STUDENT ORGANIZATION HANDBOOK

2017-2018
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1. 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.

If you have any questions about the materials covered in this handbook, please contact the Associate Dean for Student Services. We are here to help you make your organizations as successful as possible!

2. 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 the Associate Dean for Student Services.

2.1 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.

2.2 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. Our Administrative Coordinator meets regularly with budget officers and is available for assistance.

3. STUDENT ORGANIZATION INFORMATION & MAIL

3.1 Hard Copy Mail

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. Any large packages will be delivered to the Dean’s Office and you will be contacted for pickup.

3.2 Postage Meter

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 the Administrative Coordinator.

3.3 Student Organization Descriptions

All student organizations should have a description posted on the law school website: law.richmond.edu/students/organizations.html. If you’d like to update your organization’s listing, please contact the Communications Director.
4. 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>Richmond International Business &amp; Anti-Corruption</td>
<td>287-6639</td>
<td>302</td>
</tr>
<tr>
<td>Forum</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 (TAB)</td>
<td>287-6435</td>
<td>304</td>
</tr>
</tbody>
</table>

4.1 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.

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

4.3 Organization Lockers
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. If you have any questions, please contact the Administrative Coordinator in the Dean’s Office.
5. KEY CONTACTS

**TBD**

*Administrative Coordinator*
804-289-8184 | Room 202
TBD

Contact Administrative Coordinator for questions regarding:
- organization budgets & reallocations
- organization credit cards/training
- reimbursements & petty cash
- purchasing through Dean’s office
- travel assistance
- building and organization office keys
- general office support
- borrowing keys

**Kris Henderson**

*Associate Dean for Student Services*
804-289-8186 | Room 202D
khender3@richmond.edu

Contact Dean Henderson for questions regarding:
- applications for MCLE credits
- organization guidance and oversight
- member transitions/elections
- leadership questions/issues

**Mary Ruth Walters**

*Events & Communications Coordinator*
804-289-8895 | Room 202
mwalters@richmond.edu

Contact Mary Ruth for questions regarding:
- event planning
  - room reservations
  - catering requests
  - food waivers
  - event setup assistance
  - parking requests
  - event registration setup
- event publicity
  - The Docket
  - Events Calendar
  - flyers/d-flyers
  - bulletin boards
  - print and electronic invitations
- other event/space related needs

**Sue Altorelli**

*Business Manager*
804-289-6837 | Room 202C
saltorel@richmond.edu

Contact Sue for questions regarding:
- organization budget process
- approving reimbursements
- fundraising activities
- venue and other contracts

**Emily Cherry**

*Communications Director*
804-287-1855 | Room 202E
echerry@richmond.edu

Contact Emily for questions regarding:
- communications strategies
- assistance with social media development
- websites
6. EVENT PLANNING

Questions during the event planning process? Please contact the Events & Communications Coordinator.

6.1 The First Steps

For every event, the very first steps to take are (1) choosing a date & securing a room, and (2) checking your organization’s budget to confirm that the event is part of the approved budget. It is extremely important to complete these two steps prior to planning any other details pertaining to your event.

6.2 Scheduling

6.2a Finding a Date

To minimize double booking, competing events, and low turnout, consult the online Events Calendar found at http://law.richmond.edu/students/index.html to see other events that may have an impact on selecting the perfect date. Also consider campus-wide events (such as Homecoming, Family Weekend, etc.) and major holidays.

Please note that during major, large-scale events, such as symposia, Emanuel Emroch lectures, etc., the Dean’s Office may decide not to permit other events to occur simultaneously.

When setting a date for your event, try to plan as far ahead as possible. Try to come up with a few backup dates, as well.

It is important to remember that your event is not confirmed until you have received a room confirmation.

6.2b Request a Room/Event Space

Once you have determined your ideal event date, request a room via the EMS/Centralized Scheduling Service online, found at https://ems.richmond.edu/EMSWebApp/

After this form has been submitted, the Events & Communications Coordinator will review your request and follow up. Remember that filling out the online form is simply a request, and is not guaranteed until you’ve received confirmation from the Events & Communications Coordinator.

Please note that, due to the fact that the Law Library occasionally has different hours than the Law School, Rooms L30 and L31 may not always have availability.

6.2c Dean Attendance

If you would like Dean Perdue to attend your event and/or make an introduction, contact the Events & Communications Coordinator. This should be done as far in advance as possible.
6.3 Finances & Budgeting

Prior to planning any event, you are expected to check your organization’s budget to confirm that the event is part of the approved budget. Budget-related questions can be directed to the Administrative Coordinator in the Dean’s Office.

6.3a Review All Event-Related Expenses

Create a detailed budget and list expenses for all elements of your event, such as marketing, printing, speaker fees, transportation, lodging/accommodations, food, entertainment, taxes, service charges, audiovisual equipment, and production costs.

Items to consider when determining expenses and budget:

- **Speakers**
  - Travel (air, cab, bus, train, etc.)
    - Include transportation to/from hotel
  - Lodging/Accommodations
  - Meals
  - Gifts

- **Printing**
  - Flyers
  - Invitations (including postage)
  - Nametags

- **Posters**
  - Other event supplies
    - Pens
    - Registration sheets
    - Printed handouts
    - CLE forms

- **Catering**
  - Meals/Breaks
  - Snacks for event staff
  - Alcoholic beverages & ABC licenses
  - Non-alcoholic beverages
  - Water for speakers

6.4 Publicity & Communications

When you submit a request for a room and note that you’d like it included in the Events Calendar, it will be automatically included in the following outlets. Submissions must be received by 9 a.m. the day prior to distribution. There is no need to resubmit your information for the various publications (unless there is a change). Changes to your submissions can be coordinated with the Events & Communications Coordinator.

