

# *Student Organizations Handbook*



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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 Law Student Activity Fees, 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, (<https://law.duke.edu/sites/default/files/dba/DBA%20Constitution.pdf>) 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 provided a link to register your organization to be listed on the student organizations page (<https://law.duke.edu/life/orgs>) and have your student leaders added to the Community Roundtable list.

**First-Year Student Participation**

- I. To ensure 1Ls properly focus on their academics, first year participation in student organizations is limited.
  - a. 1Ls may not participate in Mock Trial, Moot Court, Vis-Moot, or Transactional Law during their first semester.
  - b. 1Ls may serve as a 1L representative, but they may not otherwise serve as an officer of a student organization until after spring break.
  - c. First-year law students may not create new student organizations until after spring break.

## **Sample bylaws for student organizations**

While each of the following topics should be addressed in a group's bylaws, the details of each topic are up to the group. Whenever a charter/constitution/bylaw is amended, please upload the updated version to your organization's Duke Box folder.

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 webpage
    - b. Maintains listserv
  - 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](mailto: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](https://law.duke.edu/actech/emaillists/) (<https://law.duke.edu/actech/emaillists/>). If your organization already has a mailing list but needs to update the list ownership, email the Help Desk at [helpdesk@law.duke.edu](mailto: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](mailto: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 (<https://duke.account.box.com/login>) 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. The outgoing president is responsible for updating the Duke Box owners when the new leadership is elected.

- 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.

### Websites

All student organization websites must be housed on a Duke server. University funds may not be spent to develop or support any website that is not on a Duke Server. More information about creating a student organizations website can be found online (<https://law.duke.edu/life/student-organization-websites/>).



## Funding sources and expenses

All funding must be spent in the fiscal year in which it was given. Money given to the Law School by a law firm for a student organization are Duke funds and all Duke rules apply.

### Applying for Duke Bar Association funding

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”).

Most 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 (<https://law.duke.edu/life/policies/alcohol/>) as well as DBA’s alcohol guidelines ([https://law.duke.edu/sites/default/files/studentaffairs/DBA\\_Funding\\_Guidelines.pdf](https://law.duke.edu/sites/default/files/studentaffairs/DBA_Funding_Guidelines.pdf)). 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.

### Step 1: Submit Application Online

To apply for funding, you need to complete the online DBA Funding form (<https://tinyurl.com/DBAFundingRequest>) 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 DBA Funding form (<https://tinyurl.com/DBAFundingRequest>), 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 (<https://tinyurl.com/DBAFundingRequest>) 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 (<https://law.duke.edu/life/dba/execboard/>).

### Step 3: Read Finance Committee Guidelines (DBA bylaws) and ensure compliance

([https://law.duke.edu/sites/default/files/studentaffairs/DBA\\_Funding\\_Guidelines.pdf](https://law.duke.edu/sites/default/files/studentaffairs/DBA_Funding_Guidelines.pdf))

- 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, consult Rachel Mwombela in 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 3208, 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 (<https://secure.law.duke.edu/receipts>) must be completed to use the credit card. At the time of your purchase, you will be required to upload an itemized receipt, attendee list, and supporting documentation that your event took place (ex: Duke Law Daily announcement, email to student group members, event flyer).

***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 Visa and will be able to provide an itemized receipt, 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 (<https://secure.law.duke.edu/receipts>). 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 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 an 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 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 Process Sheet (<https://secure.law.duke.edu/receipts>) 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 Process Sheet (<https://secure.law.duke.edu/receipts>) in the Office of Student Affairs, Law Room 3208. The OSA Staff Assistant will file the paperwork with Duke's accounting office to have a reimbursement issued. Those students who have been employed by Duke (i.e. Research Assistant) will have their checks direct deposited in their checking accounts and all other students will receive paper 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 Process Sheet, upload 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 in to 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 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 paper checks 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 to 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 cross-campus collaboration, 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 (<https://gpsg.duke.edu/resources-for-students/resources-for-student-groups/>) for supplementary funding.

