

Clubs & Organizations Handbook

University of the Pacific, McGeorge School of Law
2015-2016

Published By:

Office of Student Affairs
University of the Pacific,
McGeorge School of Law
3200 5th Avenue
Sacramento, CA 95817
Tel (916) 739-7089
Fax (916) 739-7254

SacStudentAffairs@pacific.edu

Publication Date: 4/1/2015

Introduction

Dear Student Leader:

Welcome to your new leadership position. University of the Pacific, McGeorge School of Law (“McGeorge”) takes great pride in the variety and involvement of its **Student Bar Association** (“SBA”), **SBA Student Committees**, and **Chartered Student Organizations** (“CSOs”). These groups have a special relationship with the Law School and enjoy privileges that individual students and off-campus groups do not have.

The **Office of Student Affairs** (“OSA”) is the department through which student groups register at McGeorge. As the Director of Academic and Student Affairs, I am assigned the responsibility of advising and coordinating the activities of all student groups. I will be your group’s primary link to the McGeorge administration, and I encourage you to consult with me, or the CSO Resource Center staff, before undertaking new projects or planning events.

The **CSO Resource Center** (“CSORC”) is staffed by several knowledgeable work-study students who hold regular office hours throughout the semester. Student-leaders who need assistance with filling out paperwork, reserving a room for an event, getting waivers for a sporting event, or anything else, are encouraged to stop by the CSORC for assistance during the posted drop-in hours, or to email CSOResourceCenter@pacific.edu at any time.

Please read and keep this Handbook for future reference. While this Handbook discusses many topics frequently encountered by student groups, it is not exhaustive and things are subject to change. It is vital to the success of your group that you become familiar with this Handbook. If you come across a topic where you would like more information, please ask.

Congratulations on your leadership position and I look forward to working with your group!

Rebekah Grodsky ‘10
Director, Academic and Student Affairs
(916) 739-7089 rgrodsky@pacific.edu

Table of Contents

Part 1 🏹 Getting Started

Registration Requirements.....	5
Eligibility Criteria.....	5
(Re-)Registration Deadline.....	5
Rights and Privileges.....	6
Responsibilities of a CSO.....	6
Removal of Charter.....	6
Inactive Groups.....	6
Affiliation with Another Organization.....	7
CSO Name.....	7
Governing Documents (Constitution, Bylaws).....	7
Officers.....	7
Membership.....	7
Faculty Advisor.....	7
Record Keeping (All Clubs & Organizations).....	8
Liability of Officers and Organizations (All Clubs & Organizations).....	8
U.S. Mail (All Clubs & Organizations).....	8

Part 2 🏹 Money Matters

Establishing an Account.....	9
Index Code.....	9
Internal (On-Campus) Charges.....	9
The Treasurer’s Role.....	9
Finding Funding.....	9
How does my club pay for things?.....	13
Reimbursements for Out-of-Pocket Expenses.....	13
Payment by University Credit Card.....	14
Payment by University Check to an Approved Vendor.....	14
University Approved Vendors.....	14
Receipts.....	14
Lost Receipts.....	14
Paying an Individual for Services.....	14
Cash Box Rental.....	15
Fiscal Year.....	15
Financial Inspections & Audits.....	15
Fundraising.....	15
Donations of Gifts-In-Kind (Goods).....	15
IRS Gift Receipts for Donors.....	16
Fundraising to Benefit an External Charity.....	16
Donor Recognition.....	16
Accepting Credit Card Payments.....	16
Gambling.....	16
Raffles.....	17
Auctions.....	17

Part 3 🏹 Meetings, Events & Tabling

Large Events (50+ Attendees).....	18
Events.....	18
Meetings.....	18
Tabling.....	18
On-Campus Events.....	18
Damage to Campus Facilities.....	19
Alumni or High Profile Guests.....	19
Amplified Sound.....	19
Animals.....	19
Campus Artwork.....	19

Decorations	19
Food (Bon Appétit)	19
Buildings & Grounds	20
Media Resources	20
Print Shop	20
Accessibility at Off-Campus Events	20
Insurance for Off-Campus Events	20
Athletic Activities	20
Career-Related Events	20
Event Security	21
Copyrighted Materials	21
Part 4 🌀 Planning An Event From Start To Finish	22
Part 5 🌀 Alcohol Policy	
Serving Alcoholic Beverages On Campus	24
Before Your Event	24
During Your Event	24
After Your Event	25
Selling Alcohol	25
Alcohol at Off-Campus Events	25
Policy Violations	25
Part 6 🌀 Campus Posting Policy	26
Part 7 🌀 Promoting Your Group	
Communication Resources	27
The Docket	27
McGeorge Wordmarks, Logos & Seals	27
Pacific McGeorge Facebook & Newsroom	27
Part 8 🌀 Sample Forms	29

Part 1 Getting Started

Students have the freedom to organize to promote common interests. Student groups play an integral role in the educational process and their events and activities directly enhance academic and career preparation, cultural awareness, campus tradition, public service, leadership, and personal growth.

Registration Requirements

CSO status is a privilege; CSOs are afforded access to campus resources and, in turn, agree to comply with policies and procedures established for the governance of CSOs. Recognition creates an official relationship with the school, but in no way implies that McGeorge approves of, sanctions, or takes responsibility for a CSO's actions or activities. Individuals involving themselves with CSOs do so at their own risk.

1. **CSOs must register annually.** At least one (1) officer must attend a Mandatory CSO Orientation.
2. **CSOs must have governing documents, meaning a constitution and/or bylaws.** CSOs may not affiliate with local, state, or national organizations that require affiliates to support specific economic, political, or social positions that conflict with University policy.
3. **The CSO must have an advisor from the Law School's full-time Faculty or Senior Staff** (exceptions must be approved by the Office of Student Affairs).
4. **CSOs must have at least four (4) student officers, including a Treasurer.** Officers must be in good academic standing with the Law School. Individual CSOs may stipulate higher GPA requirements to hold office.
5. **CSOs must have at least ten (10) student members.** Membership shall be open to all McGeorge students regardless of race, national origin, creed, or political affiliation, sex, sexual orientation, religion, or disability.
6. CSO and other student organizations receiving funds from the SBA or the University must adhere to the financial procedures of these respective funding sources.
7. Student organization activities must be open to all students in common use facilities.

Eligibility Criteria

The following criteria are used to guide the review of applications to be chartered or to re-charter:

1. Appropriateness of the organization to a professional school;
2. Relationship to the school based upon its purposes and functions;
3. Capability for continued growth and stability of membership;
4. Unique or complimentary contribution to the law school when compared to other existing campus organizations;
5. The student organization must be non-commercial in purpose; and
6. Ability to be financially independent.

(Re-)Registration Deadline

The Deadline to register or re-register a CSO is Friday, June 26. Late applications are strongly discouraged, but may be considered by the Office of Student Affairs on a case-by-case basis.

Registration Checklist – NEW Groups!

To form a new CSO or revive an inactive group, complete the following:

- Submit a **"CSO Registration Form"** (by Fri 4/24)
- Submit a **"CSO Information Sheet"** (by Fri 6/26)
- RSVP for and attend a Mandatory CSO Orientation
- Meet with the Director** of Student Affairs (by Fri 6/26)
- Submit a "Request to Open an Account Form" (by Fri 8/21)
- OPTIONAL - Submit a "Social Media Account and Website Application"

Re-Registration Checklist – Groups that were active in 2014-2015!

To re-charter an active CSO, complete the following:

- Submit a “CSO Registration Form” (by Fri 4/24)
- Submit a “CSO Information Sheet” (by Fri 6/26)
- RSVP for and attend a Mandatory CSO Orientation
- Submit an “Agency Account Authorized Signatories” (by Fri 8/21)
- OPTIONAL - Submit a "Social Media Account and Website Application"

Rights and Privileges

In accordance with University and Law School policies, the educational mission of the school, and local, state, and national laws, **benefits of CSO status include:**

1. Scheduling the use of McGeorge facilities for meetings and events, including occasional use of tables in the Student Center for information dissemination.
2. Use of the name of the Law School in organization correspondence and publicity.
3. A campus mailing address and mailbox in the CSO Resource Center.
4. The privilege to promote events on campus, including in The Docket and on the McGeorge Calendar.
5. The privilege to sponsor revenue-producing fundraisers on campus.
6. Tax deductible status for donors.
7. Eligibility to request financial subsidy and other services from the Student Bar Association.

