**University of Georgia School of Law**

**Student Organization Leader Handbook**

**2025-2026**

**Dear Student Organization Leader:**

This handbook is provided to assist University of Georgia School of Law student organizations in their operations. This handbook is a work in progress, and these policies and procedures are subject to change.

In addition to this handbook, the School of Law Student Affairs office is a resource for all student organizations, and I encourage you to consult with us for any advice regarding your student organization.

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### Registration/Re-Registration of Student Organizations

All School of Law student organizations are required to:

1. Provide the names and contact information for all officers to the School of Law Student Affairs Office following the organization’s annual new officer selection (prior to the Spring Reading Days each academic year).
2. Register/Re-register with UGA’s Engagement, Leadership, and Service (ELS). Registration takes place in the Spring semester annually. As part of the registration process, you are required to:
   1. In the Involvement Network, a newly selected officer must update their primary contact by changing it themselves or submit a change of primary contact form, switching the primary contact to the newly selected officer.
   2. Re-register your organization for the upcoming academic year in the Involvement Network.
   3. Complete other tasks identified by ELS (vary annually). I.e., submit an updated constitution.
3. Student organizations who do not register during the regular registration period MUST register during the make-up registration period. Student organizations who do not register by the conclusion of the make-up registration period are inactive, and must register as a new student organization in order to continue activities.
4. Register your organization with the Law Student Affairs Office. This includes:
   1. Completing the Law Student Organization eLC Training
      1. Two officers from each organization must complete the training. The President is the mandatory 1st officer.
      2. Complete all the Quizzes at 100%.
   2. Attend the Law School Student Organization Meeting (held every Fall) by the President or appointed representative in attendance.
   3. Attend the Law Student Involvement Fair (held every Fall).
5. Registered student organizations are listed on the [Law Student Organizations page](http://www.law.uga.edu/georgia-law-student-organizations). Officer information must be updated annually with newly selected officer’s information. You may request updates to your organization’s page using the [Request to Update a Student Organization Webpage online form](http://law.uga.edu/request-update-student-organization-webpage), or by contacting Victor Lawrence in Law IT.
6. Officer Selections
   1. School of Law student organizations should complete new officer selection annually prior to Spring Reading Days each academic year.
   2. New officer selection processes are determined by the constitution and bylaws of each organization respectively.