- **Online Events Calendar**
  The Law School maintains an up-to-date calendar listing found online at http://law.richmond.edu/students/index.html

- **The Docket**
  The Docket is an email newsletter distributed each Sunday evening and Thursday morning that contains a list of events arranged by week with links for more information. Submit your publicity request by Friday at 9 a.m. or Wednesday at 9 a.m. for inclusion on Sunday or Thursday (respectively).
If you do not indicate that you’d like your event included in the Events Calendar when making your original online room request, you may use the Publicize an Event Form found at http://law.richmond.edu/about/events/event-form.html.

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

We’re available for communications consultation on any student programming. Contact the Communications Director and the Events & Communications Coordinator to discuss ideas for publicity and design, or to brainstorm different ways to approach communications strategy around a particular event or program.

6.4a Flyers
Student organizations are encouraged to post flyers on the “events” bulletin board in the hallway near the library. If you’d like design assistance, contact the Events & Communications Coordinator. You are also welcome to design these yourself, as well. Keep the following tips in mind for design:

- Keep it simple
- Remember the basics, including date and location
- Use the fewest words possible to convey a compelling message
- Avoid cheesy clipart
- Avoid copyright-protected images found online
- White space is your friend

To request a high-resolution copy of the law school logo or emblem, contact the Communications Director.

When printing flyers, copies can be made at the Print Shop, or printed in the Dean’s Office for $0.50 per page.

6.4b Digital Flyers (D-Flyers)
You may submit a digital flyer (d-flyer) for display on the monitors by sending an email to the Events & Communications Coordinator. A template is available on Blackboard under Dean’s Office. You can also use a standard PowerPoint slide. If you’re using a design program, the slide should be 1080x608 pixels.

When designing a d-flyer, keep the following tips in mind:

- Minimize text – a dozen words or less is ideal
- Keep fonts large and easy to read
- Keep bright colors to a minimum
- Save as a JPG

6.4c Internal Directional Signs
The Dean’s Office has two standing floor signs that can be used as needed to direct event attendees to the specified room. Contact the Events & Communications Coordinator for more information.

No signage may be taped to walls, artwork, or furniture.

6.4d Reserved Parking/External Directional Signs
Parking and external directional signs can be purchased from the Campus Print Shop for about $5 each (which includes a wooden stake). These signs can be placed on campus to direct event attendees. It is your responsibility to put these up prior to your event and remove them no later than 24 hours after your event has concluded.
6.4e Emails to Alumni
If you would like to share information about an event with the alumni audience, please send it to the Communications Director by the dates below for inclusion in our e-Connections alumni newsletter, which is distributed twice a semester. If you’d like to explore additional alumni outreach, please meet with the Communications Director.

- September Newsletter
  - mid-September distribution, September 5 deadline
- November Newsletter
  - mid-November distribution, November 6 deadline
- February Newsletter
  - mid-February distribution, February 5 deadline
- April Newsletter
  - mid-April distribution, April 5 deadline

6.4f Online Registration
If you plan on requiring registration for your event, contact the Events & Communications Coordinator for assistance in setting up an online registration site.

The online registration system will also issue two emails to all registered attendees. The first email, sent one week prior to the event, will serve as a reminder to attendees and provide information regarding parking and the event schedule. The second email, sent after the event, will include a brief thank you and link to the post-event evaluation survey.

If your event requires attendees to pay a registration fee, additional online setup and permissions may be required. Discuss this with the Events & Communications Coordinator.

6.4g Facebook, Twitter, and Instagram
We will publicize student organization events via social media when appropriate, via Facebook (facebook.com/URLawSchool), Twitter (twitter.com/URLawSchool), and/or Instagram (instagram.com/urlawschool).

6.4h Email Blasts
Each student organization is permitted one email blast per semester. Exceptions may be granted upon request through the Associate Dean for Student Services.

6.4i SpiderBytes
SpiderBytes is an email forum for University of Richmond students, faculty, and staff to exchange important and pertinent information regarding University business and campus-wide events. If you would like to publicize your event to the campus community, SpiderBytes submissions can be made at https://wwws.richmond.edu/spiderbytes/.

6.4j Print Invitations
If you would like to issue print invitations to potential event attendees, contact the Events & Communications Coordinator.

6.4k Printed Materials for the Day Of
Discuss the printing of event materials with the Events & Communications Coordinator. Printed materials include:
- Programs
- MCLE forms
- Posters
- Attendee list
- Table tents (name labels) for speakers
- Nametags
6.5 Catering

After scheduling your event, consider any catering needs. **Prior to securing any catering for your event, it is important to familiarize yourself with all food and beverage (alcoholic and non-alcoholic) policies set by the University.** These policies can be found in Section 7.

It’s important to plan in advance in case any check requests need to be submitted to the University, which can take up to two weeks for processing.

There are three primary options when it comes to catering: UR Catering, an approved vendor, or providing your own food.

### 6.5a UR Catering

The University offers full-service catering options through UR Catering and the Heilman Dining Center. All requests for university-provided catering should go through the **Events & Communications Coordinator**. Because UR Catering tends to book up far in advance, it is recommended to make your request at least four weeks prior to your event.

Please note that any event occurring in the Jepson Alumni Center is required to use UR Catering, as they are the exclusive caterer.

### 6.5b Approved Vendors

The University issues a list of approved vendors who can be used for catered events. A full list can be found online at [http://dining.richmond.edu/common/approvedvendorslist.pdf](http://dining.richmond.edu/common/approvedvendorslist.pdf). Please note that this list is updated frequently.

When planning an event with alcohol using an approved vendor, see Section 7.1 for guidelines about ABC licenses.

In the event that an approved caterer requires a signed contract, you are required to submit the contract to the **Events & Communications Coordinator**. This contract must be submitted to the University for approval prior to any deposits or payments. The **Events & Communications Coordinator** will let you know when the proposed contract has been approved. Since approval from the University can take time, it’s important to submit any contracts as soon as possible.
6.5c Providing Your Own Food or Sourcing Food from an Outside Vendor

For liability reasons, a Food Waiver Application must be submitted for approval prior to hosting an event using goods or services of an outside (non-approved) vendor. By submitting a Food Waiver Application, the contact or coordinator is agreeing on behalf of the group or organization to release the University of Richmond Dining Services from any and all responsibility or liability for any injury or illness resulting from consumption of food or beverage which Campus Dining Services did not prepare, distribute, or provide. In addition, the reserving individual/organization is responsible for ensuring all University policies are in compliance.

