

2024-2025

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# Student Organization Handbook

# Table of Contents

- A. The Basics ..... 3**
  - Organization Requirements ..... 3
  - Leadership Roles ..... 3
  - Organizational Transitions ..... 3
  - Sending/Receiving Mail ..... 4
  - Storage Lockers ..... 4
- B. Important Contacts ..... 5**
- C. Policies ..... 6**
  - Food and Beverage..... 6
  - Catering ..... 8
  - Fundraising ..... 9
  - Contracts..... 10
  - Alumni Outreach..... 10
  - Logo Use and Licensing..... 10
  - Competitions..... 10
- D. Finances and Budget ..... 11**
  - General Information & Strategy ..... 11
  - Best Practices..... 12
  - Payments ..... 12
  - Gifts, Prizes, and Awards ..... 13
  - Deposits ..... 13
  - Student Travel ..... 14
  - Guest Speakers..... 14
  - Exclusions ..... 15
- E. Social Media and Websites..... 16**
  - Requirements..... 16
  - Setting Up Accounts ..... 16
  - Content..... 16
  - Maintaining an Account ..... 17
  - Additional Resources ..... 18
  - Websites..... 18
  - Helpful Contacts ..... 18

# A. The Basics

As 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.

If you have any questions about the materials covered in this handbook, please contact the [Director of Student Affairs](#). We are here to help you make your organizations as successful as possible!

## Organization Requirements

To be recognized as an official Law School Student Organization, each group must provide the [Director of Student Affairs](#) with:

- Faculty advisor
- A “critical mass” of students interested in the group – generally translated into 10 or more potential members
- One designated organization leader and one budget officer
- A current set of by-laws uploaded to Box

All student organizations should have a description posted on [the Law School website](#). If you’d like to update your organization’s listing, contact the [Digital Communications Manager](#).

## Leadership Roles

### Organization Leader

An organization leader’s primary responsibility is to serve as the liaison to the Dean’s Office, the Development and Alumni Relations Office, and to the general public. They are encouraged to provide their contact information so that prospective students, alumni, or the general public can submit inquiries regarding the organization or an upcoming event.

### Treasurer/Budget Officer

The treasurer/budget officer is responsible for following appropriate funding and financial procedures and for keeping track of all the organization’s expenses, reimbursements, and balances. Our [Budget and Events Specialist](#) is available for assistance as needed.

## Organizational Transitions

At the end of the academic year, when a new leadership team is transitioning in, students should make every effort to ensure that the new team has access to all materials and communications tools used by the organization (social media accounts, websites, etc.). The Student Bar Association (SBA) has additional guidelines on transitions.

## **Sending/Receiving Mail**

Hard copy mail for student organizations will be placed in the mail folder belonging to the organization's leader. All student mail folders are located outside of the second-floor entrance of the Law Library. Packages will be delivered to the Dean's Office and you will be contacted for pickup. All mail should be addressed as follows:

Recipient Name  
Richmond School of Law  
Suite 202 (Dean's Office)  
203 Richmond Way  
Richmond, VA 23173

If you need assistance with mailing or shipping, contact the [Administrative Coordinator](#).

Please note that personal mail and correspondence should not be shipped to the Law School.

## **Storage Lockers**

Student organization lockers are located on the third floor. Each student organization will be assigned one locker shelf. For inquiries regarding student organization lockers, contact the [Administrative Coordinator](#). Note that no food or drink should be stored in lockers.

## B. Important Contacts

### Will Thompson

Budget and Events Specialist  
(804) 287-6837

[wthomps@richmond.edu](mailto:wthomps@richmond.edu)

Contact Will for questions regarding:

- organization budgets
  - reimbursement requests
  - fundraising activities
  - reallocations
  - purchasing through Dean's Office
- travel assistance
- event planning
  - room reservations
  - catering requests
  - food waiver request forms
  - event setup assistance
  - parking lot requests
  - event registration setup
- event publicity
  - The Docket
  - events calendar
  - flyers/d-flyers
  - bulletin boards
  - print and electronic invitations
- checking out P-cards
- contracts, including venue, catering, etc.

