Student Organizations Handbook

Duke Law

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Organization structure

How to start or reactivate a student organization

Approval Process
The Duke Bar Association (DBA) is the group in charge of approving new student organizations. The proposers of the new organization must create and present a proposal in accordance with Section IV.C of the DBA By-laws. Contact the [DBA President and External VP] to coordinate the approval process. See Section IV of the By-laws below for complete information.

IV. Association-recognized student organizations
A. Recognition

(1) DBA's recognition of a student organization will allow the student organization to request funding from student dues, inclusion of the appropriate club officers at the Community Roundtable, and other benefits as the Executive Board deems.

B. Eligibility

(1) Any member of the Association shall have the right to propose a student organization to be recognized by the Duke Bar Association.

(2) Pursuant to Section C below, the Executive Board shall determine recognition of student organizations.

C. Proposal to the Executive Board

(1) In order for the organization to be recognized, the Executive Board shall consider the eligibility of the student organization.

(2) The organization's proposer(s) shall be required to give a presentation in person to the Executive Board of the Association. The presentation must include:
- (a) A list of anticipated board members;
- (b) A list of at least twenty (20) students potentially interested in membership; and
- (c) The mission statement.

(3) The Executive Board shall approve an organization's proposal by a majority vote by considering the following factors:
- (a) Membership from the various classes;
- (b) Long term viability including, but not limited to, the certainty of future student membership;
- (c) Appeal to the general student body beyond the core membership;
- (d) The potential for the club to collaborate with student organizations; and
- (e) Whether the proposed club will serve needs not otherwise provided for at Duke Law (by a student group, administration, etc.)

D. Active status

(1) An organization shall maintain active status as recognized by the Association by fulfilling the following requirements. Failure to meet all the requirements shall require the organization to resubmit a proposal for recognition pursuant to Section C above.

(2) An organization must have at least one event open to the Association each semester. Examples of events that are "open to the Association" include, but are not limited to:
- (a) A kickoff party;
- (b) A speaker or speakers event; or
- (c) An organization recruitment event.

(3) For DBA funded events, the student organization shall include the phrase "Sponsored by

DBA" on any advertisement.

(4) A representative of the organization must prepare the annual transition binder pursuant to Section E below.

E. Annual transition.

(1) Pursuant to the Association Constitution, Article IX, elections for organization officers for the next academic year must be completed and results submitted to the External Vice-President by March 1 of the current academic year. Remember to email OSA with the names of your new organization officers.

(2) Before the end of the academic year, the organization must update its designated binder or Duke Box folder with organization information including, but not limited to:

(a) A list of membership for the current academic year, including each student's class;
(b) A list of the organization officers for the current academic year;
(c) A list of the organization officers for the next academic year, including contact information for each officer;
(d) A copy of at least one funding request from the current academic year;
(e) An Excel spreadsheet of actual disbursed funds from the academic year, highlighting the annual or major events of the club; and
(f) A list of organization events:
(i) Held during the current academic year; and
(ii) Proposed to be held in the upcoming year.

Please note: It is encouraged that this list includes relevant descriptions, details, and funding requests that will aid future members of the organization in planning events.

(3) Before the end of the academic year, the organization must submit its updated binder to the External Vice-President for approval.

(4) The organization must submit to the Treasurer an electronic copy of an Excel spreadsheet of actual disbursed funds from the academic year pursuant to Section 2(e) above.

Completing the Approval Process

Once approved, contact Rachel Mwombela in the Office of Student Affairs. You will be asked to provide information to be listed on the student organizations page and have your student leaders added to the Community Roundtable list.

Sample charter for student organizations

While each of the following topics should be addressed in a group's charter, the details of each topic are up to the group. Whenever a charter is amended, please submit a revised electronic copy to both the DBA and the Student Affairs Coordinator, Rachel Mwombela (rachel.mwombela@duke.edu).

1. Name of student organization

2. Purpose

3. Membership (all groups receiving budgets from the DBA must be open to all Duke Law Students)

4. Meetings (ex: Meetings are held once a month and are open to the student body.)

5. Officers and duties of each officer (examples follow)
   - A. President
     - a. Presides at meetings
     - b. Plans activities
     - c. Assists in planning budget
     - d. Co-Presidents must define how disagreements between each other will be resolved.
   - B. Vice President
     - a. Acts in place of the president if the president is absent
     - b. Performs other duties as designated by the president
   - C. Treasurer
     - a. Maintains all financial records
     - b. Oversees all payments to and from the group
     - c. Presents a fiscal report at each meeting
     - d. Plans yearly budget with help of president
   - D. Secretary
     - a. Keeps minutes of all meetings, which are open to all group members and are to be retained for a minimum of three years
     - b. Maintains records of all written correspondence with entities outside the Law School
   - E. Webmaster
     - a. Maintains Web page
     - b. Maintains list serve
   - F. Event Planner
     - a. Coordinates details of events held by group (reserving space, handling refreshments, cleaning up, etc.) to ensure consistency

6. Elections (when, how, notice required, qualifications for voters and candidates)

7. Amendment (ex: This charter may be amended by a majority vote of all group members.)

Communication

Community Roundtable mailing list

All Duke Law student organization presidents and treasurers are included in the Community Roundtable mailing list — **roundtable@law.duke.edu**. This mailing list is how the Office of Student Affairs communicates important information to all student groups. It can also be used by student groups who want to offer opportunities to collaborate or share resources with other groups.