This includes any pick-up or delivery from an outside vendor who is not on the approved vendor list. The waiver must be submitted and approved prior to purchase.

Please note that you are not required to submit a Food Waiver Application if any of the following apply to your event:

- University Catering is providing your food/beverage
- You are using a University-approved vendor listed in the “Caterer” category (example shown below)

![Vendor List](http://events.richmond.edu/events/food-beverage-guide/food-waiver.pdf)

You must submit any Food Waiver Applications to the Events & Communications Coordinator no fewer than 10 business days prior to your event. Once you have submitted the application, it will be sent to the University for approval. The Events & Communications Coordinator will let you know when/if it has been processed and approved. Filling out a Food Waiver does not guarantee University approval.

The Food Waiver Application can be found online at http://events.richmond.edu/events/food-beverage-guide/food-waiver.pdf.

6.5d Other Catering Guidelines

**Invoices**

It is your responsibility to ensure that all catering invoices have been paid in full and in a timely manner.
6.6 Multimedia & Audiovisual Needs

For multimedia/AV assistance or video recording, contact the Events & Communications Coordinator.

6.6a Photo/Video Release Form
Any speakers participating in your event that will be photographed or recorded must fill out a Photo/Video Release Form prior to the event. This form gives permission for photographs or video recording of the event. A link to the form can be found at http://law.richmond.edu/about/events/photo-permission.html.

6.6b Wi-Fi Access
A wireless network is available for visitors. To log on, connect to the VisitUR network, then check the box labeled “I accept the terms of use” followed by clicking “Log In.”

If you are distributing printed materials to your event attendees, consider including this information, or placing signs on registration tables.

6.6c Live Streaming
If you would like your event to be live streamed, contact the Events & Communications Coordinator.

6.7 Event Setup

6.7a Tables
A small quantity of 6’ and 8’ rectangular tables can be found in the closet behind the Moot Courtroom. Please check with the Events & Communications Coordinator before you use the tables to make sure another group has not already made arrangements to use them.

6.7b Linens
The Dean’s Office owns several linens that fit 6’ rectangular tables. You may request to use these by contacting the Events & Communications Coordinator. Linens may not be used on tables used for food (except for boxed or packaged foods), and must be washed and returned no later than 48 hours after an event.

Any linens for food tables must be rented through your event caterer.

6.7c Special Setups
Any special room setup must be requested through the Events & Communications Coordinator. Please note that many room setups are permanent and cannot be configured. Exceptions include the Atrium/Foyer and Carle E. Davis Commons.

In the colder months, it may be helpful to request the use of coat racks for large events. Contact the Events & Communications Coordinator.

6.7d Housekeeping
Keep in mind that large events create a large amount of trash and additional cleanup. It’s important to consider whether or not your event requires additional housekeeping services. Discuss this with the Events & Communications Coordinator.

6.7e Kitchen Keys
If you need access to the first floor kitchen (located next to the Carle E. Davis Commons), contact the Administrative Coordinator in the Dean’s Office.
6.8 Parking

If you have event attendees or guest speakers who are not University of Richmond students, faculty, or staff, you may need to request parking passes or reserve parking lots.

6.8a Parking Passes
Individual parking passes for visitors can be requested in small quantities from the Dean’s Office (see the Administrative Coordinator). These passes can be requested up to a week ahead of time.

Visitor parking passes can also be requested online at parking.richmond.edu/registration/visitor.html.

If you wish to reserve a few parking spaces for your special guests or guest speakers, you may request to use traffic cones. Contact the University Police Department for this request.

6.8b Parking Lot Requests
If you are expecting a large number of non-UR event attendees, you should consider reserving a parking lot. Parking lot requests must be submitted through the Events & Communications Coordinator. Please remember to request parking as far in advance as possible.

On the day of the event, you will need to enlist someone to remove cones blocking off your reserved parking lots prior to your event start time.

Parking signs are available for purchase through the Campus Print Shop (see 6.4d).

6.8c Campus Parking Map & Directions
Be sure to send campus maps to your attendees prior to the event. A campus parking map can be found at richmond.edu/visit/maps/print/parking.pdf.

Instruct attendees to use the GPS address 19 Richmond Way, Richmond, VA (this will bring them directly to the law school).

6.9 Event Speakers

Prior to contacting any potential guest speakers, you must consult with the Dean’s Office for approval.

6.9a Do Your Research
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.

6.9b Extend an Invitation
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
- Theme or focus of the event
- Why you think the speaker would be a good fit for the event
• What you want the speaker to do at the event (Speak and provide an article? Speak only?)
• How it would benefit the speaker (talk about publicity that will be done, other speakers already committed or invited, etc.)
• Your contact information

Four steps to sending out invitations:
1. Send out a “first batch” of invitations, which should include your top speaker choices
2. Wait for responses and follow up when necessary
   a. Follow up with a phone call timed a few days after the letter would have arrived
3. Assess the responses
   a. If your top speakers cannot attend, begin reaching out to your second choices
4. Send another batch of invitations and repeat

6.9c Handling Responses
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 will need to reach out via phone, Skype, or in person to give him or her more information about the event and the presentation. You’ll need to discuss the following:
• Detailed information about the program you’re planning
• Information about your organization
• If you are assigning an individual point of contact to this speaker, be sure to give all contact information (including cell phone numbers)
• Let your speaker know that you would like to record the event and request a Photo/Video Release Form (see section 6.5a)
• Be clear about expectations:
  o Will the speaker need to submit materials/handouts in advance of the program for MCLE purposes?
  o Will the speaker be required to write an article before/after his or her talk?
  o Will the speaker need to collaborate with other panel members? If so, give names and contact information and see if you can arrange a conference call. Provide the name of the moderator. The moderator should also be informed of contact information on all panelists
  o Set firm deadlines for your required materials (follow up with phone calls if necessary)
• Request photos/headshots, bios, and preferred title for publicity and introductions
• Inquire about any dietary restrictions or needs
• Discuss travel and hotel arrangements with the speaker
  o The University will reimburse speakers for expenses (coach travel only). They will not pay an honorarium. Be clear with your speaker so there are no misunderstandings.
  o Be in touch with your speakers about parking, hotel confirmations, flight confirmations, etc.