### Helen Boyd

Administrative Coordinator  
(804) 289-8184

[helen.boyd@richmond.edu](mailto:helen.boyd@richmond.edu)

Contact Helen for questions regarding:

- borrowing keys
- general office support
- student organization lockers
- visitor parking passes

### Katy Olney

Director of Student Affairs  
(804) 287-1846

[kolney@richmond.edu](mailto:kolney@richmond.edu)

Contact Katy for questions regarding:

- organization guidance and oversight
- member transitions/elections
- leadership questions/issues
- accessibility advice
- leader training
- records manager

### Maggie Graff

Digital Communications Manager  
(804) 662-3088

[maggie.graff@richmond.edu](mailto:maggie.graff@richmond.edu)

Contact Maggie for questions regarding:

- communications strategies
- websites

### Mary Ruth Keys

Associate Director of Communications and Events  
(804) 289-8895

[mwalters@richmond.edu](mailto:mwalters@richmond.edu)

Contact Mary Ruth for questions regarding:

- logo use and promotional products

### Sarah Dovel

Director of Annual Giving and Alumni Relations  
(804) 484-1558

[sarah.dovel@richmond.edu](mailto:sarah.dovel@richmond.edu)

Contact Sarah for questions regarding:

- alumni participation in events
- contacting individuals or smaller groups of alumni
- recording alumni participation

## C. Policies

As a student organization at Richmond Law, you are expected to comply with all University of Richmond policies. Failure to comply with University policies may result in disciplinary action, reimbursement requests being denied, or other serious consequences.

### Food and Beverage

The University monitors all food and alcohol served on campus. This means that alcohol consumption at events must be recorded in EMS/Centralized Scheduling Service. **You are required to inform the [Budget and Events Specialist](#) whenever you plan on serving alcohol at an event on campus.**

Current University policy regarding alcohol served at on-campus events can be found [here](#). A few key takeaways can be found below.

#### Alcohol Purchasing

Alcohol *must* be purchased from University Catering or through an approved caterer.

**Important!** Student organizations are not permitted to purchase alcohol and/or have a member of their organization serve as a bartender.

#### ID Checks and Wristbands

At events where students are in attendance and alcohol is being served, photo IDs must be checked for each person wishing to consume alcohol, even if they're visibly over the age of 21. Additionally, all attendees over the age of 21 wishing to consume alcohol must be identified by a wristband. Wristbands will be supplied by the Dean's Office.

#### Event Manager

Policies require a Law School staff member to serve as an Event Manager at on-campus events where alcohol is served. The Event Manager is responsible for monitoring entrances/exits to/from the event, checking photo IDs and issuing wristbands, and overseeing the event. Because a staff member must be present at on-campus events where alcohol is served, it's very important to plan in advance.

#### Other Alcohol Guidelines

- Serving Food with Alcohol
  - If alcohol is served at an event, 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 (5-7 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.
- Student Organization Budgets and Alcohol
  - Student organizations are not permitted to spend more than 40% of their annual expenditures on alcohol or alcohol-related expenses. Alcohol-related expenses include gratuities on a bar tab, cost of bartenders, etc.

- Police or Security Needs
  - 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.
- Removing Alcohol from Premises
  - Alcohol is not permitted beyond Law School premises.

### **Non-Alcoholic Beverages**

The University has contracted with Pepsi for exclusive beverage representation on campus. Therefore, only Pepsi products are to be sold, dispensed, served, or sampled on campus. Pepsi products include soft drinks, bottled water (Aquafina), Gatorade, Starbucks coffee, Izzie, Naked Juice, Bubly, and more. [See a full list of Pepsi products online.](#)

Pepsi products may be purchased through the University's retail outlets (ETC or the bookstore) or via an off-campus retailer (such as Publix, Kroger, etc.). If you choose to purchase Pepsi products through an off-campus retailer, you must submit a [Food Waiver Request Form](#) to the [Budget and Events Specialist](#) (see the section on Catering below).

## Catering

There are three primary catering options for events taking place on campus:

1. UR Catering
2. Food from a vendor on the Approved Vendors List
3. Food from a vendor *not found* on the Approved Vendors List (pickup ONLY)

### UR Catering

The University offers full-service and drop-off catering options through UR Catering. All requests for university-provided catering must go through the [Budget and Events Specialist](#). This request should include the date, start and end times, number in attendance, and a general idea of catering needs (for example, boxed lunches or a continental breakfast). 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.

After a request has been submitted through the EMS room reservation system, it is forwarded to the Catering department's scheduler. Based on UR Catering's calendar and staff availability, the scheduler will mark the request as approved or denied.