Responsibilities of a CSO

A CSO must:

1. File a copy of the current **Governing Documents** by which it is governed with the CSO Resource Center and manage itself within the framework of the Law School and the SBA's policies, and within the provisions of its constitution and bylaws. A CSO **affiliated** with a national, state, or local group shall also file a current copy of the constitution and bylaws of its related group.
2. Have **officers** who act ethically and professionally at all times, observe campus policies and procedures and educate members of their group about relevant policies and procedures, cooperate with and send representatives to all meetings called by the McGeorge administration, and conduct all organization activities in line with the school's educational mission.
3. Work with its selected faculty advisor, the Office of Student Affairs and CSO Resource Center, and the SBA to **operate for the benefit of its members and the Law School**.
4. Send at least one (1) officer to attend any mandatory **CSO Orientation** and training sessions.
5. Conduct all **fiscal operations** in accordance with proper standards of business management; have officers who keep orderly records, act within the realm of their authority, and collect and dispense organization monies with a high degree of trust and openness; carefully budget funds to carry out the interests and activities of the organization; and promptly reimburse McGeorge for all expenses incurred on behalf of the organization. In the event that a CSO account is not paid in full, all rights and privileges will be temporarily suspended its account is cleared.
6. Register its events, meetings, fundraisers, and activities in accordance with the **Event Registration Process**.

Removal of Charter

McGeorge reserves the right to remove a group's charter for cause at any time.

Inactive Groups

Groups failing to meet the (Re-)Registration Deadline will be considered “inactive” and will no longer enjoy the benefits of CSO status. **Any remaining cash balance in the groups' University Account will be transferred to the Student Bar Association to support active CSOs.**

Affiliation with Another Organization

CSOs may affiliate with another organization (e.g., a national, state, or local chapter) so long as the affiliated group does not require the CSO to take any position that conflicts with federal, state, or local laws or regulations, or the educational purposes or policies of Pacific McGeorge. Regardless of affiliation, CSOs shall maintain autonomy on this campus.

CSO Name

The name of the club must be one which will not be confused with another club already in existence on campus; it should be appropriate to the purposes of the club and clearly indicate the club's objectives. Use of the University name within your club name is generally not permitted.

Governing Documents (Constitution, Bylaws)

Each CSO must have Governing Documents, meaning a constitution and/or bylaws. These documents should be simple and should contain anything necessary for the permanent, ongoing functions of your group. All amendments must be reviewed and approved by the Office of Student Affairs prior to any changes being considered effective.

At a minimum, please ensure your governing documents address the following items:

- Statement of name and purpose
- Membership
- Officers, qualifications, term of office, responsibilities, elections, appointments, and recalls
- Advisor(s) (Role of your advisor beyond what is discussed in this handbook?)
- Dues (Will your group charge dues? If so, how much and when will they be collected? Can someone be considered a member if they have not paid dues?)
- Committees (appointment, responsibilities, authority, standing committees vs. ad hoc)
- Meetings (what constitutes a quorum?)
- Procedure for approving expenditures of funds
- Provision for amendments

Officers

CSOs must have at least four (4) student officers, including a Treasurer. Officers must be in good academic standing with the Law School. Individual CSOs may stipulate higher GPA requirements to hold office. Officers are expected to be active within the organization, responsive to inquiries, available for regular meetings, and responsible for the CSO's activities. CSO-officers may be held personally liable, collectively or individually, for any debts or obligations incurred by the group, including debts owed to the University.

Membership

Each CSO must have a minimum of ten (10) members who are currently enrolled students at McGeorge. CSO membership is available to all students, faculty, and staff, subject to individual constitutional restrictions; any such restriction must be consistent with federal, state and local laws and McGeorge policies. Those who are not students, faculty, or staff at McGeorge may from time to time participate in CSO activities, but cannot be considered members or serve as officers of the organization.

McGeorge is strongly committed to a policy against discriminatory practices based on race, sex, sexual orientation, national or ethnic origin, disability, political affiliation, marital status, age, or religious beliefs. All organizations and programs at McGeorge are governed by this policy of non-discrimination, including CSOs.

Faculty Advisor

The Director of Academic and Student Affairs serves as an advisor to all CSOs. **Each CSO must also select an advisor from the law school's current full-time faculty or senior staff** (any exceptions must be approved by the Office of Student Affairs). Advisors help promote the continuity of the organization and provide a nexus between student-officers and the campus community.

CSOs should be run by student-officers with guidance and input from their advisor(s). The following are guiding principles regarding the advisor's role:

1. The advisor's primary duty is to serve as a role model, mentor and resource; the advisor should demonstrate skills in ethics, communication, organizational development and leadership. An advisor should therefore be available and approachable to the group's officers and members.
2. Because student turnover is high, the advisor should help educate new officers about the mission and purpose of the CSO. The advisor should make sure that from year-to-year the CSO is fulfilling its stated purpose and that the events it sponsors are consistent with the overall mission of the University.
3. The advisor should oversee the activities of the CSO, including but not limited to the events it sponsors, the means by which it advertises events, and the content of those advertisements. There are specific procedures, **including firm deadlines**, which every CSO must follow to get events it sponsors approved by the Office of Student Affairs. Advisors should also give advice on responsible fiscal management.
4. The advisor should help ensure that the group examines all sides of an issue and aid student leaders with seeing different viewpoints.
5. The advisor should be knowledgeable of campus and community resources, including policies and procedures CSOs are expected to follow, and should consult with the Office of Student Affairs as questions arise.
6. An advisor should not do the work of the student leaders.

Record Keeping (All Clubs & Organizations)

Student clubs and organizations should keep records of membership information, finances, past events and activities, pictures, flyers, programs, emails, forms, etc. This information will ensure that the transition from year-to-year is smooth and will aid your organization in maintaining its unique identity for years to come. It is especially important to keep clear and accurate financial records, as discussed in the "Money Matters" section.

Liability of Officers and Organizations (All Clubs & Organizations)

Student clubs and organizations may not enter into contracts. McGeorge does not sponsor student clubs or organizations and therefore does not accept liability for their activities, and for damages to person or property resulting from activities sponsored by the club or organization. All contracts are to be reviewed and approved by Dean McGuire in the Office of Student Affairs.

Each organization must agree to comply with the requirement that it inform members and those doing business with the organization that it is not University-sponsored and that the University assumed no responsibility for its activities.

The responsibility of officers for the activities of their organizations includes the individual responsibility of each officer for payment in full of debts incurred by the organization.

U.S. Mail (All Clubs & Organizations)

In addition to the SBA and each of its Student Committees, each CSO has a mailbox in the CSO Resource Center. You may access your group's mailbox any time the office is open (generally 9:00 a.m. – 6:00 p.m.). Please check your mailbox regularly. The Office of Student Affairs reserves the right to discard or return mail to the sender if a CSO's mailbox becomes too full. Your CSO's mailing address is:

→→→→ IMPORTANT! Your CSO's Name
 Office of Student Affairs
 University of the Pacific,
 McGeorge School of Law
 3200 5th Avenue
 Sacramento, CA 95817

Part 2 Money Matters

CSOs must have an account with the University for processing financial transactions and obtaining campus services. **Off-campus bank accounts are strictly prohibited.** Your account with the University has no annual fees or interest. Account statements are provided by request to the Business Office (ask at the counter for your group's "Summary Report and Detail Report.")

Establishing an Account

To request an account with the University, complete the "**Request to Open an Account Form**", attach your group's CSO Information Sheet and Governing Documents, and submit these documents to the CSO Resource Center for approval and processing. You will be notified by email once your account has been established.

