I. INTRODUCTION

As student leaders of the 35+ student organizations here at Richmond Law, you are a vital part of life on campus. This handbook is a resource intended to support your work. We’ve included guidelines for event planning, as well as some important Law School and University requirements. The most current listing of all active law school groups and their officers is available on Blackboard.

If you have any questions about the materials covered in this handbook, please contact Associate Dean Kris Henderson at 289-8186 or khender3@richmond.edu. We are here to help you make your organizations as successful as possible!

II. STUDENT ORGANIZATION REQUIREMENTS

In order to be recognized as an official Law School Student Organization, each group must:

1. Have a faculty advisor;
2. Have a “critical mass” of students interested in the group – generally translated into 10 or more potential members;
3. Have one designated main leader and one budget officer;
4. Have a current set of by-laws on file with Dean Henderson.

Main Leader
His or her primary responsibility is to serve as the liaison to the Dean’s Office, the Alumni and Development Office, and to the general public. He or she is required to provide contact information so that prospective students, alumni, or the general public can submit inquiries regarding the organization or an upcoming event.

Budget Officer
The budget officer is responsible for following the Student Bar Association’s funding procedures (available at richmondsba.com) as well as the financial procedures outlined in Appendix A, and for keeping track of all the organization’s expenses, reimbursements, and balances. Sue Alitorelli, Business Manager, (287-6837/Room 230) meets regularly with budget officers and is available for assistance.

III. STUDENT ORGANIZATION INFORMATION & MAIL

- The Dean’s Office section on Blackboard contains schedules, lists, and policies. Please use Blackboard as a reference and check it frequently.
- Hard copy mail for student organizations will be placed in the appropriate cubby in the DownUnder. Please be sure to check your organization’s cubby frequently.
- The postage meter is located in Room 221. In order to use it, you will need your organization’s account number. If you don’t have that information, please contact Sue Alitorelli.
- All student organizations should have a description posted on the law school website: http://law.richmond.edu/students/organizations.html. If you’d like to update your organization’s listing, please contact Emily Cherry: echerry@richmond.edu.
IV. STUDENT ORGANIZATION OFFICES

There are six student organizations with private offices:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
<th>Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal of Global Law &amp; Business</td>
<td>287-6639</td>
<td>302</td>
</tr>
<tr>
<td>(Global)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Interest Law Review (PILR)</td>
<td>289-8212</td>
<td>312</td>
</tr>
<tr>
<td>Journal of Law &amp; Technology (JOLT)</td>
<td>289-8202</td>
<td>233</td>
</tr>
<tr>
<td>Law Review</td>
<td>289-8216</td>
<td>301</td>
</tr>
<tr>
<td>Moot Court</td>
<td>289-8215</td>
<td>303</td>
</tr>
<tr>
<td>Trial Advocacy Board</td>
<td>287-6435</td>
<td>304</td>
</tr>
</tbody>
</table>

A. Keys
If your organization is listed above and you don’t yet have a key, please come to the Dean’s Office with your request. Please remember to return keys at the end of the year.

B. Audix/Voice Mail
Directions: Dial 8999. Enter extension and pound sign. Enter password (default is extension with a 0 added) and # sign. To administer personal greetings, press 3. Follow prompts to record your organization’s greeting.

The remainder of the student organizations have lockers, located on the third floor, down the hall from Room 304. Information on lock combinations can be found on the lock itself. Susan Sheppard in the Dean’s Office is available for questions.

V. EVENT PLANNING & TIMELINE

Key Information
For every event, please visit our Event Planning Page (http://law.richmond.edu/about/events/index.html) to do the following:

- Submit a Space Request (EMS) Form (to include details on time, location, number attendees, catering needs, room setup, and audio-visual needs)
- Submit the Publicize an Event Form

Event Planning Timeline

Initial Planning
- Consider what your goal for the event is.
- Consider the best format for the event (panel or single speaker, lunchtime or evening, etc.).
- Consider co-sponsorship opportunities with other groups.
- Consider Mandatory Continuing Legal Education (MCLE) credit opportunities. Dean Henderson can help with any MCLE questions.
Budgeting

- Create a detailed budget, including speaker fees and other potential expenses (airfare, hotel, food, gas, etc.).
  - Remain within your approved budget and contact the Dean’s Office for approval of any changes.
- Arrange for cash advances if needed to pay vendors prior to or on the day of the event. (See Appendix A for procedures.)
- Reminders:
  - In order to receive reimbursement, you will need to turn in all itemized/zero-balance receipts. Remember to collect all receipts from guests and for caterer payments. Submit original receipts for reimbursements.
  - In order to reimburse your speakers for travel, we will need their full name, home address, phone number, and e-mail. To pay vendors or individuals for service, we need a tax ID or SSN.
- All budget-related inquiries should be submitted to Sue Altorelli. See Appendix A for more information.

As Early as Possible

- Choose a date and submit the space request through EMS (Event Management Systems) or check in with the Dean’s Office for questions. (http://law.richmond.edu/about/events/index.html).
  - Include information on number of people attending, catering needs, AV needs, set-up, etc.
  - Check for conflicts with other events.

