Table of Contents

PREFACE 3
ABOUT THIS HANDBOOK 4
NONDISCRIMINATION POLICY 4
STUDENT ORGANIZATIONS 5
OFFICIAL RECOGNITION OF STUDENT ORGANIZATIONS 6
A. Procedure to Obtain Official Recognition 6
B. Student Organizations Not Wishing Official Recognition or Student Organizations Denied Official Recognition 6
ANNUAL REPORTING REQUIREMENTS FOR OFFICIALLY RECOGNIZED STUDENT ORGANIZATIONS 7
A. Funding Request 7
B. Bank Statement, Paid Invoices and/or Receipts, and Canceled Checks from the Preceding Year. 7
C. Verification of No Separate Account 7
D. Student Organization Information Summary 7
E. Student Organization Constitution / By-Laws 8
ANNUAL REGISTRATION OF OFFICIALLY RECOGNIZED UH LAW CENTER STUDENT ORGANIZATIONS 9
A. Procedures for Registration 9
B. To Change Officers/Representatives & Other Registration Data ... 9
SEPARATE ACCOUNTS OF STUDENT ORGANIZATIONS 9
A. Procedures for Opening a Separate Account 10
B. Procedure for Raising the Signature Limit on Separate Student Organization Accounts 10
C. Procedure To Change Signatures on Separate Student Organization Accounts 10
REQUEST FOR NEW STUDENT ORGANIZATION ACCOUNT MANAGED BY UH LAW FOUNDATION 11
A. ADVANCE APPROVAL AND REIMBURSEMENT OF EXPENSES 11
B. Reimbursement of Expenses: Administrative Request Form (ARF) 12
C. Purchase of Office Supplies through the UHLC Copy Center 13
Attention: Treasurer of Student Organization 14
D. Tax Exemption 14
OUTSIDE INCOME OF STUDENT ORGANIZATIONS: DEPOSITING WITH EXTERNAL AFFAIRS AND BUSINESS SERVICES 14

A. External Affairs Office: Invitation Mailing Lists and Solicitation of Funds 14
B. Business Services: Deposits of Revenue 15
STUDENT ORGANIZATION OFFICE SPACE, OFFICE FURNITURE AND OFFICE KEYS 16
STUDENT ORGANIZATION SUITE TELEPHONE 16
JOURNAL TELEPHONES 16
PLANNING YOUR ORGANIZATION'S ACTIVITIES: GUEST PARKING; REQUEST FOR SPECIAL PARKING; AUDIO/VISUAL EQUIPMENT 17
PROCEDURES FOR RESERVING ROOMS FOR STUDENT ACTIVITIES 18
PUBLICIZING YOUR ORGANIZATION AND YOUR ORGANIZATION'S ACTIVITIES 19
A. Publicizing Your Organization and Its Activities 19
B. Student Organization Bulletin Board(s) 20
C. Flyers/Posters 20
D. Signs Posted on University Grounds 21
E. Table Reservations in the Commons Area and Student Organization Suite 21
F. Mail 21
E. Listserv Mailbox for Student Organizations 21
UNIVERSITY OF HOUSTON HAZING POLICIES 22
UNIVERSITY OF HOUSTON ALCOHOL POLICY 22
Procedures for Distribution of Alcoholic Beverages at Student Events 22
SERVING FOOD 23
A. Obtaining a Temporary Food Dealer's Permit 23
FUND-RAISING POLICY AND PROCEDURES 25
FREEDOM OF EXPRESSION POLICY 25
STUDENT LIFE POLICY 26
Student Organization Profiles 26
PEOPLE YOU SHOULD KNOW AT THE UNIVERSITY OF HOUSTON LAW CENTER 30
Helpful Phone Numbers and Email/Website 31
Forms 31
Law Center Events 33
EVENT REQUEST FOR DATE 35

PREFACE

Dear Student Leader,

Student organizations vitally enrich the Law Center community and the Law Center experience. Thank you for accepting the challenge of being not only a law student, but also a student leader. I realize that balancing the various responsibilities will be demanding at times, but I think that you will develop invaluable skills that will serve you well in your future endeavors.

This handbook has many policies, rules and procedures. They are not meant to make your job more difficult, but to establish order and fairness amongst the various groups and to assist you and the administration in managing your organization within the guidelines of the University of Houston.

Each organization is responsible for being aware of the policies contained in this handbook. Please become familiar with them. If you have any questions or concerns, please see either Vicky Crain or me. I wish you and your organization great success in accomplishing your goals for the upcoming year.

Best regards,

Sondra Tennessee
Associate Dean for Student Affairs

ABOUT THIS HANDBOOK

NONDISCRIMINATION POLICY

The Law Center is determined to provide equality of opportunity in legal education for all persons, including applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, religion, national origin, gender, age, handicap or disability, veteran status or sexual orientation.

This handbook was designed to assist student organization leaders with an understanding of the University of Houston Law Center Student Organization policies and procedures.

Information in this handbook is subject to change after printing and distribution. It does not create a contract. Please consult with the Student Affairs Coordinator for updates and assistance.

Updated Version Published
Summer 2009

STUDENT ORGANIZATIONS

(Update 7/09)

Advocates
American Civil Liberties Union: UHLC Club
American Constitution Society for Law & Policy –UHLC Chapter (ACS– UHLC Chapter)
Asian Law Students Association (ALSA)
Association of International Petroleum Negotiators: (AIPN- UHLC Club)
Association of Women in Law (AWIL)
Black Law Students Association (BLSA)
Christian Legal Society (CLS)
Corporate & Taxation Law Society (CTLS)
Cullen Senate, Delta Theta Phi Law Fraternity
Energy & Environmental Law Society (UHEELS)
Environmental & Energy Law and Policy Journal (EELPJ)
Family Law Organization (FLO)
Federalist Society
Health Law Organization (HLO)
Hispanic Law Students Association (HLSA)
Honor Court
Houston Business/Tax Law Journal (HBTLJ)
Houston Journal of Health & Law Policy (HJHL&P)
Houston Journal of International Law (HJIL)
Houston Law Review
Journal of Consumer & Commercial Law
Intellectual Property Student Organization (IPSO)
International Law Society (ILS)
J. Reuben Clark Law Society (JRCLS)
Law-Horns
Lex Judaica
Military Law Society
Muslim Law Students Association (MLSA)
OutLaw
Order of the Barons
Phi Alpha Delta Law Fraternity (PAD)
Phi Delta Phi International Legal Fraternity-Hutcheson Inn
Public Interest Law Organization (PILO)
Sports & Entertainment Law Student Organization (SELO)
St. Thomas More Society
Student Animal Legal Defense Fund (SALDF)
Student Bar Association (SBA)
The Texas Aggie Law Student Association (AgLaw)
Texas Trial Lawyers Association Student Chapter
Houston Young Lawyers Association – Student Representative
American Bar Association – Student Representative
State Bar of Texas – Student Representative

OFFICIAL RECOGNITION OF STUDENT ORGANIZATIONS

Official recognition as a Law Center student organization entitles student organizations the use of campus mail and a mailbox, eligibility for funding support, use of designated official bulletin boards, links on the Law Center web page, use of Law Center facilities for events and meetings, participation in orientation and other official functions, and use of office space and equipment.

The Law Center administration will exercise some regulatory control over these organizations. Organizations are expected to act responsibly in their use of funds obtained and spent on behalf of the organization, in the activities they sponsor and support, and in their behavior related to the Law Center.

A. Procedure to Obtain Official Recognition

To obtain official recognition, a student organization must submit the following information, in writing, to the Student Affairs Coordinator:

(1) Official name of the organization;

(2) The name of the organization's faculty advisor(s).

(3) The name(s) and telephone number(s) of the person(s) making the request for official recognition;

(4) A completed Student Organization Information Summary form that contains both the organization's officer and membership lists (**the organization must have at least 10 members**);

(5) A statement of the organization's purpose, which reflects that (a) the organization's purpose is more than purely social and (b) the organization's purpose fills an important need in the Law Center community not already met by existing organizations;

(6) A statement that the organization does not discriminate in membership on the basis of race, color, religion, national origin, gender, age, handicap or disability, veteran status or sexual orientation.

(7) An **Annual Funding Request** for the upcoming academic year should be submitted, if the organization is recognized, before April 15th.

(8) After the request for recognition is approved, then prepare a constitution that includes the organization's purpose (mission statement) and bylaws (articles). The organization will not be considered an official UHLC student organization until the By-Laws/Constitution have been approved. Contact the Student Affairs Coordinator for sample copies of constitutions/by-laws. Once the organization is given official recognition then meetings can be set up to elect officers.

B. Student Organizations Not Wishing Official Recognition or Student Organizations Denied Official Recognition

Organizations whose sole purpose is social will not be given official recognition. Student organizations that do not wish to be given official Law Center student organization status are free to form informally. However, organizations that have not been given official recognition do not have the benefit or use of campus mail and a mail box, eligibility for funding support, use of designated official bulletin boards, participation in orientation and other official functions, and use of office space and equipment.

Organizations that do not wish official recognition and/or organizations denied official recognition must not identify themselves in any way as an official Law Center organization.

ANNUAL REPORTING REQUIREMENTS FOR OFFICIALLY RECOGNIZED STUDENT ORGANIZATIONS

All officially recognized student organizations must provide the following documents to the Student Affairs Coordinator prior to **April 15** of each year. Any organization that does not provide this information prior to **April 15** of each year may be subject to revocation of official recognition. Revocation of official recognition will result in eviction from the organization's office, loss of the organization's right to use of a mailbox, denial of funding, etc.

A. Funding Request

Student organizations will be informed as to the amount of their fiscal allocation in the fall of each year. Since any funds allocated must act as a supplement to fund raising activities, rather than as a primary source of income, each organization should make every effort to be self-supporting.