Index Code

Each account with the University is assigned a unique index code, beginning with N303. CSO officers are responsible for knowing their code and should regulate internally who has access to it to ensure proper use.

Internal (On-Campus) Charges

The Print Shop, Public Safety, Bon Appetit and other campus services will use your index code to directly bill your CSO. No money exchanges hands; rather, a "Journal Entry Form" is completed to transfer money from one index code to the other. Treasurers should closely track these internal charges.

The Treasurer's Role

The Treasurer plays a vital role for the organization. Treasurers should:

- Attend any **mandatory trainings** offered. Generally offered 2-3 times per year, depending on need.
- Keep **organized records** of all transactions. At a minimum, keep a running spreadsheet of all financial transactions your CSO has engaged in this year, like this one:

Date	Category	Transaction Description	Reimbursement to:	Payment	Deposit	Balance
8/1/15		Balance Forward				\$100.00
8/30/15	Food	August Club Meeting	President Suzie Smith	-\$60.00		\$40.00
9/3/15	Publicity	Printing Flyers for Event		-\$10.00		\$30.00
9/10/15	Dues	Deposit (Lim, Smith & McGuire)			\$40.00	\$70.00

- Create a **budget** and keep it up-to-date. This budget will assist other student-officers and members with understanding the costs involved with the CSOs events and activities.
- **Complete all financial transactions in a timely manner.** Requests for reimbursement and other transactions should be completed within 30 days.
- **Promptly notify** the CSO Resource Center of any issues that arise.

Finding Funding

CSOs are not automatically allocated a budget from the University, so student-officers must carefully consider how to pay for the events and activities they wish to host. Sources of revenue may include:

- **Dues.** CSOs generally collect dues ranging from \$5-\$40, depending on the group's level of activity.
- **Co-Sponsors.** Join forces with another group and pool your resources.
- **Student Bar Association Funding.** The SBA annually sets policies and procedures for such requests and will communicate them to CSOs before the start of each academic year. Organizations receiving funds from the SBA must adhere to all financial policies and procedures set by the SBA.
- **Bar Associations.** The American Bar Association has funding available for new events hosted by student groups, and groups like the Sacramento County Bar Association and its affiliates are often interested in partnering with student groups.
- **Affiliated organizations.** If your CSO is affiliated with an outside group, such as a national chapter, often that group will be willing and able to provide financial support for your group.
- **Fundraising.** Fundraising requires planning and approval (please see the section titled "Fundraising").

How does my club pay for things?

You have three options:

1. Pay **out-of-pocket** and seek reimbursement;
2. Pay by **University credit card**; or
3. Pay by **University check**.

Reimbursements for Out-of-Pocket Expenses

Before using personal funds to pay for anything on behalf of your group, the expenditure of those funds needs to be approved according to the internal procedures your group has specified in your Governing Documents. Typically, expenditures require the approval of a minimum of two board members. Only reasonable expenses incurred for University-approved events and activities in furtherance of a CSO's statement of purpose, consistent with the educational mission and policies of the University will be reimbursed.

If your reimbursement is for MORE THAN \$100

Complete a **typed "Expense and Reimbursement Form"** (excel version available on the Business Office webpage, or by emailing csosourcecenter@pacific.edu). Fill in the following fields:

- **Name** (name of the person to be reimbursed)
- **Banner ID No.** (988# of the person to be reimbursed)
- **Address** (address of the person to be reimbursed)
- **Department** (your CSO's name)
- **Purpose** (why did your CSO spend this money? Include- who, what, where, when why)
- **Commodity Code** (always use "A062")
- **Index Code** (your CSO's index code; it starts with N303...)
- **Out of Pocket** (total amount you spent)
- **Signed** (signature of the person to be reimbursed)

Bring your form **and detailed original receipt(s)** taped to white 8.5x11 paper to the CSO Resource Center, where you will (1) complete a handwritten "**Green Form**" and (2) make the appropriate number of **photocopies** of your reimbursement request.

Your request will be reviewed by the Office of Student Affairs for accuracy and appropriateness; requests that are inconsistent with University policy will not be approved.* Approved requests will generally be submitted to the Business Office for processing within three (3) business days.

If your reimbursement is for EQUAL TO OR LESS THAN \$100

Bring your **detailed original receipt(s)** taped to white 8.5x11 paper to the CSO Resource Center, where you will (1) complete a handwritten "**Green Form**" and (2) make the appropriate number of **photocopies** of your reimbursement request.

Your request will be reviewed by the Office of Student Affairs for accuracy and appropriateness; requests that are inconsistent with University policy will not be approved.* Approved requests will generally be returned to your group's mailbox within three (3) business days, for the person being reimbursed to pick up and bring to the Business Office for cash reimbursement.

***Reasons a reimbursement request may be denied include, but are not limited to, the following:**

- Incorrectly filled out forms and/or incorrect number of copies.
- Insufficient funds in the group's account.
- Insufficient documentation was provided.
- Reimbursement relates to an event or activity that was not approved under the policies and procedures set forth in this Handbook.
- Reimbursement would be inconsistent with University policy.

The CSO Resource Center staff is available to help you fill out these forms, so don't hesitate to ask!

Payment by University Credit Card

The Director of Academic and Student Affairs has a “pro card” (University credit card) that may be used to make purchases on behalf of a CSO. **Money spent will be deducted directly from your CSO’s account with the University and your group must have sufficient funds available to cover this expense.** The same policies regarding the type of expenditures that are permissible apply as for personal reimbursements. Contact the CSO Resource Center a minimum of three (3) days in advance to make payment arrangements.

Payment by University Check to an Approved Vendor

To get a check, you need to complete a typed “**Authorization for Payment Form**” (excel version available on the Business Office webpage, or by emailing csosourcecenter@pacific.edu). The same policies regarding the type of expenditures that are permissible apply as for personal reimbursements. Complete the following fields:

- **Date**
- **Banner ID No.** (989# of the person/business to be paid)
- **Pay to Name** (name associated with the Banner ID No.)
- **Remittance Address** (where to send the check)
- **Invoice Number** (number on the invoice, or if none is listed, then use today’s date “05 13 15”)
- **Invoice Date**
- **Commodity Code** (always use “A062”)
- **Index Code** (your CSO’s index code; it starts with N303...)
- **Invoice Amount** (total amount to be paid)
- **Business Purpose** (why did your CSO spend this money? Include- who, what, where, when why)
- **Prepared by** (a club officer who is authorized to approve this transaction)

Bring your **signed form** and your **detailed invoice** to the CSO Resource Center, where you will (1) complete a handwritten “Green Form” and (2) make the appropriate number of photocopies of your check request.

Plan ahead- it takes about two weeks to have a check cut and can take longer if the vendor is not already University approved or if the paperwork you submit contains errors or inadequate documentation.

University Approved Vendors

Anyone who will be paid by check must go through an approval process and be assigned a Banner ID (989#). Many vendors have already gone through this approval process.

- **To find out whether a particular vendor has already been approved:** Email Tia Vang in Purchasing at tvang@pacific.edu or Anthony Lacy in the Business Office at alacy@pacific.edu.
- **To request that a new vendor be approved:** The vendor must fill out a “**Vendor Information Form**” and submit it to the CSO Resource Center. It takes around one week for Purchasing to process the form and assign a Banner ID.

Receipts

All receipts **must be original** and **fewer than 30 days old**. A copy of your personal check or credit card statement is not acceptable. Always use the most detailed receipt available.

Lost Receipts

Occasionally a person may lose a receipt. If this happens, fill out a “**Lost/Missing Receipt Affidavit**” and submit it to the CSO Resource Center with your reimbursement forms in lieu of a receipt.

Paying an Individual for Services

If you are paying an individual for services, you will need to complete an “**Independent Contractor Agreement Form**” which is available from Human Resources. Please contact Rebekah to make arrangements at least two (2) weeks in advance to obtain the paperwork, which is lengthy and may take some time to prepare.

Cash Box Rental

The CSO Resource Center has two cash boxes that may be checked out on the honor system on a first-come-first-served basis. If the cash box is not returned in good condition and in a timely manner, your group may be charged for the cost of replacement.

