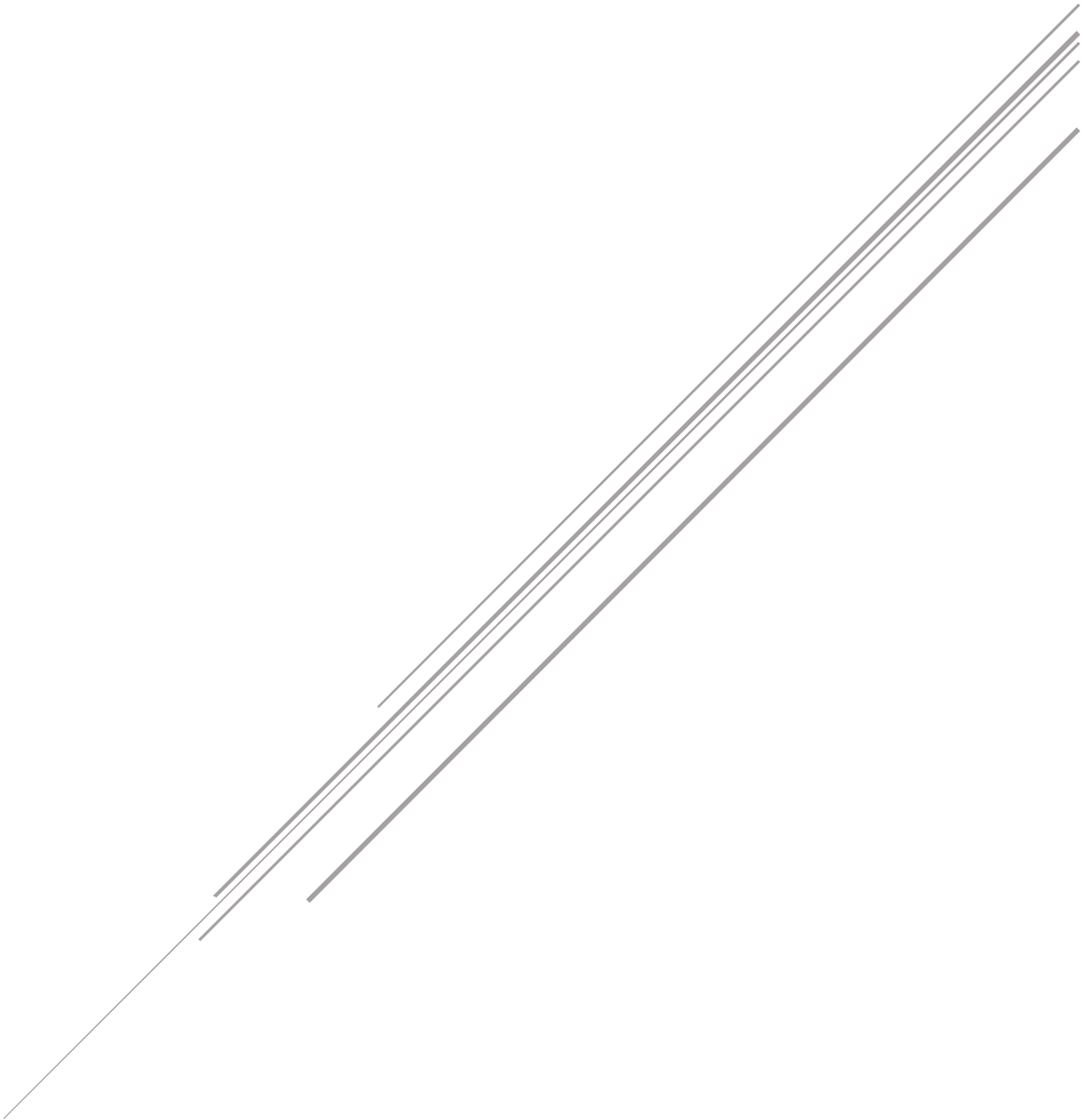


STUDENT ORGANIZATION HANDBOOK AND ANNUAL BUDGET GUIDELINES

2021 – 2022



**Mitchell Hamline School of Law
Student Bar Association**

STUDENT ORGANIZATION HANDBOOK AND
ANNUAL BUDGET GUIDELINES 2021 – 2022

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Welcome

Thank you for taking the time out of your schedule to commit to running a student organization. Student Bar Association (SBA) knows very well how busy law school is on its own, but student organizations can add so much more to the experience. Membership in a student organization and attendance at events can provide students with something more than they receive in a classroom, including a chance to learn new and specialized facts and skills, networking opportunities, a chance to learn from professionals in the practice area they are interested in, and a sense of community with other people in law school who share a common interest or background. Leadership positions in student organizations also look great on a résumé! Because of the important role student organizations play in the identity of Mitchell Hamline, SBA is committed to helping your organization run as smoothly and effectively as possible.