### **Funds from law firms versus DBA funding**

Money given to the Law School by a law firm for a student organization are Duke funds and all Duke rules apply. The rules listed in this handbook are not based on the origination of the funds. So, if you are seeking to spend any money using a Duke credit card, or, if you will seek a reimbursement after using your own card, the guidelines listed in this handbook will apply.

### **Firm sponsorship**

#### ***What is firm fundraising?***

Nationally, law firms want to have strong recruiting connections with Duke Law School and Duke Law students. A strategic way for them to stay connected is by donating funds to sponsor student organizations, affinity groups, and their events. These funds are part of the recruiting budget for sponsoring firms, and they welcome requests for funding.

#### ***Why should my organization care about firm fundraising?***

DBA is responsible for planning and funding social and networking events for the entire student body. However, DBA is the last resort for organizational funding. This means that while we still try to fund as many events as we can, our pool of funds are largely reserved for smaller organizations. Therefore, every student organization is encouraged to solicit firms for funding events.

#### ***When can I start firm fundraising?***

Anytime, however, the fiscal year begins July 1st. Student organizations may not send solicitation letters until the start of the new fiscal year. Be sure that donation checks are dated July 1st or later for those funds to be applied for the upcoming year. Although fundraising occurs throughout the year, the more money you can raise over the summer, the better! Knowing your budget ahead of time can save you time later on

as well as help you plan more efficiently. Student organization fundraising can serve as a networking opportunity as well.

### Fundraising Best practices:

1. The best place to start is in the Office of Student Affairs. Each year they publish The Student Organizations Handbook. The Handbook is available in your organization's Duke Box folder. In there you will find information about firm sponsorships. The best contacts to ask for support are those that you already have a relationship with, or alumni at firms on your target list. If you need help finding these contacts, please reach out to the Career Center for assistance. If your organization is new, or your organization doesn't have a repository of alumni, you can check out the [Alumni & Friends Contact List](#) from CPDC to reach out to other Duke Law alumni. We also recommend looking into who runs attorney recruiting or members of a firm's recruiting committee – 3Ls and former summers in your organizations can also help.
2. Confirm how much you are seeking from your sponsors and be clear about how those funds will be used. Some organizations that host weekly firm events with very high levels of attendance will ask for more than \$5,000 for their highest level of sponsorship. We do not recommend starting here if you aren't planning on hosting that many events. Any money you haven't spent by the end of the year does not roll over, so maybe start with \$2,500 as your highest tier of sponsorship.
3. Now it's time for your fundraising letter! In your letter, include your tiers of sponsorship, the kinds of events you host, and how you plan on making the donation worth it to the firm. Please note that these "perks" cannot be anything of tangible value, or the value of that perk will have to be deducted from the amount listed on the donation receipt. You can offer private networking events, features on social media, and more! We've attached a few example letters from DBA and other organizations below.
4. Send, send, send! Your letter can be sent by your treasurer, but we recommend having it "signed" by your president. Put a brief introduction in the body of the email, but the letter can do most of the work.
5. After you receive confirmation of a sponsorship from a firm, visit the Duke Law Invoicer website (<https://secure.law.duke.edu/invoicer/>), fill out the form, and upload your fundraising letter. An invoice will be automatically generated using the information submitted through the form. The Office of Student Affairs will receive a notification that an invoice has been generated. Your invoice and fundraising letter will be reviewed before the invoice and W9 is sent to the representative at the law firm.
  - a. All student organizations **must** use Duke Law Invoicer for all billing and invoices, including collecting competition registration fees. This system allows us to streamline the invoicing



process and ensure all necessary parties are aware of when donations are requested and expected.

- b. Timely and complete submission of invoices is needed to ensure funding is received and appropriated.
6. Don't forget to track your donations! That's how you build your budget, and additionally, it will be good for maintaining long-term relationships with firms!



## SAMPLE FUNDRAISING LETTER #1

[DATE]

[CONTACT NAME]

[FIRM]

[ADDRESS 1]

[ADDRESS 2]

Dear [CONTACT],

We hope this letter finds you well! We are writing to you on behalf of the Duke Bar Association, the student government of Duke University School of Law, to request your sponsorship for our events during the 2023–2024 Academic Year.