Fiscal Year

The University fiscal year runs from July 1 to June 30. CSO officers are responsible for keeping track of their account activity throughout the fiscal year and should promptly bring any problems to the CSO Resource Center's attention when they arise, rather than waiting until the end of the fiscal year.

Financial Inspections & Audits

CSOs are expected to keep complete and accurate financial records, which are to be current and available for inspection at any time. Historical financial records should be kept for a minimum of two years. Throughout the year, groups may be audited by the Office of Student Affairs, including but not limited to, when there is reason to believe there has been mismanagement of CSO funds or a policy violation. CSO officers may be held personally liable for misused funds.

Fundraising

As a private institution, fundraising is a primary source of revenue for McGeorge. The School's fundraising results have a direct impact on its budget and require vigorous efforts every year to minimize tuition increases and to continually improve life at McGeorge. To avoid mutually self-defeating requests for support, it is imperative that all fundraising activities emanating from McGeorge be carefully coordinated.

The Office of Advancement is the clearinghouse for all McGeorge development outreach, including those by CSOs. **CSOs are asked to coordinate their messages with the Office of Advancement and receive approval before starting to fundraise.**

To request approval to fundraise, contact the CSO Resource Center a minimum of one (1) month in advance (longer for large requests) and provide:

1. A description of your fundraising plans.
2. Your letter/marketing materials (if applicable).
3. The list of places you plan to solicit (if applicable).

Your request will be reviewed by the Office of Student Affairs and Office of Advancement to ensure your plans are appropriate, and that they comply with McGeorge's standards and mission and IRS regulations for 501(c)(3) organizations. Your list of places to solicit will be reviewed for conflicts with other fundraising efforts.

Permission to fundraise will be granted, depending on the nature and scope of your request. Please keep in mind that large-scale fundraising requests will take longer to process and are more likely to have conflicts than smaller, targeted requests.

Donations of Gifts-In-Kind (Goods)

Once your group receives approval to fundraise, the Office of Advancement will provide your group with a personalized "**Gift-In-Kind Donation Form**", which will be filled out by each donor and used by the University to process their gift and generate a gift receipt.

Not every gift is tax deductible!

- Non-tangible items and gifts of services are not tax deductible (for example: a DJ playing music).
- Discounts for tangible items are not tax deductible (for example: a card for ½ off a cup of coffee).

IRS Gift Receipts for Donors

The University is a 501(c)(3) nonprofit organization and the Law School, including its CSOs, fall under that designation. Donations to your group can be tax-deductible if you:

1. Seek and receive approval to fundraise in a timely manner (a minimum of one month in advance).
2. Submit cash donations (checks, etc.) directly to the Office of Advancement accompanied by the following information: (1) donor name, and (2) donor mailing addresses. Submit a **“Gift-In-Kind Donation Form”** to the Office of Advancement for donated gifts-in-kind.
3. Fundraise for the benefit of the University.

Fundraising to Benefit an External Charity

CSOs that wish to fundraise for the benefit of an outside charity must receive authorization from that charity to raise funds on its behalf. Requests by CSOs that wish to fundraise on-campus for the benefit of an outside charity (either through the collection of money or goods) will be approved by the Office of Student Affairs on a case-by-case basis. Fundraising for an external organization’s benefit is not tax-deductible for donors under the University’s Tax ID.

Donor Recognition

Donors to the University are recognized in many ways: (1) in the annual University Donor Honor Roll, which appears in Pacific magazine, (2) in the Law School’s Pacific Law magazine, (3) on the Pacific McGeorge website donor honor roll, and (4) the firm/donor name is listed on the Law School’s Wall of Honor, in the Administration Building. We highly recommend that you also send your donors a personalized thank you letter.

Accepting Credit Card Payments

CASHNet is Pacific’s eCommerce and credit card processing solution. CASHNet solutions are the only University approved methods of accepting credit card payments. There are two CASHNet options:

1. **CASHNet eMarket** allows you to create an online store for your group, where, with approval, you can have members pay dues, sell tickets to events, and more.
2. **CASHNet’s Virtual Terminal** product called Assisted Payments allows you to process credit card payments on the go, such as at an event with an auction.

All revenue collected via CASHNet automatically posts to your CSO’s University Account, making this an extremely simple method of collecting payments. To make arrangements, contact the CSO Resource Center at least one (1) week in advance of when you need to start collecting payments.

Bank Discount Fees: The discount rate comprises a number of dues, fees, assessments and network charges merchants (such as Pacific) are required to pay for accepting credit and debit card payments. Pacific’s bank discounts hover around 2.2% of the total transaction revenue of your event and are applicable to all credit card processing at Pacific. Any time your CSO uses CASHNet to accept credit card payments the bank discount fee will be automatically applied by the Office of Financial Reporting when a reconciliation of credit card use is processed at the end of each month.

Gambling

All gambling is strictly prohibited, except as provided in this Handbook.

Raffles

A raffle is a type of lottery in which prizes are awarded to people who pay for a chance to win. Each person enters the game of chance by submitting a detachable coupon/stub from the paper ticket purchased. Raffles must meet all of the criteria set forth in Penal Code section 320.5 (see below). Failure to comply with the provisions of section 320.5 is a misdemeanor. **All raffles must be approved by the Office of Student Affairs ahead of time. Contact the CSO Resource Center to request approval a minimum of one (1) month in advance of your raffle.**

Raffles must comply with the following requirements:

1. The group must have obtained **advance approval** from the Office of Student Affairs.
2. All tickets and publicity material must clearly indicate that **no purchase is required**. If a dollar amount is specified, the word “donation” must also appear. (For example: “Suggested donation for 1 raffle ticket is \$1.”) Anyone requesting a free raffle ticket must be provided with one.
3. All **advertisements** must include language indicating (1) where the proceeds of the raffle will go, and (2) what they will benefit. (For example: “Raffle proceeds will go to BLSA to fund future events.”)
4. Follow the **90/10 Rule**, which states that 90% of the gross receipts generated by sale of raffle tickets for any given draw are to be used by the organization for charitable purposes.

After the raffle, submit the following to the CSO Resource Center within three (3) business days:

1. Date and location the raffle was held;
2. Total funds received from the raffle;
3. Total expenses for conducting the raffle; and
4. Charitable purpose for which raffle proceeds will be used.

Auctions

Live and silent auctions of donated goods to raise funds for charitable purposes are permitted on a limited basis. **All auctions must be approved by the Office of Student Affairs ahead of time. Contact the CSO Resource Center to request approval a minimum of one (1) month in advance of your auction.**

Auctions must comply with the following requirements:

1. The group must have obtained **advance approval** from the Office of Student Affairs.
2. All **donated goods** must be collected according to the procedures outlined in the “Fundraising: Donations of Gifts-In-Kind” section of this Handbook.
3. All **advertisements** must include language indicating (1) where the proceeds of the raffle will go, and (2) what they will benefit. (For example: “Auction proceeds will go to BLSA to fund future events.”)

When a donated item is sold at an auction, the charitable (tax deductible) portion is the amount over Fair Market Value. **Each individual who purchases an item at a charitable auction for more than FMV will be provided a receipt by McGeorge, if the CSO provides the following information to the Office of Advancement:**

1. Name of purchaser;
2. Mailing address of purchaser;
3. Product/Goods description;
4. Donor provided value; and
5. Amount paid.

Part 3 Meetings, Events & Tabling

In its continuing effort to foster a sense of community and fellowship, McGeorge recognizes the desirability of making its facilities available to CSOs for meetings, events, and other activities related to the purpose of the CSO and the educational purpose of the Law School. **The Office of Student Affairs coordinates scheduling and must approve all on- and off-campus events.** The following policies are formulated to maximize the availability of facilities while also protecting and maintaining the resources and educational purpose of the Law School. Please read and follow this section closely to ensure a successful and safe event.

Large Events (50+ Attendees)

CSOs should plan and calendar large events (those with more than 50 attendees) prior to the start of the semester. Fall planning should take place over the summer; Spring planning should take place during the Fall. Planning this far in advance is essential, given the large number of campus events each year and the need for coordination between groups. Exceptions for good cause may be made on a case-by-case basis, but are strongly discouraged.