All student organizations, including those organizations that request no allocation, **must** submit a funding request for the next fiscal year to the Student Affairs Coordinator prior to **April 15** of each year. The funding request must follow the format of the Funding Request Form that appears in the appendix #1 of this Handbook. The funding request must include all funds received by the organization from every source; cash on hand in any separate accounts (in financial institutions or with the Law Foundation), details of all expenditures, activities of the organization for the prior fiscal year, and activities planned by the organization for the fiscal year for which funding is requested. An account number and financial institution must identify each separate account. **All items listed on the Funding Request Form must be completed**. Indicate "0" or "None" where appropriate. If no allocation is requested, indicate "0" or "None" under "Allocation Amount Requested".

When preparing your organization's funding request, keep in mind that these funds are not distributed in a lump sum to your organization. Rather, your organization can count on being reimbursed for approved expenses up to the amount of the allocation. Therefore, your expenditures should be appropriate and in keeping with the guidelines in this Handbook. **If in doubt as to whether an expense will be approved, always seek advance approval! All UHLC student organizations must be careful not to incur expenses without adequate funds.**

B. Bank Statement, Paid Invoices and/or Receipts, and Canceled Checks from the Preceding Year.

Each check written on a student organization separate account must be supported by an original receipt and/or invoice that must be kept by the organization. For each separate account, organizations must submit **original** (1) bank statements; (2) paid invoices and/or receipts, and (3) canceled checks from the preceding year (**April 1 through March 31**) to the **Coordinator prior to April 15** of each year. The original statements, invoices and canceled checks will be returned to the organization.

C. Verification of No Separate Account

Organizations that do not maintain a separate account, either with the Law Center Foundation or in any other financial institution, must submit a verification of no separate account to the Coordinator prior to April 15 of each year. Verification forms are available in the Coordinator's office (Suite 30-TUII RM 44) You will also find the Verification of No Separate Account form in this handbook appendix #2

D. Student Organization Information Summary

Each organization must submit to the Student Affairs Coordinator prior to May 15 of each year a list of

officers for the following academic year on a **"Student Organization Officer/Membership Information Sheet"** form.
*** No student can serve as Treasurer of more than one student organization.**
Additional forms are available in the office of the Student Affairs Coordinator. You will also find the Student Organization Information Summary form enclosed in this handbook appendix # 3.

When an organization changes officers/representatives during the registration term, written notification must be submitted to the Student Affairs Coordinator. If the change in officer(s)/representative(s) results in the removal of those individuals who have attended a Student Organization Orientation with the Department of Campus Activities, at least one new officer/representative must attend orientation before the changes are made.

E. Student Organization Constitution / By-Laws

A current copy of the organization's constitution or statement of method of operation must be submitted to the Student Affairs Coordinator prior to registration with the Department of Campus Activities. **Both paper and electronic copies are acceptable.**
The following statement must be included in the Finance section of the organization's Constitution / By-Laws: "Any fees collected will be handled and accounted for subject to all relevant UHLC and UH accounting procedures."

ANNUAL REGISTRATION OF OFFICIALLY RECOGNIZED UH LAW CENTER STUDENT ORGANIZATIONS

All officially recognized UH Law Center Student Organizations functioning at the University of Houston are required to register annually with the University through the Department of Campus Activities (51 University Center, http://www.experienceUH.com).

A. Procedures for Registration

To apply, a representative of the organization MUST attend a Student Organization Orientation session to review certain policies and procedures applicable to Registered Student Organizations and submit the required application materials. Student Organization Orientations are held throughout the year and last about one hour. Please consult with the Campus Activities front desk at 713-743-5180 or their website at http://www.experienceUH.com for dates and times.

Application materials include the following:

1. A Student Organization Registration Form: The application form requires basic information about the organization as well as the designation of three officers/representatives to serve as the contacts for the organization. These three individuals will become the official representatives of the organization for the Department of Campus Activities; any on campus business should be conducted or approved by one of these three individuals. The application form is available at http://www.experienceUH.com . (Print out the application form and obtained the three officer's signatures)

> **Note: Even though the Student Organization Registration Form is not available to the public, a summary of the information (excluding People Soft ID number) will be included in the information notebook located at the Campus Activities Front Desk and on Campus Activities web page unless a request for non-disclosure is received in writing by the Campus Activities Secretary.**

2. An updated copy of the organization's constitution or statement of method of operation, which will be kept on file in Campus Activities, must accompany the registration form or be submitted within 30 days of registration. **Both paper and electronic copies are acceptable.**

3. Once materials are submitted, the Campus Activities staff will verify compliance and enrollment of officers/representatives. The officer /representative listed first on the Registration Form will receive written confirmation or denial of registration. **The officer/representative receiving written confirmation is required to submit a copy to UH Law Center Student Affairs Coordinator.**

B. To Change Officers/Representatives & Other Registration Data

When an organization changes officers/representatives during the registration term, a change form must be completed and submitted to the Department of Campus Activities. The form is available on the web at http://www.experienceuh.com/forms/officer_change_form.doc The form requires the signatures of both the incoming and outgoing officer(s)/representative(s).

> If the change in officer(s)/representative(s) results in the removal of those individuals who have attended a Student Organization Orientation, at least one new officer/representative must attend before the changes are made.

SEPARATE ACCOUNTS OF STUDENT ORGANIZATIONS

Although student organizations are allowed to maintain separate accounts, account data must be reported

prior to April 15 of each year.

A. Procedures for Opening a Separate Account

1.
Prior to opening the account, approval must be obtained from the Student Affairs Coordinator.

2.
The account must be structured so that **two signatures** are required for each check except:

(a)
In the case of Law Review, Houston Journal of International Law, and The Advocates, any check written for more than $200.00 **must** bear the signature of **both** account signatories.
(b)
In the case of all other student organizations, any check written for more than $100.00 **must** bear the signature of **both** account signatories.

3.
A photocopy of the signature card **must** be provided to the Student Affairs Coordinator **within 10 days** after the account is opened.

4.
Each check written on a student organization account **must be supported** by an **original receipt and/or invoice** which will be kept by the organization.

5.
Bank statements, paid receipts and/or invoices and canceled checks for each year (April 1 through March 31) **must be submitted** to the Student Affairs Coordinator **prior to April 15** of each year.

B. Procedure for Raising the Signature Limit on Separate Student Organization Accounts

Any student organization which desires the separate account signature limit to be raised to $200.00, should submit a written request for the increase to the Student Affairs Coordinator. The written request must include documentation of emergency situations in which:

(1) checks exceed the $100.00 limit,

(2) checks are needed on an emergency basis, such that only one signatory is available to sign the checks, and

(3) the need for the checks could not be anticipated in time to obtain the signatures of both signatories.

C. Procedure To Change Signatures on Separate Student Organization Accounts

The newly elected President or Treasurer may obtain from the Student Affairs Coordinator a letter giving authorization to change the signatures on their existing student organization account.

Submit requests in writing and provide the following information:
(1) Name of organization

(2) Name of Banking Institution

(3) Name of at least two officers and their positions (President & Treasurer)

(4) Officer's social security number (or permission to use social security number for the sole purpose of preparing bank letter)

REQUEST FOR NEW STUDENT ORGANIZATION ACCOUNT MANAGED BY UH LAW FOUNDATION

There is also an option to set up banking services through the UH Law Foundation. Banking made easy…no checks to write. For more information contact Carol Money, Financial Services Room 18D. For request for new student organization account managed by UH Law Foundation form (see Carol Money)

A. ADVANCE APPROVAL AND REIMBURSEMENT OF EXPENSES

1. Advance Approval

Advance approval is not required for the usual expenses involved in running your organization, to the extent these expenses fall within the funding plans established for the fiscal year. ***Always seek prior approval if you are in doubt as to whether an expense is reimbursable or if you are unsure of your organization's finances.*** In order for our financial resources for student activities to provide as much benefit as possible to all student organizations and their constituencies, the following expense guidelines should be followed:

2. Travel As a rule, travel expenses for organization members or guest speakers will **not** be reimbursed. However, if your organization believes that extenuating circumstances exist which justify reimbursement; your organization must **seek advance approval** from the Associate Dean of Student Affairs.

STANDARDS FOR SCHOOL-SPONSORED TRAVEL TO
REGIONAL AND NATIONAL CONFERENCES
From the Office of Student Services
Effective Fall 2007

1. Requests for support of student organization officer attendance at the regional or national conferences of member organizations should be made in accordance with the provisions of this memo;
2. Requests must be submitted in writing via email to the Associate Dean for Student Affairs (cc: Vicky Cram) at least one month prior to the anticipated trip;
3. The request must include:
• a copy of the Conference registration form;
• a copy of the Conference schedule;
• a detailed budget;
• a list of meals included in the Conference registration fee;
• a list of student(s) seeking to attend the Conference and their organization titles;
• a statement explaining how attendance at the conference will promote the law school and the law school student organization; and
• a statement of the level of financial support being provided by the student organization.
4. Conferences can be eligible only if the student organization seeking travel support is an affiliate of the national organization hosting the Conference and the Conference is a regional or national conference of the parent organization;
5. Funding assistance will be considered only for student organizations that have been active at the law school for at least one year and have a proven record of contribution to law students and the law school community;
6. Students and student organizations seeking funding are expected to contribute a portion of the costs of attendance;
7. Funding typically will be limited to one attendee;
8. Funding may be available to assist law students who have been elected to a national or

regional office of their member organization. Funding is not available to support campaigning events;
9. The Associate Dean for Student Affairs will notify the students of the level of funding assistance within two weeks of the submission of the request for funding;
10. Airfare costs will be based on the lowest available internet fare;
11. See Vicky Crain at least two weeks prior to travel for assistance in preparing the Travel Request Form. The University of Houston Release and Indemnification Agreement for Adult Students must be completed, signed and submitted with Travel Request Form;
12. All requests for reimbursement must be submitted to Vicky Crain within two weeks after the completion of the Conference. (See Vicky Crain for assistance in completing the Travel Expense Form.);
13. The Statement of Travel Expense must be accompanied by an original, detailed receipt for each item of expense included on the Statement. Only normal business expenses will be eligible for reimbursement, which does not include the cost of such items as entertainment alcohol, hotel internet service and meals not part of the registration fee;
14. Each Statement of Travel Expense must be accompanied by a report about the Conference and an outline of how the knowledge/information gained at the Conference will be used to benefit the student organization. The Statement of Travel Expense will not be submitted for reimbursement unless the report has been submitted.