Student group mailing lists

If your organization is interested in creating a mailing list, complete the online form. If your organization already has a mailing list but needs to update the list ownership, email the Help Desk at helpdesk@law.duke.edu and include the following information:

- Identify yourself as the president/chair of your student organization
- Request ownership of your student group's mailing list and include the address for the mailing list
- List any email addresses that should be added or removed from the listserv
- Copy student_affairs@law.duke.edu on your request so OSA can confirm that you are the president/chair of the organization

Duke Box

Duke Box is Duke University's version of Dropbox. Groups can use their folders to save documents such as meeting notes, event planning documents (contacts, budgets, etc.), posters, and other promotional materials. Duke Box folders create a historical reference for future leaders of your group, and helps mitigate issues with passing on and forgetting account passwords.

Each student group has been assigned a folder and the organization's president/chair will be given "owner" status. OSA will update "owner" status when they recieve names of new group leadership.

- Organization president/chair will receive an invitation to join the folder as the owner
- Log in with NetID and password
- Once owner, the organization president/chair can give other leaders in the group access to the folder

Please note: Students are not permitted to use Google Drive to store student organization documents. OSA does not have the capabilities to recover or access documents stored on Google Drive.

Funding sources and expenses

The Duke Bar Association

The primary funding source for student organization events is the Duke Bar Association (DBA). DBA collects activities fees from all currently-enrolled law students. These fees are used to facilitate educational, civic, and social programming. These programs are designed and implemented by the DBA itself and by DBA-approved student organizations. Such organizations receive funding for their programs by petitioning the DBA Finance Committee (the "Committee").

The majority of the funding DBA issues to student groups comes from DBA's External Fund, which is used to support educational and civic programs within the law school community. This fund will be the primary source from which student organizations seek funding. This fund will be used to support bringing guest speakers, showing films, facilitating panel discussions, and other similar events.

DBA will participate in a Community Roundtable for student group presidents and relevant representatives. The Community Roundtable is typically held at the beginning of each semester and then again at the conclusion of the academic year to facilitate the leadership transition for the new executive board. At this Roundtable, the funding guidelines will be explained in detail. Each student group must send a representative to this meeting; failure to do so could result in delay in ability to utilize DBA funds.

All DBA-chartered groups receiving funding must follow the Law School's Alcohol Guidelines as well as DBA's alcohol guidelines.

DBA-chartered groups should strive to apply for event funding at least two weeks before the event.

DBA-chartered groups that receive funding must include "Sponsored by DBA" on any published event descriptions.

Procedure to apply for DBA funds

Step 1: Submit Application Online

To apply for funding, you need to complete the online DBA Funding form with the following information two weeks before event:

- Date, time, and location of event
- Anticipated law school attendance
- Requested funding amount
- Brief description of the event, including for what purposes the funding will be used

Step 2: Petition Finance Committee at Weekly Meeting

After you have filled out the online form, a representative from the requesting organization must attend the next Finance Committee meeting. The representative must be prepared to answer any questions about the purpose, details and budget of the event and be empowered to amend the event on behalf of the group. The Committee will follow the procedure detailed in the Finance Committee Procedure Guidelines below.

Please note: If you are requesting more than $1,000, you must petition the Executive Board of DBA. To do so, you should still fill out the online DBA Funding form listed in Step 1. Then, rather than attending the next Committee meeting, you must attend the next Executive Board meeting. The time and location for this meeting can be ascertained by contacting the DBA Treasurer.

Step 3: Read Finance Committee Guidelines (VI. Event requirements) and ensure compliance

a. All events receiving funding from DBA must:

i. Include "Sponsored by DBA" in any published event description;
ii. Comply with the Duke Law Honor Code and any other Duke University or Duke Law policies; and
iii. Be open to the entire law school body and take place at a location easily accessible to law students.

b. All events receiving over $250 in funding must provide a written report after the event including:

i. Event details including time, location, and content of event;
ii. Attendance figures;
iii. Detailed and itemized expense sheet; and
iv. Reflection from event coordinator on success of event and any details he or she would change for future similar events.