Events

Whether on- or off-campus, CSOs must schedule events through the CSO Resource Center a minimum of two (2) weeks in advance. Although only two weeks is required, groups are strongly encouraged to schedule events in the earliest stages of planning. Rooms are distributed on a first-come, first-served basis; the campus calendar is managed carefully so as to minimize conflicts and maximize event attendance.

Meetings

CSO meetings must be open to all students, staff, and faculty and held in accessible common use facilities. Please consider whether your meeting start time could be 5:15 or 5:30pm to better accommodate students who work full time. **Meeting requests must be received a minimum of two (2) weeks in advance and cannot conflict with any major campus events.**

Tabling

CSOs may occasionally reserve a Student Center table for the purpose of sharing information about their group, increasing membership, promoting an upcoming event, or expressing ideas. **Tabling requests must be received a minimum of two (2) weeks in advance and the following tabling guidelines apply:**

1. CSOs may have materials relating to their group's purpose available for distribution or purchase.
2. Absolutely no pressure or harassment of students will be permitted. Under no circumstances may literature or other items be carried around the campus or in the residence buildings for distribution or sale. Commercial sales and activities are strictly prohibited.
3. Reserved tables may not be left unattended. McGeorge reserves the right to remove unattended materials and will do so at regular intervals.
4. Displays and activities associated with the table reservation cannot block the free flow of traffic or encroach on another table.
5. Posting is not permitted on walls, windows, or receptacles, but posters may be attached to the table using masking tape or weights.

On-Campus Events

In no event will any use of campus facilities be permitted which might interrupt or conflict with the academic activities of the law school, including quiet study of individual students. Academics always take priority over other activities.

Damage to Campus Facilities

Except where only routine maintenance during normal working hours is required to restore a facility to its original condition, a sponsoring-CSO shall pay for any cost incurred. Charges for damage repair will be determined by the Office of Administrative Resources.

Alumni or High Profile Guests

If your group's event will include alumni or high profile guests, please notify the CSO Resource Center ahead of time. In certain cases, the Dean may wish to personally invite the individual or greet them when they arrive, or Public Safety may need to take extra precautions to ensure the guest's safety.

Amplified Sound

Amplified Sound is only permitted when no classes within earshot are in session, and regardless of time of day, sounds may not interfere with normal operations of the Law School. The Law School retains the right to control all volume levels. Please be considerate of the fact that people study and live on campus.

Animals

Animals are permitted on campus under the following limitations:

1. The animal must be licensed and wear a current tag.
2. The animal must be on a leash and be supervised by an adult at all times.
3. It is the responsibility of the adult supervising the animal to promptly and properly dispose of any waste.

Animals are not permitted in any buildings on campus with the exception of the Dean's residence.

Exceptions are made for animals provided by licensed service animal agencies and any animal allowed under the McGeorge Service/Companion Animal Agreement.

Campus Artwork

All works of art displayed in public areas of McGeorge are part of the school's permanent collection and may not be removed or replaced.

Decorations

Use of masking tape or painters tape is permitted to hang decorations, but must be removed by the CSO afterwards. All other forms of tape (including duct tape), or staples, tacks, nails, glue, screws, etc. are NOT permitted as they are likely to cause damage. Decorations may not obstruct use of exits or fire protection equipment. Open flames are prohibited.

Food (Bon Appétit)

Bon Appétit offers flavorful, nutritious food that is prepared using socially responsible practices. When having an event on-campus, Bon Appétit is the preferred caterer under the following guidelines:

- **Catering Under \$250:** If the food for your on-campus event will cost less than \$250 (including all expenses, cups, plates, etc.), you may purchase it from an outside vendor, such as a local restaurant.
- **Catering Over \$250:** If the food for your on-campus event will cost more than \$250, you must use Bon Appétit as the event caterer, unless Bon Appétit approves the use of an external caterer.
- **Pot Lucks:** CSOs are strictly prohibited from hosting pot lucks on-campus, unless the event is small, limited exclusively to members of your group, and University funds are not used to purchase any food.
- **BBQ's:** CSOs may host BBQ's on-campus where students do the cooking, so long as the student who is supervising the BBQing has completed a food handler training course and has submitted a copy of their up-to-date Food Handler License to Bon Appétit ahead of time. Training courses are available online for a minimal cost. CSO officers must also sign a waiver with Bon Appétit when they pick up the food.

Buildings & Grounds

Buildings & Grounds assists CSOs with setup and breakdown; provides equipment (tables, chairs, garbage and recycling cans, volleyball net and ball, BBQs, risers—they have three 4'x8' risers); turns sprinklers on/off; and adjusts room temperature. **To make arrangements for assistance from B&G, contact Paul DeMersseman at least one (1) week before your event at 835.3559 (cell) or pdemersseman@pacific.edu.**

Media Resources

Media Resources assists CSOs with access to classroom podiums for presentations; DVD player setup for movies; and is sometimes able to provide microphones and/or podiums for guest speakers. These services are available Mon-Fri during normal business hours. **To make arrangements, call 739.7005 at least one (1) week before your event.** Please note that Media Resources does not provide speakers for playing music in the Student Center.

Print Shop

The Campus Print Shop provides printing, reproduction, binding, laminating, folding and paper-cutting services at very reasonable prices. To use these services:

1. At least three business days in advance, email the CSO Resource Center a PDF version of the item to print. Once approved, a notification email will be sent to you and Dan DeGroot, Print Shop Manager.
2. Place your order directly with Dan, either in person or via email.
3. Pick up your printed items from the Print Shop when they are ready.

Accessibility at Off-Campus Events

All CSO-sponsored events should be held in locations that are fully accessible to all, including those with physical limitations. All venues have site contacts that should be able to tell you whether their facility is accessible, including their restroom facilities and parking areas.

Insurance for Off-Campus Events

Sometimes off-campus venues will require proof of insurance. Pacific's Office of Insurance and Risk Management can provide assistance to CSO's needing insurance for an event off-campus. Contact the CSO Resource Center for more information.

Athletic Activities

Groups that wish to host an athletic event or activity must receive approval from the Office of Student Affairs and all participants must sign a waiver. Using this form alerts participants to the risks involved and places responsibility for the actions of the individual upon the participant. Signed waivers need to be returned to the Office of Student Affairs prior to your event or activity. Contact the CSO Resource Center to make arrangements.

Career-Related Events

If your group would like to plan a career-related event, the Career Development Office (CDO) welcomes you to contact them for assistance. **Email lawcareers@pacific.edu at the earliest phase of your planning to request CDO assistance.** The earlier you contact the CDO, the more they can help.

Career-related events may include: practice-area focused events (e.g., a panel of speakers talking about employment law), networking receptions, mock interview programs, how to select a practice area (e.g., what sort of work does a criminal prosecutor do?), job hunting tips (e.g., learning about how to break into the field of Tax Law), job performance skills (e.g., how to be a good summer associate at a private law firm), and more.

What type of assistance can you expect? CDO support for career-related events can run the gamut from minimal to full support, depending on your group's needs. For example, the CDO can help with event design, selection of speakers, partial funding, promotion of event through CDO Blog, email and flyers, and post-event blog posts and social media support.

Event Security

Public Safety, at its discretion, may require that security officers be present at any CSO-sponsored event, whether on- or off-campus. The primary purpose of having security officers at CSO-sponsored events is to provide a visible presence of authority and to monitor the conduct of attendees to reduce the likelihood of safety issues, without interfering with the general celebration of the event or dinner function.