### Communications and Advertising

1. School of Law Listserv Addresses
   1. All law students have send access to the announce listserv addresses. All law students are automatically added to these optional list servs, but may opt-out. You should use these list servs for communications concerning meetings, events, projects, achievements and similar announcements.
      1. [LAWORG-ANNOUNCE@listserv.uga.edu](mailto:LAWORG-ANNOUNCE@listserv.uga.edu) – all law students
      2. [ANNOUNCE-TO-1Ls@listserv.uga.edu](mailto:ANNOUNCE-TO-1Ls@listserv.uga.edu) – first year JD students
      3. [ANNOUNCE-TO-2Ls@listserv.uga.edu](mailto:ANNOUNCE-TO-2Ls@listserv.uga.edu) – second JD students
      4. [ANNOUNCE-TO-3Ls@listserv.uga.edu](mailto:ANNOUNCE-TO-3Ls@listserv.uga.edu) – third year JD students
      5. [LAW-FSAORG-L@LISTSERV.UGA.EDU](mailto:LAW-FSAORG-L@LISTSERV.UGA.EDU) – Law School Faculty and Staff
   2. The Director of Student Affairs and the Student Affairs Coordinator moderates these listservs. 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. The School of Law Listserv Policy can be viewed [here](http://law.uga.edu/sites/default/files/u611/UGA%20SCHOOL%20OF%20LAW%20LISTSERV%20POLICY.pdf).
   3. Announcements may not contain any reference to the sale or distribution of alcoholic beverages
   4. For reference to receipt of payment or fundraising, all messages must be approved by the UGA Solicitation Policy Representative. Email a draft of the listserv message or calendar post to [lawstudentaffairs@uga.edu](mailto:lawstudentaffairs@uga.edu).
   5. The moderator construes the posting rules liberally. Moderation takes place weekdays, normal business hours (Monday-Friday, 8-5).
2. School of Law Event Calendar
   1. Student organizations should post events on the [School of Law Event Calendar](https://calendar.law.uga.edu/).
   2. Event calendar postings are created through the Event & Room Request Form. Make sure you click “Yes” where the form asks “Do you want this to appear on the website calendar?”
      1. Event postings should not contain any references to the sale or distribution of alcoholic beverages.
      2. For events that reference receipt or fundraising, it must be approved by the UGA Solicitation Policy Representative. Email a draft of the listserv message or calendar post to [lawstudentaffairs@uga.edu](mailto:lawstudentaffairs@uga.edu).
      3. For calendar postings that do not require a room reservation, contact [lawstudentaffairs@uga.edu](mailto:lawstudentaffairs@uga.edu).
      4. Contact [lawstudentaffairs@uga.edu](mailto:lawstudentaffairs@uga.edu) to edit an existing event calendar posting.
3. “10 Days” Emails
   1. The School of Law Communications office sends out a “School of Law events for the next 10 days and recent news” message every Monday.
   2. These emails pull information directly from the School of Law Event Calendar.
4. Posting Flyers in Hirsch Hall
   1. Flyers advertising approved student organization events may be posted on the bulletin boards in the Hirsch Hall Locker Room and across from the Student Bar Association Office by the first-floor stairs.
   2. Flyers should be removed form the bulletin boards no later than 1 business day after the event has ended.
5. Extended Publicity
   1. Set up a meeting with the School of Law Office of Communications and Public Relations to review publicity/communication ideas beyond intra-law school methods. Please note that ANY contact with the media should go through this office. Contact Heidi Murphy or Adam Wynn.
6. FERPA
   1. As a Student Organization, you must follow and abide by FERPA (Family Educational Rights and Privacy Act) Guidelines.
      1. [General Information - FERPA](General%20Information%20-%20FERPA)
   2. The University of Georgia is legally and ethically obligated to protect the confidentiality of students’ records.
   3. Any communications or advertising for your student organization must abide by FERPA. Please communicate with your general body members to not list publicly students’ information, photos, or any additional information without their consent.