Eight Weeks Prior

- Decide on your food/catering needs:
  - U-Catering/D-Hall
    - Provide number of attendees, type of service, alcohol service, and extra set-up needs in EMS request.
    - No need to file food waivers or ABC licenses.
  - Outside Caterer
    - Select an approved vendor from this list: http://dining.richmond.edu/common/approvedvendorslist.pdf.
    - Provide caterer name, number of attendees, type of service, alcohol service, and extra set-up needs in EMS request.
    - If alcohol will be served by an approved vendor, then make sure to get a copy of their ABC license. This will need to be on file with the Richmond College Dean’s Office. For details, see the Dean’s Office.
  - Provide Your Own Food
    - Provide number of attendees, type of service, alcohol service, and extra set-up needs in EMS request.
    - Submit food waiver (http://events.richmond.edu/events/food-beverage-guide/food-waiver.html) to Angela Scott, ascott@richmond.edu.
- If you’re providing your own food, then make sure all details are in EMS. If serving alcohol, then check in with Dean Henderson to see if the Dean’s Office ABC license can be applied.
- Submit a “Publicize an Event Form” to add your event to the Richmond Law calendar. We will use the calendar to populate e-mail newsletters to students, as well as the social media channels. Visit www.law.richmond.edu/about/events.
- Consider other ways to publicize an event, including:
  o Inviting alumni as guests
  o Inviting external audiences, e.g. purchased mailing lists from the Virginia State Bar
  o Flyers and posters (contact Emily Cherry for assistance)
  o Digital Flyers (see Event Publicity section)
  o e-Mail Blasts (see Event Publicity section)
  o SpiderBytes (https://wwws.richmond.edu/spiderbytes/)
- If you want to invite any special guests (judges, Board of Trustees members, etc.), please consult with Dean Henderson.
- Provide outline/talking points to your speakers.
- Assist speakers with travel arrangements. You can pay your speaker upfront, or issue reimbursements. Coordinate either arrangement with the Dean’s Office. See Appendix A for more details.
- Request photos and bios of speakers for your publicity and for introductions.
- Contact Natalia Green (ngreen@richmond.edu) in Parking Services to reserve a parking lot. (Include this request in EMS, as well.)
- Ask speakers/special guests if they have any special dietary needs, and communicate those needs to the caterer.
- If event is a named lecture, be sure to personally invite the donor. Notify Emily Cherry and Karen Thornton in the Dean’s Office, as well.
- Consider what gifts you would like to provide for the speakers.
- Contact Dean Perdue if you would like to request that she introduce your speaker(s) or host any special meals at her house.

**Six Weeks Prior**

- Work with Emily Cherry on publicity (social media, electronic monitors, posters, mailings, etc.)
- Submit necessary materials for MCLE to Dean Henderson.
- Once MCLE credit is received, update advertising and website.
- For photo arrangements, contact Emily Cherry or Carl Hamm to see if they’d be available to take some pictures.
- If you’d like to have your event filmed, contact Carl Hamm to make arrangements.
- Make sure that you have a signed release form for any photography or video (see Appendix C).

**Two Weeks Prior:**

- Arrange for someone to pick up speakers at airport/train station if arriving from out of town. If driving, provide speakers with parking passes (request through the Dean’s Office).
- Arrange for name tags for all attendees.
- Arrange for table tents (name labels) for speakers.
• Prepare website with materials (if MCLE need to distribute URL). Contact Emily Cherry if you need assistance.
• Create and print day-of program.
• Identify roles of all volunteers and train if necessary.
• Create a day-of timeline and assignments: who will be introducing speakers, who will be escorting speakers, etc.
• Contact University Police Department if security is needed (submit this request through EMS).

One Week Prior:
• Contact the Police Department for cones if you want to reserve space in the parking lot (go through EMS with this request).
• Send speakers/attendees directions via e-mail.
• Request guest web accounts for guest day of event (contact Kim Edwards).
• Request parking directional signs from the Print Shop.
• A week before event, confirm travel details with all speakers and any outstanding needs they might have.
• Print attendee list.
• If you’ll be taping or photographing the event, make sure any signed release forms have been submitted, and are on file with Emily Cherry.

Day Before Event
• Stop by the Dean’s Office to sign out any keys that you need.
• Provide welcome material at hotel for the speaker (program agenda, directions).

Day of Event
• Make sure that water is provided for speakers.
• If a meal is served, be sure to have someone gather food for your speakers.
• Place parking directional signs in strategic locations indicating the appropriate parking lot.
• Make sure you have enough trash cans available throughout the building.

After Event
• Return any keys to the Dean’s Office.
• Write and e-mail thank you letters to speakers; use this as an opportunity to request final expenses and receipts.
• Conduct a post-event evaluation with your Board. Include: important contact names and information, total attendance, makeup of attendees, the best thing about the program, things you would have done differently, recommendations for repeating a similar program in the future, and important evaluation comments from participants. Make sure all of these details are stored in your organization’s Box file.