The Duke Bar Association is one of the most active student organizations at Duke Law. Our goals include: 1) advancing the professional careers of Duke Law students; 2) building our community within and outside the Law School; 3) supporting other student clubs and organizations in further developing their mission; and 4) acting as the liaison between students, faculty, and law school administration. One of DBA's most significant functions is overseeing the majority of Duke Law's student clubs and organizations. We help provide funding for groups looking to hold events, from lunchtime talks to professional symposia. We also host multiple, schoolwide networking and professional development events each semester.

This year, we have many events planned, including but not limited to:

- Annual 1L/2L Mentorship Program
- Dedicated to Durham Community Service Project
- Annual Fall Cocktail and Barrister's Ball
- Student/Faculty Back to School Social
- D.O.N.E. Awards

In recognition of your generosity and commitment to the diverse Duke community, the Duke Bar Association will feature [FIRM] on our Instagram, and we will list you as a sponsor on our website. We would also welcome the opportunity to support any on-campus events that you have planned at Duke Law during the school year. We have attached more information regarding sponsorship levels. Should there be money left over from your contribution at the end of the fiscal year, the extra funds will be used to generally support the students at Duke Law School.

We would love to partner with you. If you would like to become a Duke Bar Association sponsor, please contact [NAME] DBA External Vice President [EMAIL] at your earliest convenience to discuss the many ways we can work together.

Sincerely,

[NAME]

J.D. Candidate, Class of 2024

Duke Bar Association, President

## 2023–2024 Academic Year Sponsorship Opportunities

### BRONZE LEVEL

**\$XX**

<b>This sponsorship helps us:</b>	<ul style="list-style-type: none"> <li>• INSERT EVENT DESCRIPTION</li> </ul>
<b>Sponsorship Perks:</b>	<ul style="list-style-type: none"> <li>• INSERT PERK. EXAMPLE: FEATURED ON WEBSITE</li> </ul>

### SILVER LEVEL

**\$XXX**

<b>This sponsorship helps us:</b>	<ul style="list-style-type: none"> <li>• INSERT EVENT DESCRIPTION</li> <li>• INSERT EVENT DESCRIPTION</li> </ul>
<b>Sponsorship Perks:</b>	<ul style="list-style-type: none"> <li>• INSERT PERK. EXAMPLE: INSTAGRAM POST</li> </ul>

### GOLD LEVEL

**\$XXX**

<b>This sponsorship helps us:</b>	<ul style="list-style-type: none"> <li>• INSERT EVENT DESCRIPTION</li> <li>• INSERT EVENT DESCRIPTION</li> <li>• INSERT EVENT DESCRIPTION</li> </ul>
<b>Sponsorship Perks:</b>	<ul style="list-style-type: none"> <li>• INSERT PERK. EXAMPLE: SPECIAL NETWORKING CALL WITH MEMBERS AND ATTORNEY'S</li> </ul>



[DATE]

[CONTACT NAME]

[FIRM]

[ADDRESS 1]

[ADDRESS 2]

Dear [Firm Contact Name],

We hope this letter finds you well. We are writing on behalf of Duke Law's [Organization Name] to request your sponsorship for our events during the 2023–2024 Academic Year.

[Organization Name Here] is one of Duke Law's most active organizations and is an essential resource and community for students. Each year, over #X students participate in [Organization Name]'s professional development and community building programs.

**This year is exceptional, because ....!** And we are excited to unite the Duke Law community this year, expanding the reach and impact of our in-person and community-building events.

We have big plans for this year, including but not limited to:

- Professional Development series. For reference, our past events include:
  - ....
- Social and Celebratory Events, including:
  - ....

**We hope you will consider supporting [Organization Name] as a Sponsor this year.** In addition to the perks that come with being a sponsor, we are happy to distribute [Firm Name]'s recruitment materials at events, include [Firm Name]'s logo on the [Organization Name] website, invite [Firm Name]'s associates and partners to participate in our panels, and other perks that correspond with sponsorship levels detailed below.