6.9d Hotel Accommodations
See Section 8.8a for more information regarding hotel accommodations for speakers.

6.9e Transportation/Travel Arrangements
Mileage will be reimbursed at the University’s mileage reimbursement rate.

6.9f Reimbursements
See Section 8.8 for more information on reimbursing speakers.
6.9g Speaker Gifts
Consider gifts to give to your speakers. Any questions should be directed to the *Events & Communications Coordinator*.

6.9h Political Activities
As a charitable entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, the University is prohibited by law from participating, directly or indirectly, or intervening in political campaigns at the federal, state, or local level. The University’s facilities and resources may be used in connection with political campaigns only as permitted by official University policy. To reference this policy, please contact the *Associate Dean for Student Services*.

6.10 Campus Police/Security

Some events may require the presence of a police officer or security guard, depending on whether or not alcohol is served, the number of attendees, and the location of the event. Large receptions (100+ people) or parties held outdoors may require police attendance, especially if alcohol is being served. All events serving alcohol will be submitted by the *Events & Communications Coordinator* for review by URPD.

High profile speakers or event attendees may require special police/security presence.

6.11 MCLE Credits

When planning an event, consider Mandatory Continuing Legal Education (MCLE) credit opportunities. Please contact the *Associate Dean for Student Services* for assistance. This should be done as far in advance as possible (approximately six weeks prior to your event).

After MCLE credit has been granted, be sure to update your website and registration information. MCLE materials should be added to the website one week in advance. MCLE sessions should be indicated as such on the event program.
6.12 Post-Event

6.12a Return Borrowed/Rented Items
If you borrowed or rented any items, be sure to return them after your event. Items can include:
- Keys
- Sign stands
- Tables and/or linens
- Nametag holders (remove nametag insert and discard prior to returning the holders)

6.12b Follow Up with Your Speakers
If you had any guest speakers, follow up shortly after the event with an email or written thank you letter. Use this opportunity to request final expenses and receipts.

6.12c Conduct a Post-Event Survey
Discuss issuing a post-event survey with the Events & Communications Coordinator. These should be sent approximately 24-48 hours after your event, so make arrangements to have it prepared beforehand and automatically sent.
Please note that failing to comply with any University policies may result in the decline of reimbursement requests.

7.1 Alcohol

7.1a When to Obtain an ABC License

The University monitors all food and alcohol being served on campus. Therefore, alcohol use at an event must be recorded in EMS/Centralized Scheduling Service. You are required to inform the Events & Communications Coordinator whenever you plan on serving alcohol at an event. You (or your approved event caterer) will also be required to display ABC license at the event.

Use the chart below to determine whether or not you will need to obtain an ABC license for your event.
7.1b How to Obtain an ABC License

A one-day banquet ABC license costs $55. There are three ways to apply for an ABC banquet license for your event:

1. **Online:** You may apply for a banquet license online at least 12 days prior to the event date and submit payment using a credit card. Applying online is the easiest method to obtain an ABC license. Visit https://www.abc.virginia.gov/ebanquet/public/welcome.do to apply online.

2. **In Person:** You may apply in person at a Virginia ABC regional office at least 10 days prior to the event. Please note that regional offices do not accept credit cards. The application can be found online at https://www.abc.virginia.gov/library/licenses/pdfs/banquet.pdf?la=en

3. **Via Mail:** You may mail in your application and payment at least 10 days prior to the event. The application can be found online at https://www.abc.virginia.gov/library/licenses/pdfs/banquet.pdf?la=en

It is strongly encouraged to apply for an ABC license as far in advance as possible. If you have any questions about obtaining a license, contact the Events & Communications Coordinator.

Once you have obtained an ABC license for your event, you must submit a copy to the Events & Communications Coordinator.

7.1c Other Alcohol Policies

**Serving Food with Alcohol** – 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 with both 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 or receptions serving alcohol and hors d’oeuvres should provide a minimum of six pieces of food per attendee per hour. Food quantity is subject to review and approval by the Dean’s Office.

**Police/Security** – Campus police will be notified for large (100+ people) receptions or parties. If they determine that security is needed, additional fees may apply.

**Self-Service Bars**

Self-service bars are not permitted. If an organization is providing and serving their own alcohol, they must designate a “bartender” or someone to monitor the bar at all times. The designated person will be obligated to refrain from consuming alcoholic beverages for the duration of the event.

**Signage**

It is University policy that you need to provide signs noting the point where alcohol is no longer permitted. For example, if your event is being held in the Atrium/Foyer, you must post signs near doorways and exits explaining that alcohol is not permitted beyond this point.

7.2 Food

7.2a Non-Alcoholic Beverage Policy

The University has contracted with the Coca-Cola Company for exclusive beverage representation on campus. Therefore, only Coca-Cola products are to be sold, dispensed, served, or sampled on campus. Per this agreement, products must be purchased through the University’s retail outlets (ETC or the bookstore) or Heilman Dining Center. The purchase of Coca-Cola products from any non-campus retailer is not permitted.

Coca-Cola products include soft drinks, bottled water (Dasani), energy drinks, Minute Maid juice, Seagram’s Nestea, and PowerAde.
If you are using a University-approved caterer to cater your event, they must serve only Coca-Cola products.

If you plan on purchasing your own beverages for any event, you are required to purchase them through the University. To order, call 804-289-8512 (Monday – Friday, 9 am. – 4:30 p.m.) at least three business days prior to your event.

### 7.2b Food Waivers

Please refer to Section 6.5c for more information regarding Food Waivers.