- If approved, a catering event manager will reach out to you to discuss an exact menu and other logistics.
- If denied, you will be instructed to choose from vendor on the Approved Vendors List.

### Food from a vendor on the Approved Vendors List

The University maintains a list of approved vendors who can be used for catering events on campus. Vendors found on this list have already been vetted by the University and have specific certificates on file that permit them to come onto campus. [The Approved Vendors List can be found online](#). Note that this list is updated monthly, so a vendor found on the list now may fall off the list if any of their certificates expire and are not renewed.

**Important!** After choosing an approved vendor, you must fill out a [Food Waiver Request Form](#) and submit it to the [Budget and Events Specialist](#) at least five business days prior to the event. Once submitted, it will be sent to the University for approval (which can take several business days to process).

### Food from a vendor not found on the Approved Vendors List

If you choose to source food from a vendor who is *not found* on the Approved Vendors List, it must be picked up from the vendor. Because they are not on the Approved Vendors List, they are not permitted to come onto campus to deliver.

**Important! Deliveries to campus from non-approved vendors are prohibited.**

**Important!** You must submit a completed [Food Waiver Request Form](#) to the [Budget and Events Specialist](#) at least five business days prior to the event. Once submitted, it will be sent to the University for approval (which can take several business days to process).



## Fundraising

Students and student organizations are prohibited from soliciting financial support from alumni or any outside sources including, but not limited to, foundations, corporations, or law firms. Additional funding requests should be directed through SBA prior to reaching out to the [Director of Student Affairs](#).

### Donations Involving Goods & Services Received

If you are interested in hosting a fundraising activity that includes auctioned items, these activities need to be pre-approved by the [Director of Student Affairs](#).

### 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 Development and Alumni Relations 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.

### Fundraising on Behalf of Third-Party Non-Profits

Student organizations who wish to solicit funds to benefit a third party should have all donations made out directly to the third-party organization or to a student organization member who is hosting the event. Funds should not be directed to Richmond Law with the expectation that they will be donated to the third party by the school.

## Contracts

All contracts and contractual agreements must be entered into an online system that is monitored and reviewed by the University. Once reviewed by University approvers, contracts are submitted to Dean Perdue for review and signature.

**Important! Students, faculty, and staff are not permitted to sign contracts. This includes, but is not limited to, catering contracts, hotel/room block agreements, facility rental or event space agreements, event/event equipment rental contracts, speaker agreements, etc.**

You must contact the [Budget and Events Specialist](#) to begin the contract review and approval process. Keep in mind that this process may take several weeks, depending on the terms and conditions of the agreement. Contracts must be submitted to the University for approval prior to any deposits or payments.

## 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 or filming a video), you must contact our Development and Alumni Relations Office first. The best way to do this is to reach out to the [Director of Annual Giving and Alumni Relations](#). Our staff will be able to help you discuss the best outreach approach.

## Logo Use and Licensing

All logo use requests should be submitted to the [Associate Director of Communications and Events](#). Any items ordered with the school's logo or the school name (such as t-shirts or other promotional products) must be ordered from an approved vendor and approved by [Collegiate Licensing](#). Apparel and promotional product designs should be reviewed by the Dean's Office prior to purchase.

## Competitions

Only university-recognized competition teams are allowed to participate in external competitions representing the University of Richmond School of Law. Those teams include the Moot Court Board, Trial Advocacy Board, and Negotiation and Alternative Dispute Resolution Board. The only exception is for courses designed around a competition, where enrollment is based on departmental approval, such as the Veteran's Law Moot Court or Trial Competition courses.

If you are interested in forming a team to compete for academic credit, you are required to consult with the [Associate Dean for Academic Affairs](#) and the [Budget and Events Specialist](#) no later than two weeks prior to the beginning of a semester. No students will be permitted to compete outside university-recognized teams during the Fall 2024 semester.

First-year law students are only permitted to compete internally during their first year of law school.

## D. Finances and Budget

Budgets for advocacy boards, journals, Honor Council, and the McNeill Society are determined by the Dean's Office and must be approved before any expenses are incurred. If there are extenuating circumstances, contact the [Budget and Events Specialist](#) to request use of budget funds before the start of the academic year. Note that this should be a rare occurrence and justification must be approved prior to incurring any expenses.

All other organization budgets are determined by SBA.