Firm sponsorships directly support all or a portion of the event(s). Should there be money left over from your contribution at the end of the fiscal year, the extra funds will be used to generally support the students at Duke Law School.

Thank you for your interest in building a relationship with our members. If you have any questions or suggestions about getting involved with [Organization Name], please reach out to us by email (listed below). We look forward to hearing from you.

Sincerely,

[President Name]

President, [Organization Name]

email@duke.edu

## 2023–2024 Academic Year Sponsorship Opportunities

This sponsorship allows us to...

- .....
- .....

### PLATINUM LEVEL SPONSORSHIP

\$XX

Sponsorship Perks	Detail perks, options, and opportunities for firms to connect with students in a way that differentiates the sponsorship tiers
	<p>For example:</p> <ul style="list-style-type: none"><li>• Your logo prominently displayed on our website and event-related materials indicating your firm as a <b>Platinum Sponsor</b></li><li>• Your firm's recruitment materials distributed at up to 2 events</li><li>• .....</li><li>• .....</li></ul>

### GOLD LEVEL SPONSORSHIP

\$XX

Sponsorship Perks	<ul style="list-style-type: none"><li>• .....</li><li>• .....</li></ul>
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### SILVER LEVEL SPONSORSHIP

\$XX

Sponsorship Perks	<ul style="list-style-type: none"><li>• .....</li><li>• .....</li></ul>
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### BRONZE LEVEL SPONSORSHIP

\$XX

Sponsorship Perks	<ul style="list-style-type: none"><li>• .....</li><li>• .....</li></ul>
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### SAMPLE FUNDRAISING LETTER #3



DUKE LAW TEXAS CLUB  
DUKE UNIVERSITY SCHOOL OF LAW  
210 SCIENCE DRIVE  
BOX 90365 • DURHAM, NC 27708-0365  
LAW.DUKE.EDU

July 27, 2023  
[CONTACT NAME]  
[FIRM]  
[ADDRESS 1]  
[ADDRESS 2]

Dear Ms. White:

I hope this letter finds you well! I am writing on behalf of the Duke Law Texas Club to request sponsorship for the 2023-2024 academic year.

The Texas Club was founded in 2018 to bolster Duke Law's ties to the Texas legal market. The first two years were wildly successful and increased the number of graduates beginning their careers in Texas. Last year, we were able to return to operations in the Spring. We are excited to bring back many events that we have been unable to host for the last 2+ years and would love your help.

We expect events to be less restricted this year, but all programming decisions are subject to Duke Law's ongoing evaluation of public health concerns. Events and programs include, but are not limited to:

1. **Texas Lawyer Roundup:** A networking event held in the spring to connect 1Ls with Texas firms. Prior to Covid-19, TLR featured attorney panels, lunch, and a cocktail hour. While in-person attendance is preferred, the revived event will likely be virtual.
2. **Texas 1L OCI:** Tentatively planned for early January, this virtual event will assist 1Ls in securing summer associate positions and/or kickstarting their spring networking with Texas offices.
3. **Lunch Panels:** Texas Club sponsors monthly/bi-monthly lunch panels featuring Texas attorneys. Lunch is provided to attendees.
4. **Guide to the Texas Legal Market:** Lunch event with detailed firm information to introduce 1Ls to the Texas legal market.
5. **Resume/Cover Letter Revisions and Application Guidance**
6. **Club Bonding Activities:** Past events have included a welcome barbecue, graduation send off, mentor-mentee mixer, and sporting event tailgates.
7. **Exam Care Packages and Boxed Lunches**

We could use your support in maintaining our club's strong presence on campus. Listed below are the sponsorship levels for 2022-2023. Your sponsorship will help fund our ambitious programming and allow your firm to be featured prominently. Should there be money left over from your contribution at the end of the fiscal year, the extra funds will be used to generally support the students at Duke Law School. If you have additional questions, please do not hesitate to contact me.