### 7.3 Fundraising

Fundraising that involves soliciting for cash donations must be reviewed and approved by Karen Thornton (Assistant Dean for Strategic Initiatives) at karen.thornton@richmond.edu.

#### 7.3a Donations Involving Goods & Services Received

If an approved fundraising activity involves offering tangible goods or services for cash, no tax-deductible receipt can be issued. This includes items donated for auction purposes. These activities still need to be pre-approved by the Associate Dean for Student Services.

#### 7.3b 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.

### 7.4 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) at karen.thornton@richmond.edu. Our staff will be able to help you discuss the best outreach approach.

### 7.5 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: law.richmond.edu/students/student-org-transitions.pdf.
8 STUDENT ORGANIZATION BUDGETS

This budget is based on the Student Organization’s total funds for the year and should list categories of proposed expenses. The budget must be approved before any expenses are incurred. If there are extenuating circumstances, please contact the Associate Dean for Student Services and the Budget Manager to request use of budget funds before the start of the academic year. Please note that this should be a rare occurrence and justification must be approved prior to incurring any expenses.

Funds allocated by the Student Bar Association (SBA) will not be transferred to the organization until a budget has been submitted and approved.

8.1 General Information & Strategy

Organization budgets are comprised of all anticipated expenses and associated activities for each organization for the duration of the academic year. All expenses are charged to each organization’s Index number. Index numbers can be provided by the organization’s treasurer, the Associate Dean for Student Services, or the Business Manager.

In order to effectively manage the approved budgets, please note the following policies.

8.1a Amending Approved Budgets
Approved budgets cannot be amended without the expressed approval of the Student Bar Association, the Associate Dean for Student Services, and the Budget Manager.

8.1b Events or Activities Not Included in Approved Budget
Any organization events or activities not previously included in the approved budget require review and approval by the Student Bar Association, the Associate Dean for Student Services and the Budget Manager prior to incurring any expenses. Please submit the new request in writing via email detailing the purpose and cost breakdown. A meeting may be required before approval is granted.

8.1c Budget Reallocations
Budget reallocation requests from Journals and Advocacy Boards must be submitted to the Associate Dean for Student Services or the Business Manager for budget review. All other organization budget reallocations must be submitted to and approved by the SBA officers.

8.1d Unauthorized Expenses
Unauthorized expenses include but are not limited to furniture, personal items, and computer equipment. Incurred unauthorized expenses may result in a demand to the organization or individual for repayment and/or other sanctions by the Associate Dean for Student Services and/or the Student Bar Association.

Expenses incurred in violation of the Events policies and procedures may require reimbursement to the University by the individual(s) incurring the charges. Please refer to the Section 6 (Event Planning) of this handbook regarding the use of the University’s catering services and the list of approved vendors and products.
8.1e Approved Vendors
Whenever possible, please use a University-approved vendor. The vendor list can be found online at http://dining.richmond.edu/common/approvedvendorslist.pdf. Any vendor not on this list may be considered a new vendor and will require additional processing time to request new vendor approval and a University ID (used for check requests).

8.2 Receipts & Reimbursements

8.2a Submitting Receipts
Original, detailed receipts are required for all expenses including on-campus services (University Catering, Printing Services, etc.).

Receipts must be dated no more than 90 days from the date of purchase. Receipts over 90 days will not be accepted or reimbursed.

Receipts smaller than a full sheet of paper must be taped on all sides (do not staple) onto an 8½” x 11” size sheet of paper.

Bank and credit card statements are not acceptable forms of expense documentation. However, paid online receipts or copies received directly from the vendor will suffice for an original receipt.

Receipts are required for all printing orders placed through the University’s Print Shop. Be sure to submit the yellow copy of the Print Shop form to the Administrative Coordinator or Business Manager. If your group has a Vendacard and you have questions about its use, please contact the Administrative Coordinator.

Receipts are required for all bookstore purchases that have been charged to the organization’s Index number.

8.2b Meal Receipts
For any meal receipts, if less than 10 guests are included on the receipt, please write the names of each guest on the receipt. If more than 10 guests are included on receipt, simply write “10+ attendees” or “more than 10 people” on the receipt. Any meal receipt submitted without this information will be returned delaying the reimbursement process. The maximum gratuity on meal receipts is 15%. Meal receipts must be itemized.
8.2c Missing Receipts
Please submit a Missing Receipt Form for lost/missing receipts. Please note that this form cannot be used in lieu of a travel-related receipt unless the organization’s credit card was used. This form is not acceptable documentation for travel-related reimbursements.

8.2d Reimbursements
Reimbursements are issued using one of the three methods below:

(1) Check Request Form (via BannerWeb)
See Section 8.3a for details on how to complete and submit a Check Request Form.

Accounts Payable processes checks on Tuesdays and Thursdays only. They require 10 business days to process checks.

Students have the option to choose direct deposit or a physical check when submitting Check Request Forms for reimbursement.

(2) Petty Cash Form
Petty cash forms are available in the Dean’s Office. Maximum petty cash reimbursement is $50. A completed petty cash form must include:

- the organization’s Index and Account codes
- description of non-travel related items to be reimbursed
- signature of the Business Manager
- appropriate receipts (taped to 8½” x 11” size sheet of paper and paper clipped to the Petty Cash Form)

Reimbursements for gift cards, awards, and prizes require an additional Gifts/Awards/Prizes Reporting Form. See Section 8.5 for more information.

Cash reimbursements are issued in the Dean’s Office. See page 28 for a sample of a completed Petty Cash Form.

(3) Travel & Expense Report Form (via BannerWeb)
All travel expense reimbursement requests must be submitted through BannerWeb. Before starting your Travel and Expense Report Form (T&E), be sure to gather all of your supporting documentation (original receipts such as airline tickets, baggage fees, mileage, meals and hotel receipts, Index and Account numbers, etc.).

Prior to submitting your T&E, your organization’s Treasurer must approve your expenses. Your Treasurer will also provide the list of Index and Account numbers required to complete the T&E.