### General Information & Strategy

Organization budgets are comprised of all anticipated expenses and associated activities for each organization for the entire academic year. To effectively manage the approved budgets, please note the following policies.

#### Amending Approved Budgets and Budget Reallocations

Budget reallocation requests from journals, advocacy boards, and the McNeill Society must be submitted to the [Director of Student Affairs](#) or the [Budget and Events Specialist](#) for budget review. Your request should include the amount needed and a justification for the request.

Additional funding requests for SBA-funded organizations must be submitted to the SBA Treasurer and approved prior to incurring any expenses.

#### Unauthorized Expenses

Unauthorized expenses include but are not limited to:

- gift cards
- furniture
- personal items
- computer equipment
- alcohol purchases in excess of 40% of an organization's total expenditures

Incurring unauthorized expenses may result in a demand to the organization or individual for repayment and/or other sanctions by the [Director of Student Affairs](#) and/or SBA.

Expenses incurred in violation of Events policies and procedures may require reimbursement to the University by the individual(s) incurring the charges. Refer to Section C (Policies) of this handbook regarding the use of the University's catering services and the list of approved vendors and products.

Note that all items printed with the school's logo or common words (such as "Richmond Law") must be ordered from an approved vendor and approved by [Collegiate Licensing](#). See Section C (Policies) for more information.

## Best Practices

### Submitting Receipts

Original itemized receipts are required for all purchases and reimbursement requests. Receipts for reimbursement must be submitted no more than 60 days from the date of purchase. All receipts should be submitted to the [Budget and Events Specialist](#) and should include the reason for the expense and the name of the event, if applicable. 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 for on-campus services (University catering, print shop, SpiderShop) that are charged directly to a student organization index should be submitted to the [Budget and Events Specialist](#) and should include the reason for the expense and the name of the event, if applicable.

### Meal Receipts

For any meal receipts, if fewer than 10 guests are included on the receipt, please write the names of each guest on the receipt. Include both the title and company name for any external guests. If more than 10 guests are included on receipt, simply write "10+ attendees" on the receipt. Any meal receipt submitted without this information will be returned, delaying the reimbursement process.

The maximum gratuity on meal receipts is 20%. Meal receipts must be itemized. Delivery orders do not need to be tipped at 20%, but can be based on level of service. We recommend tipping no more than \$20-25 on a delivery order.

### Missing Receipts

You will not be reimbursed if you do not have a receipt.

## Payments

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

### Option 1: Student Organization P-Cards (Credit Cards)

The Student Organization Purchasing Card (P-card) is a corporate MasterCard issued to provide an efficient way to process orders of University business. Qualified purchases within a predetermined purchase limit of \$500/transaction maximum can be charged directly to the P-card.

Training by the Dean's office is required before using a P-card. Contact the [Budget and Events Specialist](#) if you need to schedule a time for training. P-cards can be checked out in the Dean's Office during regular business hours, 8:30 a.m.- 5 p.m. Monday-Friday. P-cards and corresponding receipts should be returned within 72 hours of checkout. Receipts can be submitted by hard copy or electronically.

The P-card **can** be used to purchase:

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

The P-card cannot be used to purchase:

- any computer or computer-related equipment
- furniture, including items such as lamps, coat racks, mini fridges, etc.
- on-campus purchases at the dining halls, cafes, Print Shop, or the SpiderShop
- alcohol

### **Option 2: Invoice submitted to the Budget and Events Specialist**

Invoices that require payment by check can be brought directly to the [Budget and Events Specialist](#) for processing. All requests should first be authorized by the organization Treasurer. Checks will be mailed directly to the vendor.

### **Option 3: Reimbursements**

All reimbursement requests should be submitted to the [Budget and Events Specialist](#) for processing.

Accounts Payable typically processes reimbursements within ten business days.

Students have the option to choose direct deposit or a physical check when submitting requests for reimbursement. Direct deposit is the quickest avenue for reimbursement and can be set up in Bannerweb.

## **Gifts, Prizes, and Awards**

**Important!** Gifts of cash, gift cards, and gift certificates are not permitted.

**Important!** Gifts of any kind to University of Richmond faculty and/or staff are not permitted.

The following guidelines pertain to non-cash gifts.

- **Prizes and awards** are tangible personal property bestowed on University students in recognition of performance-related activities.
- **Gifts** are tangible personal property given in recognition of a particular achievement of participation in an activity.