Step 4: Use your funds

Once funding has been approved, you may use it for expenses such as food for meetings and events and student travel. If you cannot find a policy that states the expense is allowable or not, ask OSA before planning the expense. There are three options to utilize designated funds. They are listed here in order of preferred use:

Corporate credit card

A student representative can come to OSA, Law Room 2007, and use one of the staff corporate cards. This option can be used if a vendor accepts credit card information over the phone or online.
The Corporate Card Record form must be filled out to use the credit card, and after the event, must present an itemized receipt and supporting documentation that your event took place (ex: Duke Law Daily announcement, email to student group members) to Kate Cobb in the Office of Student Affairs within 48 hours of the event (failure to do so will result in individual liability for funds used). If Kate is not in the OSA office, please place your receipts, documentation and form in the designated binder on the table in the back of the office; she will contact the student listed on the form if there are any questions.

Please note: OSA corporate credit cards are personal staff corporate cards. To use the card, you must first have approved funding and your event must be approved by the Events Office. You may not remove the corporate credit card from OSA or save the card number in any way, including online.

Only employees of Duke are allowed to be set up with procurement cards (p-card). If a student group needs an expense paid by p-card, please first check to see if the vendor can accept Master Card and then provide as much advance notification to the Office of Student Affairs as possible.

Because of spending limits placed on p-cards, if an expense is greater than $2,000, please provide at least one week's notice, with the vendor's name, reason for the expense, and total amount due (including all taxes and service fees). If this expense is for a venue rental, please provide OSA with the venue name, estimated cost (detailing what that cost entails), reason for venue, and information about event venue would be used for – student group hosting event, nature of event, estimated expected attendance, etc. Once this information is provided, OSA will relay the decision to the student who made the request via Duke email.

After the expense has been processed to a p-card, the student group who originated the expense is responsible for turning in all original itemized receipts and writing out an explanation of the expense on a corporate card record form. If a student group fails to turn in or loses the original receipts for an expense that was processed to a p-card, that group will lose the ability to have all non-travel expenses processed to a p-card for the remainder of the academic year. If a student group fails to turn in more than one original receipt for an expense paid by a p-card, that group will lose all ability to process any expense to a p-card for the remainder of the academic year.

Interdepartmental Request (IR) Form
If you are using an on-campus vendor (Café De Novo, Au Bon Pain, etc.) a student representative can pick up an Interdepartmental Request Form from OSA at least one week prior to the event.

Accounts Payable Check Requests
These types of payments are meant for payment of goods and services where the recipient is not associated with Duke (i.e. guest speakers and vendors who do not accept credit cards). Because these checks take a minimum of two weeks-time to turn around, please plan ahead if the recipient requires payment on the date of service. If a check is to be written to individual, for services such as a DJ or speaker fees, the social security number of the individual who is to be paid must be provided with an invoice for services. For checks that can be delivered to the payee after the date of an event, please get a mailing address for the check to be mailed to. Check requests should be submitted to Kate Cobb in the Office of Student Affairs.

Reimbursement
If none of the above options can be used, a member of the student group may pay out-of-pocket and complete a Reimbursement Request Sheet in the Office of Student Affairs. Reimbursement requests, itemized receipts, and supporting documentation must be received within 30 days of the event and may take 6-8 weeks to process. Failure to provide an itemized receipt and supporting documentation will result in a denied reimbursement request.

Expenses Paid by Students
When students pay for expenses related to a student group's activities, which have been approved by the treasurer for payment, the first step in being paid back for the expense is keeping track of all original receipts from the expense. Once the student has organized all receipts, they need to complete and sign a Reimbursement Request Sheet, which they will then turn into the treasurer of their student group. After the treasurer signs off on the expense, the paperwork should be turned into the Office of Student Affairs, in Room 2007, who files the paperwork with the Duke to have a reimbursement issued. Those students who have been employed by Duke (i.e. Research Assistant) will have their checks direct deposited to their checking accounts and all other students will receive live checks that can be picked up from the Bursar Office, at 705 Broad Street.

Expenses Paid by Personal Checks
Student groups sometimes need to write personal checks for an expense where a receipt might not be given, such as a registration fee.
To document that the expense was paid, the student who incurred that expense will need to complete a Reimbursement Request Sheet, attach documentation explaining the expense, provide the voided

check or a copy of the cleared check's front and back, which is available through most all online banking services, and turn this paperwork into the student group's treasurer. After the treasurer signs off on the expense, the paperwork should be turned into the Office of Student Affairs, in Room 2007, who files the paperwork with the Duke to have a reimbursement issued. Those students who have been employed by Duke (i.e. Research Assistant) will have their checks direct deposited to their checking accounts and all other students will receive live checks cuts that can be picked up from the Bursar Office.

Missing Receipts for Expenses Paid by Student
If a student loses a receipt for an expense that they paid out-of-pocket, the student who lost the receipt should immediately notify the student group the expense was made under. After that, the student who incurred the expense is responsible for contacting the vendor where the transaction was made to see if they can have a duplicate copy of the receipt provided to them. If after an attempt to recover is made, the student must seek approval of the expense through their treasurer using a bank or credit card statements as proof of the transaction and a missing receipt form must be completed in the Office of Student Affairs, before the reimbursement paperwork can be turned in.

Bank Accounts

Student organizations may not establish bank accounts. All money spent or given for the student organization must be kept with Duke.