If you have any questions, please see
Sondra Tennessee, Associate Dean for Student Affairs,
Office of Student Services, Suite 30 TLTII
Phone: 713-743-2182 + Email: stennessee@uh.edu

The University of Houston does not provide health and accident insurance for participants in the activity or trip. A **Release and Indemnification Agreement For Adult Students** form has been provided by the Risk & Safety Management and the General Counsel Offices. **This form must be submitted to the Student Affairs Coordinator at least two days prior to a trip**. Release and Indemnification Agreement forms are available in the Coordinator's office (Suite 30-TUII RM 44). You will also find one enclosed in this handbook appendix #6.

3. Meals and Entertainment

As a rule, food provided for a Law Center event such as guest speakers, panel discussions, workshops, etc. will be reimbursed. However, other entertainment expenses, such as entertaining guest speakers at restaurants, officers dining out, happy hours, etc. **will not be reimbursed without prior approval**.

i. No reimbursement for alcohol on UH dollars.

ii. Banquets must be self-supporting.

***4.* Consulting Fees** Fees for coaching, etc., to be paid to outside consultants (this does not include payments for typing) **must be approved in advance**. As a general practice, students should seek voluntary assistance from faculty members or other volunteer members of the Bar, rather than hiring outside coaches or other consultants.

5. Competitions All student competitions that are supported by the Law Center are coordinated and funded through the Trial Advocacy Institute. **Expenses and fees for student competitions will not be funded through the UH allotments to student organizations.**

B. Reimbursement of Expenses: Administrative Request Form (ARF)

Approved expenses are reimbursed through submitting an Administrative Request Form (ARF) to the Student Affairs Coordinator. ARF forms are available in Financial Services (5-BLB, basement level) or in the office (Suite 30-TUII RM 44) of the Student Affairs Coordinator. Complete the top half of the ARF and **attach all original receipts for which you are anticipating reimbursement AND a copy of advanced approval received.**

See appendix # 7 and appendix # 8 of this handbook for an ARF example and instructions on how to fill out an ARF and attached original receipts for fund reimbursements of Law Foundation account and UH allocation.

As a general rule, UH and UHLC will not approve UHLC reimbursements on expenditures by one individual in a student organization, when the same individual serves as the authorizing signature. There will be no exceptions without the additional approval of the Student Affairs Coordinator.

The completed ARF is then submitted to the Coordinator for authorization. The authorized ARF will be submitted to Financial Services, where a check will be issued according to the following guidelines:

1. Foundation Check Writing Procedures (Law Foundation Accounts) On, February 1, 2004, the Foundation implemented changes to its check writing system. In order to increase efficiency of processing and reduce costs, Foundation checks are no longer issued on a daily or weekly basis. ARFs are to be processed through an Accounts Payable module and checks will be released on a bi-monthly basis as follows: **ON THE 5th OF EACH MONTH** ARFs (vouchers) received by the Foundation Office on or after 16th each month will be released on the 5th day of the subsequent month or, if the 5th day of the month is a weekend or holiday, on the first working day after the 5th of the month. **ON THE 20th OF EACH MONTH** ARFs (vouchers) received in the Foundation Office between the 1st and 15th of each month will be released on the 20th of each month or, if the 20th day of the month is a weekend or holiday, on the first working day after the 20th of the month. IF NO PROBLEMS exist with the request, the check will be **MAILED to the PAYEE OR returned to the Student Affairs Coordinator FOR PICK UP. Note: No checks will be placed in the student organization suite mailboxes.**

2. **University of Houston Administration and Finance Check Writing Procedure (UH allotments)** Supporting documentation is required on all ARF payment request. Note: No alcohol beverage, entertainment, flower, or banquet expenditures will be reimbursed. Invoices, copy of contract, subscription renewal card, and postage metering receipts or similar documents are forms of supporting documents. A contract is required for acquisition of any professional services, especially for catering, consulting, guest lecturer, brochure designer, and photography. (When in doubt of when to use a contract, please contact Business Services for assistance.) Vendor should not be allowed to work until the contract number has been assigned by the UH Contract Department. The payee is selected from the PeopleSoft vendor list. If no entry exists in the system for the payee, the payee can be setup as follows:

• Vendor Setup Form Used for and completed by: Companies and Contractors
• Individual Setup Form Used for: Employees, Students, Prospective Employees, Refund Recipients and Individuals Who Will Only Receive a Reimbursement (Not Paid for Services)

The Vendor Setup Form and the Individual Setup Form is available at the following Web address: http://www.uh.edu/vendor/#Forms.html

The forms are also available from the Student Affairs Coordinator's office and in this handbook appendix #9 & appendix #10.

All checks issued by UH Accounts Payable WILL BE MAILED TO THE PAYEE.

ARF's MUST BE SUBMITTED for both Foundation and University *within 7 days after the date of the invoice OR the date the expense is incurred, but no later than 30 days after the date of the invoice or the date the expense is incurred, OR reimbursement may not be authorized.*

Expenses incurred during the month of August must be submitted within 3 days after the expense is incurred. Any ARFs submitted AFTER August 1st may not be processed prior to the close of the fiscal year and, therefore, will be charged against the organization's allotment, if any, for the NEXT fiscal year.

C. Purchase of Office Supplies through the UHLC Copy Center

Arrangements have been made for all UHLC Student Organizations to make purchase of office supplies through the UHLC Copy Center. See appendix #11 for UHLC Copy Center price list.

Instead of going to Office Depot or Office Max when your organization is in need of office supplies, feel free to drop by the UHLC Copy Center located on the ground level next to the Commons Area. It is not mandatory to make purchases at the UHLC Copy Center, but by this program, we are providing an easy way for your organization to save valuable time.

The steps are simple:

- For acquisition of office supplies through the UHLC Copy Center with the UH funds that has been allocated each organization, determine how much the expenditure will be and the Treasurer will get pre-approval from Student Affairs Coordinator. The Treasurer of the organization will then submit the receipt to the Student Affairs Coordinator.
- For acquisition of office supplies through the UHLC Copy Center with your Law Foundation organization account use your assigned Law Foundation account name. The organization should be certain that it has sufficient funds to cover any purchase.

Attention: Treasurer of Student Organization

It is very important to indicate which funds that you want to use, and that your organization has sufficient funds to cover any purchase. Only the Treasurer will conduct the transactions with the UHLC Copy Center.

For organizations who choose to use their organization's (separate) account for purchase of office supplies at the UHLC Copy Center: Just write a check and keep the invoice for your own record keeping.

D. Tax Exemption

1. **Law Foundation Accounts for Student Organizations** Student organizations that have existing Law Foundation accounts may use The Texas Sales and Use Tax Exemption Certificate for merchandise purchases to receive tax exemption status under the Law Foundation, an exempt educational organization. This certificate does not require a number to be valid and the certificate should be furnished to the supplier. Texas Sales and Use Tax Exemption Certificate forms are available in Business Services, Rm 5 BLB, Student Affairs Coordinator office (Suite 30 Rm 44).

2. **University of Houston Administration (UH allotments on reimbursement basis)** The University is exempt from State of Texas sales tax. Organizations should present a copy of the University's Texas Sales and Use Tax Exemption Certificate when making a purchase for the university (when the organization will be receiving reimbursement from UH Accounts Payable). If an organization does not attempt to claim exemption from sales tax, the most they can be reimbursed is $10.00 sales tax per transaction. Texas Sales and Use Tax Exemption Certificate forms are available in Business Services, Rm 5 BLB, Student Affairs Coordinator office (Suite 30 Rm 44).

3. **Separate Accounts for Student Organizations** Student organizations with separate accounts should have their own (TIN) Taxpayer Identification Number. Student organizations should have supporting documentation (tax exemption) when making purchases using their external source of funds and should not use the Law Foundation or University of Houston Administration Tax Exemption forms when making such purchases.

OUTSIDE INCOME OF STUDENT ORGANIZATIONS: DEPOSITING WITH EXTERNAL AFFAIRS AND BUSINESS SERVICES

A. External Affairs Office: Invitation Mailing Lists and Solicitation of Funds

1. **Invitation Mailing Lists:** Invitation mailing lists for student organization events should be addressed only to the constituencies of those organizations and must be cleared through the External Affairs Office prior to mailing. Any special exceptions to this rule should be included on the same mailing list so that coordination can be overseen through the External Affairs Office at the Law Center.

2. **Solicitation of Donations, Cash Awards, Etc:** All solicitations of gifts from donors must be coordinated through the External Affairs Office. Student Organizations may not solicit gifts from donors for cash awards to students, gifts to the organization, gifts to the organization's endowment, etc., without the prior approval of the External Affairs Office. All philanthropic gifts from donors, including cash awards for students, gifts to the organization, gifts to the organization's established endowment, etc. must be delivered to the External Affairs Office for processing. These gifts must be deposited in the student organization's separate accounts. Gifts from donors for cash awards for students should be given as a prize and not indicated as a scholarship award. All donations accepted by student organizations where a contributor expects to receive tax deductible credit and any check made payable to UHLC Foundation (received by the organization) are to be turned in to: Office of External Affairs 7 Bates Law Building (7F) Carol Davis Development Coordinator/Database Administrator Provide the following information:
• Account number or name (where money is to be deposited with Business Services). • Contact person's name (company checks do not tell who is to be acknowledged). • Contact person's address. • Name of person within your organization that should receive copies of the acknowledgement letters.

Do not hold check(s). Check(s) are to be submitted within one week of receipt of donation.

External Affairs does not accept dues, subscriptions or any funds received that have no donation associated with it. **Banquets and Events** If your organization is sponsoring a banquet or event where contributions will be received and or payments will be made from a UH Law Foundation account, these checks need to be processed through the Office of External Affairs.
Every fall, an Annual Report is produced by the UH Law Center that recognizes ALL contributions made by alumni, law firms, and private companies during the past fiscal year. Contributors to your student organization can not be listed if the Office of External Affairs does not have the information. Please keep the Office of External Affairs informed about contributions that you receive.