Pre-Event Meeting: If you are notified that your event requires security, you will need to schedule a pre-event meeting with Public Safety at least two weeks prior to your event. Based on this meeting, Public Safety will determine the number of officers needed for your event. Security officers may only be hired by, and are under the control of, Public Safety. To schedule a meeting, email Brian Sasom, Director of Public Safety, at bsasom@pacific.edu. Come prepared to discuss the following:

- Event location
- Expected number/type of attendees
- Whether alcohol will be served
- Whether special parking is needed

Security Costs: There is no charge for security at on-campus events. If you host an off-campus event requiring security, your CSO must pay all security costs. You have two options with security at off-campus events, either:

1. Hire McGeorge Public Safety Officers or,

The cost is \$33/hour per officer and you must hire a minimum of 2 officers for 3 hours each. Your CSO's security costs will therefore be at least \$198. Additional charges may apply depending on your event (e.g., a far-away location may mean that you need to pay for mileage and travel time).

2. With approval from the McGeorge Director of Public Safety, hire private security officers.

If you hire private security officers, the costs will vary, depending on which company you hire.

During the Event: Students who are organizing events are expected to take charge and appropriately self-police. If alcohol is being served, the event organizers should refrain from drinking to ensure they can handle any situations that may arise. Students should communicate with Public Safety when assistance is needed.

Alcohol: Public Safety will expel people who are intoxicated and out of control. Officers may also stop the serving of alcoholic beverages as circumstances warrant.

Inappropriate Behavior: Public Safety will take appropriate action to stop inappropriate behavior including, but not limited to: dancing on tables, fighting, throwing items, spitting, any illegal use of drugs, smoking indoors, excessive intoxication, use of profanity, or overt sexual acts, lewd activity, or nudity.

Event Termination: Public Safety may terminate any event where there has been: a complaint of excessive noise, vandalism, disorderly conduct, excessive drinking, or any violation of University policy, which appears to warrant such action. If an event is terminated, disciplinary action may be taken against the sponsoring- CSO and/or the students who organized the event.

After the Event: After your event, Public Safety will complete an incident report. This report will include a description of any incidents that occurred during the event. A copy of the report will be forwarded to the Director of Public Safety and the Assistant Dean for Student Affairs and placed in your CSO's file. Incident reports may be used to guide future decisions about whether security officers are necessary for the event.

Copyrighted Materials

McGeorge recognizes and complies with the Federal Copyright Act, which governs how copyrighted materials may be used. Often concerns regarding copyrighted materials arise in the area of movies. DVDs from your personal collection are for home use only; sales of movies do not confer any public performance rights upon the purchaser. This is true regardless of whether or not admission is charged. If your CSO wishes to show a movie on-campus, you must obtain a "Public Performance License" (generally the copyright holder will charge a fee for this license, which varies according to the size of your expected audience and other factors).

Part 4 🌀 Planning An Event From Start To Finish

Planning An ON-Campus Event

Over the summer	<ul style="list-style-type: none"> <input type="checkbox"/> Brainstorm and plan: Review records from previous years. Meet with Rebekah to discuss your ideas. Review this Handbook. Talk with potential co-sponsors. <input type="checkbox"/> Budget: Create a budget and put it in writing. <input type="checkbox"/> Talk to your Faculty Advisor: Not only must your advisor approve all events, but your advisor is also a great resource for constructive feedback about what worked/didn't work in the past. <input type="checkbox"/> Pick a potential date: Check for conflicts on the Student Calendar.
As early as possible // AT LEAST two weeks before your event	<ul style="list-style-type: none"> <input type="checkbox"/> Submit your Event Request Form: This form should be submitted in the earliest stages of your planning process, at minimum two weeks in advance (longer for big/high profile events). Please note that events are approved on a first-come, first-served basis, so please don't delay. <input type="checkbox"/> Continue refining your budget: Does your CSO have enough money to pay for this event? Will you charge an entrance fee? Share costs with co-sponsors? Seek SBA funding? (If so, fill out the SBA Funding Request Form.) Fundraise? (If so, fill out the Fundraising Request Form.) <input type="checkbox"/> Make guest speaker arrangements: Reach out to potential guest speakers. Consider their travel – does your budget permit you to pay for their travel, lodging, food, etc.? Are they able to get funding through a different source, such as the military or their day-job? Will there be a small meal with a group of students/faculty before or after the event? <input type="checkbox"/> Publicize: Ask – who do we want to attend our event and target your publicity accordingly. Use flyers, Facebook, The Docket, classroom announcements (with approval of the professor), talking to your classmates, etc. Ordering food? If so, make sure to track RSVP's. <input type="checkbox"/> Make food arrangements: Consider whether your event needs food and, if so, what your budget permits. Contact Kevin to order catering. <input type="checkbox"/> Complete Request to Serve Alcoholic Beverages Form (if want to serve alcohol on campus). <input type="checkbox"/> Set up campus services: Call Media Resources if you need to make arrangements for a podium, DVD playback, a microphone, etc. Call Buildings & Grounds if you need set-up/tear-down assistance, tables, chairs, extra trash cans, etc. Contact the CSO Resource Center if you need parking for your guest speaker(s). <input type="checkbox"/> Make sure the CSO Resource Center has your final event title and description for The Docket.
One week in advance:	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm, confirm, confirm: Confirm with your guest speaker(s), Bon Appetit, Media Resources, Buildings & Grounds, and anyone else who is integral to your event.
Day of event:	<ul style="list-style-type: none"> <input type="checkbox"/> Be prepared! Bring a camera, your to-do list, flyers about your organization's upcoming events, a sign-in sheet, the guest list, pens, highlighters, masking tape, tip money, etc. <input type="checkbox"/> Host a fabulous event: Arrive early to set-up and greet guest speakers and guests. <input type="checkbox"/> Clean up: Coordinate volunteers to stick around until the end and clean. Remove all trash, return borrowed equipment, clean any spills, and return furniture to its original position.
After event:	<ul style="list-style-type: none"> <input type="checkbox"/> Send thank you notes: Send personalized thank you notes to those who contributed. <input type="checkbox"/> Finalize money: Compute your final expenses. Complete any outstanding reimbursements or transfers of money. Turn in original receipts to the CSO Resource Center (if procard was used). <input type="checkbox"/> Remember next year: Keep copious records. Assess whether your program was a success (consider: event attendance, feedback from attendees and guest speakers, etc.)

Planning An OFF-Campus Event

Over the summer	<input type="checkbox"/> Brainstorm and plan: Review records from previous years. Meet with Rebekah to discuss your ideas. Review this Handbook. Talk with potential co-sponsors. <input type="checkbox"/> Budget: Create a budget and put it in writing. <input type="checkbox"/> Talk to your Faculty Advisor: Not only must your advisor approve all events, but your advisor is also a great resource for constructive feedback about what worked/didn't work in the past. <input type="checkbox"/> Pick a potential date: Check for conflicts on the Student Calendar.
As early as possible // AT LEAST two weeks before your event	<input type="checkbox"/> Submit your Event Request Form: This form should be submitted in the earliest stages of your planning process, at minimum two weeks in advance (longer for big/high profile events). Please note that events are approved on a first-come, first-served basis, so please don't delay. <input type="checkbox"/> Continue refining your budget: Does your CSO have enough money to pay for this event? Will you charge an entrance fee? Share costs with co-sponsors? Seek SBA funding? (If so, fill out the SBA Funding Request Form.) Fundraise? (If so, fill out the Fundraising Request Form.) <input type="checkbox"/> Think Risk: In an era of increased litigation, it is vital to examine risk. Both the University and your CSO face the risk of liability from property damage, alcohol-related injuries or accidents, injuries from fights or falls, ADA access concerns, and more. Examine the risks and consider whether they are warranted or could be reduced. Should participants sign a waiver? <input type="checkbox"/> Get contracts signed by Assistant Dean for Student Affairs: Submit any contracts (venue, catering, DJ, photobooth, etc.) to the Office of Student Affairs for Dean McGuire to review and sign. <input type="checkbox"/> Make food arrangements: Consider whether your event needs food and, if so, what your budget permits. If you intend to serve alcohol, there must be substantial food available. <input type="checkbox"/> Submit ABC Permit request: If you plan to serve alcohol. <input type="checkbox"/> Publicize: Ask – who do we want to attend our event and target your publicity accordingly. Use flyers, Facebook, The Docket, classroom announcements (with approval of the professor), talking to your classmates, etc. Ordering food? If so, make sure to track RSVP's. <input type="checkbox"/> Meet with Public Safety: If security is required at your event, contact Brian Sasom to set up your pre-event meeting. Prepare a Journal Entry Form to transfer the money for security costs (off-campus events). <input type="checkbox"/> Make sure the CSO Resource Center has your final event title and description for The Docket.
One week in advance:	<input type="checkbox"/> Confirm, confirm, confirm: Confirm with your venue, guest speaker(s), caterer, and anyone else who is integral to your event.
Day of event:	<input type="checkbox"/> Be prepared! Bring a camera, your to-do list, copies of any contracts, the guest list, a cash box (available for check out from the Office of Student Affairs), pre-printed name tags, extra name tags, programs, pens, highlighters, masking tape, tip money, etc. <input type="checkbox"/> Host a fabulous event: Arrive early to set-up and greet guest speakers and guests. <input type="checkbox"/> Clean up: Coordinate volunteers to stick around until the end and clean. Remove all trash, return borrowed equipment, clean any spills, and return furniture to its original position.
After event:	<input type="checkbox"/> Send Thank You Notes: Send personalized thank you notes to those who contributed. <input type="checkbox"/> Finalize money: Compute your final expenses. Complete any outstanding reimbursements or transfers of money. Turn in original receipts to the CSO Resource Center (if procard was used). <input type="checkbox"/> Remember next year: Keep copious records. Assess whether your program was a success (consider: event attendance, feedback from attendees and guest speakers, etc.)