VI. Event Publicity
When you submit an event to the Publicize an Event Form (www.law.richmond.edu/about/events), it will be included in the following outlets. Submissions must be received by 9 a.m. the day prior to distribution.
There will be no need to re-submit your information for the various publications (unless there is a change). Changes to your submissions can be coordinated with Emily Cherry.

**Online Calendar**
The University and the Law School maintain an up-to-date calendar listing. Submissions to the Publicize an Event Form are added to the calendar: [http://calendar.richmond.edu/search.html?tag=law](http://calendar.richmond.edu/search.html?tag=law).

**The Docket**
An e-mail newsletter distributed each Sunday evening and Thursday morning contains a list of events arranged by week with links for more information. Submit your publicity request form one day prior to the announcement to be included in the next e-newsletter.

**Facebook & Twitter**
We'll publicize student organization events via social media when appropriate, via Facebook ([http://facebook.com/urlawschool](http://facebook.com/urlawschool)) and Twitter ([http://twitter.com/urlawschool](http://twitter.com/urlawschool)).

**Digital Flyers**
You may submit a digital flyer (d-flyer) for display on the monitors by sending an e-mail to Emily Cherry. A template is available on Blackboard under Dean’s Office. Use a standard PowerPoint slide. If you’re using a design program, the slide should be 1080x608 pixels.
- Minimize text – a dozen words or less is ideal.
- Keep fonts large and easy to read.
- Save as a JPG.

**Print Flyers**
Student organizations are encouraged to post flyers on the “events” bulletin board in the hallway leading to the library. Contact Emily Cherry if you’d like design assistance.

**Limited Email Blasts**
Each student organization will be permitted one e-mail blast per semester. We expect that most groups will use this message as an announcement or reminder about an upcoming event, but if you want to use it to announce your new leadership team or wish everyone luck on finals, that’s fine with us. There will be exceptions for organizations whose members earn academic credit, and exceptions may be granted upon request through Dean Henderson.

**VII. Websites, Social Media, and Communications**

**General Information & Strategy**
- We’re available for communications consultation on any student programming. Contact Emily Cherry to discuss ideas for publicity and design, or to brainstorm different ways to approach communications strategy around a particular event or program.

**Publicizing Events**
- Submitting an event through the “Publicize an Event” form ([http://law.richmond.edu/about/events/index.html](http://law.richmond.edu/about/events/index.html)) will add it to the web calendar. We’ll use the
web calendar to generate content for publicity through social media, including Facebook and Twitter, and to populate the e-newsletter/Docket.

- For large-scale events, we’ll set up a meeting to discuss extra communications efforts, including invitations to the wider community, potential media, and public calendar placements, etc.

**Print Materials**

- If you’d like to produce flyers, brochures, or postcards, feel free to consult with Emily Cherry on design. You’re welcome to design flyers yourself, as well. Keep the following tips in mind for design:
  - Keep it simple.
  - Don’t forget the basics, including date and location.
  - Use the fewest words possible to convey a compelling message.
  - Avoid cheesy clipart at all costs!
  - Also avoid copyright-protected images that you find online.
  - White space is your friend.
- To request a high-resolution copy of the law school logo or emblem (window with the scales of justice), contact Emily Cherry.

**Websites and Social Media**

- Before creating a website or a social media channel for your student organization, consider the following:
  - What is the goal/purpose?
  - Who will be in charge of maintaining content with regular frequency? A good rule of thumb is that Twitter/Instagram need to be updated daily, Facebook needs to be updated weekly (minimum), and a website needs to be updated monthly (minimum).
  - If you’re looking for an online home to list some basic, static info about your organization, the law school website can host an organization page for you.
  - Before starting any website or social media channel, consider how the site will be maintained after you graduate. Make plans to transition the site or channel to incoming students.
  - When it comes to social media, common sense rules. Keep these tips in mind:
    - Refrain from posting inflammatory, hurtful, or untrue content.
    - Obtain a written permission form before posting any photos of visitors or guests (Appendix C). File a copy of the form with the communications office.
    - Tone of voice does not always translate well via social media, so use humor carefully and thoughtfully.
    - Feel free to delete comments that contain inappropriate or hateful language, or that are threatening in any way. Take a screenshot of the post before deleting it, and send that screenshot to the communications office. If you aren’t sure how to engage with a commenter on social media, consult with Emily Cherry.

**VIII. Policies Relating to Student Organizations**

**A. Alcohol and Food Policies**

The University monitors all food and alcohol being served on campus. Therefore, it is all recorded in EMS. Any event with alcohol needs a corresponding ABC license. Approved outside caterers may have their own license, and you will need a copy of that license on file with the Richmond
College Dean’s Office. UR Catering has their own license, and you do not need to follow up on that. And if you’re providing your own food, then check in with the Dean’s office to verify that you can apply the Dean’s Office ABC license to your event.

- The University requires an Alcohol Event Request form to be completed 10 days prior to your scheduled event: http://activities.richmond.edu/events/Alcohol-Event-Request.pdf. This form verifies alcohol will be served and also asks details about the ABC license being applied to the event. If there are any questions or concerns, the RC Deans Office will follow up with the scheduler or the event contact.
- Non-alcoholic beverages and food must always be present for as long as alcohol is served.
- Campus Police (Lt. John Jacobs/289-8724) should be notified for large (100-150 people) receptions or parties held outdoors. For smaller parties, there should be no self-service bars or kegs; someone must physically serve drinks (for monitoring purposes).

