



Student Organization Handbook



EMORY
LAW

STUDENT ORGANIZATION HANDBOOK

Dear Student Organization President:

This handbook should successfully help you with the following:

- Reserve a room for an event
- Publicize an event to the Emory and outside community
- How to order food for your event
- How to get the Dean, faculty or alumni to your event
- Where to put flyers or other materials in the law school
- Checking your organization mailfile
- How to send and receive faxes
- Getting flyers printed for an event
- Asking someone for help with financial matters
- Planning an off-campus or outdoor event
- Renting a barbeque
- Serving alcohol at events

If you have any further questions, you may ask the following people for their assistance:

General assistance with event planning

Katherine Brokaw, Room G131, 404.727.6809, kbrokaw@law.emory.edu

Deb Floyd, Room G132, 404.727.6829, dfloyd@law.emory.edu

Sherry McPeeks, Room G145, 404.712.9826, smcpeek@emory.edu

Room Reservations/Event Set Up/room keys/master calendar/lockers for organizations

Cynthia Jordan, Room G101a, 404.727.3227, cjordan@law.emory.edu

Veronica Wright, Room G101b, 404.727.6856, libvdc@law.emory.edu

Financial Questions (see your Organizational/SBA Treasurer first)

Meredith Honeycutt, SGA Business Manager (office in DUC), 404.727.3513,

meredith.honeycutt@emory.edu

Getting alumni to events;

Cassandra Blackburn, Room G130, 404.727.5582, crblack@law.emory.edu;

Publicizing noteworthy achievements/major speakers/web site/magazine;

Tim Hussey, Room G564, 404.712.8404, tim.hussey@emory.edu

RESERVING A ROOM FOR AN EVENT

1. Check the Law School Master Calendar (Resource 25) for other events on the day and time you want to hold your event. Try to plan your events to minimize conflicts with other events. Website is: <https://www.law.emory.edu/index.php?id=1471>. You will need to log on to get to the R25 calendar.
2. You have two options to reserve your room:
 - (a) Go to Operations, Room G101A on the first floor, pick up a gold room request form, and complete all sections necessary for your event. Check with Cynthia Jordan in Operations to reserve the room(s) for your event; or
 - (b) Use the on-line room reservation link: <https://www.law.emory.edu/index.php?id=1471>
3. Cynthia Jordan in Operations will sign off on your space request; Deb Floyd in Student Affairs will approve the event; you will receive a confirmation sheet in your mailfile.
4. Take the form to Deb; she will discuss any other events that are in conflict with your event and help you decide if you still want to hold it at that time. Major conflicts would include mandatory Career Services or Field Placement event, journal banquets, special guest speakers that draw from the same audience, and back-to-back events that require time between setups from Facilities. If you have any special set ups for your program, make sure to include them. Operations needs your set-up info ASAP!
5. If you need audio-visual support, a microphone, videotaping or a VCR, be sure to indicate this on your form; email Corky Gallo with your AV needs. His email is cgallo@law.emory.edu.
6. If you have a guest at your event, please have them park in the Lowergate Deck (this is the hospital and visitor parking deck). We do not reserve space in the faculty parking lot unless the guest is VERY special (i.e. Mayor Shirley Franklin, Supreme Court justice, distinguished alumnae). Your speaker may get a ticket or get towed if they park in the faculty lot. If your event is in the evening you may park in Lowergate South deck after 4 p.m.; the faculty lot is available after 5 p.m.
7. If your event requires any kind of major set-up (i.e. Tull, Hunter Atrium or first floor atrium) you will need to give Operations at least **7 days notice** in writing. You must submit a detailed set-up on your room request form. Tables and chairs are ordered through Facilities and Cynthia can assist you with your order.
8. If appropriate, designate a clean-up crew for events. Remove pizza boxes from classrooms, remove beer kegs from area, and bring back any borrowed coolers to Operations.
9. If you do not receive a confirmation sheet in your mailfile, you can also check the Calendar of Events on Resource 25 to see if your request has been posted.

WEBSITE UPDATING AND CONSTRUCTION

Many of your student organizations have web listings and web pages that need to be kept updated. Organization officers need to be kept current, national and local chapter links should be checked, and all information related to your organization must be current.

If your website is not up to date, please work with the IT department to update it. You should designate a Webmaster in your organization if you have a website so there is one person responsible for keeping your site current.