### Event/Meeting Planning

1. Fill out the [Event & Room Request Form](https://forms.office.com/Pages/ResponsePage.aspx?id=HmwhqGNNUkOMO1D6HxR1sSIf7RchnfpMviLhbuqL3wlUQTg3TlEySUNHSlFWTUNNTE1LVjEzTVFRUS4u). You will receive a follow-up email either authorizing the event or requesting additional information within 3 business days**.** 
   1. **Please Note:** If your organization DOES NOT abide by the deadlines, CDO and Student Affairs will automatically deny your request.
2. **New for the 2025 – 2026 Academic Year -** **Deadlines are as follows**:
   1. **Tier 1: Student Org. Meetings & Tabling (No food):**
      1. Unlimited requests for tabling
         * In MMM Café, Griffith Concourse, or Amos Foyer
      2. Limited to two (2) Student Organization meetings per month
         * With or without Food
      3. ***Request 7 business days*** in advance
   2. **Tier 2: Student Org. Meetings & Coffee Chats (with Food):**
      1. Limited to two (2) meetings per month
         * With or without Food
      2. 4 Coffee Chats per semester
      3. ***Request 14 business******days*** in advance
   3. **Tier 3: Student Org. Led Events or Panels (With Food and/or Special Guests):**
      1. Limited to Three (3) Events per academic year
      2. ***Request 30 days*** in advance
3. Registered UGA Law Student Organizations can request to book spaces in Tate Student Union.
   1. Please contact the Engagement, Leadership, and Service Office for more information or go to here: [Campus Reservations, Events & Technical Services](https://tate.uga.edu/campus-reservations/)
4. Law Student Organizations are also welcome to hold meeting off the law school’s campus, or host events in venues downtown/in Athens.
   1. Please reach out to Law Student Affairs with any questions/concerns about hosting downtown.
5. When choosing a date/time for your events, please consult the following:
6. [Academic Calendar](http://law.uga.edu/academic-calendar) – do not schedule events at the School of Law during academic breaks/holidays; do not schedule events during the first two weeks of the Spring/Fall Semesters; do not schedule events during reading days or final exams.
7. [Events Calendar](https://calendar.law.uga.edu/) – do not schedule over other events with the same target audience. It is the Student Organizations’ responsibility to coordinate with CDO/Student Affairs about possible dates for events/meetings.
8. [Schedule of Classes](http://law.uga.edu/class-schedules-registration) – try to schedule events during times with zero or few class meetings. No classes are scheduled noon-1 daily.
9. Tabling
   1. School of Law organizations are permitted to table in the Morris, Manning & Martin café or Library Foyer with prior approval from the Student Affairs office. Complete the Event & Room Request Form to reserve space.
      1. If requesting to table within the Law Library by the Circulation Desk, please contact the Student Engagement Librarian, Anjelica Violi, to reserve the space.
10. Career Related Events
    1. Career related events must be planned in collaboration with Career Development Office (CDO). Career related events include, but are not limited to, events covering the following topics:
       1. How and when certain practitioners hire,
       2. Credentials and experience to pursue a legal specialty,
       3. The realities of a law practice specialty,
       4. Peer information sessions on job search experiences,
       5. Resume, cover letter, and other job search workshops.
    2. Before inviting any guest speakers to campus, please contact and receive confirmation of authorization to host your event from Katie Voyles.
       1. **DO NOT** promote the event, invite speakers, guests, or move forward with any aspect of your event **WITHOUT** prior approval from Katie Voyles.
    3. The professionals in the CDO are nationally recognized experts on legal hiring. They can ensure that the topical information and speakers offer sound advice, and help to avoid redundancy in career presentations throughout the year.
    4. The CDO can often provide logistical and budget support beyond what is offered by the Student Affairs office.
    5. Contact Katie Voyles for assistance with career related events.
11. Events with School of Law Alumni/Alumnae
    1. Is your group bringing a School of Law alumnus or alumna to campus?
       1. If yes, contact Jeremy Headrick in the Advancement office so that we can make plans to thank the alumnus/alumna for supporting your organization. Jeremy’s contact information is listed on the last page of this document.
       2. If yes, contact CDO for additional assistance in conversing with alumni.
12. **\***Events with Food
    1. For instructions on purchasing food for an event, please see the Finances & Reimbursements section of this manual
    2. **UGA Food Purchase Policy:** <https://studentaffairs.uga.edu/dos/business-office/food-purchase-policies/>
    3. NO SELF-CATERING (i.e., bring your own food)
    4. Per Diems apply to all food purchases using UNIVERSITY FUNDS  
       BREAKFAST: $13.00  
       LUNCH: $14.00  
       DINNER: $23.00
    5. A FMD Work Order **MUST** be submitted by Student Affairs/CDO for **ANY** meeting/event with food. The Student Organization will be responsible for covering the cost.