B. Business Services: Deposits of Revenue

Those organizations that currently maintain an account in the Law Foundation through Financial Services can request reimbursement of operating expenses by using the ARF process. A copy of the deposit procedures for those accounts can be obtained from Financial Services. The deposit procedures must be followed closely.

STUDENT ORGANIZATION OFFICE SPACE, OFFICE FURNITURE AND OFFICE KEYS

A. Office Space Office space and other resource needs for student organizations will be evaluated annually. Ordinarily, the space used in the previous year will continue. But, as the activities and needs of the organization change, resource allocation will be reassessed. Requests for financial and physical space resources must be submitted by April 15 (see Section II). Usually, any changes in physical space will occur during the summer.

B. Office Furniture and Facilities Furniture may not be moved without permission, and thermostats should not be altered or adjusted. Broken furniture or equipment should be reported to the Student Affairs Coordinator so that it can be replaced or repaired as soon as possible. Any furniture or equipment that is not being used should also be reported, so that it can be used by someone else.

C. Facilities to be Repaired Broken, lights, doors, etc., should be reported to: C_LawBuildingHelp@Central.uh.edu.

D. Keys for Student Organization Offices Some members of student organizations may obtain keys for their student organization office by completing a Key Request Form, which can be obtained from the Student Affairs Coordinator. Any lost or damaged keys will be replaced at a cost of $2.00, which must be paid by the student to whom the key was issued. Requests for a duplicate key, which includes an explanation as to the need for the duplicate, will cost $2.00 and should be submitted to the Student Affairs Coordinator in writing. The Treasurer of each organization is responsible for the safe key and its contents. The Treasurer must complete a Key Request Form from the Student Affairs Coordinator, and upon approval one key will be issued. Mere provision and installation of the safes does not mean that the UHLC has assumed any responsibility for theft, losses or other acts. It is imperative to keep this safe and its contents secure at all times. ALL office KEYS MUST be RETURNED to the Student Affairs Coordinator PRIOR to MAY 15 of each year. Approval for graduation CANNOT be completed UNTIL ALL KEYS have been RETURNED by the student whom they were issued.

STUDENT ORGANIZATION SUITE TELEPHONE

The SBA is responsible for the student organization's community telephone located in the SBA reception area of the Student Organization Suite. The telephone is set up for local calls only and outgoing calls are to be student organization business related. The phone number is 713-743-9333.

JOURNAL TELEPHONES

All Law Journals are allowed to have long distance authorization codes. The use of UH long distance codes for personal long distance calls is prohibited. One person from each of the Journals is responsible for the security of the long distance code.

Prior to May 15th each year, the new Editor in Chief must provide the Student Affairs coordinator, in writing, the name and social security number of the individual who will be responsible for all calls made on that long distance code. This individual should keep a log on all calls made. Also, a monthly report identifying all calls should be signed and returned to Business Services within 5 business days. Should the person assigned on the long distance card report not return the monthly report within the designated period, the Student Affairs Coordinator will notify the person via email as a reminder to submit the report to designated administrator. A list of persons not in compliance will be forwarded to the Dean.

See handbook appendix # 14 for telephone policy and procedures; sample of telephone verification report; telephone summary report and telephone call log.

PLANNING YOUR ORGANIZATION'S ACTIVITIES: GUEST PARKING; REQUEST FOR SPECIAL PARKING; AUDIO/VISUAL EQUIPMENT

Student organizations have varied interests and activities, including publishing law reviews, conducting competitions, providing a forum for exchange of ideas, socializing, scheduling speakers, recognizing achievement, sharing common experiences and providing services to the law school.

In planning programs, groups should keep in mind that their group is not the only group planning activities. If several have noon-time speakers on the same week, probably none will get a good turnout. This may vary, where the organization's focus is quite specialized and the membership is quite loyal, but that is not always the case. Therefore, organizations should plan events carefully and consider co-sponsoring some activities.

To the extent that several student organizations hold their banquets or receptions in close time proximity, both student and faculty attendance will be dissipated. Dates for major events, such as banquets and receptions, should be set as soon as possible (ideally in May before the next academic year). In any event, no major event should be scheduled less than 90 days in advance of the event date. This rule will demand some planning on the part of the student organizations. However, the rule is designed to facilitate creation of a master calendar of Law Center events that are spread throughout the year, rather than an overabundance of events that are planned at whim during the spring semester. (Most hotels and facilities also require at least 90 days notice in order to be able to reserve space!)

Dates for ALL events should be given, in writing, to the Student Affairs Coordinator.

A.Parking for Guest Speaker If you are planning to have a guest speaker, you should make parking arrangements at least 2 weeks in advance. Automobiles not displaying the requisite parking permits may be ticketed and/or towed by the University Parking & Transportation Department. Vehicles found in the loading zones, Physical Plant, or other areas without proper permits or stickers may be ticketed and/or towed at the owner's expense. Parking is allowed ONLY in designated areas with the proper sticker identification. You may arrange for guest parking in one of the Dean's two VIP spaces by calling Luddie Collins in the Dean's Office at 743-2100. If the Dean's two VIP spaces are available the following information should be given to Ms. Collins: (1) your organization's name, (2) the name of the individual requesting the guest parking, (3) the name, date, time and location of the event, (4) guest name, (5) timeframe when the parking space will be used, (6) model, color and license number of the guest's vehicle. Your guest speaker can also obtain a temporary parking permit from the information booth, via Entrance #1 on Calhoun. Also, your organization can obtain a $3.00 parking permit for your guest at the information booth, Entrance #1 on Calhoun.

Request for Special Parking for conferences, meetings or other events held at the UH Law Center (blocked off parking space(s) in Lot 19 B) Contact the University of Houston Parking and Transportation Services or the Student Affairs Coordinator to obtain the Request for Special Parking form. See Vicky Crain to obtain the Request for Special Parking form. The completed form is to be submitted to Clifford Kennedy, Asst, Parking Enforcement, UH-PDS at 3869 Wheeler, Houston, TX 77201 (Mail Code 6191) ext 3-5849. Also submit a copy of the completed form to the Student Affairs Coordinator. The University of Houston Parking and Transportation Services current rates are $2.00 per space and $20.00 set up and tear down fee. A charge for an attendant is additional. By checking no for parking attendant your organization will be liable for spaces being blocked and reserved. If spaces become unavailable due to an unauthorized individual removing barricade(s), the organization is still accountable for payment. Rates are subject to change. Upon receipt of invoice, if the form of payment is by check, please make the check payable to University of Houston. Submit your announcement to the Daily LEX indicating that a designated number of parking spaces in Lot 19 B will be blocked off for an event on a particular day and time. A 48 HOUR NOTIFICATION TO THE LAW CENTER COMMUNITY IS REQUIRED.

B. Audio/Visual and Other Equipment Requests If you need a microphone (only adaptable for use in Krost Hall Auditorium), VCR, VCR camera, reel-to-reel tape player, monitor, screen, carousel projector or any other audio/visual equipment for your organization's event, call the Audio/Visual Services at (713-743-1668) or send an email to: C_Law Audio-Visual Equip@central.uh.edu.

PROCEDURES FOR RESERVING ROOMS FOR STUDENT ACTIVITIES

A. Room Use Officially recognized student organizations are invited to take full advantage of the facilities offered at the UH Law Center however the following guidelines are to be observed: When any student organization uses a UHLC facility, they must strictly observe the time limitations and leave the room at least as clean as it was before they came, particularly during the crunch time of midday, when rooms are constantly in use. You must clean up and vacate the room on time so that the next group or class can use the room. Any organization in breach of this policy will be given a warning, and if it happens twice in a year, the organization will be prohibited from using any UHLC facility. Please police yourselves and keep your Law Center in orderly fashion.

> Once you have planned an activity and arranged for parking and audio/visual equipment, you should reserve a room for your event. The individual making the request will be personally responsible for ensuring that prior to the start of any other use for that room the room has been returned to its original status, including returning furniture to its original position and cleaning up trash. Podiums should not be moved from one room to another. Any individual or student organization that abuses the privilege of room use may lose the privilege and may be obligated to pay damages.

B. Room Request Procedures
Only recognized UHLC Student Organizations are permitted to use the UHLC facilities, subject to UHLC needs and availability. Check with Vicky Crain to insure no conflict of event date before placing room request. To request use of a room, submit reservation on the UHLC website at http://www.law.uh.edu/calendar/homepage.html at least 1 week in advance. Turn around time for current calendar submissions is 48 hours. If you reserve a meeting space during the lunch hour, your meeting must end by 12:50 p.m. ***Special Notice for 213 BLB: Please do not rearrange seating in this room. Please note that the MPS conference room located in BLB is only available between 8am and 5pm.***

C.Requesting Rooms for More Than One Day Any room requests for multiple days OR for an entire semester cannot be granted UNTIL at least 2 weeks into the NEW semester, in order to allow professors time to adjust their classrooms, although you may turn in such requests in advance. **APPROVAL FROM DEAN ALDERMAN IS REQUIRED.**

D. Room Reservation Cancellation Notify Rose Verde to cancel a room reservation. Please do so as soon as possible. Ms. Verde's email address is Rverde@central.uh.edu

E. Reservations of the Heritage Room, Room 11-BLB, Frankel Room, 209 BLB & 240 BLB, 111 TII and the Trailers.

Heritage Room Use of this room is limited to special functions. Furniture must not be moved without consent of Robert Gonzalez, Facilities Manager. Special care should be taken with food and beverages. Any damage to the room will be charged to the individual and/or organizations requesting use of the room. **Permission must be obtained from Dean Alderman for use of the Heritage Room.**

Room 4-BLB Use of this room is very limited. No food or beverages are allowed in the room. Damage to the room will be charged to the individual and/or the organization requesting use of the room. The Trial Advocacy Program will be given first priority for the use of Room 4-BLB. This room can be reserved no more than 2 weeks in advance by anyone other than the Trial Advocacy Program. Use of this room must be approved by the Director of Trial Advocacy. (1) faculty member give prior permission of agreeing to sponsor the function with their presence and (2) the faculty member MUST be present for the event.