PLANNING OFF-CAMPUS EVENTS

1. If you are planning an off-campus event, complete a room request form so your event is listed on the Master Calendar (Resource 25). This is done so other members of the law community will not schedule another event at the same day and time. Major events such as law journal banquets, Pub Night, BLSA Scholarship dinner and reception, Moot Court award ceremonies, golf tournaments, and other major community events should not be in conflict with each other. You can check the Resource 25 calendar at <http://www.law.emory.edu/intranet.html>
2. Please make sure that your off-campus event location is fully accessible to all, including those students and guests with physical limitations. All off-campus venues have site contacts that should be able to tell you whether their facility is accessible, including their restroom facilities and parking areas.
3. If you serve alcohol at your event (both on and off-campus) please make sure there are suitable non-alcoholic beverages available. Food and non-alcoholic drinks should be served at any event where alcohol is served. Ensure that everyone is wearing his or her blue Emory Law wristband before being served.
4. If you are requested to sign a contract for an off-campus location, a band, a speaker or any other contract, this contract must be signed off by an SGA official—under no circumstances should you sign any contract or document as you (and not the University) will be held liable for any damages or charges. This is fully explained in the Eagle Sourcebook that was distributed at the mandatory SGA Treasurer's Meeting. Often it takes 3-4 weeks for a contract to be looked over and signed off by SGA so plan ahead.
5. If any checks for payment are required when you arrive at your off-campus location, please make sure you have put in a check request 2-3 weeks in advance of your event.
6. **We can't emphasize this enough—be sure to make copies of any bill, receipt, invoice, or contract that leaves your hands. It is your only back up in case something happens to the original receipts.**

RENTING A BARBEQUE FOR EVENTS

Check with Student Affairs about renting a barbeque. We have options for either a propane or charcoal grill for events. The costs are between \$100-\$250 and will need to be charged to the student organization.

Sam's Club is the most economical way to handle a large barbeque. Talk with Deb before you go shopping for a list of necessary items.

PUBLICIZING YOUR EVENT

1. If your event requires minimal publicity (i.e. general organization meeting), you can use the “org-announce” email.

SBA has published guidelines for using org-announce at this link:
<http://www.law.emory.edu/cms/site/index.php?id=2225>

There is a listserv that will go directly to the law school faculty, staff and law library but it is not accessible to students. Please send your email to Deb Floyd at dfloyd@law.emory.edu and ask her to forward it for you to the law school community.

If you want to create a flyer, please make sure you have the correct date, time and place on your flyers! Please don't say EPIC Meeting Tomorrow because it will surely create confusion!

You can have your flyers printed at the Copy Center in the law school. You will need your student account number for this, however; each organization treasurer has this number so please get that number before you have your flyers printed. However, you may pay upfront and get reimbursed through your student organization account. There is also a copy machine in Student Affairs where you can make a limited amount of free copies.

All current student organizations have a flyer distribution area in the Bus Station. You may leave your flyers in your designated box and indicate in your org-announce email that they can be picked up there. There is one bulletin board for posting in the Bus Station and several smaller locked bulletin boards scattered around the first floor.

If you have a larger event that you want outside publicity or will have a special guest or alumni involved, check with Tim Hussey. Guests such as Supreme Court justices, distinguished alumnae or major political or business leaders will need to have additional publicity (and often security) measures to insure your program reaches out to the larger Emory community.

SBA elections have very specific guidelines; it is best to follow the printed procedures for campaign materials or risk disqualification from the election.

GETTING FOOD FOR YOUR EVENT

Everyone likes to have food at his or her event. Please remember to plan in advance—usually someone should be prepared to foot the bill up front and get reimbursed.

If you want to order **pizza**, there are several local places: (ask about delivery)

Domino's – 1439 S. Oxford Road, 404.373.3939

Everybody's – 1593 N. Decatur Road, 404.377.7766

Little Caesar's – 2136 N. Decatur Road, 404.728.0035

Mellow Mushroom – 265 Ponce de Leon Place, 404.370.0008

Papa John's – 1369 Clairmont Road, 404.315.8282

They usually will take your credit card over the phone, or you can pay with cash when it arrives. **KEEP YOUR RECEIPTS FOR REIMBURSEMENT AND INDICATE THE TIP ON BOTH YOUR RECEIPT AND DELIVERY RECEIPT.**

Meat platters, cheese and crackers, fresh fruit, veggies and dip:

Publix – 2155 N. Decatur Road, 404.638.6015

Sam's Club – 2901-A Clairmont Road, 404.325.4000 (\$35 membership fee)

Whole Foods – 1687 La Vista Road, 404.634.8981

You will have to pick up this food, but you will really get a lot for your money.