Co-sponsoring events

Co-sponsoring with other groups is encouraged because it increases the number of interested students, heightens awareness, and decreases the cost to each organization. You may wish to contact another group at the Law School, elsewhere at Duke, or even in the Triangle community. Groups that are part of national organizations, like the Black Law Students Association and the Federalist Society, may also be able to obtain funding from a related national group.

For an event to be eligible for DBA funding, A DBA-chartered student organization must take a substantial role in the creation, planning, and execution of the event. While the Committee supports collaboration cross-campus, it will generally not issue funds to cover costs for non-Duke Law students, and encourages partnering groups from other schools to petition their similar student fund or the Graduate and Professional Student Council for supplementary funding.

Firm sponsorship

The Law School's Blueprint Benefactors program was created to manage annual law firm sponsorships and allow the Law School to pool resources and efforts and to recognize our sponsors in a more consistent and visible manner each year. Blueprint Benefactors provides student groups a way to effectively develop and maintain productive and lasting partnerships with law firms. The Law School wants to ensure that each firm's experience is positive and that donors understand the value of their contributions and are recognized appropriately for their support of your Duke Law event(s).

In order to streamline this process, it is important that you coordinate any fundraising efforts with the Alumni and Development Office (ADO). Depending on the firm, as well as the timing and amount of your request, ADO may contact the firm on your behalf or they may assist you in contacting the firm directly. ADO will also help you to determine if your request should be for a yearly sponsorship or if it should be for an event specific sponsorship.

Firm funds given to the Law School for a student organization are Duke funds and all Duke rules apply. Funds are credited to the student organization's ledgers as soon as we receive a written commitment from the law firm and can be spent immediately. All funds received should be for the current academic year. Funds remaining at the end of the fall semester will stay with the organization into the spring semester. However, funds remaining at the end of the spring semester will be moved to the Blueprint Benefactors Fund.

There are several ways to obtain firm sponsorship; however the starting point should always be an electronic inquiry through the [online proposal form]() or directly to [Kate Shivar]().

Blueprint Benefactor proposal form

If you would like to be featured on the Blueprint Benefactors Menu of Sponsorship Opportunities, please submit the [online proposal form]().

The Blueprint Benefactors Menu of Sponsorship Opportunities is a list of student organizations seeking firm sponsorships. This list is provided to firms who have indicated that are seeking opportunities to give funding. The first solicitation will go out mid-September and a follow-up email will be sent the first week of October.

Student groups are encouraged to complete the online form by September 10. Many firms have preferred times of the year for making contributions, and we want you to have many opportunities available to you. It is never too early to start thinking about this year's or next year's event(s). Please also include as many details as possible in your online submission, including approximate date of event, organization contact, budget and agenda or program.

Once your completed proposal form is submitted to the Alumni and Development Office, they will work to match your needs through a personalized solicitation plan. They are available to help you prepare individual proposals as well as to answer any questions you may have. Unfortunately, funding is not guaranteed. Please also make use of the Office of Student Affairs (OSA) to help identify alternate or additional funding sources.

If your event does not have funding one month prior to your event, ADO may contact your organization to make other arrangements and remove the event from the menu.

Receiving sponsorship checks

All sponsorship checks received from law firm sources must be processed through the University in accordance with University accounting procedures. When you receive such a check, please bring it to the Law School's Alumni & Development Office, Suite 1000 or the Student Affairs Office, room 2007, with any accompanying documentation from the sponsor. If you have the name of the contact who arranged the sponsorship, please include that information when you turn in the check, so the letter of recognition can be addressed to that person. If you would like a secure mailing address that sponsors can mail checks to, please use:

Alumni & Development Office
Duke Law School
Campus Box 90389
Durham, NC 27708

Prohibited and restricted vendors and purchases

The following lists are vendors and types of purchases that are currently either prohibited or restricted. These lists are subject to change.

Prohibited

- Alcohol
- ATM Withdrawls
- Bon Vivant Catering
- Craigslist
- Ebay
- Etsy
- Farmer's Markets
- GigSalad
- PayPal, Venmo, CashApp
- Personal Hygiene Products
- Redbubble
- Rental Homes

Restricted

- Clothing for student organization (must get permission from OSA)

Awards, gifts, and donations

Students may not use Duke funds to give gifts, awards, or donations to other students. The Assistant Dean for Student Affairs may grant special permission to student organizations to purchase small graduation gifts for their members who are in their final semester of law school or for group members in their first semester of law school.

Students may not use Duke funds to give donations or make charitable contributions to a not-for-profit organization.

Students may not use Duke funds to purchase gift certificates, gift cards, gift coupons, or vouchers.

Any gift or award larger than $50 per gift should be approved before purchase or presentation.