Frankel Room The Frankel Room may be reserved for events conducted by student organizations with (1) faculty member must give prior permission of agreeing to sponsor the function with their presence and (2) the faculty member MUST be present for the event. ALSO, please email Ms. Cline for approval at KCline2@central.uh.edu .

209 BLB and 240 BLB **No food allowed in the classrooms; with the exception of two classrooms (209-BLB and 240-BLB)**

111 TUI To request the use of 111 TUII, please email Melissa Fleet mfleet@central.uh.edu for prior approval. No food is allowed in this room.

Trailers 7A & 7B Food is allowed. Contact Robert Gonzalez RGonzalez@central.uh.edu for prior approval and to insure trailer is unlocked.

F. All Other Classrooms No food is allowed. Drinks *are* allowed in the classrooms. Non-compliance will result at a minimum in termination of room use privileges for the remainder of semester.

PUBLICIZING YOUR ORGANIZATION AND YOUR ORGANIZATION'S ACTIVITIES

A. Publicizing Your Organization and Its Activities

1. **University of Houston Law Center Website** All recognized UHLC student organizations should have a profile listed on the UHLC website. Please contact the webmaster to update your organization's profile or to have a profile created if you're not listed. If you have a separate web page for your organization and would like that web page linked to the UHLC website, please contact the webmaster. Contact information Ruth McCleskey RShauber@central.uh.edu
To view your organization's profile, please go to the following web address: http://www.law.uh.edu/organizations/ Each web page account must have a sponsor and a UH Law Center Web Server Account Application must be completed and returned to the Student Affairs Coordinator. The application form can be obtained from the Student Affairs Coordinator or Ruth McCleskey or in this handbook appendix # 16. Once your web page is set up, the organization is responsible for maintaining accurate and current information. The UH Law Center reserves the right to remove the link to any page it finds in violation of the UH Law Center Publishing Guidelines. The policies contained in the guidelines are subject to revision. It is the user's responsibility to ensure that they are at all times in compliance with the current policy.

2. **Calendar of Events** There is one event calendar http://www.law.uh.edu/news/event-timeline.html which carries all law center events to be sponsored at the Law Center and outside the law center.

3. **External Publicity** If your organization is planning an event that may be of interest to the University or the community, contact Alex Kopatic at agkopati@central.uh.edu

4. For all potential events involving (1) any elected or appointed officials, (2) any public figures, or (3) ANYONE whose presence merits either a notice on our home page or sending out invitations contact the Student Affairs Coordinator for approval first. We also need to follow University security protocols. If the University administration has been notified of the potential event and they have no objections to having the Law Center host the event, then the event will be coordinated by TBA.

5. **Internal Student Publications** Advance notice of events by posters, Daily Lex and announcements in class are essential to good attendance. Published daily, the Daily Lex serves as the official record of the UHLC, and advertises activities, events and announcements for the community. Go to Daily Lex web page address at: http://www.law.uh.edu/dailylex/submit.asp to submit an announcement.

6. **Orientation** Only recognized UHLC student organizations are permitted to participate in the first year orientations. The Activities Mart is a great opportunity to meet and greet the new incoming students and to showcase your organization. As a recognized UHLC student organization, tables are provided to allow you to display view books and tri-fold boards, give out brochures, show off trophies, and give away

novelties and candy.

7. **Use of Law Center and University Logo** UH and UHLC have licensed campus agents and vendors to sell all items that incorporate the UH/UHLC logos. Therefore, UH Law Center Student Organizations are not permitted to sell, on or off campus, T-Shirts or any other items with the UH/UHLC Trademark Logo. T-Shirts and other articles that are approved for sale by UHLC Student Organizations may include the following language, but no UH or UHLC logo: Organization Name Organization Name at the University of Houston. University of Houston Law Center T-Shirts and other articles may be included with the paid membership in the UHLC Student Organization, but these items may not include the trademarked UH/UHLC logos. Any questions concerning this policy should be addressed to the Student Affairs Coordinator, 30 TUII. Only UH Law Center student organizations with official recognition status will be permitted to identify itself in any way as a UH Law Center student organization.

B. Student Organization Bulletin Board(s)

1. Posting on Bulletin Boards by Officially Recognized Student Organizations

a. Posted notices must include the organization's name, date posted and name of officer. Notices should be removed promptly following the event.

b. Student organizations can post notices on the GENERAL notices bulletin board (across from the snack bar). Organizations should also publicize meetings and other events in the Briefly/Daily Calendar, Legalese, and the Events Monitor.

2. SBA Approval for Posting by Individuals or Organizations Not Directly Associated with the Law Center Outside organizations, such as BARBRI, PMBR, etc., must obtain approval from the SBA on all notices to be posted in the Law Center. Students representing such agencies must abide by this procedure or their posting privileges will be revoked. Once the notice is initialed as approved by the SBA, the outside organization can post the notice on the GENERAL notices bulletin board (across from the Commons area) ONLY. Outside organizations cannot distribute flyers or other materials to the student carrels and classrooms!!

C. Flyers/Posters

Areas where flyers/posters may be placed:

- Small bulletin boards at the entrance to classrooms.
- Cement Pillar across from the Copy Center.
- Special program posters may be displayed on easels, but NOT on WALLS or any GLASS. (Please see Student Affairs Coordinator for appropriate places)
- A handwritten event announcement on the chalkboard in classrooms (upper right hand corner). The Professor has the discretion to erase the entire chalkboard.
- Bulletin board across from Subway.

Areas where flyers/posters will not be permitted:

- Painted walls throughout the Law Center.
- Glass throughout the Law Center.
- Banners may not be strung between cement pillars in the Commons Area or on painted walls in the Commons Area.
- Swinging doors to carrel areas and study area.
- Finnel rooms.
- Painted or concrete walls inside the carrel areas and study area.
- Bulletin boards designated for programs, departments, and professors.

The organization is responsible for removing all flyers/posters when the event is over.

The SBA will take on the responsibility for making sure that these notices are removed in a timely fashion and that fair access is granted to all organizations.

Groups that do not abide by this policy will not be permitted to have events at the Law Center.

D. Signs Posted on University Grounds

The only types of signs permitted on University grounds are those that promote official University events or activities. University departments wishing to display signs on University grounds that promote official University activities and events must obtain the approval from the UH Dean of Students, Room 252, University Center at least ten business days prior to the proposed display. Signs will be subject to reasonable time, place, and manner restrictions and must include the name of the University department sponsoring the activity that it promotes.

E. Table Reservations in the Commons Area and Student Organization Suite

Tables and mobile cart(s) cannot be set up outside any classroom to conduct social events, bake sales, fundraisers, or any other type of student organization activity. Student organizations are only permitted to set up in the designated area in the Commons and the Student Organization Suite with approval of the Student Affairs Coordinator. Student organizations CAN NOT SET UP TABLES OUTDOORS WITHOUT APPROVAL from the Student Affairs Coordinator (permits and forms require approval from the Department of Campus Activities and the UH Dean of Students).

Tables cannot be set up in the Commons Area next to the monitor near the Office of Student Services by outside groups or student organizations. Outside vendors are permitted 4 table reservations per semester with approval of the Student Affairs Coordinator. To reserve a table: First check availability by reviewing the Table Reservation Book located at the front desk in the Office of Student Services. Then submit your request in writing to the Student Affairs Coordinator.

F. Mail

1. Use of Campus Mail System Only recognized UH Law Center Student Organizations will be given a mailbox in the Student Organization Suite. Incoming mail for your organization will be delivered to the Student Organization Suite.

   Stamps must be affixed to all outgoing mail.

2. Use of Mailing Account Numbers If your organization has a mailing account number, you must attach a UH Department Mailing Card. Additional cards are available in the mail room (Krost Hall). The form must be completed, noting your assigned account mail number. Your mail should be bundled together with a cover mailing card on top. If your organization does not have an assigned mailing account number, the Law Center mailing account number may be used for large mailings on a case-by-case basis with the prior approval of the Student Affairs Coordinator. Large mailings must be bundled together with a cover mailing card on top.

E. Listserv Mailbox for Student Organizations

1. New Organizations Contact the Student Affairs Coordinator in writing with your request to establish a listserv mailbox for the new organization. Provide the Student Affairs Coordinator with the name(s) of officer(s) who will be responsible for the mailbox and updating the names on the distribution list. The Student Affairs Coordinator will then provide Jan Cunningham, Software Training and Facilities Coordinator, a written authorization to create a mailbox for the new organization.

2. Established Organizations Each academic year the newly elected President of the organization is required to e-mail Jan Cunningham at JCunningham@Central.UH.EDU with the name of the

organization and the officer(s) who will be responsible for the mailbox maintenance.

UNIVERSITY OF HOUSTON HAZING POLICIES

UH Philosophy Regarding Hazing
The University of Houston believes that true human development can best occur in an atmosphere of social and ethical responsibility.
The University views responsible pre-initiation activity as a positive educational approach to preparation for student organization membership.
The University views hazing activities as not contributing to the positive development or welfare of the individual.
Therefore, the University of Houston recognizes acts of hazing as irresponsible, intolerable, and inconsistent with the principles of higher education and basic human development. (see UH Student Handbook for more information).

UNIVERSITY OF HOUSTON ALCOHOL POLICY

An individual or group that sponsors an event where alcoholic beverages are available is responsible for adherence to the applicable federal, state and local laws regarding the distribution, possession, and consumption of alcoholic beverages and applicable university procedures. A permit to distribute alcoholic beverages on the campus of the University of Houston is a privilege granted to registered student groups. Failure to adhere to University regulations may result in the denial of future registration and disciplinary action. For a detailed compilation of the relevant laws, you should contact the UH Dean of Students Office at 743-5470.