In addition to the ABC regulations, the law school has a policy regarding the serving of food and alcohol at student events. If alcohol is being served, food must be served commensurate both with the quantity of alcohol available as well as the time of day. As a general guideline, events that start during traditional dinner time (6-7 p.m.) or lunch time (12-1 p.m.) and that also serve alcohol should offer a meal. Events/receptions serving alcohol and hors d’oeuvres should provide a minimum of six pieces of food per attendee. Food quantity is subject to review and approval by the Dean’s Office.

B. Student Organization Fundraising
Fundraising that involves soliciting for cash donations must be reviewed and approved by the Assistant Dean for Strategic Initiatives, Karen Thornton. (804-287-6463, karen.thornton@richmond.edu).

Donations Involving Goods and Services Received
If an approved fundraising activity involves offering tangible goods or services for cash, no tax deductible receipt can be issued. These activities still need to be pre-approved.

Cash Donations
If the approved function or activity generates cash gifts with no tangible goods or services received by the donor, the Dean’s Office should be notified immediately for the purpose of generating an official thank you/receipt and to record the gift. (This includes donated items, not used for fundraising such as restaurants donating food - a gift in kind.) All monetary gifts need to be turned into the Dean’s Office for forwarding to the Advancement Office for posting to your organization’s account. Businesses and individuals rely on charitable donations for their tax deductions. The IRS only acknowledges official gift receipts when presented on official university letterhead.

C. Alumni Outreach
We welcome and encourage student-alumni collaboration and communication. If you’d like to reach out to any alum on behalf of your organization (for purposes including, but not limited to, making a presentation, filming a video, or fundraising), you must contact our Alumni & Development Office first. The best way to do this is to reach out to Karen Thornton, Assistant Dean for Strategic Initiatives (karen.thornton@richmond.edu). Our staff will be able to help you discuss the best outreach approach.
D. Posting Flyers

For aesthetic reasons, flyers are not to be posted indiscriminately throughout the building, and will be removed by Housekeeping if incorrectly placed.

There is a bulletin board at the top of the stairs by the restrooms which may be used for flyers of any kind. Please include a date on the flyer and remember to remove them when they are outdated. Flyers may also be posted inside restrooms on the bulletin boards and on the inside of stalls – NOT on entrance doors.

E. Organizational Transitions

At the end of the school year, when a new leadership team is transitioning in, students should make every effort to ensure that the new team has access to all of the materials and communications tools used by the organization. Please see our Student Organization Transitions Guidelines document for full details: http://law.richmond.edu/students/student-org-transitions.pdf.

IX. Key Contacts

Kristine Henderson, Associate Dean for Student Affairs: 804-289-8186, khender3@richmond.edu
Sue Altorelli, Business Manager: 804-287-6837, saltorel@richmond.edu
Emily Cherry, Communications Director: 804-287-1855, echerry@richmond.edu
Appendix A

LAW SCHOOL BUDGET INFORMATION
FOR STUDENT ORGANIZATIONS

The new fiscal year begins on July 1. All organizations must submit a proposed budget to be approved by Dean Henderson and/or Sue Allorelli, Business Manager. This budget is based on the organization’s total funds for the year and should list categories of proposed expenses. The budget must be approved before any expenses occur. Funds allocated by the SBA will NOT be transferred to the organization until a budget has been submitted and approved. The SBA will request proposed budgets in the Spring for the following year.

The University of Richmond has four types of forms used for disbursement:

1. Petty Cash Form
2. Check Request Form
3. Travel and Entertainment Expense Form
4. Advance Request Form

1. Petty Cash Form
Usage:
- For receipts under $50/under 90 days old
- For gas purchases and mileage reimbursements under $50
- No gift cards/certificates.

Pick up a paper form from the Dean’s Office and return it to the Dean’s Office.

2. Check Request Form
Usage:
1. Reimbursement of an individual’s University-related expenditures (not travel related). Reimbursements will NOT be processed for receipts more than 90 days old.
2. Payment of services for individuals not employed by the University.

All check requests or invoices must have the Requestor Signature of the organization’s treasurer or other designated officer. Without the Requestor Signature, the check request or invoice will be returned. If the treasurer is being reimbursed, it must be approved by another officer.

Log into Banner Web and complete the Check Request. You may ask Sue Allorelli for clarification on index-account codes.

