the event, please designate one representative from your organization to attend and be responsible for clean-up after the event.

Request for SBA Funding

Student Organizations seeking funding from the SBA should contact the SBA Secretary and seek to be placed on the agenda for the next SBA meeting. If no meeting is scheduled, he or she should seek for the matter to be brought to the SBA’s attention as soon as practical.

Financial Reporting

Student Organizations chartered by the SBA are encouraged to maintain their accounts on campus. All student organizations must follow the policies established by Faulkner University. Policies regarding accounts for student organizations are attached hereto as “Appendix A.” Students are encouraged to pay careful attention to policies relating to the following matters. This list in no way replaces the University Policies or Procedures. It is merely a helpful list of tips for student organization leaders.

Budgets

The treasurer of each organization is responsible for developing a budget and keeping the organization aware of its financial status. Please feel free to seek assistance from your faculty advisor on how to create and manage a budget.

Receipts

It is imperative that your student organization maintain records detailing all collections and deposits. Examples of supporting records are, at minimum, pre-numbered receipts and cash receipt logs. You can purchase a receipt book at Wal-Mart or Office Depot. Supporting documentation details the nature, source, date, and amount of the receipt.

All cash payments should be recorded on a receipt to the remitter and a duplicate copy should be retained for the organization’s records.

Deposits

Faulkner University requires all offices receiving cash or checks, regardless of size or source, to deposit the entire amount with the Business Office daily. Likewise, it is wise for all student organizations to deposit all incoming revenue on the day the money is received. Deposits should be verified by two individuals. Please make sure you have at least two people count any money not deposited daily and that you place your organization’s money in a secured, safeguarded location, if kept overnight.

Deposits into on-campus accounts

When depositing money with the Business Office (whether income from sales, fees, etc.), the nature of the deposit must be clearly stated on the deposit slip. The actual budget number should be stated. Your budget number is 6125. Your organization’s department number can be obtained from Ms. Mohajerin

Copies of Deposit Slips to use for on-campus accounts are attached as “Appendix B.” For more information on on-campus accounts, contact Amanda Seesengood. Her number is 334-386-7230.

Donor gifts or fundraising events

All donor gifts must be received, recorded, and deposited *daily* by the Office of External Relations.

If you have been provided money and are unsure if it is a donation, please contact the Dean of External Relations, Dean McFarland, (rmcfarland@faulkner.edu) in the Deans Office at the law school.

All fundraising events, in which outside guests are invited, shall be approved by the student organization's faculty advisor and the Dean of External Relations prior to submission to the Assistant Dean of Students for approval.

All student organization fundraisers for the benefit of the student organization (for instance, t-shirt sales, calendar sales, etc.) shall be approved by the student organization's faculty advisor. After receiving your advisor's approval, please submit a written proposal to the Assistant Dean of Students for approval.

For Faulkner's policies on Fund Raising and Grant Applications, refer to "[Appendix C.](#)"

Financial Recording

You may be requested to provide a copy of financial records to the Vice President for Finance. All student organizations at the law school should provide a copy of the student organization's financial report on **December 10** (interim report) and **May 10** (final report) of each year the Student Organization is active. Organizations maintaining off-campus accounts should also include a copy of their most recent bank statement with their financial statement. If you have any questions regarding creating a budget or financial account, please work directly with your faculty advisor. For information regarding receipts, deposits, and custody of funds, please refer to "[Appendix D.](#)"

Solicitation

For Faulkner's policies regarding solicitation, refer to "[Appendix E.](#)"

Annual Tax Reporting for Off Campus Accounts

For information regarding tax consequences for off-campus accounts, please refer to "Appendix A." No advice is provided by the University or the Law School to student organizations seeking to maintain outside accounts regarding the tax matters. For this reason, all student organizations are strongly encouraged to maintain accounts on-campus only. At a minimum, the treasurer, president, and faculty advisor should familiarize themselves with the annual tax reporting requirements mentioned in "[Appendix A](#)" and file accordingly.