Procedures for Distribution of Alcoholic Beverages at Student Events

1. Departments or registered campus organizations desiring to serve or consume any type of alcoholic beverage on campus MUST register their event IN ADVANCE by completing the Registration of Alcoholic Beverage Distribution Form. Forms may be obtained from the Dean of Students Office (Room 252-University Center); Student Affairs Coordinator's office (Suite 30-TUII RM 44) and in this handbook appendix # 17. The Registration of Alcoholic Beverage Distribution Form must be completed and filed in the UH Dean of Students office at least fifteen (15) business days in advance of the event in order to permit time to clarify issues and to distribute copies of the registration to other university officials. Registration forms must be approved by the UH Dean of Students or designate. A copy of the signed registration form or alcoholic beverage distribution must be available at the event as proof that registration was made and filed with the Student Affairs Coordinator.

2. Alcoholic beverages may be distributed in areas approved for programming within designated hours. Space and facilities for the event must be reserved through the appropriate university channels. Alcoholic beverages may be dispensed at campus events between 5:00 p.m. and 2:00 a.m., Monday through Friday, and between 12 noon and 12:00 a.m. (midnight) on Saturday and Sunday. For special campus-wide events, the UH Dean of Students or designate may permit earlier distribution.

3. Any event at which alcoholic beverages are to be consumed pursuant to this policy may not have that consumption be the main focus of the event. Any publicity for the event may refer to such beverages only as incidental to the event. Advertising will not portray drinking as a solution to personal or academic problems. Also, it may not promote gimmicks or games (i.e., "one charge for all you can drink", "chugging contests", "drink and drown contests", etc.), which enhance irresponsible drinking.

4. Persons responsible for distributing alcoholic beverages MUST:

1. a. Be 21 years of age or older.

2. b. Check a valid driver's license or Texas ID for proof of age and identify legal age drinkers by the use of a hand stamp or wristband.

3. c. Post a sign at the point of distribution indicating. "No alcoholic beverages may be consumed by anyone under age 21. "

4. d. Have nonalcoholic beverages available and displayed throughout the event as prominently as the alcoholic beverages. If the alcoholic beverages are being distributed free, a nonalcoholic beverage other than water must be available at no charge.

5. e. Stop serving alcoholic beverages one hour before the event's scheduled conclusion or at 12:00 a.m. (midnight), whichever is the earlier time.

6. f. Cease serving alcoholic beverages to any person who appears to be under the influence of alcohol or any other intoxicating substance, to the degree that he or she may endanger himself/herself or another.

7. g. Take other appropriate steps they may identify to encourage the responsible use of alcoholic beverages at their event.

8. h. Post a sign announcing their willingness to call a cab for those under the influence of alcohol or any other intoxicating substance.

9. i. Provide food items in sufficient amounts for the number of persons attending the function.

3. Students shall NOT:

1. a. Use false identification cards in order to receive alcoholic beverages;

2. b. Provide alcoholic beverages to a minor;

3. c. Consume alcoholic beverages on campus except in approved food establishments, at events where such beverages are being distributed legally, and in approved areas in the residence halls;

4. d. Bring alcoholic beverages into or out of an event where such beverages are being distributed legally.

Students will be held responsible for their guests' compliance with university regulations.
For additional information, including a summary of state law, resources for assistance, and educational guidelines or programming, contact the Department of Campus Activities, the Health Center, the UC Reservations Office, Counseling and Testing Services or the UH Dean of Students Office.

SERVING FOOD

Student organizations must comply with University requirements relating to food service, therefore, your organization must plan these events well in advance.

A. Obtaining a Temporary Food Dealer's Permit

1. All outside caterers or contractors providing food for sale at the University of Houston, must be in possession of a valid Food Permit issued by the City of Houston, Harris County or the State of Texas and must also employ a Certified Food Services Manager.

2. Registered student organizations intending to use a caterer or an outside contractor to cater OR JUST DELIVER FOOD for an event on campus must follow all rules and regulations mandated by the University of Houston Safety and Risk Management. A TEMPORARY FOOD DEALERS PERMIT REQUEST FORM http://uh.edu/fire/ MUST BE SUBMITTED TO THE UH

FIRE MARSHAL'S OFFICE 3 DAYS OR MORE PRIOR TO EVENT AND THE APPROVED FORM MUST BE POSTED AT THE EVENT.

3. All registered student organizations wishing to sell food and /or beverages for bake sales, food sales, etc., on campus, must obtain a Temporary Food Dealers Permit. Begin this process by seeing an Activities Advisor in Campus Activities. Registered student organization must submit a request for a Temporary Food Dealer's Permit at least five (5) working days prior to the proposed event.

4. Temporary Food Dealer's Permits expire seven days after the date of the proposed event.

5. Registered student organizations operating temporary food service establishments on campus shall comply with the requirements of the Texas Department of Health, Rules on Food Service Sanitation, Section 229.170 and the City of Houston Food Ordinance, Article II, Section 20-23. Failure to comply with these rules and regulations will result in the revocation of the Temporary Food Dealers Permit and appropriate University disciplinary action.

There are some restricted operations and the University may impose additional requirements to protect against health hazards related to the conduct of the temporary food dealer. Also, the University may prohibit the sale of some or all potentially hazardous foods.

Those temporary food establishments planning to use barbecue pits, reheating or hot holding devices that require an open flame must obtain a Burn Permit from the Environmental and Physical Safety Department.

A copy of the signed temporary food dealers permit and burn permit must be available at the event as proof of registration and filed with the Student Affairs Coordinator.

Note: For more information, contact Safety and Risk Management at 713-743-5861.

B. ***Environmental and Physical Safety Department Guidelines for Temporary Food Dealers*** The following list identifies guidelines that MUST be met while operating a temporary food establishment.

1. Ice used for human consumption must be from an approved source and held in bags until used and dispensed properly. Do not store any food in contact with water or undrained ice.

2. Food contact surfaces of equipment shall be protected from contamination by consumers: use separating counters, tables, sneeze guards, etc.

3. Provide only single-service articles (e.g. plastic knives, forks, and spoons).

4. Provide potable (liquid suitable for drinking) water for cleaning and sanitizing utensils. Provide three containers with the following contents: a. Container for water and soap mixture b. Container for clean water c. Container for water and one capful of bleach mixture

5. Provide potable water, soap and paper towels for handwashing. Potable water must be kept in a clean gravity type dispenser (i.e. ice chest with spigot or five gallon water jug with spigot). Provide a catch basin for falling water.

6. Dispose of all liquid and solid waste properly.

7. Provide cleanable floors in food preparation and service areas (concrete/tight, wood/asphalt, etc.).

8. Provide a ceiling in food preparation and service areas (wood, canvas, or other material that protects the interior of the establishment from weather and other agents).

9. All individuals working in the booth shall wear an effective hair restraint (ball cap, hairnet, scarf, etc.). In addition, those individuals with hair below their shoulders shall pull it back or wear it up under the hair restraint.

10. All potentially hazardous food (meat, poultry, dairy, beans, rice, potatoes, pasts, etc.) must be maintained at one hundred forty (140.0) degrees Fahrenheit or above or forty-five (45.0)

degrees Fahrenheit or below.

11. Potentially hazardous foods needing to be reheated prior to start of event must be done so rapidly to one hundred sixty-five (165.0) degrees Fahrenheit or above. Microwave oven, conventional oven, stove or electric skillet may be used. DO NOT use crock pots, chafing dishes or food warmers to rapidly reheat potentially hazardous foods.

12. Store all food, utensils, plates, cups and napkins at least 6 inches above the ground.

13. Do not eat, drink or smoke inside the food booth area.

C. ***Cold Beverage Policy*** Coca-Cola USA and the Houston Coca-Cola Bottling Company are the exclusive sponsors for cold beverage product to the campus. This exclusive agreement covers the sell, distribution, sampling, purchase and advertising of all cold beverage products on the campus.

FUND-RAISING POLICY AND PROCEDURES

All student organizations sponsoring sales of any sort should obtain a solicitation permit prior to their sale. This will help the organization assure compliance with University policies and procedures as well as state laws regarding sales tax.

Individual students are not allowed to solicit for personal gains. A sign indicating the name of the organization and reason for selling goods or soliciting funds must be displayed at the sales site.

Requests for permits must be turned in, to the Department of Campus Activities at UC 51, two (2) business days prior to the event

See handbook appendix # 18 for the University of Houston registration of on-campus sales and solicitation / solicitation permit information form.

FREEDOM OF EXPRESSION POLICY

The University of Houston is committed to fostering a learning environment where free inquiry and expression are encouraged. The University expects that persons engaging in expressive activities will demonstrate civility, concern for the safety of persons and property, respect for University activities, respect for those who may disagree with their message, and compliance with University policies and applicable local, state, and federal laws.

The University of Houston maintains its right to regulate reasonable time, place, and manner restrictions concerning expressive activities. Additionally, any activities that are unlawful or disruptive to the normal operations of the University including classes and University business activities will not be tolerated. The purpose of the University of Houston Freedom of Expression Policy (MAPP 13.01/01) is to provide for expressive activity to be conducted on the grounds of the University in a manner consistent with these principles. Groups or individuals engaging in disruptive activities or failing to comply with university policies and applicable local, state, and federal laws may face immediate removal from the campus and other appropriate actions by University officials and University police.

To request approval, groups or individuals must submit a completed Organized Expressive Activity Description Form to the Dean of Students at least seven business days in advance of the proposed activity. A Freedom of Expression Organized Expressive Activity Description Form is available in this handbook appendix # 19

In addition to the Freedom of Expression form, a University Sponsorship Verification Form is to be submitted to the Dean of Students. Departmental sponsorship of outdoor activities held on the University Law Center grounds must be verified by a signature from Vice-Dean Seth Chandler. See handbook appendix # 20.

STUDENT LIFE POLICY

All paperwork should be available to any University official inquiring throughout the event. Student Life Policy requires that students present UH Identification upon request of a University official. Student leaders are reminded to have their Cougar One Card available along with applicable paperwork during their event.

Student Organization Profiles

The Advocates

The Advocates is a student-run law school organization that is devoted to developing oral advocacy and improving trial and appellate presentation skills through mock trial and moot court competitions. The Advocates provide students with an opportunity to experience litigation and to develop the advocacy tools used by practicing attorneys.