       1. $17.50 is the flat rate, with the amount doubling/increasing depending on the number of individuals attending.
    6. Clean-Up
       1. Student Organizations will be held responsible for cleaning up after their event/meeting, and ensuring the space is returned to how it was found.
       2. **IF** a Student Organization chooses to host an event/meeting with food and puts leftovers (any additional food, drinks, utensils, condiments) in the Student Commons, they **will** be held responsible for returning 2-3 hours after to properly dispose of the remainder of the items.
13. Events with Alcohol
    1. School of Law student organizations MUST fully comply with [UGA Guidelines Concerning University Events Where Alcoholic Beverages are Served or Provided.](https://provost.uga.edu/policies/academic-affairs-policy-manual/5-01-use-of-campus-space/#p-5-01-3)
       1. Check ID and/or post 21+ signs. For events held at the School of Law, contact Chantelle Tickles, Director of Student Affairs to be assigned a staff member to check IDs or to be approved to have student organization members check IDs and/or for 21+ signs.
          * Track that you have checked IDs and approved entrance with tickets, stamps, wristbands, etc.
       2. Refuse to serve intoxicated guests.
       3. Provide non-alcoholic Beverages.
       4. Serve food.
       5. No self-service of alcohol. All events with alcoholic beverages are required to hire a bartender.
       6. Restrict the consumption of alcohol to a controlled area.
       7. Do not advertise the provision or sale of alcohol when promoting events.
14. Supplies
    1. The Student Affairs office can provide you with many types of supplies. You may see which supplies are available and request these supplies when you complete the Event Authorization & Planning Form.
       1. Available supplies include ice buckets and scoops, UGA table drapes, etc.
          * If you lose UGA table drapes or other valuable items, you are responsible for paying for their replacement.
    2. Before purchasing supplies for your student organization, contact the Student Affairs office to see if these supplies are already available to you.
    3. There are ice machines that you can use—contact [lawstudentaffairs@uga.edu](mailto:lawstudentaffairs@uga.edu) for more information and check that you need ice for you event on the [Event & Room Request Form](https://forms.office.com/Pages/ResponsePage.aspx?id=HmwhqGNNUkOMO1D6HxR1sSIf7RchnfpMviLhbuqL3wlUQTg3TlEySUNHSlFWTUNNTE1LVjEzTVFRUS4u).
15. Audio/Visual Needs
    1. School of Law IT can provide access to equipment to meet audio/visual needs. You should indicate your needs on the Event & Room Request Form.
       1. IT will require a separate form to be submitted for them for AV needs for events.
       2. [IT Equipment Request Form](https://www.law.uga.edu/sites/default/files/uploaded-files/Student%20Event%20Form%20for%20IT%20Support.docx)
16. Building Access and Room Setup
    1. 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 Terry Dotson.
    2. If you reserve the Larry Walker Room on the 4th floor of Rusk Hall, please arrange a meeting with Terry Dotson to cover any logistical needs at least 2 weeks prior to your event.
    3. If you require a special room set up for your event (i.e., tables and chairs set up in the Walker Room), contact Terry Dotson at least 2 weeks prior to your event.
17. Cleaning Up After Events
    1. Physical Plant must be hired to clean up after your event if attendance is over 25. You must request a work order at least 2 weeks prior to your event.
       1. To submit a work order through Physical Plant, contact Terry Dotson
18. Thank You Cards/Gifts
    1. You should provide, at minimum, a handwritten thank you note to any invited speaker/special guest.
    2. You can purchase School of Law merchandise from Sandy Ledford for a very reasonable price for speaker/guest thank you gifts.
19. Waivers
    1. Waivers are a form of protection for you, your student organization, and the institution in case an issue or incident occurs during an event or activity. If your event needs a waiver, please email [lawstudentaffairs@uga.edu](mailto:lawstudentaffairs@uga.edu).
    2. An assumption of risk/waiver form that includes emergency contact information should be required for medium-risk events. High-risk events should be avoided and are not likely to be approved.
       1. Examples of medium-risk events:
          * Physical activities/no contact sports (hiking, yoga, kickball, tennis, etc.)
          * 5ks/races
          * Sports with potential contact (basketball, soccer, flag football, etc.)
          * Events on water
          * Trips off campus
       2. Examples of high-risk events:
          * Paintball
          * Inflatables (bouncy houses, etc.)
          * Full contact sports (rugby, full-contact football, boxing/wrestling, etc.)
          * Slip n’ slides
          * Ropes courses
          * Rappelling, bungy jumping, skydiving, etc.
20. Programs and Activities Serving Minors
    1. Student Organizations should not assume custody, supervision, or control of minors
    2. **UGA Policy on Programs and Activities Serving Minors:** <https://programsforminors.uga.edu/policy>