**Important!** University or SBA funding may not be used to purchase gifts for students.

Gifts to show appreciation to outside speakers and judges are permitted in modest amounts. Gifts should be approximately \$15 in value.

## **Deposits**

### **Checks**

Submit checks to the [Budget and Events Specialist](#) for deposit. All checks must be made payable to “University of Richmond” and should be submitted for deposit within 60 days of the check date.

## Dues

Any dues collected by student organizations must be submitted to the [Budget and Events Specialist](#) for deposit. These funds will be kept separate from funds allocated by SBA. All checks should be made payable to “University of Richmond” and should be submitted for deposit within 60 days of the check date.

## Student Travel

### Airfare

Airfare can be charged to the Law School's credit card. Students are responsible for completing their own airline reservations. Please see the [Budget and Events Specialist](#) when you are ready to input payment information. Keep in mind that you'll need the following information handy when booking a flight:

- Name, phone number, email address, and date of birth for each traveler
- Destination(s)
- Travel dates

Travel insurance should not be purchased.

Names listed on reservations must match the traveler's U.S. government identification.

### Mileage

Students will be reimbursed for mileage at the University's mileage reimbursement rate. Gas expenses will not be reimbursed. Transportation expenses will not be reimbursed for local/virtual events.

### Student Meals

Students can be reimbursed up to \$40 per day if itemized receipts are submitted. Gratuity should be no more than 20%. Expenses for individual travelers should be on separate receipts. Alcohol purchases are not reimbursable for student travel.

### Lodging

See the [Budget and Events Specialist](#) if a credit card authorization form is needed in order to make hotel reservations. Itemized hotel folios should be turned in after a hotel stay.

**Important! Airbnb or similar rentals are not permitted.**

## Guest Speakers

### Honoraria

The University typically does not pay an honorarium for a guest speaker, unless there are exceptional circumstances that warrant it. Contact the [Director of Student Affairs](#) to request honorarium approval *prior* to confirming with speakers.

### Speaker Reimbursements

Reimbursements for guest speakers' mileage and meals may be permitted and should be submitted within two weeks of travel. Contact the [Budget and Events Specialist](#) to confirm before making any commitments to the speaker.

1. The organization treasurer should provide the [Budget and Events Specialist](#) with a list of speaker names in advance of the event along with their mailing address, email, and phone number. If the speaker prefers to reimburse someone else (a firm or a university) we will need the name, address, and Federal ID# of the recipient. Having this information in advance will allow for faster reimbursements.
2. Encourage speakers to make any travel arrangements as soon as possible in order to get the best price. Be sure to let them know the University will not pay for travel insurance or upgrades.
3. Ask speakers to send all receipts for which they will be seeking reimbursement to the organization Treasurer within two weeks of the event.
4. After approval, the organization Treasurer should turn them into the [Budget and Events Specialist](#) for processing.

### **Hotel Accommodations**

The Law School has a discounted nightly rate available at the [Graduate Hotel](#). Hotel reservations can be made through the [Associate Director of Communications and Events](#).

**Important! Airbnb or similar rentals are not permitted.**

### **Mileage**

Speakers will be reimbursed for mileage at the University's mileage reimbursement rate.

**Important! Gas/fuel expenses are not reimbursable.**

### **Exclusions**

The Law School will not pay for a student organization to obtain a membership card to Sam's Club, Costco, BJ's, etc., nor can anyone be reimbursed for paying a membership fee.

## E. Social Media and Websites

These social media guidelines and best practices are designed to help Richmond Law student organizations run successful social media accounts.

### Requirements

All student organizations with social media accounts should have a written code of conduct that expresses your values and regulates how members of the social media community may engage with your content.

Some examples include:

- We welcome respectful discussion in our comments.
- We will acknowledge and rectify any errors or mistakes promptly.
- Comments must be relevant to the topic posted. Irrelevant comments will be deleted.
- Comments that use profanity or hate speech, or are a personal attack, will be deleted and the user will be blocked.

Upon graduation, students with administrative privileges to a student organization's social media account should terminate those privileges and ensure that they're transferred to another student to take over account duties. If you're in need of a Password Manager tool to keep your passwords secure, we suggest using [Dashlane](#), which provides space for up to 25 stored passwords for free. Having these student org passwords all in one place will make the transition year over year easier.