American Civil Liberties Union; UHLC Chapter

The American civil Liberties Union; University of Houston Law Center Club works to ensure that students are educated about their rights and that those rights are protected. ACLU: UHLC Club also seeks to educate and inform the Law Center and its surrounding community with respect to outside civil liberties/civil rights issues. ACLU: UHLC Club fulfills it mission through educational events and various campaigns targeting specific issues.

American Constitution Society for Law and Policy – UHLC Chapter

The American Constitution Society for Law and Policy is a national organization of law students, law professors, practicing lawyers and others who want to counter the dominant vision of American law today, a narrow conservative vision that lacks appropriate regard for the ways in which the law affects people's lives. We seek to restore the fundamental principles of respect for human dignity, protection of individual rights and liberties, genuine equality, and access to justice to their rightful-and traditionally central-place in American law.

Asian Law Students Association (ALSA)

The Asian Law Students Association (ALSA) is an organization of students who share an interest in Asian affairs. The organization shares as a forum for exchanging views concerning the Asian community - both abroad and domestic. Topics of discussion include affirmative action, immigration reform, and opportunities that are available.

The Association of Women in Law (AWIL)

The Association of Women in Law (AWIL) is a community oriented organization that is open to all students who are interested in women's issues, particularly in the legal profession. AWIL strives to promote cooperation, community service, academic excellence, and interaction with practitioners in the community.

Black Law Students Association (BLSA)

The Black Law Student Association (BLSA) is the local chapter of the National Black Law Students Association. BLSA facilitates the successful integration of Black law students into the law school experience and the legal community. BLSA serves the local community by continually striving to eradicate racism and its effects on society, society's thinking, and on the Black community.

Christian Legal Society

This is a wholly religious student organization organized to promote the concept of the Christian lawyer and help Christian lawyers integrate their faith with their professional lives. The organization provides a forum for the discussion of problems relating to Christianity and the law, and with bar associations and other organizations in asserting and maintaining high standards of legal ethics.

Corporate & Taxation Law Society (CTLS)

The Corporate & Taxation Law Society is an organization dedicated to promoting the fields of Corporate and Tax law to students of the Law Center. The organization seeks to meet this goal through facilitating informative meetings, providing guidance, and promoting awareness of legal opportunities in the community.

Cullen Senate of the Delta Theta Phi Law Fraternity, International

The Cullen Senate, of the Delta Theta Phi Law Fraternity, International objectives include the following: to

fraternally unite students of law and members of the legal community; to lead fellow students to high scholarship and legal training; to surround members with an environment of fraternity and community, both in the University of Houston Law Center and the profession. The Fraternity shall promote academic excellence and professional growth, enhance the law school academic experience, and uphold the highest ethical and professional standards of conduct in the study, practice and teaching of the law. This Fraternity shall associate together with the brothers and sisters for fraternal, scholastic and social purposes.

Energy and Environmental Law Society (EELS)

The Environmental Law Society (ELS) introduces the burgeoning fields of environmental and energy law to its members, as well as, addressing all aspects of the professions. ELS is active in community service by performing pro bono research and assisting in activities such as the Texas Coastal Clean-up.

Environmental and Energy Law and Policy Journal

The Environmental and Energy Law and Policy Journal (EELPJ) is an academic publication by the faculty and students of the University of Houston Law Center. The Journal is distributed to those in the legal community including lawyers, judges, civil servants, and academics. The Journal is one of the few publications in the country devoted to issues relating to the intersection of environmental and energy law and policy. The primary purpose of the journal is to provide a peer-reviewed forum for interdisciplinary scholarship on the intersections of environmental and energy issues that is valuable to practitioners and legal scholars.

Evening Law Students Association (ELSA)

The Evening Law Students Association (ELSA) is composed of part-time or evening students with extraordinary life experience, employment expertise and maturity. The ELSA promotes networking among its members by hosting social venues. The organization introduces its members to legal professionals and leaders throughout the community and promotes involvement of its members in events sponsored by the University and student groups. ELSA acts as a liaison to create awareness of the evening law students and their challenges and ensures that the entering evening class is provided with mentors who are readily accessible to the students. ELSA also works with the UHLC and other student organizations to seek resolution to unique needs and problems faced by evening law students.

Family Law Organization

The Family Law Organization seeks to promote legal awareness of the field of family law at the UH Law Center and Houston legal community. We provide an opportunity for students interested in family law to bond, interact, and network.

Federalist Society

The Federalist Society is a group of conservatives and libertarians interested in the current state of legal order. The Society seeks to promote an awareness of the principles that the state exists to preserve freedom, that the separation of powers is central to our Constitution and that it is emphatically the province and duty of the judiciary to say what the law is, not what it should be.

Health Law Organization (HLO)

The Health Law Organization (HLO) is an organization for students who share an interest in legal issues related to health and the health care industry. HLO provides a forum for discussion of the legal, medical and ethical issues which pertain to health law and policy, and participates in community outreach and public service events.

Hispanic Law Students Association (HLSA)

The Hispanic Law Students Association (HLSA) is an organization dedicated to promoting a more successful representation of Hispanics in the legal profession and community as a whole. The organization strives to meet these goals through facilitating Hispanic students transition into Law School, providing guidance and fostering social awareness in the community.

The Honor Court

The Honor Court is a student organization created to adjudicate violations of the Law Center's Honor Code, to educate students about the Honor Code, and to promote ethics in the Law Center=s aspiring lawyers. The Honor Court provides students with the opportunity to make ethics a part of their everyday lives, and to use trial advocacy and evidentiary skills in a real proceeding.

The Houston Business and Tax Law Journal

The Houston Business and Tax Law Journal ("HBTLJ") is a scholarly journal managed and distributed by students at the University of Houston Law Center. The Journal serves the scholarly interests of students, academics, and professionals within the legal community. HBTLJ is a medium for thought provoking academic discussions and practical application insights in the following areas of law: Corporate, Securities,

Bankruptcy, Antitrust, Intellectual Property, Employment, Labor, Mergers/Acquisitions, and Tax.

Houston Journal of Health Law & Policy

The Houston Journal of Health Law & Policy is a student organization that maintains a working relationship with the Law Center's Health law and Policy Institute, the nations premier health law program. The Journal publishes one volume each year consisting of a fall issue of peer-reviewed articles and a spring issue based on the annual Institute Symposium. Students may join the Journal at the end of their first year based on academic achievement or on the merit of a writing sample.

Houston Journal of International Law (HJIL)

The Houston Journal of International Law is a scholarly legal journal that is published three times annually. Each issue includes articles by leading legal scholars, book reviews by both scholars and legal practitioners, and student- written case notes and comments on topics of international legal significance.

Houston Law Review

The Houston Law Review is a student organization that publishes quarterly issues annually, in addition to a symposium issue each spring. The Houston Law Review contains articles on current legal issues written by academicians, judges, practicing attorneys, and other legal scholars, as well as selected Law Review students. The Review serves the local and national legal communities through its publications, but also provides its members with an opportunity to perfect their research, writing, and organizational skills.

Journal of Consumer & Commercial Law

The Journal Consumer & Commercial Law is one of the few publications in the country devoted to issues relating to consumer law. The Journal has been in existence for more than twenty years and is published four times a year. It is the official publication of the Consumer Law Section of the State Bar and is distributed to more than 2,000 lawyers, judges and law professors. The Journal is run by a student board of editors, supervised by Professor Richard Alderman who services as Editor-in-Chief. Membership is open to any student following the completion of the first year of law school.

Intellectual Property Student Organization (IPSO)

The Intellectual Property Student Organization (IPSO) is designed to help interested students take advantage of opportunities offered by UHLC intellectual program by providing organizational support through the following areas: Education (UHLC offers more courses than any other law school in the southwest), Networking (opportunities to meet established and influential lawyers practicing in the field are provided through lunches and meetings), and Competition (sponsors student involvement in various local and national competitions).

International Law Society (ILS)

The International Law Society is an organization of students sharing an interest in international law and affairs. ILS endeavors to integrate students into this increasingly vital area of law by providing a forum for domestic and foreign students, practitioners, and academics to exchange ideas and opportunities in international law.

J. Reuben Clark Law Society

Recognizing the many choices that confront students attending the University of Houston Law Center, the J. Rueben Clark Law Society is established to help students have a balanced secular and spiritual educational experience during their years of formal legal education.

Law-Horns

The purpose of this organization is to promote unity among former students of the University of Texas at Austin who attend the University of Houston Law Center, and to develop contacts with other alumni of the University of Texas involved in the field of Law. The organization intends to meet this goal through social events, fundraising, community service, networking opportunities and informational meetings.

Lex Judaica

Lex Judaica is the Law Center branch of Hillel, Jewish students' organization. The organization's goal is to outreach and educate the community about the Houston Jewish life.

Military Law

The purpose of the Military Law Society is to encourage and provide informed discussion regarding issues of military law, primarily focusing on current legal issues affecting the military. The Military Law Society is not an advocacy organization, and will not take positions on any issues, instead providing viewpoints from all sides of a given issue. In addition, the Military Law Society will work to enhance students' career opportunities after law school by networking with current and former members of the military, whether Judge Advocate General or otherwise, assisting students with internships in positions related to military law, and educating students regarding the benefits arising from military service.

Muslim Law Students Association (MLSA)

Muslim Law Students Association's purpose is to serve the social, spiritual, and intellectual needs of the Muslim students at the UH Law Center. We also intend to provide a needed forum open to all students and faculty designed to encourage free dialogue and debate on issues relating to Islamic law, society and politics concerning the U.S. and the Muslim world. We would like to educate the UH community by dispelling common misconceptions about Islam and Muslims and encourage understanding and harmony between people of all faiths.

OutLaw

Students for Lesbian and Gay Concerns is an organization devoted to the issues of lesbian, gay, and bisexual students at the law school. Those who share the concerns of lesbians, bisexuals, and gay men, regardless of sexual orientation, are welcomed.

Order of The Barons

The Order of the Barons is the student-run scholastic honor society of the University of Houston Law Center. The purpose of The Order of the Barons is to recognize outstanding students who have demonstrated a commitment to excellence in their law studies.