Part 5 Alcohol Policy

Serving Alcoholic Beverages On Campus

McGeorge recognizes that social experiences are an important part of the law school experience and that law students are responsible adults, capable of making appropriate personal choices. However, law students are attorneys in training, and substance abuse is both a significant problem in the legal profession generally and a major cause of disciplinary actions against attorneys. Accordingly, it is important that the school discourage the inappropriate use of alcoholic beverages by students and others at CSO events.

Before Your Event

A minimum of ten (10) days before your event submit a completed “Application to Serve Alcoholic Beverages” form to the Office of Student Affairs for review and approval by the Assistant Dean for Student Affairs. You will also need to submit a signed version of this two-page policy to the CSO Resource Center.

The Assistant Dean for Student Affairs has the discretion to approve or deny the request, to limit the amount of alcohol purchased, to restrict the location of the event, and to restrict the time and/or manner in which beer and wine is served. The CSO will be notified via email about the status of its application. In some cases, an in-person meeting may be necessary to discuss specific aspects of your request. **CSOs may never serve alcohol on campus without having received prior written approval from the Office of Student Affairs.**

During Your Event

CSOs must observe the following requirements during an on-campus event:

1. CSOs may serve only **beer and wine**; all alcohol must be **purchased through Bon Appétit** and **served by qualified Bon Appétit employees** at the CSO's cost.
2. Beer and wine may only be **served between the following hours**:
 - Monday through Friday: 5:00-11:00 p.m.
 - Saturday and Sunday: Noon-11:00 p.m.
3. **Time of service** may not exceed four hours.
4. Each person attending the event may be served a **maximum of two servings** of beer or wine. No glass of beer may exceed 12 ounces and no glass of wine may exceed 5 ounces. The sponsoring CSO must provide a **system for enforcement** of this requirement, such as marking attendees' hands.
5. **Non-alcoholic beverages must be made available** to event attendees at all times when alcoholic beverages are being served. If the non-alcoholic beverages are being sold, they must be sold at the same price or lower than the alcoholic beverages.
6. **Substantial food items must be made available** to event attendees at all times whenever alcohol is being served. If the food runs out, the alcohol service must cease.
7. **Two non-drinking student-officers** or other representatives of the sponsoring-CSO must be present at all times where beer or wine is being served.
8. Alcohol may be served only to persons 21 years of age or older.
9. The event **may not be open to the public**; only McGeorge students and employees, and their escorted guests may attend the event.
10. The sponsoring-CSO must **prevent participants from taking alcoholic beverages to and from the event.**

After Your Event

As usual, the sponsoring-CSO is responsible for all clean up and will be held responsible for any damage resulting from the event. Exceptions to this policy may only be made by the Assistant Dean for Student Affairs.

Selling Alcohol

Whether your event will be on- or off-campus, California law requires that you obtain a “Department of Alcoholic Beverage Control (ABC) Daily License” if you wish to sell alcohol. When your event will take place on-campus, the permit application requires a signature from the Assistant Dean for Student Affairs. CSOs must comply with all ABC regulations.

Alcohol at Off-Campus Events

CSOs that sponsor off-campus events where alcohol will be served are cautioned to act responsibly and to take measures to ensure the safety of all attendees. If your CSO is sponsoring an off-campus event where alcoholic beverages will be served and Public Safety will not be providing security (see “Meetings, Events, and Tabling: Event Security”), **all advertising for the event must conspicuously state that: “McGeorge School of Law is not sponsoring or providing security for this event.”**

Policy Violations

Violation of this policy or of other University Policies regarding alcohol use and intoxication may subject a violating student to disciplinary action.

Name (Print)

Title

Signature

Date

Part 6 Campus Posting Policy

CSOs may post printed materials on-campus, within the following guidelines:

1. Only events and activities that have been **approved by the Office of Student Affairs** may be advertised.
2. **Include all relevant information** (date, time, location, names of guest speakers, name of sponsoring-CSO, contact information, etc.).
3. **Keep it professional.** All postings must be appropriate for a law school, as determined by the Assistant Dean for Student Affairs.
4. If there will be a **raffle or auction**, postings must specify where the monies raised will go and how they will be used.
5. If **alcohol will be served at an off-campus event and McGeorge will not be providing security**, postings must state that “McGeorge School of Law is not sponsoring or providing security for this event.”

Printed materials may be posted in the following campus locations:

- ✓ **Uncommitted Bulletin Board Space**, including the boards between Classroom A and B, by Classroom C, between G and H, and in the Student Center, CDO, Office of Student Affairs, and CSO Resource Center.
- ✓ **Glass Enclosed Bulletin Boards.** Although these boards are reserved primarily for use by the faculty and administration of the Law School, on occasion CSOs may be permitted to use them to post announcements of special interest to the McGeorge community.
- ✓ **Library.** Drop off up to 3 copies of your flyer at the front desk and they will post the flyers in the Library for your group.

No printed materials may be attached to any surfaces other than those designated above. Any such material will be removed. McGeorge reserves the right to remove any materials posted anywhere upon the law school's property and does so at regular intervals.

Student clubs and organizations may not:

- × **Write on Chalk boards:** In no event does the administration authorize use of classroom chalkboard space for any announcement whatsoever, except those relating to the curriculum of the Law School. Individual members of the Faculty, however, are at liberty to permit use of chalkboard space or to erase any announcements on chalkboards.
- × **Post materials on classroom doors.**
- × **Leave unattended printed materials on Student Center tables.** This practice creates a large amount of unnecessary waste.

Part 7 Promoting Your Group

Communication Resources

Effective communication with members is a necessary but difficult aspect of leadership. To aid your group with communication, the Office of Student Affairs offers CSOs a number of IT and web resources including:

- ✓ The ability to have a website (blog) at blogs.mcgeorge.edu/CSOname;
- ✓ The ability to create a TWEN page; and
- ✓ Links on this page mcgeorge.edu/Students/Student_Life/Student_Organizations.htm to your group's recognized blog, TWEN, Facebook, Twitter, LinkedIn, Flickr, and/or other social media accounts.

To request a website (blog), TWEN page, or recognized social media account, complete this form: blogs.mcgeorge.edu/social.

The Docket

Announcements: If you have an announcement to include in The Docket, please email it to CSOResourceCenter@pacific.edu by noon on the Thursday before you would like your announcement to run.

Events: Events on the Student Calendar are automatically included in the Docket, based on the information provided in your Event Request Form. If that information, such as your event name or description, has changed, please email your updates to CSOResourceCenter@pacific.edu by noon the Thursday before your event will be published, so as to avoid any confusion among the student body.