Duke trademark licensing policy

The Office of Trademark Licensing provides information, guidelines, and procedures related to the use of Duke's trademarks in a manner that protects the integrity of the institution's trademarks and ensures such trademarks are used in an appropriate manner. All purchases from outside vendors must be done so with approved Duke University vendors, this includes any promotional item that is paid for with any Duke funds. T-shirts and other promo items that are customized in any way must be purchased from Duke Licensees and cannot be purchased from vendors that are not on that list. Contact Rachel Mwombela in the Office of Student Affairs for access to the Duke Law logo.

Gambling & raffles

According to the current Duke University Information and Regulations Bulletin, it is against North Carolina state law and Duke University policy to gamble. A person/organization is guilty of gambling if he/she/it operates, plays, or bets at any game of chance at which any money, property, or other thing of value is bet. The current version of the NC state law can be found in Section 3.(e) of the North Carolina State Lottery Act.

Student organization meals

- Student organizations may provide food at their general body meetings but may not provide food at leadership or committee meetings
- Food may be provided at meetings established with the purpose of preparing for an upcoming event provided that committee meeting runs for two or more hours, exclusive of the meal time
- Food may be provided at transition meetings where old and new members exchange information about the organization
- Organizations may also provide a meal to recognize graduating members of the organization
- Organizations must adhere to a $45 per person limit for such meals

Student organization travel policy

Group travel

If a group of individuals are traveling on behalf of Duke, the expenses may be incurred by one person. When requesting reimbursement, the Group Travel form and an explanation should be attached to the reimbursement form. Itemize all individuals involved and their business purpose for travel.

International travel

Any student organization that wishes to travel internationally must receive permission from the Office of Student Affairs before any purchases are made.

Dining expenses

- If your student organization allows for reimbursement of meals, maximum reimbursements are: breakfast $10, lunch $15, dinner $20.
- You may apportion the meal allowance to suit your needs but must not exceed the $45 daily limit.
- Receipts must be itemized.
- Alcohol purchases are not reimbursable.
- Receipts for meals for more than one person should include the names and relationship of that person to Duke Law.

Airplane travel

- Keep your boarding passes. You will need to turn in proof of boarding and receipts of your flights to be reimbursed.
- If you have paid out-of-pocket for a flight, you will need to include additional flight confirmation details, departure and arrival times, as well as boarding passes, when you file for reimbursement.
- Out-of-pocket airfare expenses are reimbursed at the conclusion of the trip.
- The use of first-class or business air accommodations is not authorized.
- Upgrades at the expense of Duke are not permitted.

Hotel

- Only the cost of the room and taxes are covered when students travel on behalf of a student organization. Any other expenses – mini bar, movies, phone calls, internet charges – are the responsibility of the student.
- When you check out of the hotel, request an itemized copy of the hotel expenses and include this with your reimbursement whether or not a corporate card or personal credit card was used for the expense.

Car travel

- If you drive your personal car for student group travel, you must submit a Google map or similar, documenting the mileage to and from the destination. You will be reimbursed per mile based on the current IRS established rate.
- If you rent a car for out-of-town travel, you must retain and submit all rental car receipts, whether justifying a charge to a Student Affairs corporate card or if the charge was included in your reimbursement request.

Non-allowable travel expenses

There are specific types of expenses which are considered to be personal and are therefore not reimbursable. The following list is illustrative, and does not necessarily include all items considered to be personal expenses.

- Airline club membership fees
- Annual fees or late charges for personal credit cards
- Barbers, manicurists, and shoe shiners
- Expenses more than one year old without approval
- Expenses related to vacation or personal days taken before, during or after a business trip unless they resulted in the reduction of the total cost of the trip
- Frequent flyer upgrades
- Health club facilities
- In-room video rentals
- Limousines
- Loss or theft of airline tickets
- Loss or theft of personal funds or property
- Medical expenses while traveling
- Mini-bar alcoholic refreshments
- "No show" charges for hotel or car rental services
- Optional travel or baggage insurance
- Parking tickets
- Personal entertainment such as sporting events and fees, theatre tickets, etc.
- Personal telephone calls except to report changes in schedule, or to talk with family members once a day (for a reasonable period of time)
- Personal reading materials such as magazines and newspapers, etc
- Pet care fees
- Rental car options such as LDW, PAI and liability insurance for domestic trips only
- Rental car upgrades to premium and luxury
- Repairs to personal vehicles damaged while on Duke business
- Saunas, massages
- Souvenirs or personal gifts
- Traffic violations and court costs
- Towing charges
- Travelers check fees
- Tuxedo/evening gown rentals
- Use of personal gift cards or credit vouchers for payment of Duke business expenses

Reimbursement Process Sheet

Please allow 4-6 weeks to receive a reimbursement check

Name of person to reimburse: ______________________________

Duke Unique ID Number: ☐☐☐☐☐☐☐

Student organization: ______________________________

Funding source: ______________________________

Total amount of receipt: ______________________________

Brief explanation of the receipt(s): *(i.e. Name and reason for the event or expense)*

____

____

Is this a receipt for food? **YES** ☐ **NO** ☐

If yes, please indicate the number of attendees: ________

(If the number of attendees is less than 11, the names of each person must be listed below)