### Merchandise and Logo Use

1. Use of any University of Georgia Logos, Images, etc.
   1. UGA requires prior approval and the use of a licensed vendor when using any university logos, as well as when using the terms “UGA”, “University of Georgia”, “Georgia Law”, etc.
      1. General information on the use of School of Law or UGA Logos available here: <http://law.uga.edu/using-school-law-or-uga-logo>
      2. To get approval, complete this Trademark Approval Form: <https://brand.uga.edu/wp-content/uploads/uga-logo-approval-form.pdf>
   2. A list of licensed vendors here: <https://brand.uga.edu/wp-content/uploads/uga-fermata-licensees.pdf>
   3. Best practice – have ANY and ALL merchandise designs approved by UGA Law Communications (Heidi Murphy or Adam Wynn) BEFORE making any arrangements for merchandise production.
   4. Logo use should also be approved by the communications office on mailings, posters, and emails.
   5. More information can also be found on the [ELS Organization Resources page](https://els.uga.edu/engagement/organization-resources/).

### Fundraising and Sales

1. On-Campus Fundraising and Sales
   1. “***Fundraising, as it pertains to student organizations, is defined as the On-Campus seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; the selling or distribution of items, materials, products, or services; and the sponsorship of events where admission is charged. The distribution by student organizations of materials or commercial publications not protected by the First Amendment must also be approved.”***
      1. Fundraising permits are required by the UGA ELS Office for any on-campus fundraising. You must submit a request for a fundraising permit AT LEAST 10 business days prior to when you plan to fundraise
      2. Submit fundraising permit request forms on the [UGA Involvement Network](https://uga.campuslabs.com/engage/)
         1. Login with UGA MyID
         2. Scroll down to the “Campus Links” section; should be on the right side of the screen
         3. Select “2023-24 Fundraising/Collection Request Form”
   2. Online/Virtual Fundraising and Sales
      1. All online/virtual fundraising that utilizes University resources for marketing (listserv emails, calendar posts) must be approved by the UGA Solicitation Policy Representative.
      2. Please email your draft email or calendar posting with the fundraising processes clearly outlined to [lawstudentaffairs@uga.edu](mailto:lawstudentaffairs@uga.edu).