When completing the form, enter the Business Manager’s name as the “Approver.”

Please note that there is a limit of $25 per day for meals, plus no more than 15% gratuity. Alcohol is not a reimbursable travel expense.
8.3 Payments

8.3a Forms of Payment for Student Organizations

The following are two valid forms of payment available for the purchase of goods and services by organizations.

(1) Student Organization P-Cards

The Student Organization Purchasing Card (SOC) is a corporate MasterCard issued in the organization’s name to provide an efficient way to process orders of University business and travel-related purchases. Qualified purchases within a predetermined purchase limit ($500/transaction maximum; up to $5,000) can be charged directly to the SOC.

Training by the Dean’s office is required before using a SOC. Original receipts are required of all SOC purchases.

The SOC can be used to purchase:

- office supplies
- small, replaceable equipment (such as calculators)
- subscriptions
- books
- videos
- printing at off-campus locations
- miscellaneous one-time purchases
- ground transportation
- parking
- other travel and social expenses

The SOC cannot be used to purchase:

- any computer and computer-related equipment (this must be purchased through Information Services [IS] or the department must receive written approval from IS to make the purchase)
- furniture (the University’s Design Services must approve any and all furniture purchases; please contact the Administrative Coordinator or Business Manager for assistance or questions)
- on-campus purchases at the Post Office, Dining Halls, Cafes, Print Shop, or the Bookstore
- alcohol

When using an SOC while traveling, the user must be sure to have additional funds available in the event the SOC is declined for any reason.

(2) Check Request Form (via BannerWeb)

Check Request Forms must be completed online through BannerWeb. This form is required for reimbursement of University non-travel related expenses over $50 and for payment of services and products to individuals or to vendors. All Check Requests must be authorized by the organization Treasurer and approved by the Business Manager. Checks will be mailed directly to the vendor; you may not pick up checks for vendors from Accounts Payable.

When requesting advance or day-of payments for catering, please be sure to submit the invoice to the Administrative Coordinator or Business Manager at least two weeks in advance. Please refer to Sections 6.5 and 7.1 regarding purchasing alcohol and using external caterers, including grocers. All reimbursements and receipts must adhere to these requirements.
The following information is required to create an online Check Request Form:

- Student ID number OR University-issued Vendor ID number/Federal Employer Identification Number (FEIN)
- name of payee (student, staff or company/individual)
- amount of reimbursement or payment
- department name: “Law School – (add organization’s name/abbreviation)”
- contact phone number
- index number(s)
- account number(s)
- business purpose for the payment to include the student organization name(s)
- requestor’s signature (organization’s Treasurer) (Forms submitted without this signature will be returned, delaying processing. If the treasurer is being reimbursed, it must be approved by another organization officer.)
- payee’s signature (individual or company receiving the payment)
- tape original receipts on all sides to an 8 ½ x 11 sheet of paper (do not staple)
- paper clip the receipts to the completed Check Request Form and submit them to the Administrative Coordinator or Business Manager

8.4 Advance Requests

The University will issue travel advances and advance funds to students for authorized expenses that cannot be paid for with a University or organization credit card. The form can be found online at http://controller.richmond.edu/common/pdf/accounts-payable/forms/advance.pdf

If funds are needed “up front” for an event or travel purposes, you must submit an Advance Request Form at least two weeks in advance of the event or travel dates to the Business Manager. Be sure to include organization name, event, and purpose for each request. After completion by the requestor, the form must be approved by the Business Manager. A check will be issued in the requestor’s name or direct deposited to the bank account on file with Accounts Payable.

The advance must be closed out within two weeks following the date of the event or completion of travel. Be sure to submit all receipts and remaining funds to the Business Manager.

Missing Receipt forms cannot be submitted in lieu of any missing receipts for advances. The requestor will be personally responsible for any expenses missing a receipt related to the advance funds received.

Please note that, at any time, the Dean’s Office may elect to discontinue allowing the use of advance requests if any of the requirements or procedures are not strictly adhered to. Please review the form thoroughly.
In the event that you are giving away a gift, prize, or award, you may need to submit additional information to the University. The Gifts/Prizes/Awards Reporting Form can be found online at http://controller.richmond.edu/common/pdf/accounts-payable/forms/Gift-Reporting-Form071113.pdf.

Prizes and awards are typically gifts of cash or tangible personal property bestowed on University students in recognition of performance-related activities.

Gifts are typically gifts of cash, gift certificates, or tangible personal property given to University students in recognition of a particular achievement of participation in an activity.

In almost all circumstances, gifts, prizes, and awards are considered taxable income to the recipient and are included in the recipient’s gross income if the gift is paid for (either directly or indirectly) by the University. Recipients outside of the University (speakers, competition judges, etc.) are not taxed and are not reported.

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

When submitting a Gifts/Prizes/Awards Reporting Form, consider the following:
- describe the gift, prize, or award as explicitly as possible
- attach any supporting documentation
- provide the recipient’s name and UR ID number, as well as
  - purchaser’s name
  - department (“Law School – [insert organization’s name]”)
  - gift type and description (including purpose)
  - gift amount
  - date gift distributed

If, at the time of purchase, the recipient(s) of the gifts are unknown (i.e. door prizes or drawings), you will not be able to submit a request for reimbursement until that information is known. Accounts Payable will not process the reimbursement without this information or any supporting receipts.

8.6 Deposits

Please submit checks to the Administrative Coordinator or Business Manager for depositing. All checks must be made payable to “University of Richmond.”
8.7 Student Travel

8.7a Airfare
Airfare can be charged to the Law School’s credit card. Please see the Administrative Coordinator or Business Manager to make reservations. You must have all of the following information before we can make any reservations:

- Name, phone number, email address, and date of birth for each traveler
- Destination(s)
- Travel dates
- Website/link to proposed itinerary OR preferred airline, departure, and return times
- Other travel requirements (i.e. hotel, ground transportation, event registration, etc.)

Note: names listed on reservations must match the traveler’s U.S. government identification.