### Setting Up Accounts

#### Be Strategic

Before beginning an account, define the goals, target audience, voice, and the best platform(s). Revisit these frequently to see if they've changed and adjust accordingly. Consider starting with one platform before moving on to create accounts on other platforms.

#### Do Your Research

See what similar student organizations at other law schools are doing. This is a good way to see what type of content is relevant and engaging.

#### Handles

When naming an account, choose something easily recognizable (and available across platforms, if setting up multiple accounts). Keep the "name" and handle consistent. For the sake of consistency, we recommend that Instagram handles are structured as follows: [@urlawjolt](#), [@urlaw\\_cjf](#), [@urlaw\\_fgls](#).

### Content



## Quality Graphics

Professional equipment is not required to have a successful social media account. However, quality images and videos will go a long way even if they are taken on a phone. (Note: Wipe cell phone camera lenses before taking pictures or videos to prevent smudgy images.)

If you would like photo coverage of your event, you can reach out to Richmond Law's [Digital Communications Manager](#). For larger events at the Law School, we upload photo albums on [Flickr](#).

## Phrases to Avoid

Refrain from using phrases such as “comment below,” “tag a friend,” “like this post,” etc. Consider encouraging engagement organically by asking a question in a caption or story.

## Be Accurate

Check to ensure the location, names, titles, and/or facts and statistics are correct before posting.

## Get Permission

Proactively ask visitors and guest speakers for their permission to use their image. Before an event, send them the [Photo and Video Release Form](#) and ask that they fill it out in completion. Be sure to get permission before tagging someone in an image or caption.

## Accessibility

Use captions for videos and add alt text when posting on social media.

## Maintaining an Account

### Post Consistently

Stick to a manageable posting schedule. For Facebook and Instagram, a recommended goal is three posts per week, with increased frequency as time allows. More frequent posting (e.g. a couple times a day), is more common on X (formerly Twitter), unless you're using the channel in a specific/targeted way (e.g. only during an event or conference).

**Important! A consistent social media strategy reinforces your organization's message, keeps your audience engaged, and improves your visibility on the platform. Posting regularly helps keep your brand top of mind for your audience.**

### Be Engaging and Engaged

Encourage conversation and engagement from followers. Try to respond with a like or comment within 24 hours.

- Show support and community. Tag other student organizations on campus in posts that involve them and like/comment on their posts.
- Monitor engagement according to your written code of conduct.

### Make a Smooth Transition

Pass along account information when the executive board changes so that new pages do not need to be created for the same organization every year. This will prevent future members and followers from being confused as to which page/profile is “official.”

## Follow Your Policy

People may leave comments that are negative, critical, or inappropriate/irrelevant. Stick to your code of conduct when it comes to engaging with comments.

## Additional Resources

### Content Management

- [Planoly](#) – Social media management website and app. Helps organize content into a feedmap. The free subscription will not post automatically but will remind you when it's time to make a post.
- [Later](#) – Social media management tool, similar to Planoly, but specifically for Instagram.
- [Airtable](#) – Content calendar website good for planning content across multiple platforms.

### Content Creation

- [Canva](#) – Create graphics without needing Adobe software.
- [Unfold](#) – App for creating stories.
- [Flaticon](#) – Downloadable icons for graphics.
- [Pexels](#) – Stock imagery.

### Photo Editing

- [Snapseed](#) – Photo editing app.
- [VSCO](#) – Photo filter app.
- [Tezza](#) – Photo and video editing app with a built-in Instagram feed planner where you can drag graphics/photos to see what order looks best.

### Captioning

- [Descript](#) – Tool for tailoring captions to your organization's colors and editing sound. The "studio sound" tool can quickly eliminate background noise. (Note: This is what the Digital Communications Manager uses for Richmond Law social media videos.)
- [Rev](#) – Captioning services. Costs \$1 per minute.
- [Clipomatic](#) – Captioning app good for automatic captioning of a video with one person speaking (i.e. Instagram stories).

## Websites

Student organizations that would like to host organization websites are encouraged to set-up a site through the University's Wordpress account. Contact the [Director of Communications and Marketing](#) to set-up such an account, or to discuss general website strategy. Wordpress training resources are available through the University's [Technology Learning Center](#).

## Helpful Contacts

Let us know when you're launching an account or website so that we can help expand your reach! Contact the [Director of Communications and Marketing](#).