### Finances & Reimbursements

1. All student organization members and officers are required to keep appropriate financial records.
   1. **All funds, both public and private, must be used in a responsible and appropriate manner.**
   2. **Misuse of funds is subject to the Honor Code and also may violate applicable laws.**
   3. **Misuse of funds will be prosecuted to the fullest extent available.**
2. Financial Status
   1. Student organizations are required to state their financial status at the start of each academic year (based on the account types listed below).
3. Student Activity Fee Allocation Committee
   1. Student organizations are required to provide one representative to serve on the Student Activity Fee Allocation Committee
   2. The primary use of this committee:
      1. At the beginning of the Fall semester each academic year, student leaders vote on allocations for registered student organizations
      2. This committee can be called to meet by the Law Student Affairs office in regards to Student Activity Fee matters at any time during the academic year
4. Account Types and Regulations
   1. Allocated Funds:
      1. (1) Line-Item allocations (earmarked for a specific organization, used at that organization’s discretion within the allocated fund rules and regulations) and   
         (2) General allocations (used at the discretion of the Student Affairs Office)
         * NO MORE THAN 20% OF ANY ORGANIZATIONS LINE ITEM ALLOCATION CAN BE SPENT ON FOOD, NO MORE THAN 20% OF GENERAL ALLOCATION CAN BE SPENT ON FOOD.
           1. Per Diems:  
              BREAKFAST: $13.00  
              LUNCH: $14.00  
              DINNER: $23.00
         * ALLOCATED FUNDS CANNOT BE USED TO PURCHASE ALCOHOL.
         * Allocated funds can only be utilized by student organizations that do not possess an outside bank account
         * Allocated funds are provided in the form of reimbursements, payment of invoices, payment to individuals who are non-employees, or payment to individuals registered as vendors.
      2. Reimbursements and Payment Instructions
         * Non-Food Reimbursements with Allocated Funds:
           1. Confirm your purchase is allowed through the Law Student Affairs office
           2. Complete this registration: [UGA Supplier Registration Form](https://suppliers.uga.edu/psc/fs92prd/SUPPLIER/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Action=U&SUP_OB_TEMPLATE_ID=SUPPLIER&)
           3. Complete this form: [UGA Non-Employee Payment Form](https://studentaffairs.uga.edu/wp-content/uploads/2021/11/Non_emp_payment-1.pdf)
           4. Submit Non-Employee Payment Form, Student Organization Reimbursement Form, event purpose or announcement email, list of attendees, receipts, and credit card statement showing payment to Law Student Affairs.
         * Food Reimbursements with Allocated Funds:
           1. Confirm your purchase is allowed through the Law Student Affairs office
           2. Complete this registration: [UGA Supplier Registration Form](https://suppliers.uga.edu/psc/fs92prd/SUPPLIER/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Action=U&SUP_OB_TEMPLATE_ID=SUPPLIER&)
           3. Complete this form: [UGA Non-Employee Payment Form](https://studentaffairs.uga.edu/wp-content/uploads/2021/11/Non_emp_payment-1.pdf)
           4. Complete this form: [UGA Food Justification Form](https://studentaffairs.uga.edu/wp-content/uploads/2022/02/Food_Purchase_Justification_Form-February_2022.pdf)
           5. Complete this form: [UGA Student Organization Reimbursement Form](C://Users/ar70835/Desktop/Payment%20Forms/Student_Organization_Reimbursement_Form-June_2020%20(1).pdf)
           6. Submit Non-Employee Payment Form, UGA Food Justification Form, UGA Student Organization Reimbursement Form, event purpose or announcement email, list of attendees, and receipts showing payment to Law Student Affairs.
         * Honorariums or Outside Vendor Payments
           1. Send the [UGA Supplier Registration Form](https://suppliers.uga.edu/psc/fs92prd/SUPPLIER/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Action=U&SUP_OB_TEMPLATE_ID=SUPPLIER&) to the guest or vendor
           2. Secure an invoice from vendor or guest for pre-payment
           3. Submit the [[UGA Non-Employee Payment Form](https://studentaffairs.uga.edu/wp-content/uploads/2021/11/Non_emp_payment-1.pdf)](https://busfin.uga.edu/forms/Non_emp_payment.pdf) event purpose, and invoice to Law Student Affairs
         * Travel Reimbursements
           1. If your student organization is traveling AND seeking reimbursement for those expenses, you must meet with Law Student Affairs ***at least 4 weeks prior*** to the trip start date

Be prepared to share the travel method, students traveling, and students expecting a reimbursement

* + - * 1. Only 10% of Student Activity Fees can be used to cover travel expenses (excluding registration for conferences)
  1. Private Funds (dues, donations, fundraising proceeds)
     1. All School of Law student organizations are REQUIRED to follow [UGA’s Guidelines for the Management of Student Organizations’ Private Funds](https://studentaffairs.uga.edu/dos/business-office/management-of-private-funds/).
     2. Private funds may be held in an outside bank account and/or in a Tate Agency Account.
        + Outside Bank Accounts
          1. Student organizations with outside bank accounts MAY NOT USE LINE ITEM ALLOCATED FUNDS.
          2. Private bank accounts must be registered under a Federal EIN of the student organization.

PRIVATE BANK ACCOUNTS SHOULD NOT BE REGISTERED UNDER ANY INDIVIDUAL’S SSN.

STUDENT ORGANIZATIONS SHOULD NOT USE THE UGA FEDERAL EIN.

* + - * Tate Agency Accounts
        1. Organizations who wish to hold funds in a Tate Agency Account should contact the Tate Business Office to get an account set up.
        2. Tate Agency Accounts cannot be used to purchase alcohol, will not be issued debit cards or checkbooks, and are not eligible for cash withdrawals.
  1. Law School Matching Funds
     1. All Student Organizations that go through the UGA Student Activity Fee Allocation Process and are awarded funding are eligible for Law School Matching Funds
        + Law School Matching Funds are private funds made available by the UGA Law Business Office
        + The amount is matched exact to what a student organization receives from the Allocation Process
     2. Matching Funds are elidable to be used at the organization’s discretion
        + Matching Funds cannot be used:
          1. To buy alcohol
          2. To buy Gift Cards
     3. Awards and Prizes for Competitions and/or Fundraisers
        + Matching Funds used for Awards and Prizes should not exceed an individual value of $75/item
        + Items used for such purposes should be considered “Swag”, such as an UGA Law Sweatshirt
     4. Additional policies and procedures of Law School Matching Funds shall be up to the discretion of the UGA Law Business Office/Law School Budget Office.