These guidelines are designed to help you navigate running an effective and enduring student organization to benefit the students of Mitchell Hamline. Please direct any additional questions to the SBA Vice President.

Running Your Organization

Student Org Fair

The Student Org Fair is an event put on by SBA's Board of Governors which allows student organizations to meet, and recruit interested students to join their organizations. There may be more than one. We encourage you to have a representative or two at the org fair. Please let the SBA At-Large Rep know if your organization will need a table at the fair at least three (3) days before the event.

Building Your Budget Proposal

Budgets are going to be the first big thing your organization does in the school year. It's no small task to come up with events, plan with your officers, gauge student interest, find panelists, reserve a room, and order food, not to mention everything else that goes into hosting a successful student event. To help estimate costs, the 2021-2022 spending guidelines are provided below.

Budgets are to be submitted in a narrative format. (*See Appendix B.*) This will help you and SBA keep track of your requests, review your proposal, and vote on the matter expeditiously.

Steps to completing and submitting budget:

Organization creates and submits their budget to the SBA Treasurer for initial review.

- 1) Budgets are checked for compliance with Spending Guidelines below and revised accordingly. Revised budgets are then sent back to the organization for review with a brief explanation of what may have been revised and why. This is your opportunity to provide more information or clarify any spending requests that did not comply with the Spending Guidelines.

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2) Budget goes before the entire SBA Board of Governors for final approval.

- Individual budgets may be revised again with input from the entire Board.
- Amendments are voted on by the Board at large and decided by a majority vote.
- The whole process typically lasts until mid-September at the latest, but the 2021 – 2022 academic year may be a bit later.

Below are spending guidelines devised to streamline the process. Keep in mind that you may appeal a revision, and the SBA Treasurer has sole discretion to make an exception to the guidelines for extraordinary circumstances.

Spending Guidelines (2021 – 2022):

Budgets should be submitted in a narrative format with a tabulated sheet attached as an appendix. See Appendix B for an example.

Food & Beverages:	\$12 per attendee per event
Panelists and Speakers:	\$150
Executive Meetings:	\$50
General Meetings:	\$60
Tabling:	\$25 per day of tabling
Branded Items/Swag:	\$500 total

- Executive Meetings: Funding is limited to one meeting per semester. You may (and likely should) have more Executive Meetings, but SBA will not fund them.
- Branded Items/Swag: Spending on branded items (including but not limited to pens, keychains, bags, etc.) may not comprise the majority of any organization's budget request and may not exceed \$500 for the entire academic year. Budgets are intended to benefit the students and enrich student life, not purchase merchandise for your organization's members. Requests may be revised or denied if deemed to be unreasonable or extravagant.
 - Any use of the Mitchell Hamline School of Law logo must meet MHSL Brand Standards and be approved by the MHSL Marketing Department.
 - Student organizations who intend to pursue branded materials or swag must use one of the MHSL approved vendors. These vendors have all the necessary information, not to mention it will save you a setup fee. If you plan to order apparel or swag, please contact the SBA Treasurer to get vendor information
- No SBA funds may go toward the purchase of alcohol.
- SBA will not reimburse money spent on fundraising events. However, these events should still be included in your budget proposal.
- Funding for travel and registration for events and competitions can be paid for from the SBA Student Travel Fund.

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- For events that include food, SBA can provide decorations, paper plates, napkins, cups, serving utensils, and plastic cutlery.
- Bar Review is hosted and funded by the SBA Social Committee. Do not include Bar Reviews in your budget.
- If your organization plans to co-host an event with other organizations, you must determine which organization will be the Lead Organization. The Lead Organization may include the entire funding request in their budget proposal, or each organization may put the portion they are responsible for on their individual requests. When collaborating, proposals should mention collaborating organizations regardless of whether the Lead Organization or all organizations are requesting funds individually.