All check requests must have proper supporting documentation, which may include, but is not limited to: invoices, receipts, e-mails, contract letters, copy of University announcements or pamphlets. No check requests can be processed without supporting documentation; this includes request for refunds. Vendor quotes are not considered proper documentation.
The following information must be provided on the Check Request Form:

1. Total check amount
2. Full name and address of payee (the person/vendor being paid)
3. The payee’s identification number must be provided as follows:
   - Company vendor – Federal Employer Identification Number (FEIN)
   - Faculty/staff/student - University ID
   - Non-University individual – Social Security Number (You only need the SSN if the person is providing a service. A reimbursement may be completed with just name, address and phone number.
4. Payee Status: check box designating “vendor, employee or student”
5. Enter index/account number (if known)
6. Business Purpose for the expenditure
7. Requestor’s Signature (the organization’s treasurer) (If you are completing for a person remotely, then get two signatures and Sue Altorelli will review and sign as well)
8. Payee’s Signature
9. Name of Originating Department (your organization)
10. Contact phone number
11. Tape or glue ORIGINAL receipts to an 8 ½ x 11 sheet of paper - do NOT STAPLE.
12. Paper Clip the check request and receipts together
13. Submit form to Sue Altorelli in Room 230.

3. **Travel and Entertainment Expense Form**

Usage:
- Travel, mileage, gas, airfare, etc.
- $25 meal per diem per day, no alcoholic beverages; 15% tipping

The Travel and Entertainment Expense Report Form is available on BannerWeb.

The Travel and Entertainment Expense Report Form is the traditional travel reimbursement form and should be used for trips that exceed 14 days. For shorter trips, you may use the Travel and Entertainment Expense Reimbursement System, also available on BannerWeb. Please consult Sue Altorelli for index-account codes.

**Important** ➔ If you use the BannerWeb system, your treasurer must approve your expenses BEFORE you submit the form online. Your treasurer will know the index and account. The “approver’s name” on the on-line submission is Sue Altorelli. Once you complete the online information, print out the form; attach your original receipts (less than 90 days old); have your treasurer sign the form (treasurer should sign or person being reimbursed can also sign). Only one signature is needed for online Travel and Expense reports; submit the form to Sue Altorelli for processing. If your meal receipt is for a group of people, you must put the names of the individuals who attended. We will NOT reimburse for alcohol.
4. Advance Request Form
Usage:
• For up-front cash for travel/event purposes

The Advance Request Form is available in the Dean’s Office or online:
http://controller.richmond.edu/accounts/forms/.

1. If you need cash “up front” for an event or for travel purposes, submit an Advance Request Form two weeks in advance of the event or travel dates to Sue Altorelli (The advance form must be approved by the organization’s treasurer). A check will be issued in your name or direct deposited.

2. The advance MUST to be closed out within two weeks from the date of the event or return from travel. Turn in all receipts and left over money to Sue Altorelli. Missing receipts will not be honored. You will be personally responsible for any expenses missing a receipt. Note: We have the option to discontinue advances if advance rules and procedures are abused.

Check Run Schedule
Accounts Payable processes checks on Tuesdays and Thursdays only. They require 10 business days to process checks. Accounts Payable will NOT reimburse receipts older than 90 DAYS.

Checks will be mailed directly to the vendor. You may not pick up checks from Accounts Payable. Students have the option of Direct Deposit. The Direct Deposit form is available in the Dean’s Office or online: http://controller.richmond.edu/forms/.

ADDITIONAL INFORMATION

Catering
If a caterer wants to be paid on the day of service, you must submit the invoice to Sue Altorelli TWO WEEKS in advance of the event to allow time for the check to be processed. The check will be sent directly to the caterer unless otherwise noted. You may only use a caterer who is on the University’s “approved catering list.”

Deposits
If your organization has checks which need to be deposited into the organization’s university account, submit checks to Sue Altorelli for depositing. Checks must be made payable to “University of Richmond.”

Guest Speakers
If paying an honorarium to a guest speaker, you must supply the speaker’s full name, mailing address, and Social Security Number. This information will be used to build the guest account in UR’s accounting system. This new vendor ID will be used in BannerWeb. NEVER pay a guest speaker personally and ask to be reimbursed. If you need the check on the day of the event, fill out the request at least three weeks before the check is needed. The check request has to go through Human Resources, then Accounts Payable. Therefore, it takes more time. The speaker will receive a 1099 tax form at the end of the tax year.
1099s – If a quest speaker is paid an honorarium, he/she will also receive a 1099 for travel reimbursements. Reimbursements such as this are 1099 reportable. The IRS says that we can report these reimbursements and it’s up to the individual to claim the exemption on their tax returns. This does NOT apply if the guest speaker is not being paid an honorarium.

Hotel – The law school has an account with a special rate at the Embassy Suites. A full breakfast buffet is complimentary to Embassy Suites guests. Transportation may be available to/from University of Richmond. Arrangements for transportation must be made in advance through Embassy Suites guest services. Hotel reservations Embassy Suites should be made through Sue Altorelli in the Dean’s Office in Room 230.

Mileage – We can reimburse the speaker for mileage at the University’s mileage reimbursement rate.

Meal Receipts
You must turn in the itemized meal receipt along with the charge slip. Tip no more than 15%. Include names of individuals on meal receipt and purpose. There is a $25 meal per diem allowance, which does not include alcoholic beverages.

Memberships to Sam’s Club, Costco, Etc.
The law school will not pay for an organization to obtain a membership card, nor will anyone be reimbursed for paying for a membership.

Print Shop
For all printing orders, submit the yellow copy of the Print Shop form to Sue Altorelli in Room 230. If your group has a vendacard and you have questions about its use, please see the Dean’s Office.