Phi Alpha Delta (PAD)

Phi Alpha Delta (PAD) is an international organization that encourages student leaders to discover and develop important skills as leadership, public speaking, public relations, etc. PAD provides its members with support through educational aids, professional programs, job preparation, networking, scholarships and loans, and law-related education.

Public Interest Law Organization (PILO)

The Public Interest Law Students provides support to students who choose to pursue a career in public interest law or want to make service a large part of their private practice. Public Interest Law Students administers a voluntary pro bono program recognized by the Dean, funds as many grants as possible to financially support students who work in the public interest during the summer, and provides information on possible job opportunities to the students.

Sports and Entertainment Law Organization (SELO)

The Sports and Entertainment Law Student Organization is an organization of students that focus on career prospects and opportunities in the field of Sports Law and Entertainment.

St. Thomas More Society (STMS)

The St. Thomas More Society at the University of Houston Law Center (STMS) is dedicated to the ideals of St. Thomas More, Patron Saint of Lawyers and Statesmen. STMS is an organization formed to promote education and enrichment on the moral and ethical duties of lawyers as Catholics and Christians in the world.

State Bar of Texas - Law Student Division UHLC

The Law Student Division provides the benefits of Bar membership to law students at reduced rates. Through the membership division, law students can attend the State Bar's continuing Legal Education (CLE) for no charge and accumulate CLE credit for the hours required after passing the Bar. Students also receive other benefits including the monthly Texas Bar Journal, a t-shirt and the opportunity to join other sections and committees of the State Bar.

Student Bar Association (SBA)

The Student Bar Association (SBA) is the students' organization at the Law Center. SBA represents the needs and concerns of the student body to faculty and UHLC administration, represents UHLC in the local and national law communities, serves as the umbrella organization of all other UHLC student groups, and sponsors a variety of social and networking events throughout the school year. The SBA also runs Bookswap as a student service.

The Texas Aggie Law Students Association (AgLaw)

The Texas Aggie Law Students Association (AgLaw) promotes the unity of Former Students of Texas A&M University who attend the University of Houston Law Center. The organization intends to meet this goal through social events, fundraising, community service, networking opportunities, and informational meetings.

Texas Trial Lawyers Association

The Texas Trial Lawyers Association Student Chapter was established to encourage law students and future trial lawyers to become actively involved in promoting the civil justice system and championing the

cause of those who deserve redress for injury to person or property. There are many benefits to joining Texas Trial Lawyers Association ("TTLA"). TTLA is affiliated with a group of actively practicing attorneys, it's a group really for Plaintiff's attorneys; and no other student group offers the same benefits at TTLA membership, such access to TTLA seminars and the extraordinary networking opportunities.

PEOPLE YOU SHOULD KNOW AT THE UNIVERSITY OF HOUSTON LAW CENTER

Office of Student Services (713) 743-2182
Suite 30-TUII

Raymond Nimmer, Dean (713) 743-2100
Luddie Collins, Secretary I
Dean's suite 104 BLB

Sondra Tennessee, Associate Dean for (713) 743-2079
Student Affairs Suite 30-TUII RM 42

Vicky Crain, Student Affairs Coordinator (713) 743-2186
Suite 30-TUII RM 44

Alex Kopatic, Director of Marketing (713) 743-2184
BLB Faculty Suite

Carol Davis, Financial Coordinator (713) 743-2204
Office of External Affairs 7F BLB

Rhonda Beassie, Assistant Dean of Career Development (713) 743-2090
Office of Career Development

Mybao Nguyen, Law Business & Administrator (713) 743-2112
5 BLB

Carol Money, Law Business Account (713) 743-1667
18 D BLB

Cheryl Drew, Accountant I (713) 743-2114
18C BLB

Ruth McCleskey, Web Developer II (713) 743-2260
Information Technology 49 B

Jan Cunningham, Analyst, Microsystems 2 (713) 743-2133
Information Technology 49 TUII

Lisa Linney, Associate Dean of External Affairs (713) 743-2201
8 BLB

Rose Verde, Secretary/ Room Reservation (713) 743-2169
LRW Suite 15D BLB

Samuel Barker, Media Service Coordinator (713) 743-1668
19 BLB

Derrick Gabriel, Director of Student Affairs (713) 743-2189

Suite 30-TUII Office or Student Services

Robert Gonzalez, Project Manager (713) 743-2205
Ursula Moore, Facilities Assistant (713) 743-2115
Samuel Barker, Media Service Coordinator (713) 743-1668
19 BLB

University of Houston Police Department (713) 743-3333

Helpful Phone Numbers and Email/Website

UH Dean of Students Office (252 University Center)
Phone: (713) 743-5470
Website: www.uh.edu/dos/

Safety and Risk Management
Phone: (713) 743-5861
Website: www.uh.edu/index.html

Activities Funding Board (AFB)
Phone: (713) 743-5180
Website: www.uh.edu/afb/ www.experienceuh.com

UH Police Department
Phone: (713) 743-0600
Website: www.uh.edu/admin/police/

University of Houston Catering Service – AraMark (270 University Center)
Phone: (713) 743-FOOD
Website: www.campusdish.com/en-US/CSSW/UnivofHouston/Catering/

Creation Station (65 University Center)
Phone: (713) 743-5252
Email: uccs@mail.uh.edu
Website: www.uh.edu/UCCS/content.html

Visitor Parking/Special Event Parking (Welcome Center)
Phone: (713) 743-1097
Website: www.edu/plantops/pts.html

Woodforest National Bank (257 University Center)
Phone: (713)743-1080
Website: www.wooodforest.com/

Forms

University of Houston Registration Off-On-Campus Sales and Solicitation/Form
www.experiencuh.com/forms/SOLICITATION_PERMIT.doc

Registration of Alcoholic Beverage Distribution Form
http://www.uh.edu/dos/pdf/alcohol.html

University Sponsorship Verification Form
http://www.uh.edu/dos/pdf/university%21Sponsorship%21Form%20.pdf

Organized Expressive Activity Description Form
http://www.uh.edu/dos/pdf/Activity_Form_2006.pdf

University of Houston Activities Funding Board (AFB) Allocation Request for PROGRAMS & CONFERENCES Form
http://www.uh.edu/af.php?navi=navigation&page=request

Organization Update Form
http://www.experienceuh.com/update.php

Law Center Events

Organization Name: _____ **Faculty Advisor**: _____

President: _____
Treasurer: _____

If your organization plans on sponsoring or participating in any events, please provide us with the information requested below.

Community Service Project(s): (i.e. Food Drive, Clothes Drive)

Event:	**Date**:	**Time**:	**Location**:	**Contact Person**:	**Phone#:**

Speaker(s):

Event:	**Date**:	**Time**:	**Location**:	**Contact Person**:	**Phone#:**

Banquet(s): (Award ceremonies, etc.)

Event:	**Date**:	**Time**:	**Location**:	**Contact Person**:	**Phone#:**

Fund Raiser(s): (Bake sale, Fun Run, etc.)

Event:	**Date**:	**Time**:	**Location**:	**Contact Person**:	**Phone#:**

Meetings:

Date:	**Time**:	**Location**:	**Contact Person**:	**Phone#:**

Election Dates:

Date: **Time**: **Location**: **Contact Person**: **Phone#:**

EVENT REQUEST FOR DATE

Office of Student Services, TUII Suite 30 room 44, 713-743-2186/Fax: 713-743-2194
Submission no later than 15 business days in advance of the event
(*This form is not needed for regular board meetings or display/distribution table.)

Organization Name: _____
Co- Sponsorship: _____

Name of Event: _____

Name of Speaker(s): _____
Speaker(s) Affiliation: _____

Description of Event: _____
_____

Day Date Time Location Length of Program

_____ _____ _____ _____ _____

CLE offered: Y N *Outdoor Event Y N* *Alcohol Served Y N* *Donors Y N*

Budget Source: _____ *Event Cost for Organization:* _____

Contact Information:
Officer Name: _____ *Officer Title:* _____
Phone Number: _____ *E-mail:* _____

Student Services Office Use Only

_____ Request Accepted **_____ Request Rejected**

_____Campus Activities Event Registration Required

Additional Requirements: _____
_____
_____

Date_____ Student Services Designate_____
Post on Master Calendar_____

UH Law Center Student Organization
Event Checklist

Event Basics

- ☐ Event Sponsor:
- ☐ Event Title:
- ☐ Event Date/Time
- ☐ Event Venue/Room Reservation:
- ☐ Event Registration Cost:
- ☐ Notify Leah Gross for High-Profile Events (x32184)

Printing

- ☐ Quantity:
- ☐ Three Print Bids:
- ☐ Recipient List:
- ☐ AALS/SBOT/HBA Mailing List
- ☐ Proofreader
- ☐ Text to Designer
- ☐ To Printer
- ☐ To Mail House
- ☐ Posting Date
- ☐ Event Programs

Publicity

- ☐ Advertisements
- ☐ Post to Briefly/24 hour parking notification to students
- ☐ Post to Daily Calendar

Big Plans

- ☐ CLE
- ☐ Airfare
- ☐ Hotel
- ☐ Caterer
- ☐ Honoraria/W9
- ☐ Ground Transfers
- ☐ Speaker Gifts
- ☐ Contracts (see V. Crain, x32186)

Requests & Forms

- ☐ UH Campus Activities Registration
- ☐ Parking Request
- ☐ Physical Plant Request
- ☐ A/V Request
- ☐ Photographer Request
- ☐ Videographer Request
- ☐ Authorization to Use Image/Photo Release
- ☐ Web cast
- ☐ Burn/Food Permit
- ☐ Solicitation Permit
- ☐ Alcohol Permit
- ☐ Freedom of Expression Form
- ☐ Sponsorship Form

Event Day Details

- ☐ Podium Flag
- ☐ Tablecloths
- ☐ UH Law Center background
- ☐ Stopwatch/time signs
- ☐ CLE Forms
- ☐ Paper, pens, water
- ☐ Table tents for CLE/speakers
- ☐ Dean's Intro
- ☐ Nametags