Student Organizations may not spend Student Activity Funds on political campaigns, professor recruitment, or prospective student recruitment.

Selecting Your Officers

Usually, organizations select officers at the end of the spring. However, you may have had an unexpected vacancy over the summer, more interest than expected, or started a new organization. If there is going to be an uncontested election for a specific position, the interested person may be appointed without holding an election. Check your organization's particular by-laws and constitution for appointment powers when filling vacant board positions.

If your organization has not already done so, please submit an [Officer Transition Form](#) to the Dean of Students. This is how SBA and Student Affairs will know how to contact your organization. **If you do not submit an Officer Transition form, SBA will assume your organization is inactive and will not include your organization in any communications or events until the form is submitted.**

Student involvement is the key to running a successful organization. Officer positions are outlined in your organization's constitution and by-laws or may be appointed on an ad hoc basis. When in doubt, follow your organization's constitution and by-laws.

Planning, Promoting, and Hosting Your Events

COVID-19 Protocols

All SBA and Student Organization meetings and events must follow [current COVID-19 Protocols](#) posted on the [COVID-19 Dashboard](#). Events being held **in person** must be preapproved. Students wishing to hold meetings or events on campus must submit this [Event Request Form](#) at least two (2) weeks in advance of the event. Students wishing to hold meetings or events **off campus** should contact [Student Services](#) for support at least two (2) weeks before the event. We encourage students to plan to include remote participants in all events and meetings. Technology support for events (ex: recording, streaming, Zoom or webinar setup, etc.) for any MHSL event, class, or meeting, whether on-campus, off-campus, or virtual, must be made through the [Tech Request Form](#) at least seven days in advance. Requests made less than seven days in advance cannot be accommodated.

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The SBA By-Laws indicate that a major goal of the SBA Board of Governors is to ensure student activity fees are used to enrich the experience of the greatest number of students. This includes students of all enrollment types, including Full Time, Part Time (day and evening), and Blended Learning students, all of whom may be on campus at different times throughout the semester. [The Academic Calendar](#) gives you some insight into the best time to schedule your events to maximize the reach and impact of your organization's programming.

Every event needs a location. SBA's Board of Governors recommends that you do your budget, schedule your events, and reserve rooms simultaneously. You can submit a [Room Reservation Request](#) and get your preferred room before anyone else does.

When your event is scheduled and your room reserved, submit an announcement to [The Docket](#) to get it placed on the Mitchell Hamline website. **This is a critical step. SBA generally does not reimburse for events not advertised on The Docket.**

To promote your event, you may also [submit a digital poster design](#) for the digital monitors around the school. Paper posters are not allowed on campus. Additionally, you can promote your event on the various school-run Facebook pages.

To maximize the reach of events, such as panels or guest presentations, Mitchell Hamline offers multimedia support for events. This support includes webcam access, live chat, A/V support, and recording for the school's Vimeo channel for on-campus events. At least a week before your event, [submit a Request for Event Technology](#). Multimedia only accepts service requests by form submission. Recorded events are available on the [Student Organizations Vimeo Channel](#).

If your organization will have food at your event, the SBA Board of Governors asks that your organization clean any mess and take any leftovers with you. SBA is happy to provide paper plates, napkins, cups, and plastic cutlery to make your event a success.

Collaborative Events

Many student organizations share similar goals or overlapping interests. Collaborating or co-hosting events are a great way to spread the impact of your programming and create more opportunities for students.

If your organization is co-hosting or collaborating with another organization on an event, one organization is appointed as the Lead Organization. This is a decision of the leadership of the organizations involved, not the SBA Board of Governors. Please follow budget guidelines above for collaborative events.

Reimbursements

Due to the administrative hurdles and safeguards created by the reimbursement process, individuals are discouraged from spending their own money on events for their student organizations. SBA is happy to provide decorations, paper plates, napkins, cups, serving utensils, and plastic cutlery for events. Student Services has a credit card for food orders or reservation deposits.

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If your organization needs to use personal funds to accomplish a task, please submit a [Reimbursement Request form](#). Reimbursement Requests must include an itemized receipt for each cost. Reimbursement Requests should be signed by two members of the SBA Board of Governors. **Do not sign your own Reimbursement Request. It will be denied and given back to you.**

After it is approved, your reimbursement check will be mailed to you. Please allow two to three weeks for your reimbursement to arrive.