1. ____________________ **6.** ____________________

2. ____________________ **7.** ____________________

3. ____________________ **8.** ____________________

4. ____________________ **9.** ____________________

5. ____________________ **10.** ____________________

Location where meal was held: ______________________________

Date when meal was held: ____/____/______

Is this a receipt student organization travel? **YES** ☐ **NO** ☐

If yes, please provide

Reason for travel: ______________________________

Dates of travel: ____/____/______ -- ____/____/______ **Destination:** ____________________

☐ *I certify that the information detailed above is factual and that the purchases were made on behalf of Duke Law School.*

☐ *I have attached my receipt and all other necessary documentation to verify these expense(s). (Tape the receipts to a white sheet of paper. Please only tape down the edges of the receipt, making sure not to tape over the printed text.)*

Signature of payee: ____________________ **Date:** ____/____/______

Signature of treasurer: ____________________ **Date:** ____/____/______

Office of Student Affairs use

Date received: ____/____/______

Notes: ______________________________

Corporate Card Record

Receipts must be submitted to OSA within 48 hours after the event

Student name: ____________________

Student e-mail: ____________________

Student organization: ____________________

Funding source: ____________________

Total amount of charge: ____________ **Date of charge:** ____/____/______

Brief explanation of the receipt(s): *(i.e. Name and reason for the event or expense)*

____

Is this a receipt for food? **YES** ☐ **NO** ☐

Vendor name: ____________________

If yes, please indicate the number of attendees: _________

(If the number of attendees is less than 11, the names of each person must be listed below)

1. ____________________ **6.** ____________________

2. ____________________ **7.** ____________________

3. ____________________ **8.** ____________________

4. ____________________ **9.** ____________________

5. ____________________ **10.** ____________________

Location where meal was held: ____________________

Date when meal was held: ____/____/______

Is this a receipt student organization travel? **YES** ☐ **NO** ☐

If yes, please provide

Reason for travel: ____________________

Dates of travel: ____/____/______ -- ____/____/______ **Destination:** ____________________

Cardholder: **Lewis Hutchison** **Rachel Mwombela** **Other:** ____________________

☐ *I certify that the information detailed above is factual and that the purchases were made on behalf of Duke Law School.*

☐ *I have attached my receipt and all other necessary documentation to verify these expense(s). (Tape the receipts to a white sheet of paper. Please only tape down the edges of the receipt, making sure not to tape over the printed text.)*

Meeting & event planning

Any meeting or event that uses Duke funding must be open to all law students and be advertised on the event calendar. Committee meetings do not have to be advertised.

Planning a meeting

Meetings are gatherings of people that do not require assistance from another department or vendor (such as housekeeping, catering, audio/visual support, etc.) Students must use the Student Meeting Request Form to schedule meetings. Rooms should be reserved prior to inviting attendees.

Planning an event

Events are gatherings that require assistance from another department or vendor (i.e., you need extra tables or trash cans, you need media services to record the event, or you are ordering food). Any event serving alcohol must have a Duke security officer hired by the event host.

1. Develop an idea and gather information

- What type of event do you want to do?
- What is the purpose of your event?
- Who is the intended audience?
- Who will present the program portion of the event (if applicable)?
- When and where will the event be held?
- If funding is required, what are the potential sources for funding?
- Is there a competing event on the same day?

2. Select a date and location

Selecting a date

It is important to avoid conflicts when scheduling events. Please consult the Law School calendar and select several potential dates for your event. Check other calendars as well, since religious holidays may not always appear on the Law School calendar. Lunchtime events are not permitted when a named-lecture is scheduled by the Dean's Office. However, exceptions are made for small, internal group meetings accommodating less than 18 people.

Selecting a location

Decide how many people you think will attend the event and what type of space would be most conducive to your planned activities. Visit the classroom technology page to see the capacity for all classrooms as well as images, detailed floor plans, and the audio-visual capabilities.

All final room assignments for events will be confirmed at the discretion of the Events Office and will be based on availability, projected audience, and scope of event.

Please note: Requests for the Nasher Conference Room (Room 2014) must be booked directly through the Dean's Office. Those using the Nasher Conference Room must enter via the hallway entrance, not through the Dean's Suite, and the doors to the Dean's Suite should remain closed throughout the duration of use. Library study rooms can be reserved online.

3. Submit a Special Event Request Form

Once an Event Request Form has been received it will then be processed and confirmed, generally within two (2) business days. Event confirmation will be in the form of an email to the request submitter and will solidify date, time, and location. Once an event has been confirmed, the Events Office will make the space reservation and post the date and time of the event to the Law School master calendar.

4. Plan a budget and secure funding

Before arranging for travel, catering, printing, and other expenses, it is wise to write an event budget that includes all anticipated expenditures. Make two versions of the budget, one that is ideal and one that reflects the absolute minimum that can be spent. Present the ideal budget to the sponsoring departments, and if the sponsors determine it is too high, present the lower budget. Determining a range of prices for each expense in advance will help you to do the most with the funds you have and avoid miscommunication with sponsors.