Student Travel
1. Airfare – Can be charged on the law school’s credit card. Please see Sue Altorelli to make reservations. You MUST have all of the necessary information before we will make reservations (website, flight#, times, cost, legal name and birthdate of the person traveling, and a phone number for the individual). Please make your reservations as soon as possible - the earlier the reservations, the cheaper the flights!

2. Mileage – Students will be reimbursed for mileage at the University’s mileage reimbursement rate.

3. Meals – $25 per diem per day; no alcoholic beverages; 15% tipping

4. Travel Advance – You have the option of taking out a travel advance to cover the costs of your entire trip. If you choose to take an advance, you need to fill out a Travel Advance Form and submit it to Sue Altorelli. It has to be submitted at least two weeks before the travel date. It is mandatory that you keep all original receipts for every amount spent while traveling. Upon returning from the trip, you must return all of the receipts to Sue Altorelli so she can close out the advance. If the advance was for hotel expenses, you must obtain the hotel receipt given during checkout. Missing receipts will not be honored. You will be personally responsible for any expenses which are missing a receipt. We reserve the right to discontinue issuing advances to anyone who does not follow these procedures.
Gifts, Prizes and Awards

Gifts/Prizes/Awards Reporting Form: Available in Dean’s Office or online: http://controller.richmond.edu/forms/.

What is considered a gift, prize, or award?
1. **Prizes and awards** are typically gifts of cash or tangible personal property bestowed on University faculty, staff, or students in recognition of outstanding achievement in teaching, research, academic performance, or other performance-related activities.

2. **Gifts** are typically gifts of cash, gift certificates, or tangible personal property given to University faculty, staff, or students in recognition of, or in connection with, the holiday season, retirement, or some other purpose.

Are gifts, prizes and awards considered taxable income to the recipient?
1. Yes. In almost all circumstances, gifts, prizes, and awards are included in the recipient’s gross income if the gift is paid for (either directly or indirectly) by the University. If the recipient is a member of the University faculty/staff, and the gift, prize, or award is cash, it is considered supplemental wages and must be processed through the Payroll system with appropriate taxes withheld. Non-cash gifts, prizes, or awards are reported to Payroll by the Accounts Payable Office and included in the recipient’s W-2 Form. These amounts are taxed according to the W-4 on file for the recipients.

2. Gifts, prizes, and awards of **tangible personal property of $50 or less** are excluded from gross income. Similarly, the value of a turkey, ham, or other item of merchandise of similar nominal value distributed to an employee at Christmas is not taxable. However, **any gift of cash (including gift certificates)** is considered completely taxable, from the first dollar.

Gifts/Prizes/Awards Reporting Form
1. Describe the gift, prize, or award as explicitly as possible on the form, or attach supporting documentation, including name of the recipient and his/her social security number. Your explicit explanation and/or support will save review and processing time for the payment.

2. You must identify the recipients of these gifts (does not apply to non-UR individuals), include their University ID and full address, and indicate the amount given as a gift to each individual. Requests for reimbursement will not be processed if this information is not provided.

If the recipients of these gifts are unknown at the time of purchase, i.e., door prizes or drawings, you cannot submit a request for reimbursement until the recipient information is known. Accounts Payable will not process the reimbursement without this information.
Appendix B
Tips for Inviting Event Speakers

- Research how to reach the speaker. Contact the administrative assistant, legislative assistant, etc., to determine if the speaker’s calendar is open and how scheduling decisions are made. Determine if your organization members have a contact to the speaker. If a faculty member or dean has a relationship with the speaker, use those connections.
- Extend a formal invitation to the speaker outlining the reasons why you’re inviting them to your program. A written letter is best.
- The invitation should include the following basic components:
  - Name, date, and venue of the event;
  - The theme or focus of the event;
  - Why you think the speaker would be a great fit for the event;
  - What you want the speaker to do at the event (Speak and provide article? Speak only?);
  - How it would benefit the speaker (talk about publicity that will be done, other speakers already committed or invited);
  - Your contact information.
- Four steps to sending out invitations:
  - Send out a “first batch” of invitations, which should include your top speaker choices;
  - Wait for responses and follow up when necessary;
  - Assess the responses. If your top speakers cannot attend, then begin reaching out to your second choices;
  - Send another batch of invites and repeat.
- Follow up the formal invitation with a phone call timed a few days after the letter would have arrived.
- When a speaker says “no,” be graceful and thank him or her for considering the opportunity. If it feels appropriate, you could also ask for recommendations for other speakers.
- When a speaker says “yes,” you need to reach out by phone, Skype, or in person to give them more information about the event and the presentation.
  - Provide detailed information about the program you are planning;
  - Provide information about your organization;
  - If you are assigning an individual point person to this speaker, be sure to give all contact information including cell phone numbers;
  - Let your speaker know that you will be recording the event (if you choose to) and receive a signed permission release;
  - Be clear about expectations:
    - Will the speaker need to submit materials/handouts in advance of the program for MCLE?
    - Will the speaker be required to write an article after his or her talk?
    - Will the speaker need to collaborate with other panel members? If so, give the names and contact information and see if you can arrange a conference call. Provide the name of the moderator. Moderator should also be informed of contact info on all panelists;
    - Set firm deadlines for your needed materials. Follow up with phone calls if necessary.
  - Discuss travel and hotel arrangements with the speaker.
- The University will reimburse speakers for expenses (coach travel only). They will not pay an honorarium. Be clear with your speaker so there are not misunderstandings;
- Be in touch with your speakers about parking, hotel confirmation, flight confirmations, etc., as you get them.
Appendix C
Photo Release Form