8.7b Mileage
Students will be reimbursed for mileage at the University’s mileage reimbursement rate.

8.7c Meals
See Section 8.2 for more information about meal reimbursements.

8.7d Travel Advance
See Section 8.4 for more information about advances.

8.8 Guest Speakers

The University will not pay honorariums for any guest speakers. However, reimbursements for mileage and meals may be permitted. Please contact the Administrative Coordinator or Business Manager to confirm before making any commitments with the speaker.

8.8a Hotel Accommodations
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 the University of Richmond. Arrangements for transportation must be made in advance through Embassy Suites guest services. Hotel reservations should be made through the Administrative Coordinator or Business Manager.

8.8b Mileage
Speakers are reimbursed for mileage at the University’s mileage reimbursement rate.

8.8c Travel
If a speaker is not driving to/from the Law School, and instead utilizing airlines, bus, or train service, only coach travel will be reimbursed.

8.9 Exclusions

The Law School will not pay for an organization to obtain a membership card to Sam’s Club, Costco, BJ’s, etc., nor will anyone be reimbursed for paying a membership fee.
### PETTY CASH FORM

**SAMPLE**

<table>
<thead>
<tr>
<th>P</th>
<th>16766</th>
<th>University of Richmond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>1/3/17</td>
<td>Petty Cash Forms</td>
</tr>
<tr>
<td><strong>Purchaser</strong></td>
<td>Elisabeth Taylor</td>
<td><strong>Dept</strong></td>
</tr>
<tr>
<td>Index/Acct</td>
<td>9244</td>
<td>Description</td>
</tr>
<tr>
<td>Amount</td>
<td>29.75</td>
<td><strong>Index/Acct</strong></td>
</tr>
<tr>
<td><strong>Purchaser</strong></td>
<td>Elisabeth Taylor</td>
<td><strong>Dept</strong></td>
</tr>
<tr>
<td>Index/Acct</td>
<td>9244</td>
<td>Description</td>
</tr>
<tr>
<td>Amount</td>
<td>15.50</td>
<td><strong>Index/Acct</strong></td>
</tr>
<tr>
<td><strong>Purchaser</strong></td>
<td>Elisabeth Taylor</td>
<td><strong>Dept</strong></td>
</tr>
<tr>
<td>Index/Acct</td>
<td>9244</td>
<td>Description</td>
</tr>
<tr>
<td>Amount</td>
<td></td>
<td><strong>Total Cash Requested</strong></td>
</tr>
</tbody>
</table>

**NOT VALID FOR MORE THAN $50.00**

Receipts MUST be attached on a separate sheet of 8_ x 11 paper and must be dates within the last 30 days.

<table>
<thead>
<tr>
<th>Approved by (PRINT)</th>
<th>Signature</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Al torelli</td>
<td>6837</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Money Received by (PRINT)</th>
<th>Signature</th>
<th>Ext</th>
</tr>
</thead>
</table>

| Cashier Name | White Cashier Copy | Yellow Dept. Copy |
UNIVERSITY OF RICHMOND
CHECK REQUEST

Today's Date 08/12/2015
Check Request Number: 4798

First Name: [Redacted]  Last Name: Courier One  MI:
UR ID: 46025832  Citizenship: Business Purpose: Reimburse Purchase of Goods

Payee Type: Non-UR  Payment Request Amount: $55.00
Approver's Name: Sue Allorelli  Approver's Title: Business Manager
Contact Name: Sue Allorelli  Contact Phone: 804-289-6837

Payee Email:  Department: Law School

Vendor's Information
Address 1: 1011 Main Street, Suite 1125
Address 2: City: Richmond
Address 3: State: Virginia
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>20352</td>
<td>7555 - Grants</td>
</tr>
<tr>
<td>Line 2</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Line 3</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Line 4</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Line 5</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Line 6</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Line 7</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Line 8</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total $: 55.00 (CHECK)

Business Justification: Copies of client court files

Requestor's Signature: ____________________________  Requestor's Printed Name: ____________________________

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

Approver's Signature: ____________________________
## TRAVEL AND EXPENSE FORM

### University of Richmond
Travel & Expense Report

**Today's Date 07/23/2015**
**Traveler Tracking number: 28132**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Patrice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Boone</td>
</tr>
</tbody>
</table>

**UR ID: 58894913**
**Travel Category: Student**
**Destination: Virginia Beach, VA**

**Approver's Name:** Sue Albretti
**Departure Date:** 06/18/2015
**Return Date:** 06/21/2015

**Event/Conference Name:** VSB Annual Meeting

**Purpose:** ATTEND MEETING/CONF/WORKSHOP

### Mileage
0 miles at $0.525 per mile

### Airfare and/or Baggage Fees
$0.00

### Train
$0.00

### Auto Rental
$0.00

### Taxi/Bus/ Shuttle
$0.00

### Parking/Gas/Tolls
$0.00

**Sub-Total Transportation:** $0.00

**Date:** 6/18/2015

<table>
<thead>
<tr>
<th>Lodging</th>
<th>239.26</th>
<th>229.26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal 1</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>Meal 2</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>Meal 3</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>Meal 4</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>239.26</td>
<td>229.26</td>
</tr>
</tbody>
</table>

**Names of other individuals on your meal receipts:** NONE SPECIFIED

**Non-reimbursable expenses:** $0.00

**Amount already reimbursed:** $0.00

### Registration Fees/Materials
5.00

### Other (include expenses not listed elsewhere)
5.00

**Total Expenses:** $478.52

**Amount Due to You:** $478.52

<table>
<thead>
<tr>
<th>Index</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>3458</td>
<td>7153</td>
</tr>
</tbody>
</table>

**Distribution Method:** CHECK

**Original receipts must be included. Receipts smaller than 5 x 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 expenses older than 90 days.