Thank you for your support,

Luisa Gomez  
President, Duke Law Texas Club  
luisa.gomez@duke.edu

## 2023-2024 Sponsorship Opportunities

### SILVER SPONSORS

**\$750**

<b>This sponsorship allows us to:</b>	<ul style="list-style-type: none"> <li>• Organize Texas-related lunch panels</li> <li>• Host social events for Texas Club members</li> <li>• Sponsor “Guide to the Texas Legal Market” for 1L members</li> </ul>
<b>Sponsorship Perks</b>	<ul style="list-style-type: none"> <li>• Firm logo prominently displayed on our website and event-related materials as a <b>Silver Sponsor</b></li> <li>• Invitation to participate in Texas 1L OCI</li> <li>• Inclusion in “Guide to the Texas Legal Market” distributed to 1Ls</li> <li>• Eligible to participate in an on-campus lunch event</li> </ul>

### GOLD SPONSORS

**\$1500**

<b>This sponsorship allows us to:</b>	<ul style="list-style-type: none"> <li>• Organize Texas Lawyer Roundup</li> <li>• Host 1L Texas OCI</li> <li>• Sponsor Resume and Cover Letter Review Nights</li> <li>• Distribute Exam Care Packages to 1L members</li> </ul>
<b>Sponsorship Perks</b>	<ul style="list-style-type: none"> <li>• Firm logo prominently displayed on our website and event-related materials as a <b>Gold Sponsor</b></li> <li>• Invitation to participate in Texas 1L OCI</li> <li>• Expanded Profile in the “Guide to Texas Legal Market” e-booklet</li> <li>• Firm recruitment materials included in care package distributed to 1L members</li> <li>• Priority participation in on-campus lunch events</li> <li>• Option to host a virtual event</li> <li>• Invitation to the Texas Lawyer Roundup</li> <li>• Texas Club Instagram post</li> </ul>

## **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 3208, 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:

Duke Law School  
Alumni & Development Office  
C/O: Sondra Haithcock  
210 Science Drive  
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. This list is subject to change.

### Prohibited

- Alcohol
- ATM withdrawals
- Body Billboards
- Bon Vivant Catering
- Books
- Craigslist
- Ebay
- Etsy
- Farmer's markets
- First or business class travel
- Gift certificates/gift cards
- Gift coupons or vouchers
- GigSalad
- Melo Trattoria & Tapas
- PayPal, Venmo, CashApp
- Personal hygiene products
- Redbubble

### Restricted (must have permission from OSA before purchasing)

- All clothing
- International travel

### Awards, gifts, and donations to students

Students may not use 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 (\$1 00 limit) for their members who are in their final semester of law school or a gift (\$50 limit) for group members in their first year of law school.

### Awards, gifts, and donations to non-students

Students may use funds to give gifts or awards to law firms, alums, or others who are not currently students. Students may not use funds to give donations or make charitable contributions to a not-for-profit organization. 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 (<http://www.trademarklicensing.duke.edu/>) 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 (<http://trademarklicensing.duke.edu/Licensees.html>) and cannot be purchased from vendors that are not on that list. Contact Rachel Mwombela ([rachel.mwombela@duke.edu](mailto:rachel.mwombela@duke.edu)) 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 (<https://registrar.duke.edu/sites/default/files/bulletins/Full%20DCS%20Guide%202020-2021-v2.pdf>) it is against North Carolina state law and Duke University policy to gamble. A person/organization is guilty of gambling if he/ they/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. (<https://www.ncleg.net/Sessions/2005/Bills/House/HTML/H1023v4.html>)



## Graduation Stoles

If approved by the Assistant Dean for Student Affairs, a student organization stole may be worn by DBA recognized affinity student organizations whose members are from groups that share a marginalized identity, are underrepresented, or have been historically excluded from the legal profession.

- a. Students may wear only one stole and no cords. To seek approval of a student organization stole, the student organization president should submit a picture of the stole along with the name of the student organization to Dean Hutchison.
- b. No patches, pins, stickers, or other additions may be added to the graduation clothing.



## Meals at student organization Events

The following annual meals are approved for all student organizations: (This is not a limit on events with meals. Other meals during the school year may occur as usual, but these are a few universal meals that most student organizations will host.)