I authorize the University of Richmond School of Law to copyright, publish, and distribute all photographs, audio recordings, and video footage in print or electronic format in which I may appear or speak that are taken by or for the University. I agree that the University may use, edit, copy, distribute, transcribe, prepare derivative works, or reproduce in whole or in part, such photographs and video footage or share them with others, any may authorize others to do any of the foregoing, for any purpose related to the promotion of the University and its related programs and activities. I release all claims against the University of Richmond and others with respect to any of the foregoing, including any claim for compensation.

Print Name ________________________________________________

Signature __________________________________________________________________________________

Date _____________________________________________________________________________________

Photographer/Videographer ___________________________________________________________________

Shoot Location _____________________________________________________________________________

Staff Member _______________________________________________________________________________
Appendix D
Budget Forms & Food Waiver Form

Petty Cash

- Reimbursements under $50
- Gas purchases and mileage reimbursements
- An itemized receipt dated within the last 90 days
UNIVERSITY OF RICHMOND
CHECK REQUEST
Today's Date 08/12/2015
Check Request Number: 4798

First Name: [Redacted] Last Name: [Redacted] M#:
Citizenship:
Business Purpose: Furnish Purchase of Goods

Payee Type: Non-UR
Approver's Name: Sue Alford
Contact Name: Sue Alford
Payment Request Amount: $55.00
Approver's Title: Business Manager
Contact Phone: 804289837
Payee Email:
Department: Law School
Contact Email: sales@richmond.edu

Vendor's Information
Address 1: 1011 Main Street, Ste LL55
Address 2:
Address 3:
City: Richmond
State: Virginia
Zip: 23219
Country: United States of America

Expenses
From Date: 08/12/2015 To Date: 08/12/2015

<table>
<thead>
<tr>
<th>Index</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td></td>
<td>$55.00</td>
</tr>
<tr>
<td>Line 2</td>
<td></td>
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</tr>
<tr>
<td>Line 7</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Line 8</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total: $55.00 (CHECK)

Business Justification: Copies of client court files

Requestor's Signature: [Redacted] Requestor's Printed Name: [Redacted]

Payee's Signature: (Required for reimbursements to UR employees and students, only)

Approver's Signature: [Redacted]
## Travel and Expense Form

**University of Richmond**

**Travel & Expense Report**

**Today's Date 07/23/2015**

**Traveler Tracking number: 28132**

**First Name:** Patrice  
**Last Name:** Boone

**Dept:** Law School  
**Email Address:** patrice.boone@richmond.edu

**Approver's Name:** Sue Allorelli  
**Return Date:** 06/21/2015

**Departure Date:** 06/18/2015  
**Destination:** Virginia Beach VA

**Event/Conference Name:** VSB Annual Meeting  
**Purpose:** ATTEND MEETING/CONF/WORKSHOP

<table>
<thead>
<tr>
<th>Mileage 0 miles at $0.525 per mile</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare and/or baggage fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Train</td>
<td>$0.00</td>
</tr>
<tr>
<td>Auto Rental</td>
<td>$0.00</td>
</tr>
<tr>
<td>Taxi/Bus/Shuttle</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking/Gas/Tolls</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sub/Total Transportation</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Date:** 6/18/2015  
**Lodging:** 230.26  
**Meal 1:** 0.00  
**Meal 2:** 0.00  
**Meal 3:** 0.00  
**Meal 4:** 0.00  
**TOTAL:** 230.26

**Non-reimbursable expenses:** $0.00

**Amount already reimbursed:** $0.00

**Registration Fees/Materials:** $0.00

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Distribution Method:** CHECK

**Original receipts must be included. Receipts smaller than $5.7 must be glued to 8 1/2 x 11 paper. FOREIGN TRAVEL: Receipts in foreign currency must be converted to US Dollars.**

**NOTE: We DO NOT reimburse for receipts older than 90 days.**

**Traveler's Signature: ____________________________  Approver's Signature: ____________________________**

**7/23/15, 4:20 PM**
Advance Request Form

University of Richmond
Advance Request Form

Purpose: The University of Richmond will issue travel advances to faculty, staff, and students for group travel or international travel, when the use of a credit card may not be an option. Expense advances are issued only for change funds, research participant payment, or expenses that cannot be paid for with a University credit card.

Advances issued to faculty or staff will be deposited into their bank accounts. Advances issued to students may be mailed to the student’s on campus address, direct deposited into the student’s bank account on file with Accounts Payable, or picked up in the Accounts Payable Office.

Students: Please indicate how you would like to receive the advance. Please note, if you have a bank account on file with Accounts Payable, your advance will automatically be deposited to it, regardless of your selection below:

Receive advance by what method?