**Traveler's Signature:**

**Approver:**
### 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, directly 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:

<table>
<thead>
<tr>
<th>Receive advance by what method?</th>
</tr>
</thead>
</table>

**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 the 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

<table>
<thead>
<tr>
<th>Name</th>
<th>UR ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dept. Name/Address</th>
<th>Amount Requested</th>
</tr>
</thead>
</table>

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

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

<table>
<thead>
<tr>
<th>Travel Advance for trip to</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business Reason for trip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Return Date</th>
<th>Index/Account Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Event Start Date</th>
<th>Event End Date</th>
<th>Index/Account Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved by (Printed Name)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved by (Signature)</th>
<th>Date</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Signature of Advance Recipient</th>
<th>Date</th>
</tr>
</thead>
</table>
Gifts/Prizes/Awards Reporting Form

This form (along with original receipts) should accompany reimbursement requests (or purchasing card statements) for items purchased as gifts for UR faculty, staff, or students. Please attach as many forms as needed to report each gift recipient.

If the recipient of the gift is an employee, the Payroll Office will add the value of the gift to the employee's annual W2. If the recipient is a student, the student may receive a 1099-misc tax form from the Accounts Payable Office at the end of the calendar year.

*This is only applicable for gifts given to UR faculty, staff and students. Gifts given to outside individuals are not reported. The form should only be used for non-monetary gifts that cost more than $50 or for gift cards and/or certificates of ANY dollar amount. Please see our Tax Reporting for Gifts, Awards and Prizes Guidelines on the Controller's Office website, controller.richmond.edu under University Policies for more information.*

Recipient’s Name ___________________________ Recipient’s UR ID# ______________________

Purchaser’s Name ___________________________ Dept. ___________________________

Gift Type & Description ___________________________

Gift Amount $ ___________ Index/Account ___________ Date Gift Distributed ___________

My department wishes to pay the taxes on this gift, so as not to burden the faculty or staff gift recipient. Please “gross up” the amount and charge the tax to my department. (Student gifts are not “grossed up”.)

Recipient’s Name ___________________________ Recipient’s UR ID# ______________________

Purchaser’s Name ___________________________ Dept. ___________________________

Gift Type & Description ___________________________

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Recipient’s Name ___________________________ Recipient’s UR ID# ______________________

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Gift Type & Description ___________________________

Gift Amount $ ___________ Index/Account ___________ Date Gift Distributed ___________

My department wishes to pay the taxes on this gift, so as not to burden the faculty or staff gift recipient. Please “gross up” the amount and charge the tax to my department. (Student gifts are not “grossed up”.)

For A/P use only:  Reimbursement Doc# _______ Check# _______ Date _______

Peard Doc# _______ Cardholder Name _______ Statement Date _______
EVENT PLANNING TIMELINE & CHECKLIST

As Early as Possible

☐ Choose a date
  o Submit request through EMS/Centralized Scheduling Service
    ▪ Include as much information as possible
☐ Solicit speakers (see Section 6.9)

8 Weeks Prior

☐ Decide on food/catering needs
☐ Submit a Publicize an Event Form (if you did not already include this information in your original space request through EMS)
☐ Consider other ways of publicizing your event
  o Inviting alumni as guests (see Section 6.4e for guidelines)
  o Invited external audiences
  o Flyers and D-flyers
  o Email blasts
  o SpiderBytes
☐ Check in with speakers
  o Provide outline/talking points to your speakers
  o Assist speakers with travel arrangements (coordinate with Dean’s Office)
  o Request photos and bios of speakers for your publicity and introductions
  o Consult with speakers/special guests if they have any special dietary needs and communicate these to the caterer
☐ Reserve a parking lot by contacting the Events & Communications Coordinator
☐ If the event is a named lecture, be sure to personally invite the donor (notify Communications Director and Karen Thornton, karen.thornton@richmond.edu)
☐ Consider what gifts you would like to provide to your speakers
☐ Contact Events & Communications Coordinator if you would like to request that Dean Perdue introduce your speaker(s) or host any special meals at her house

6 Weeks Prior

☐ Work with Events & Communications Coordinator on publicity (social media, electronic monitors, posters, mailings, etc.)
☐ Submit necessary materials for MCLE credits to the Associate Dean for Student Services
  o Once MCLE credit is received, update advertising and website
☐ For photo arrangements, contact Communications Director to see if they are available
☐ If you’d like to have your event filmed, contact the Events & Communications Coordinator
  o Make sure you have a signed release form for any guest speakers for any photography or videography (see Section 6.6a)
☐ Apply for an ABC license (if needed)

2 Weeks Prior

☐ Arrange for someone to pick up speakers at airport/train station if arriving from out of town
  o If driving, provide speakers with parking passes (see Section 6.8)
☐ Arrange for nametags to be printed for all attendees
☐ Arrange for table tents (name labels) for speakers
☐ Prepare website with materials (if MCLE needed to distribute URL)
☐ Create and print day-of program
☐ Identify roles of all volunteers and train, if necessary
☐ Create a day-of timeline and assignments
  o Include who will be introducing speakers, who will be escorting speakers, etc.
☐ If security or police may be needed, contact the Events & Communications Coordinator
1 Week Prior
- Contact the Police Department for cones if you’d like to reserve a few spaces in the parking lot for your guest speakers
- Send speakers/attendees directions via email
- Request parking directional signs from the Print Shop
- Confirm travel details with all of your speakers
- Print attendee list
- Double check that all signed release forms have been submitted for your speakers

Day Before Event
- Stop by the Dean’s Office to sign out any keys that might be needed
- Provide welcome material at hotel for your speaker(s) (program, agenda, directions, etc.)

Day of Event
- Make sure bottled water is provided for speakers (see Section 7.2a)
- 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
- Remove any directional signs posted on campus
- Write and email thank you letters to your speakers (use this as an opportunity to request final expenses and receipts)
- Send a post-event evaluation survey to attendees
- Conduct a post-event meeting with your organization board and store files in your Box
  - Include details such as:
    - Important contact names and information
    - Total attendance
    - Makeup of attendees
    - Best thing about the program
    - Things you would have done differently
    - Recommendations for repeating a similar program in the future
    - Important evaluation comments from participants