- i. Welcome back dinner. Must be completed before 9/15. \$50 per person limit.
- ii. New members dinner to welcome new 1L/LLM members (fall only). Must be completed by 10/15. \$50 per person limit.
- iii. End-of-year banquet with 3L/LLM gifts presentation. Must be completed by the last day of class. \$100 per person limit.
- iv. Transition dinner for the outgoing board to exchange information with the incoming board. Must be completed by the last day of class. \$100 per person limit.

The following meals are prohibited for all student organizations:

- i. Outgoing board dinners.
- ii. Spring “welcome back” meals.
- iii. Study breaks (or other events) after classes conclude.

Student organizations may provide food (up to \$25 for lunch and \$50 for dinner, per person) at their general body meetings, but may not provide food at regular leadership or committee meetings.

Food may be provided (up to \$25 for lunch and \$50 for dinner, per person) at meetings established with the purpose of training or preparing for a conference or competition, provided that committee meeting runs for two or more hours, exclusive of the mealtime.

Food may also be provided (up to \$100 per person) at an event to recognize graduating members of the organization and at annual formal events.

## **Tipping Policy**

Below are the tipping limits for various situations:

- **Take-out:** you may tip up to 10% or \$50, whichever is less
- **Delivery:** you may tip up to 15% or \$50, whichever is less.
- **Dine-in:** you may tip up to up to 20%
- **Mandatory gratuity:** mandatory gratuity only, no additional tip, make note of it when submitting receipt. If there is a mandatory gratuity, you should give the mandatory amount rather than an additional tip. In no event should you do both a mandatory gratuity and a tip. Also, please be sure to state it was a mandatory gratuity when you submit your receipt if it is above these limits. If you feel your situation warrants a deviation from this policy, please be sure to discuss this issue with OSA before you spend the funds.

**Surcharge:** A surcharge is not a mandatory gratuity. In this situation, please consider tipping at the above levels in addition to the surcharge.

**Overspending:** We will only reimburse up to policy limits, regardless of the amount the student has spent. The student organization President is responsible for ensuring any member of the organization paying for items knows and applies these rules. If a student organization exceeds these limits, OSA's credit card will temporarily be unavailable to that organization. If OSA's credit card is temporarily unavailable for use, students will need to use their own funds and seek reimbursement.

## **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.

### **Retreats**

Retreats are gatherings outside Durham that allow the group to explore large, rather than day-to-day, issues within the group and make long-term plans.

- a. Business sessions are mandatory for all retreats and must occupy at least 6 hours of business purpose, exclusive of meals and outings, per 24 hours.
- b. A student organization may host one retreat per academic year.
- c. The retreat must be done during the school year between the first day of class and the last day of class but may not be held during spring break or fall break.
- d. All members of the organization must be invited.
- e. The retreat must be held within 250 miles of the law school.
- f. Meals do not count toward your business meeting time, even if you plan to discuss business there.
- g. The retreat location and agenda must be approved by Dean Hutchison before any purchases are made.
- h. Duke funds will only pay for travel, lodging, and meals according to daily limits. All entertainment and other expenses must be borne by the student.

### **International travel**

Any student organization that wishes to travel internationally must receive permission from the Office of Student Affairs before any purchases are made. Once the student organization has received approval, the trip must be registered with Duke. Follow the instructions below to register your international trip:

1. Go to the Travel Registry page: <https://travel.duke.edu/registry>
2. Under “Create User Profile, select Register.
  - a. Make sure to list the Law School as your home school, otherwise the Law School won’t have confirmation that you’ve registered.
  - b. List the United States as your home country, even if you consider somewhere else to be “home,” as is it your current home as a law student.
3. Login to your profile and add your trip details.
4. Download the ISOS app on your phone:  
<https://www.internationalsos.com/MasterPortal/default.aspx?content=44>. This will ensure you can access help in an emergency.

### **Dining expenses**

- If your student organization allows for reimbursement of meals, maximum reimbursements are: breakfast \$25, lunch \$50, dinner \$100.
- You may apportion the meal allowance to suit your needs but must not exceed the \$175 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**

- You will need to turn in 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 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, and phone calls – 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 item 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. The Student Affairs corporate cards may not be used for this expense.