McGeorge Wordmarks, Logos & Seals

CSOs may use the McGeorge logo, wordmarks, and seal within the acceptable uses outlined in Pacific McGeorge's Identity Standards (go.mcgeorge.edu/identitystandards) and Style Guide (go.mcgeorge.edu/styleguide). Under no circumstances may the wordmark, logo or seal be *s t r e t c h e d* or altered.

Pacific McGeorge Facebook & Newsroom

Want your group to be featured on the Pacific McGeorge Facebook page? Send the CSO Resource Center: (1) a draft (bullet points are fine) of what you would like to see posted, and (2) a picture to go along with the post.

Want your group to be written up as a Pacific McGeorge News Highlight? Send the CSO Resource Center: (1) a brief 2-3 paragraph article (answer the questions "who, what, why, where, and when") and (2) a picture of your group (or a link to a photo album).

If your group is already sharing news of a past or upcoming event or activity on your website, Facebook group, or Twitter feed, please let Marketing & Communications know (sacweb@pacific.edu) so it can be shared through Pacific McGeorge's social media channels!

A "tweet" on the Pacific McGeorge twitter account after a successful event:



A Pacific McGeorge news highlight on the website

Home > News > Cesar Chavez Day of Service Immigration Event Helps Many Potential Citizens

Cesar Chavez Day of Service Immigration Event Helps Many Potential Citizens

April 4, 2013
Tags: Business & Community, Student Life, 2013

Pacific McGeorge collaborated with the UC Davis School of Law and La Raza Law Students Association's Cesar Chavez Day of Service immigration service events.

Blake Nordahl and Raquel Aldana organized the volunteers from Pacific McGeorge. Other collaborators were California Rural Legal Assistance Foundation, Immigrant Legal Resource Center, and University of the Pacific in Stockton.

The first of two naturalization workshops to assist eligible lawful permanent residents to apply for United States Citizenship was held on March 30 at the SIEU Local 1000 office in Sacramento. The second will be held on April 13 at University of the Pacific in Stockton.

Dennis Garcia '12, Legislative Advocate at Hernandez Strategy Group, volunteering at the Cesar Chavez Day of Service event on March 30, 2013. (Mogollon)

A Facebook post promoting an upcoming activity:

University of the Pacific, McGeorge School of Law shared a link.
March 28

Celebrate Earth Law Week by recycling your E-waste! Until 1 p.m. today on the quad, the Pacific McGeorge SBA Student Sustainability Committee is collecting E-waste. All proceeds go to the McGeorge community garden.

CEAR has partnered with ... See More

What Can I Recycle?
cearinc.com

We can recycle any consumer or commercial electronic waste that contains any combination of batteries, circuit boards, and plugs. If you have a

Like · Comment · Share 2

Group of photos setup as a Flickr slideshow plus four-five sentences about an event:

UNIVERSITY OF THE PACIFIC | McGeorge School of Law

Home | A-Z Directory | Library | Giving | Events | Athletics | Inside Pacific

STOCKTON | SACRAMENTO | SAN FRANCISCO

News & Events

Home > News > "Courtroom of Today" and Focused Decisions Celebrated

"Courtroom of Today" and Focused Decisions Celebrated

March 13, 2013
Tags: Business & Community, 2013

The Pacific McGeorge community celebrated the Grand Opening of the new "Courtroom of Today," on Wednesday, March 13, 2013.

More than 100 guests joined in the festivities, which kicked off with remarks from Dean Francis J. Mootz III and University of the Pacific President Pamela Eibeck. Professors Cary Bricker and Ed Telfeyan talked to the audience about the Pacific McGeorge award-winning competition teams.

Pacific McGeorge's new litigation consulting and focus group enterprise, Focused Decisions, was introduced as part of the courtroom celebration.

Learn more

- Courtroom naming opportunities
- Competition Teams
- Focused Decisions

Slideshow

Courtroom Grand Opening
from Pacific McGeorge on Flickr

DEAN'S WELCOME LETTER

J.D. PROGRAMS

LL.M. & J.S.D. PROGRAMS

MASTER OF SCIENCE IN LAW

LIFE AT PACIFIC MCGEORGE

COSTS & AID

VISIT PACIFIC MCGEORGE

Student Voices

Theresa Schriever
Year/Track: 2014/Day
Hometown: St. Paul, Minn.
Major: Legal Studies and Criminal Justice Certificate

[read more >](#)

Yellow Ribbon Program

Veterans: Is Law School Next?
Pacific McGeorge offers Yellow Ribbon Scholarships to help pay for tuition.

Part 8 Sample Forms

CSO Event Request Form

This request is for (choose one): *

An event

Title (exactly as you want it to appear on the Student Calendar and in the The Docket) *

Really Interesting Panel

Sponsoring Student Organization *

Sample McGeorge Club (SMC)

Co-Sponsor(s)

Description (exactly as you want it to appear on the Student Calendar and in The Docket – may be updated later by emailing csresourcecenter@pacific.edu) *

Have you been wondering about this really interesting area of the law and wanting to learn more? Now's your opportunity! Come hear panelists Name, from Law Firm, and Name, from Law Firm, speak about the latest developments in this emerging field. Contact Name at email@u.pacific.edu for more information.

Link to the Facebook event (if one exists)

<http://www.facebook.com/eventpage>

Target Audience (check all that apply) *

Members of our CSO
All students
Faculty
Staff/Administrators
Alumni who were members of our CSO as students
All alumni (will require that you work with the Alumni Relations Office)
General Public

Expected Number of Attendees *

60

Preferred Location *

Classroom A, B, C, G or H

If other or off-campus, please explain: *

We prefer Classroom A or B, but will take any available classroom!

Date *

Wednesday, April 1, 2015

Start Time *

5:00:00 PM

End Time *

6:00:00 PM

Will this be a recurring activity? *	Yes
If yes, please list the other dates and times: *	We're planning to have three panels on the same topic on 4/1, 4/8, and 4/15, all of them from 5–6pm.
We plan to serve food: *	Yes, using Bon Appetit (MUST CONTACT KEVIN HENNESSY khennessy@pacific.edu TO MAKE ARRANGEMENTS)
We plan to charge for admission: *	No
We plan to request SBA Funding (separate form required): *	Yes (must fill out a separate SBA Funding Request Form)
We plan to serve alcohol (separate form required): *	Yes (ON-CAMPUS events: must fill out the separate Application to Serve Alcoholic Beverages at least 3 weeks in advance)
We plan to have a raffle and/or auction (subject to approval): *	No
We would like to offer CLE credit for attorneys who attend our event (subject to approval): *	No
Does your event require Public Safety assistance? (subject to availability and approval) *	Yes – Reserved parking on campus Yes – Security for high profile/controversial guests Yes – General event security
Does your event require Buildings & Grounds assistance? (subject to availability and approval) *	Yes
Please describe the assistance you need from Buildings & Grounds (e.g., setup/tear down, timing of sprinklers, number of tables and chairs, etc.)	We'll need two tables set up in the back of the classroom for food and drinks.
Does your event require Media Resources assistance? (subject to availability and approval) *	No
Please describe the assistance you need from Media Resources (e.g., microphone, podium, projector, etc.)	We don't need any assistance beyond access to the podium computer for a PowerPoint.
Note– access to the podium computers does NOT require assistance from Media Resources; students may check out the key from the Library reserve desk.	

Is the Dean's presence requested? (subject to availability and approval) *

Opening Remarks

We plan to have a guest speaker/guest speakers: *

Yes – I'd like help finding a speaker

Please list the names, titles, and a brief bio of any guest speakers who will be speaking at your event (if that information is not currently available, you can put "TBD" in the box below and email the CSO Resource Center this information closer to your event):

TBD

By clicking "I accept" below, I affirm that our group has prepared a budget for this event and will responsibly manage all financial aspects of this event.

I accept

*

This activity has been approved by: *

All Activities: Our Faculty Advisor

Faculty Advisor Name *

Name Name

Name *

Name Name

Phone Number *

(999) 999-9999

Email *

email@pacific.edu

Title *

President