### Law School Resources for Student Organizations

1. Student Organization Storage
   1. Student organizations have limited space available in the Law Student Commons (roughly the size of a cabinet). If you need space to store items, please contact [lawstudentaffairs@uga.edu](mailto:lawstudentaffairs@uga.edu).
   2. Law Student Affairs keeps general supplies on hand, so please consult the office before purchasing supplies.
2. Copies and Mailings
   1. If you need assistance making copies, sending mail, printing, or other clerical activities, email [lawstudentaffairs@uga.edu](mailto:lawstudentaffairs@uga.edu).
3. Student Organization Mail
   1. Student organizations often receive mail at the School of Law. Any mail received for a student organization will be placed in the student organization mailboxes in Hirsch 109. You must check your organization’s mailbox regularly.
4. Law School Contacts

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| --- | --- | --- | --- |
| **Chantelle Tickles, Director of Student Affairs** | *(Accommodations, event planning, tabling, event postings, policies)* | [chantelle.tickles@uga.edu](mailto:chantelle.tickles@uga.edu) | (706) 542-5167 |
| **Anna Rau, Student Affairs Coordinator** | *(student organizations, event planning, room booking, student ListServ)* | [anna.rau@uga.edu](mailto:anna.rau@uga.edu) | (706) 542-6145 |
| **Amanda Fox, Associate Director of Student Services & First Start Coordinator** | *(law school registrar, student affairs, first generation student programs,)* | [amanda.fox@uga.edu](mailto:amanda.fox@uga.edu) | (706) 542-5168 |
| **Katie Voyles, Associate Director of Student Professional Development & Journal Specialist** | *(CDO related events)* | [kmvoyles@uga.edu](mailto:kmvoyles@uga.edu) | (706) 542-5156 |
| **Anjelica Violi, Student Engagement Librarian** | *(Law Library related requests/booking space in Law Library)* | [Anjelica.violi@uga.edu](mailto:Anjelica.violi@uga.edu) |  |
| **School of Law Budget Office** | *(finance/reimbursements)* | [lawbudget@uga.edu](mailto:lawbudget@uga.edu) | 706-542-3353 |
| **Heidi Murphy, Senior Director of Marketing and Communications** | *(merchandise artwork approval, logo use, publicity, advertising)* | [hmurphy@uga.edu](mailto:hmurphy@uga.edu) | 706-542-5487 |
| **Adam Wynn, Associate Director of Marketing and Communications** | [lonap@uga.edu](mailto:lonap@uga.edu) | 706-542-5172 |
| **Terry Dotson, Facilities Manager** | *(physical plant requests, room set up requests, building access)* | [terry.dotson@uga.edu](mailto:terry.dotson@uga.edu) | 706-542-0335 |
| **Jessica Kilby, Event Coordinator** | *(event coordinator, vendor recommendations)* | [jkilby@uga.edu](mailto:jkilby@uga.edu) | (706) 542-4171 |
| **School of Law IT** | *audio/visual needs and classroom technology* | [LAWIT@listserv.uga.edu](mailto:LAWIT@listserv.uga.edu) | 706-542-0895 |
| **Victor Lawrence, Web Developer Specialist** | *(webpage updates)* | [victor.lawrence@uga.edu](mailto:victor.lawrence@uga.edu) | 706-542-9407 |
| **Jeremy T Headrick, Senior Director of Law School Advancement** | *(alumni/alumnae relations)* | [jthead@uga.edu](mailto:jthead@uga.edu) | 706-542-5253 |