## 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 and excursions 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 expense

## 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 (<https://law.duke.edu/events/>). 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 ([https://duke.qualtrics.com/jfe/form/SV\\_9KXXPZrFuOfa9CI?Q\\_JFE=qdg](https://duke.qualtrics.com/jfe/form/SV_9KXXPZrFuOfa9CI?Q_JFE=qdg)) 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 held on campus serving alcohol must have a Duke Security officer hired by the event host.

## Sponsored Events and 1L Recruiting Related Events Involving Employers

These Policies are designed to provide first-year students periods to focus on the fundamentals of law school study and on establishing the critical thinking ability so highly prized of legal professionals while building meaningful relationships with members of the Duke community. Duke Law School welcomes and encourages employers and other organizations to collaborate with student organizations and with each other to expand students' law school learning through educational programs focused on professional development and the practice of law as provided below. Thank you for following these Policies and supporting first-year students in their law school and professional journey.

- I. **Duke Law School's Policies with respect to employer involvement in student organization sponsored or cosponsored events are:**
  - a. Unless otherwise invited by Law School faculty or staff, on-campus events for 1L students that feature a single employer may not take place until October 1.
  - b. Events that may be scheduled on-campus as of October 1 include:
    - i. Student organization sponsored or cosponsored ("Student Sponsored") events featuring a single employer during the Lunch Hour on Fridays. Such events may not take place during the Lunch Hour, Monday-Thursday.
    - ii. Single-employer hosted events at other times during the day, seven days a week, if invited by a student organization, or Law School faculty or staff.
    - iii. Student Sponsored, evening events in which a single-employer is participating.
    - iv. Student Sponsored, education-focused on-campus events featuring more than one employer on any weekday during the Lunch Hour, *e.g.*, for a discussion of a particular practice area or city. These may take place prior to October 1, as well.
  - c. In no event may more than four Student Sponsored events be scheduled during a single Lunch Hour, Monday – Thursday. (Executive board and committee meetings that have 15 students or fewer do not count toward this 4-event limit.)
- II. **Duke Law School's Policies with respect to 1L related events, *not* sponsored or cosponsored by student organizations are:**
  - a. As of October 1, employers may independently host evening or weekend events off-campus.
  - b. Employers may not promote such 1L recruiting related events prior to October 1.

The [Academic Calendar](#) is available for reference. The Lunch Hour for 2024-25 is 12:30-1:30 PM.

## Use of the Law School Building and Facilities

University facilities, including the Law School building, are not normally made available to users other than members of the university community. This policy applies to both commercial and non-commercial users. Commercial enterprises will not be afforded use of university facilities for profit-making or advertising purposes. Student organizations may not reserve space for outside organizations to use for broadcasting, recording, or advertising purposes. Exceptions to this policy may be approved by OSA for some legal-related organizations such as bar examination preparation services, legal employers, and legal research database services. Media organizations may not be invited to use Law School facilities without permission from the Office of the Vice President for Public Affairs and Government Relations. For more information about these policies, see Dean Hutchison and view the university policy here:

<https://policies.duke.edu/sites/default/files/Use%20of%20University%20Lands%20and%20Facilities%20Policy.pdf>

### 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 (<https://law.duke.edu/events/>) and select several potential dates for your event. Check the interfaith holiday calendar (<https://medschool.duke.edu/about-us/equity-diversity-and-inclusion/office-equity-diversity-inclusion/resources/interfaith>) 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 or other stated times. However, exceptions are made for small, internal group meetings accommodating less than 18 people.

Students may not host events after the last day of classes through the last day of final exams or during the end of fiscal year accounting reconciliation period (June 1-30).

#### *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 (<https://law.duke.edu/actech/classrooms/>) 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 the event.

**Please note:** Requests for the Nasher Conference Room (Room 2014) must be booked directly through the Dean's Office. The doors to the Dean's Suite should remain closed throughout the duration of use. Library study rooms can be reserved online (<https://law.duke.edu/lib/studyrooms/>).