Terms for Advance:
Advance requests must be properly approved and submitted to Accounts Payable (located in Maryland Hall, Room G13) at least five (5) business days prior to the trip or event. Failure to give at least a five (5) business days notice may result in an advance not being issued.

An advance must be cleared within thirty (30) days of the completion of a trip or event. If an advance is not cleared within sixty (60) days, the advance is considered delinquent and no other advances will be issued to the individual.

To clear an advance: (1) Funds not used must be deposited at the Cashier’s Office at the completion of the trip or event. (2) A copy of the deposit form must be sent to Accounts Payable Office with a copy of the original Advance Request Form. (3) If any purchases were made with the funds, the original receipts for the purchases must also be sent to Accounts Payable with a copy of the Advance Request Form.

If an advance is not cleared within ninety (90) days, the advance will be (1) deducted from the individual’s paycheck or (2) added to the individual’s W-2 as taxable income and taxes will be withheld.

Students will have a financial hold placed on their student records, if the advance is not cleared within thirty (30) days.

PLEASE NOTE: Citizenship Status of the recipient of the advance is required information. If the person is a Non-Resident Alien, the completed request must be forwarded to the Office of International Taxation before an advance can be issued.

The recipient of this advance is a __________________________

Name ___________________________ UR ID ___________________________

Dept. Name/Address ___________________________ Amount Requested ___________________________

Please complete the applicable section for the type of advance requested.

Travel Advance: travel related expenses, i.e. meals, transportation, registration fees, hotels

Travel Advance for trip to ___________________________

Business Reason for trip ___________________________

Departure Date ___________ Return Date ___________ Index/Account Code ___________________________ -7169

Expense Advance: non-travel related expenses, i.e. supplies, research participants, change fund

Expense Advance to be used for the following (please provide a detailed business reason for the advance)

Event Start Date ___________ Event End Date ___________ Index/Account Code ___________________________ -7999

Approved by (Printed Name) ___________________________

Phone Number ___________________________

Approved by (Signature) ___________________________

Date ___________________________

My signature indicates I have read and agree to the Terms for Advance listed above and authorize the University of Richmond to deduct the amount of this advance from my paycheck, or add it to my W-2 as taxable income, if I do not account for this advance within ninety (90) days of the completion of the trip or event.

Signature of Advance Recipient ___________________________

Date ___________________________

Print Form
Food Waiver Request Form

University of Richmond
Food Waiver Request Form

Contact/Coordinator: Student’s Name
Organization/Group: Student Org
Name of Event: Student Social - Student Org
Event Location: Law School Room #
UR Confirmation #: #
Expected Attendance: #

Check All That Apply:
☐ Served
☐ Buffet (self-serve)
☐ Event will be catered
☐ Potluck (each person brings a food item to share)
☐ Purchasing takeout from an area restaurant to be consumed immediately by the group or department
☐ Food and/or beverage to be prepared on site and served to attendees, with or without charge
☐ There is no charge to attend this event nor will food or beverages be sold to attendees

APPROVED VENDORS: http://dining.richmond.edu/services/ApprovedVendors.pdf
EVENT PLANNING: http://dining.richmond.edu/services/EventPlanning.pdf

Menu Source:
Outside Caterer Name: 
Delivery Method: Pick-up/Delivered

Menu:
- Food items
- Drinks - students will bring own or refer to university drink policy below

Method used to keep foods at proper temperature: serve immediately

The University has contracted with the Coca-Cola company for exclusive beverage representation on campus. The contract requires the University to only offer approved Coca-Cola products, stating that, “no Competitive Products are sold, dispensed, served, or sampled anywhere on campus.” Per this agreement, products must be purchased from the local Coca-Cola bottler through the University’s retail outlets or Dining Services. The purchase of Coca-Cola products from any non-campus retailer is not permitted. All University units and departments are required to abide by this contract whether purchasing beverages through an approved outside caterer, or providing their own beverages for on-campus functions. For your convenience, Coca-Cola products may be purchased on-campus at ETC, the bookstore, or the Heilman Dining Center. For quantities greater than four (4) cases, and/or to request delivery advance ordering is required. To order, call (804) 289-8512, Monday through Friday from 8:00am to 4:30pm at least 3 working days prior to your event.

Beverage Source: refer to drink policy

Coca-Cola products include: soft drinks, bottled water, energy drinks, Minute Maid Juice, Seagram’s, Nestea, and PowerAde.

It is hereby agreed that the aforementioned group will indemnify and hold harmless the University of Richmond from any claims or actions which may arise from the provision of food at the event described herein, and that you agree to properly refrigerate and hold all perishable items.

Your Name: Student Name

Print Forward form to: Heilman Dining Center Business Office, 2090 E. 20th St. # PCE-28V1. Fax to: 804-289-8779

HEILMAN DINING BUSINESS CENTER OFFICE USE ONLY

☐ Waiver approved
☐ Waiver denied
☐ Must comply with beverage agreement

Approved by: __________________________ Date __________________________

Send this form to Dining Services (eg: ascott@richmond.edu)