Primary budgetary items to consider

Speaker Travel
While Duke does not customarily offer an honorarium to its guest speakers, it is common practice to reimburse the speaker for all travel related expenses associated with their trip to Duke including airfare, hotel, meals, mileage, etc.

Publicity
Publicity prices can vary drastically; determine your needs while keeping cost in mind. Publicity printed in black and white is the most cost effective, but for larger events, publicity printed in color may be more appropriate.

Catering
Food costs can be one of the most expensive parts of an event and it is often difficult to determine pricing. Of course, all of these depend on the vendor and the menu you chose, as well as service, rental, and disposable costs.

Parking Fees
All visitors who drive to the Law School and park require a parking pass. If an event requires a large amount of parking spaces, other costs may be incurred. To obtain visitor parking passes, students must contact the Student Affairs Coordinator, Kate Cobb, with the following information:

- How many passes are needed and for how long (an hour, all day, multiple days),
- what student group event these passes are for,
- and the budget that these passes are to be charged to.

Kate will obtain the passes from the parking office and provide them to the student requesting the passes. Students are not to contact the parking office. Please see the visitor parking guidelines for more detailed information on parking pass costs and Duke Law School parking rules.

5. Complete an Event Manager Questionnaire and book catering

The Event Manager Questionnaire is an online form designed to gather data regarding special needs for your event and notify the supporting departments of those needs. Complete the event manger questionnaire for your event no more than 14 days, but no less than 10 days, prior to your event date. Once your questionnaire has been submitted, it will generate an email to the supporting departments notifying them of your needs. The supporting departments will then follow up with you to confirm that your request has been received and collect additional information as needed.

Event recording
To comply with Duke University’s accessibility policy, all recordings shared publicly will need to be closed-captioned. “Publicly shared” means you intend for those videos to be shared outside of the law school. Event organizers will be required, prior to its release to the public, to cover the captioning fees or

caption the recording themselves. If the law school's communications office would like to post the video on a larger platform than the event organizers had intended, the communications office will cover the cost of the captioning fees. If recording will only be shared internally, the group will receive a Panopto link. Once you've determined that you'd like or need captioning, please go to REV.com for instructions on having your video captioned.

Catering

Arrangements for catering must be made by the group or department planning the event. The planner should notify the caterer of the event as soon as possible and orders should be placed at least 1-2 weeks prior to the event. Final guarantees can be submitted 72 business hours in advance of the event. Please read the catering guidelines for more information regarding policies and approved vendors.

Café De Novo is the Law School caterer and is the preferred catering vendor for all Law School events held in the building. All catering orders should go through Café De Novo, including but not limited to breakfast, box/bagged lunches. Exceptions will be made if there are food items that Café De Novo cannot provide or if they can't accommodate your budget. Visit Café De Novo's website for the full café and catering menus.

6. Publicize event

It is important to publicize your event through several channels to ensure desired attendance.
The following are effective publicity outlets:

Calendar and Duke Law Daily

The Special Event Request requires a title and a calendar description. Here you will have the opportunity to provide a brief description of your event and a website link. Once these have been completed, the description of your event will be added to the Law School calendar. Calendar items are automatically added to the Duke Law Daily. The Daily is sent every morning classes are in session to all Law School students, faculty, and staff. To submit an announcement to appear in the Duke Law Daily, complete this online form.

Flyers/Posters

You may post flyers and posters on designated bulletin boards around the school.

DukeFlyer

Images of event posters may be submitted for rotation on the plasma screens throughout the school.
For more information about DukeFlyer, visit flyer.duke.edu or email flyer@law.duke.edu.

Tabling

This option allows students and other groups to set up informational tables in high-traffic areas to let people know about an event, to sell tickets, etc. Groups may table on the 3rd Floor Loggia outside the library near the water fountain ONLY. Space and tables are limited, please plan ahead and make requests at least one week in advance. Tables may be requested by contacting the Building Manager.

Media Coverage

The communications office may assist in promoting your event to the media; you must contact the Communications Office one month prior to your event to discuss options.

Inviting Alumni

If you are planning a major event and would like to invite alumni, contact the Alumni and Development Office.

VIP Guest
If you will host a VIP guest, please let OSA know. VIP's are those who are widely known (famous) by people inside or outside of the legal community.

7. Finalize all details and execute plan

The final step is critical and must not be skipped even though the finish line is in sight. Double check, triple check, and quadruple check! In the days before your event, continue to review your checklist and make sure all items have been completed, all details have been confirmed, and that everyone involved has a clear idea of what they are expected to do, where they are supposed to be, and what time they need to be there.