Off campus events should be held at commercially available public venues designed for hosting and equipped with the proper infrastructure to host, such as restaurants and hotels.

### 3. Submit a Special Event Request Form

Plan to submit your Special Event Request Form ([https://duke.qualtrics.com/SE/?SID=SV\\_9KXXPZrFuOfa9CI](https://duke.qualtrics.com/SE/?SID=SV_9KXXPZrFuOfa9CI)) two weeks before the date of your event. 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. Any food in Star Commons should be provided by the Law School's caterer.

### ***Parking Fees***

All visitors who drive to the Law School and park require a parking pass unless there is parking available on the street. If an event requires a large amount of parking spaces, other costs may be incurred. To obtain visitor parking passes, students must complete this form ([https://duke.qualtrics.com/jfe/form/SV\\_3P14TLd2xaQc01E](https://duke.qualtrics.com/jfe/form/SV_3P14TLd2xaQc01E)) and provide the following information:

- How many passes are needed and for how long (hours, day, or days);
- What student group event these passes are for;
- The budget that these passes are to be charged to.

We will obtain the passes from the parking office and provide them to the student requesting the passes. Students are not to contact the Duke Parking Office or the attendant at the front desk in the Law School Lobby. Please see the visitor parking guidelines (<https://law.duke.edu/news/eventsoffice/parking/>) 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 ([https://duke.qualtrics.com/SE/?SID=SV\\_eLG8DPSJp0jS3Yg](https://duke.qualtrics.com/SE/?SID=SV_eLG8DPSJp0jS3Yg)) 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. Set a reminder on your calendar to ensure that you're submitting this form on time. 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 (<https://web.accessibility.duke.edu/>), 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.

The Law School's caterer is the preferred catering vendor for all Law School events held in the building. All catering orders should go through the Law School's caterer, including but not limited to breakfast, box/bagged lunches. Exceptions will be made if there are food items that the Law School's caterer cannot provide or if they cannot accommodate your budget. Any food in Star Commons should be provided by the Law School's caterer.



## **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 ([https://duke.qualtrics.com/jfe/form/SV\\_9KXXPZrFuOfa9CI?Q\\_JFE=qdg](https://duke.qualtrics.com/jfe/form/SV_9KXXPZrFuOfa9CI?Q_JFE=qdg)) 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 the online submission form (<https://law.duke.edu/daily/submit/>).

### ***Flyers & Posters***

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

### ***DukeFlyer***

Follow the directions below to submit digital flyers for rotation on the plasma screens throughout the Law School:

1. When you are creating your digital flyer, please make sure that the aspect ratio is 16:9 (1920x1080 px), and save it as a PNG or JPG.
2. Visit the DukeFlyer website (<https://flyer.duke.edu/home-page>) and click the yellow "NetID login" button.
3. Click "My Flyers" in the upper left corner.
4. Click the green "Add New Flyer" button.
5. Fill out the submission form, upload your flyer, and click the blue "Submit" button at the bottom of the screen.
6. Once your flyer has been submitted, email [flyer@law.duke.edu](mailto:flyer@law.duke.edu) and ask them to post your flyer to the Law School screens. Be sure to include the same flyer title as you used in your submission form so they can search for it in the flyer database.

If you have any other questions about digital signage, feel free to email [flyer@law.duke.edu](mailto:flyer@law.duke.edu).



### ***Tabling***

This option allows students and other groups to set up student organization tables in high-traffic areas. Groups may table on the 3rd Floor Loggia outside the library near the water fountain or across from Star Commons. Space and tables are limited, please plan ahead and make requests at least one week in advance.

### ***Media Coverage***

The communications office may assist in promoting your event to the media; you must contact the Communications Office (<https://law.duke.edu/news/contact/>) 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 (<https://law.duke.edu/alumni/>).

### ***VIP Guest***

If you will host a VIP guest, please let OSA know. VIPs 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, for the next group to benefit from your experience



## Alcohol Guidelines

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.

### *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.

### *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. Student 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: the Law School's caterer 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.

To request permission to have alcohol at your event [please complete the request here](#).