Public Service Projects

Student Organizations chartered by the SBA Student Organizations are strongly encouraged to plan at least one service project annually or to request an exemption from offering a service project to the Assistant Dean of Students before October 1, 2016. While participation in the planning of the program or service activity will not be counted toward the overall qualified hours, the service hours spent in delivering the service can be considered for approved public service hours subject to all rules of that program. The faculty or staff liaison for the student association will be regarded as the authorized individual to verify all public service hours. For any questions, please contact Professor Kelly McTear, Director of the Public Interest Program.

Co-Sponsored Events with Departments of the School of Law

To be considered for co-sponsored events with External Relations, Career Services, or Student Services, please contact the administration serving those departments.

For guidance on this or any other matters addressed in this Student Organization Handbook, contact Assistant Dean of Students, Jennifer DeBoer, at jdeboer@faulkner.edu.

Communications

Introduction

The law school utilizes several modes of communication to publicize student organization events, including the Rise Vision (“RV”) televisions and the weekly Student Newsletter. RV and the Student Newsletter are used to communicate upcoming events, news, and announcements. Individuals and organizations may request to have their communications displayed on RV or included in the Student Newsletter.

Rise Vision Television

Communications on RV fall into two categories: (1) Announcements and (2) Campus Events.

Announcements will run in a postcard-type format, and will primarily reflect larger, high-priority events. Examples include: Welcome BBQ; Law Review Symposium; Fred Gray Symposium; Don Garner Golf Tournament; etc.

Campus Events will include all other newsworthy events. Examples include upcoming registration deadlines, congratulatory messages to students, individual organizational meetings, etc.

Proposed Communications on RV

If your student organization is planning an event and desires for the event to be publicized on the Rise Vision TVs, please fill out the appropriate section of the Event Request Form. The form should be submitted at least one week prior to the date on which the requester wishes the communication to run. All pictures should be submitted in jpg format. Copies of the form will also be made available in the External Relations Suite at the desk of Mrs. Bailey, in the Center for Academic Success, and in the Dean’s Suite at the desk of Ms. Clements.

If your student organization is not currently planning an event, but desires to publicize on the RV TVs (for example, to congratulate the winners of a recent moot court tournament), please send the request via email to Dean DeBoer at jdeboer@faulkner.edu

Announcements: No more than six Announcements (postcards) will run at a time. All pictures and communications appearing under Announcements must be submitted in jpg format by email to either Dean DeBoer (jdeboer@faulkner.edu). Failure to submit the Announcement in the proper format may result in the inability of the Announcement to run. Priority of Announcements will be given to Law School sponsored communications and those Announcements that are time-sensitive. Properly submitted Announcements that fail to acquire priority status will be placed under Campus Events.

Campus Events: Communications placed in the Campus Events section will be limited to ten items. Individuals and organizations requesting placement in Campus Events should be particularly mindful to complete fields in the Event Request Form requesting Title, Date, and Description. Priority of Campus Events will be given to Law School sponsored communications and those items that are time-sensitive.

Content displayed through RV will be updated on at least a weekly basis.

Student Newsletter

The Student Newsletter is published to the law school community every Monday. The newsletter includes announcements, campus events, congratulatory messages, and “save the date” announcements.

If your student organization is planning an event and desires for the event to be publicized in the Student Newsletter, please fill out the appropriate section of the Event Request Form.

If your student organization is not currently planning an event, but desires to publicize in the Student Newsletter (for example, to congratulate the winners of a recent softball tournament), please send the request via email to Dean DeBoer on the Thursday prior to the Monday that you wish the announcement to be run.

Other Forms

- Appendix F Copy of Missing Receipt Affidavit (to be used if you lose a receipt)
- Appendix G Copy of the Student Account Expense Report (use this form with on-campus accounts to request an advancement from your account or to request reimbursement of your expenses. Include your organization's account number and provide to Ms. Mohajerin at least one week in advance of the time you need the funds.)
- Appendix H Registration Account Information, Registration Annual Agreement, and Policy Agreement
- Appendix I Event Request Form
- Appendix J Student Organization Event Approval Guidelines
- Appendix K Disclosure Form for Student Organization Events