8. Follow up and wrap up any loose ends

After an event is over, it is still not complete until all the necessary follow-up has been completed and all loose ends have been tied up. Following an event make sure to:

- Clean up all event-related materials and return any borrowed items to appropriate sources
- Secure any receipts from speakers for reimbursable expenses
- Initiate the reimbursement process and request to be notified when the person is paid
- Secure invoices from all vendors and initiate the payment process; request notification when vendors have been paid
- Send thank you notes to speakers and/or special guests
- Document event process and make notes for areas for improvement, in order for the next group to benefit from your experience

Alcohol Guidelines

Guidelines for Student Group Sponsored Events

An important element of Duke Law School's mission is to prepare students for responsible and productive lives in the legal profession. Key principles described in the Duke Blueprint which are integral to fulfilling this mission encourage students to both "Build Relationships" and "Practice Professionalism." Duke Law School recognizes that student organizations lead the way in fostering relationships among members of the community through their innovative programming and facilitation of social interaction. This set of guidelines provides a framework for students to both comply with the University's Alcohol Policy and exemplify the level of professionalism consistent with the spirit of the Blueprint.

This policy is intended to serve as a primary guideline to meet minimum standards for event planning. Based on the nature of a proposed event, the Office of Student Affairs reserves the right to require additional measures in excess of the guidelines outlined below to ensure the health and safety of the participants.

For Student Organization-Sponsored Events held on-campus, the following guidelines apply:

1. There must be at least one Socially Responsible Person ("SRP") per 50 attendees at any event. For events with fewer than 50 attendees, there must be at least one SRP.

2. A Socially Responsible Person must be a member of the student organization hosting the event. They must not consume alcohol immediately prior to or during the event. They are responsible for overseeing and ensuring the safety of the event and adherence to the University Alcohol Policy, including, but not limited to, (1) ensuring compliance with North Carolina state law; (2) ensuring that alcohol is served in a controlled manner and not freely accessible; (3) ensuring that no one under 21 or who is visibly intoxicated is served; and (4) ensuring that alcohol does not leave the area of the event. For events where security and third-party servers are required, the SRP is charged with monitoring the event to ensure the hired caterer and security complies with these guidelines. ***See Rule 4, below.***

3. Events held on Duke University's Campus sponsored by Law School student organizations may not be BYOB events.

4. For events in which alcoholic beverages are purchased to serve more than 50 people, student organizations must contract with a University approved third-party vendor to acquire and serve alcohol. The third party vendor must use its liquor license and must provide bartenders.

5. Students organizations are permitted to hire caterers for events with fewer than 50 guests, but are not required to under this policy.

6. Sponsoring student organizations must provide security through DUPD for events where alcohol will be consumed held during times when classes are not in session (i.e. on weekends and after 9:00 PM Monday - Friday). For events where alcohol will be consumed with greater than 50 attendees, but scheduled outside of the aforementioned times, security will be required at the discretion of the Dean of Students. Decisions will be made based upon the size and nature of the event.

7. If your event is in the law school: DeNovo is the only vendor approved to serve alcohol in the law school. Also, no alcohol will be served in the Law School during business hours, 8 a.m. - 5 p.m.

8. At any student organization sponsored event where alcohol is served, both food and non-alcoholic beverages must be provided.

9. The main purpose of any event may not be the consumption of alcohol and no event may encourage or facilitate excessive drinking.

For school-sponsored events held off-campus, the following policies apply:

1. Student organizations must contract with a third-party vendor to acquire and serve alcohol. That vendor must have the appropriate liquor license for the event.

2. With limited exception, no monies associated with Duke University or Duke School of Law (including, but not limited to, DBA funding, or money granted through the Blueprint Fund or Blueprint Benefactors) may be used to purchase alcohol for off-campus events.

3. Sponsored funds may be used to purchase alcohol for an off-campus event. The law firm or other outside organization providing the funding must have representatives present at the event. The student organization hosting the event must request specific permission for the event, alcohol service, and use of sponsored funds for alcohol, in writing, from the Assistant Dean for Student Affairs.

4. At any student organization sponsored event where alcohol is served, both food and non-alcoholic beverages must be provided.

5. Events sponsored by Law School student organizations may not be BYOB events.

6. There must be at least one socially responsible host per 50 attendees at any event. For events with fewer than 50 people, there must be at least one socially responsible host.

7. A Socially Responsible Host must be a member of the student organization hosting the event. They must not consume alcohol immediately prior to or during the event. They are responsible for overseeing and ensuring the safety of the event and adherence to the University Alcohol Policy, including, but not limited to, (1) ensuring compliance with North Carolina state law; (2) ensuring that alcohol is served in a controlled manner and not freely accessible; (3) ensuring that no one under 21 or who is visibly intoxicated is served; and (4) ensuring that alcohol does not leave the area of the event.

8. The main purpose of any event may not be the consumption of alcohol and no event may encourage or facilitate excessive drinking.

Advertising
The consumption of alcohol may not be the focus of any events (both on- and off-campus) sponsored by student organizations. Student organizations may advertise that alcohol will be served at an event, but each advertisement of an event must have a clearly articulated purpose apart from the consumption of alcohol.

Duke Law

Office of Student Affairs

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