Additional Concerns

Any additional concerns can be directed to the SBA Vice President.

Appendix A – Important Contacts

SBA President	Daré Sims
SBA Vice President	Martha Johnson
SBA Treasurer	Kayla Ladson
SBA Secretary	Paola Maldonado
SBA At-Large Representative	Nicole Knight Schrupp
SBA ABA Representative	Jennifer Drysdale
Dean of Students	Lynn LeMoine
Student Services Administrative Coordinator	Brittany Caffey
Student Bar Association Advisor	Shammah Bermudez
Facilities and Security Director	John Bentfield
Academic Technology	ITHelp@mitchellhamline.edu

Appendix B – Sample Budget Proposal

[ORGANIZATION NAME] 2021 – 2022 BUDGET PROPOSAL

MISSION

The mission of [ORGANIZATION NAME] is to [BRIEF MISSION STATEMENT].

EVENTS¹

Fall Semester

- **Panel**

[Brief event description, including names of panelists, topic, any other pertinent information.]

Date:	[Month DD, YYYY]
Room:	[Room #]
Expected number of attendees:	[Number of Attendees]
Will there be food at this event?:	Yes or No only
Will you need Multimedia support?:	Yes or No only
Expected Enrollments Attending:	Full Time, Part-Time Day, Part-Time Evening, Blended Learning
Co-hosting Organizations:	[Names of collaborating student organizations]
Total Request:	\$\$\$

- **Tabling**

[Brief description of tabling event, including purpose]

Date(s):	[Month DD, YYYY]
Total Request:	\$\$\$

- **Executive Board Meeting**

[Brief description of reason for meeting]

Date:	[Month DD, YYYY]
Room:	[Room #]
Expected number of attendees:	[Number of Attendees]
Will there be food at this event?:	Yes or No only
Will you need Multimedia support?:	Yes or No only
Total Request:	\$\$\$

¹ Please copy and paste the event type section for each number or each type of event you will have (i.e., 3 “panel” sections for 3 different panels). Please delete any unused sections. We do not expect every organization to have every type of event in a school year.

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- **General Membership Meeting**

[Brief description of event, including purpose]

Date: [Month DD, YYYY]
Room: [Room #]
Expected number of attendees: [Number of Attendees]
Will there be food at this event?: Yes or No only
Will you need Multimedia support?: Yes or No only
Expected Enrollments Attending: Full Time, Part-Time Day, Part-Time Evening, Blended Learning
Co-hosting Organizations: [Names of collaborating student organizations]
Total Request: \$\$\$

- **Networking Event**

[Brief event description, including topic, sponsoring organizations, other groups at event, attendees, any other pertinent information.]

Date: [Month DD, YYYY]
Room/Location: [Location or Room #]
Expected number of attendees: [Number of Attendees]
Will there be food at this event?: Yes or No only
Will you need Multimedia support?: Yes or No only
Expected Enrollments Attending: Full Time, Part-Time Day, Part-Time Evening, Blended Learning
Co-hosting Organizations: [Names of collaborating student organizations]
Total Request: \$\$\$

- **Social Event**

[Brief description of social event]

Date: [Month DD, YYYY]
Room/Location: [Location or Room #]
Expected number of attendees: [Number of Attendees]
Will there be food at this event?: Yes or No only
Will you need Multimedia support?: Yes or No only
Expected Enrollments Attending: Full Time, Part Time Day, Part Time Evening, Blended Learning
Co-hosting Organizations: [Names of collaborating student organizations]
Total Request: \$\$\$

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- **Conference/Competition**

[Brief description of competition, including sponsoring organizations or other competitors, any other pertinent information.]

Date:	[Month DD, YYYY]
Room/Location:	[Location or Room #]
Expected number of attendees:	[Number]
Cost per attendee:	[Registration fee, all travel through Travel Fund]
Expected Enrollments Attending:	Full Time, Part-Time Day, Part-Time Evening, Blended Learning
Co-hosting Organizations:	[Names of collaborating student organizations]
Total Request:	\$\$\$

- **Fundraising**

[Brief description of any fundraising event or efforts, including purpose]

Spring Semester

- **Follow same format as above**

OTHER COSTS

- \$Amount – Cost description
- \$Amount – Cost description
- \$Amount – Cost description

Total Request: \$\$\$

TOTAL REQUESTED BUDGET: \$\$\$