



2015-16 New Officer Information from Tricia Hackleman, Student Affairs Advisor:

1. **Student Activity Fee Allocations.** All reimbursement requests should be submitted to Tricia Hackleman in Room 109 of Hirsch Hall. Things to pay attention to **before** you spend any money:

- All reimbursement requests should be submitted to me in Room 109 of Hirsch Hall.
- Before utilizing your allocated budgeted funds, please ensure that you understand what forms and documents will be required in order to be reimbursed. Typically, student organizations will need to keep all **original, itemized** receipts and submit the “general reimbursement” form. However, please check **BEFORE** making a purchase. Some purchases require a check request or direct payment from a university account.
- I can provide account information for direct payment for campus vendors like the Ramsey Center, Tate Print & Copy, etc. Please ask before paying for services on campus for your student organization.
- Honorariums for speakers require the completion of the vendor form by the speaker at vendors.uga.edu AND the completion of the honorarium form <http://www.busfin.uga.edu/forms/f210.pdf>, which must be signed by the speaker and the student organization leader. Then, submit the honorarium form to me.
- If you are seeking reimbursement for food, you will need to submit the “general reimbursement” form, and **original, itemized** receipt, and:
 1. list of all UGA students present at the event along with each student’s uga.edu email address;
 2. flyer/email showing that the event was advertised as open to all students (this flyer/email may not reference the availability of alcohol at the event); and
 3. “Department of Campus Life Justification for Food Purchase” form.
 - Please note that the allowable per diem limits per person are \$6 for breakfast, \$7 for lunch and \$15 for dinner.

- **If you tip a server or delivery driver, the legible signature of the server and the printed name must be on the receipt.**
- **REMEMBER: ONLY 20% of your allocated funds may be used to purchase food or beverages.**
- Forms can be found at www.law.uga.edu/georgia-law-student-organization-resources.
- Please also note that no group will be reimbursed with allocated student activity fee funds if the student organization is not registered with the UGA Center for Student Organizations. You **MUST** be registered. You cannot expend funds, then register, and hope to be reimbursed retroactively with student activity fee funds. If you do not register for 2015-16, then you will lose access to your organization's allocated funds.
- If you have questions about registration, contact the UGA Center for Student Organizations office. The person who attended the Spring Student Leader Training Meeting (the lead officer) should be able to register his/her organization by going to <https://uga.collegiatelink.net>. Submit all of the required information for the registration process.
- Student activity fee funds may never be used to purchase alcohol. Receipts submitted for reimbursement may not reflect the purchase of alcohol.
- **BEFORE YOU BUY SUPPLIES**, check with me first. I have a number of items that can be checked out by student organization leaders: table cloths (round, rectangle, and square), UGA Law podium and table drapes, water bottles for speakers, thank you cards, platters, serving tongs and spoons, ice bowls, nametags, and other items. You may be surprised what can be provided for your events. Please kindly notify me at tjhlaw@uga.edu at least 48 hours prior to your event if you will need to utilize any of these supplies so that I can have them ready for you.

4. Check your **student organization mailbox** in Room 109! Some groups are great about this, some are not. Please check your mail!

5. Check your student organization's supplies in the **student organization room** located on the first floor of Hirsch Hall (Room 136G). You may have items that you don't even know that you have! The key is available in Room 109. **DO NOT** leave open food or drink in this room; trust me, don't.

6. Check www.law.uga.edu/georgia-law-student-organization-resources often. This is where deadlines, forms, policies, and other important information for student organizations can be found.

7. **Confirm your student organization staff/faculty advisor** for 2015-16 and let me know the person that will be filling that role for your organization. If you aren't sure who that has been, please check with me.

You should contact your staff/faculty advisor **if you would like to send emails about your organization events to a faculty or staff listserv.**

8. **Reserve a room for events.** Room requests within the Law School should be made at least 48 hours prior to the event at www.law.uga.edu/room-reservation-request.

If your event requires access to Law School rooms outside of regular campus business hours (exterior doors are locked at 6 p.m., Mondays through Fridays, and at all times Saturday and Sundays), UGA Card electronic building access may be arranged by contacting Marc Galvin, School of Law Facilities Coordinator, magalvin@uga.edu, or, (706) 207-0669.

If you reserve the Larry Walker Room on the 4th floor of Rusk Hall, please arrange **with me** to check out keys to that room and the related supply rooms on the 4th Floor of Rusk Hall. I have the keys for student organizations to use.

Note: If you do not return the keys to the Larry Walker Room, then your student organization is responsible for the replacement costs for the keys. In addition, all tables and chairs must be set up by the student organization before an event and returned to the storage closet at the conclusion of the event. In addition, all items utilized by the student organization must be removed from the kitchen at the conclusion of the event.

