

**SIU School of Law
Office of Student Affairs
Student Organization Application**

Part 1: Information about your law school student organization

Name of Organization: _____

Check One: New organization Existing organization renewing application

Please list the complete name, telephone, and e-mail for your officers.

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Mission: (In one sentence, describe the mission of your organization)

Faculty Advisor: _____

Estimated number of SIU School of Law students in your organization: _____

Signature and Release of Information

I hereby certify that I am the President of the organization listed in Part One and I state that I have read and understood Parts Two through Ten of this application. By signing this form, I am authorizing the School of Law to release the information contained in Part One of this application to the public about our organization.

Signature

President: _____

Date: _____

Part 2: Events open to the public

While we encourage law school student organizations to hold events for members of the law school community as well as other SIU students, the School of Law must be notified in advance if your organization is planning on holding a large event that takes place at the Law School, is open to the public and either:

- a:** involves notifying the media (radio, Internet, television, or newspaper);
- b:** involves an estimated audience of more than 25 students;
- c:** involves a speaker that is an alum, judge, attorney, or SIU administrative official,
- d:** or includes a speaker that requires transportation or a speaking fee.

If your organization is considering such an event, then you must complete the Event Approval form (attached to this application) and submit it to the Assistant Dean for Administration, Alicia Ruiz, at least one semester before the event is to occur.

The reasons for this rule are to

- a:** prevent your organization from scheduling an event that conflicts with the many public events that the School of Law holds throughout the year;
- b:** prevent your organization from scheduling a speaker that requires an audience larger than can be expected to attend; and
- c:** ensure that we have adequate facilities and resources for your event.

Please note that this rule applies even if your organization does not require funding from the School of Law for the event.

Part 3: Alcohol

The SIU School of Law cannot give your organization money for the purchase of alcohol. Similarly, your organization cannot sell or distribute alcohol anywhere on the campus of SIU, including the School of Law building, without an alcohol permit. If you are interested in obtaining an alcohol permit for a specific event, talk to the Director of Student Affairs, Elizabeth Murphy.

Part 4: Requesting funds from the School of Law

The Office of Student Affairs has limited funding for the 20+ law school student organizations, including SBA, for the entire academic year. As such, we strongly encourage any and all law school student organizations to raise funds for their scheduled events before approaching the School of Law for funding. Funds can be requested on a as needed basis from the Director of Student Affairs, Elizabeth Murphy.

Organizations that receive funding from the Office of Student Affairs will not receive a check for the amount given. Rather, the organization will submit an estimate from a local business or organization for an amount. If the estimate is approved, the organization will give the estimate to the Accountant, Laurie Holley, who will then give

the organization instructions as to how and when to purchase the requested item or service.

Please note that a member from your organization must talk to Laurie Holley BEFORE your organization spends any money allocated by the Office of Student Affairs. Failure to do this means that you or your organization will not be reimbursed for your expenditures.

Similarly, do not assume that you can make purchases from a particular store, business, or company (INCLUDING SIU DEPARTMENTS) even if you have done so in the past. You must talk to the Law School Accountant about a particular business BEFORE you can make a purchase from it.

Part 5: Bulletin board space

Every student organization that completes a signed application can have bulletin board space within the School of Law. Student organizations that were registered for the past academic year will be given a right of first refusal for bulletin board space.

Part 6: Storage

Space within the School of Law is limited. While the Office of Student Affairs can store banners, gavels, or other assorted (non-paper) items within the School of Law, we cannot store your organization's outlines, meeting minutes, etc. If you need assistance scanning these items so you can store them on a CD or disk, please see the Office of Student Affairs.

Part 7: Using TWEN for announcements

To conserve paper and to limit the number of flyers that appear throughout the building and in the student mailboxes, student organizations are strongly encouraged to use the law school bulletin board on TWEN for making general announcements to School of Law students.

Part 8: Reserving a room within the School of Law

If your student organization needs to reserve a room within the School of Law for a meeting or event, please see Kristy at the Receptionist Desk in the Administrative Suite, Room 130. No food is allowed in any of the classrooms of the SIU School of Law, including the Courtroom and Auditorium. Food is allowed in the Cafeteria, Student Lounge, and Formal Lounge. Beverages in covered, spill proof containers are allowed in the classrooms. No beverages (even in a spill proof container) are allowed in the Courtroom.

Part 9: Flyers in the School of Law

Posting flyers on the glass windows of the School of Law is prohibited for students and student organizations. Organizations can post flyers of upcoming events either on the “This Week at the Law School” bulletin board located in the Cafeteria or on their bulletin board.

**SIU School of Law- Office of Student Affairs
Registered Student Organization Event Approval Form**

NOTE: You do NOT need to fill out this form if the only people you are inviting to this event are SIU students, faculty, or staff. Return this form to Assistant Dean for Administration, Alicia Ruiz.

Name of RSO:

Please list the complete name, telephone, and e-mail for the person from your RSO who is responsible for the event.

Tentative date(s) for the event:

Name of the event:

Description of the event:

Scheduled speakers:

Who do you want to invite that is not an SIU student, faculty, or staff person?

Are you seeking funding from the School of Law for this event? YES ___ NO ___