Kosher: Quality Kosher Emporium, 2153 Briarcliff Road, 404.636.1114.

Many of the local eateries will get you **food to go** as well:

Blimpie Subs – 2941 N. Druid Hills Road – 404.325.8700

Dave's Cosmic Subs – 1540 N. Decatur Road – 404.373.6250

Jason's Deli – 4073 LaVista Road – 770.493.4020

Mediterranean Grill – 2126 N. Decatur Road – 404.320.0101

Moe's Southwest Grill – 1524A Church Street – 404.373.0675

Panera – 1545 N. Decatur Road, 404.373.4240

Subway – 2113 N. Decatur Road, 404.248.9764

Willy's Mexicana Grill – 2074 N. Decatur Road, 404.321.6060

As far as getting a **keg or wine** for an after-school event, check with:

Green's Beverage Store – 737 Ponce de Leon, 404.872.1109

Pitch and Putt – 1890 Johnson Road, 404.875.6073

Rocky's – 2088 Briarcliff Road, 404.329.9552

Tower Beer and Wine – 2161 Piedmont, 404.881.0902

Make sure you check out the tap before you leave. Deposit usually required.

If you want your major event catered, this is the most expensive alternative for any event and requires a lot of pre-planning so leave yourself one month for organizing a major event with a caterer. We can provide you with a list of approved Emory caterers.

WHO TO GO TO FOR HELP TO PLAN YOUR EVENT

You can talk to Deb Floyd, Dean Brokaw, Cynthia Jordan or Veronica Wright if you need general help with your event. They will advise you on your basic planning needs.

If you want the faculty to attend, check the Master Calendar <http://www.law.emory.edu/intranet.html>

If you want the Dean to attend, Beth Damon is Dean Schapiro's Executive Administrative Assistant – contact her at 404.727.0608 or email bdamon@law.emory.edu to coordinate with his schedule.

Recently joining Emory Law, **Katherine Hinson's** role is to provide leadership and oversight of the school's internal communications to increase community engagement among faculty, staff, and students. She is also responsible for establishing and implementing effective channel strategies to ensure the right messaging reaches faculty, staff, and students in the most effective way possible. As part of this effort Katherine is tasked with evaluating the current intranet and email systems with the goal of implementing more streamlined, efficient internal communications tools. Through these projects she will work with a variety of stakeholders including the administration, various staff and faculty members, and students and student organizations. Katherine can be reached at Katherine.hinson@emory.edu.

If you want to publicize your event to the outside community, or if you need assistance with reaching local media for a large event, see Tim Hussey. tim.hussey@emory.edu

If you have a financial question, see your organizational treasurer, the SBA Treasurer, or Meredith Honeycutt, the SGA Business Manager.

OTHER IMPORTANT STUDENT ORGANIZATION NOTES

1. Each student organization has a mailfile. It is located in a separate bin near the student mailfiles. All mail that is sent to a student organization is put in this mailfile weekly. Someone from each organization should be responsible for checking his or her mailfile. **Please do not let mail accumulate!**
2. There is a fax machine in the Office of Student Affairs. The phone number is 404.712.1919. It will send local faxes free of charge and receive any faxes free of charge. Long-distance faxes can be made free of charge with an Emory long distance code (check with Dean Brokaw or Deb).
3. If, during the school year, you hold student organization elections or change a member of your officer or board, please make sure to get that information to Deb Floyd as soon as possible, as she publishes a student organization officer roster for distribution to the law school community.
4. Speaking of elections, you might plan your elections early in the Spring so you can have a smooth effective transition of officers before the end of classes.
5. When you submit receipts for reimbursement, **ALWAYS MAKE A COPY FOR YOURSELF!**
6. If possible, try to co-sponsor events with other student organizations, both in the law school and across campus.
7. If you want to seek outside funding sources for major events, please contact Cassandra Blackburn in the Development Office. Her email is crblack@law.emory.edu.

If you have any further questions, please contact Deb Floyd or Dean Brokaw or anyone else noted in this handbook. Have a very successful year!