9. **Ice.** I can provide you with a key to the ice machine if you need ice for your events. Please plan in advance if you need ice because the ice machine is located in Rusk Hall and it will take time to load and transport it to Hirsch Hall for events.

10. If your event is being held at a location outside of the law school, make sure that your Event is added to the **Law School Events Calendar**. Contact me or lawcomm@uga.edu.

Also, please check the **Law School Events Calendar** before you schedule an event or just to see what is coming up in any given week.
www.law.uga.edu/event-calendar

11. Set up a meeting with the **Law School Office of Communications and Public Relations** to review publicity ideas. Please note that ANY contact with the media should go through this Office. Contact Heidi Murphy at hmurphy@uga.edu or Lona Panter at lonap@uga.edu. They can also be contacted at lawcomm@uga.edu. They are located in Room 124 of Hirsch Hall.

12. **UGA and GEORGIA LAW LOGOS:** You **must** contact the Law School Office of Communications and Public Relations (Heidi Murphy or Lona Panter) if you are interested in using a UGA or Georgia Law Logo, the words “UGA” or “Georgia Law,” a bulldog, etc., on t-shirts, water bottles, hats, etc. If you aren’t sure, ASK!

13. Arrange for any portable A/V needs for your events (see www.law.uga.edu/reserving-av-portable-equipment). Multimedia Classrooms are equipped to project a laptop or other media; for assistance, e-mail lawhelp@listserv.uga.edu or call 542-0895.

14. The cost of **copies and mail** on law school equipment are billed to your organization. Please check with me before making any copies on law school copiers or mailing any letters from the law school for your organization to ensure that you have the funds in your budget line to cover these expenses. **Each registered student organization is permitted 1200 complimentary copies in Room 242 of Hirsch Hall**, but will be billed at \$0.10 per copy thereafter. There is **no** complimentary mail service.

15. **LISTSERVS:** Two listservs are available for messages from law students and student organizations:

1. LAWORG-ANNOUNCE@listserv.uga.edu
2. LAWSTU-TRADE@listserv.uga.edu

Both are moderated lists to which students can post messages. While all incoming students will be subscribed to these lists, in fact, students may [unsubscribe](#) or [resubscribe](#) from these lists whenever they choose.

Student posters must be fully aware of all rules governing the use of the listservs, as follows:

- All postings must be consistent with all University of Georgia and University of Georgia School of Law rules and guidelines, along with all relevant laws of the United States and the State of Georgia.
- All proposed postings must be approved before appearing on the listserv. The moderator charged with the responsibility for enforcing the rules is Tricia Hackleman, the Law School's Student Affairs Advisor. The posting rules shall be construed liberally by the moderator.
- The moderating function will be exercised during working hours during weekdays (Monday through Friday, 8 a.m. to 5 p.m.).
- The listservs will only accept a message posted from an enrolled law student's @uga.edu account.

1. LAWORG-ANNOUNCE messages must relate to one of the following categories:

- a) announcement by officers of recognized Law School student organizations concerning meetings, events, projects, achievements and similar matters; announcements may not contain any reference to the sale or distribution of alcoholic beverages; or,
- b) lost and found messages posted by individual law students concerning property lost or found in the Law School.

2. LAWSTU-TRADE messages should relate to the following non-commercial activities:

- a) the lawful buying and selling of athletic tickets; or,
- b) student-to-student information exchanges regarding housing, roommate, or furniture offers/needs; or,
- c) student-to-student announcements of bar course preparation promotions and on-line legal research company promotions occurring at the law school.

16. Student Organization Webpage. If you would like information about your student organization's webpage, or how to arrange for one with the law school, please contact Rachel Evans at rsevans@uga.edu. And don't forget to take photographs at your events for your webpage.

17. Georgia Law School Student Organization Fair. The UGA Law School Student Organization Fair is currently scheduled for Wednesday, August 26, 2015 from 12:30 p.m. until 1:30 p.m. on the First Floor of Hirsch Hall. Remember, you have 1200 complimentary copies at the law school (in the faculty mail room) to use if you need to provide information to students about your organization. **If your organization plans to participate, please notify Tricia Hackleman at tjhlaw@uga.edu on or before noon on Monday, August 24.**

18. UGA Policies: Please remember that the members of your student organization are subject to the University Code of Conduct, the UGA Alcohol Policy, as well as all other UGA policies and local, state, and federal laws.

I'm looking forward to working with your student organization this year.

Tricia Jonas Hackleman
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