I'VE BEEN ELECTED TO THE EXECUTIVE BOARD!

now what?
Contact Maegan Dunlap for commencement/graduation information, ADA Exam accommodations and registration related questions.

Contact Andrea Saele for attendance and scheduling classrooms in law building

Contact Enam Al Bustami for budget access, reimbursement requests, spring banquet contract coordination, and travel coordination

Note: OSA window closes at 5:00 pm
Additional Resources

OCPD, 2nd floor

Contact OCPD to minimize event conflicts
email: law-career@willamette.edu

Please remember*
Wednesday lunch hours are reserved for the OCPD events

Fundraising/Alumni Engagement

Contact Tiffany Newton - Director of Alumni and Parent Engagement for help with outreach to alumni for donations, publicity, and speaker requests.

Email: trnewton@willamette.edu
Additional Resources

Willamette integrated technology services (WITS)

Contact WITS for tech help

- WITS help desk: 503-370-6767
- Email: wits-info@willamette.edu
- Preferably submit a service request
  - https://willamette.edu/offices/wits/sr/index.html
  - AV/sound services
  - computer and equipment checkout
  - recording
Established groups have a budget and general ledger number (GL#). Budget information is accessible from Student Self Service.

- You will use the GL# for:
  - expense reimbursements
  - check requests
  - making purchases on campus (Bon Appetit, Print Design, etc.)

- An example of a GL#: Fund Unit Object
  21- 9WXXX - 2213

- Organizations should email Enam Al Bustami with the names of the President and Treasurer and she will request budget access from Accounting.
Organization Accounting

- To access GL reports:
  - log into Student Portal
  - Click on Sage
Organization Accounting

- Click on Financial Management

- In Financial Management Overview choose Finance Query
Click Filter

- fund - 2 digits
  - 21 - groups who receive SBA funding
  - 10 - groups funded via the University (journals or experiential learning)

- unit - 5 digits
  - 9Wxxx or 5Wxxx - SBA funded accounts
  - 10xxx or 20xxx - University funded (WUPILP, Law Review)
Organization Accounting

No Financial Management Tab?

Try the side bar menu under Daily Work
Group Email & LAWSTU Access

- Presidents and Treasurers are granted "Owner" access to their organization listserv
- All Presidents are set up as "Owners" of their groups email and they can add and delete members as needed

Make sure to familiarize yourself with the SBA Constitution and Bylaws regarding listserv use
Group Email & LAWSTU Access

- Listservs are now Google Groups - Access via 9 dot grid
  - click on "Groups" icon

- Group Presidents and Treasurers will be "Owners" of the organization groups, so they can add/delete members
- Messages subject to approval - please use for student organization and SBA events and school related activities
Group Email & LAWSTU Access

- Law-stu and class group listservs are now:

  - **Willamette College of Law - Class of 2023**
    - law-2023@willamette.edu
    - All Law students graduating in 2023

  - **Willamette College of Law - Class of 2024**
    - law-2024@willamette.edu
    - All Law students graduating in 2024

  - **Willamette College of Law - Class of 2025**
    - law-2025@willamette.edu
    - All Law students graduating in 2025

*All law students: law-students@willamette.edu*
Expense Reimbursements

- Find "Forms" in Student Portal

- Click on "payment request" PDF

Email Enam Al Bustami copies of receipts, list of attendees, and payment request form.

- Itemized receipts Required!
Expense Reimbursements

Keep all original receipts to submit for reimbursements

Reimbursements
Reimbursements can be forwarded to accounting by Enam Al Bustami at OSA

- Reimbursements given as
  - direct deposit is QUICKER
  - check request
- Expect a 1-2 week turnaround

*No Cash
Expense Reimbursements

**Collecting funds for a fundraiser**
The University is CASHLESS.

- **Credit card machines available** - check out for up to a week at a time
  - only wired machines work in Law School
  - wireless options on campus - machines will not work off campus
  - square now available - 2.75 fee charged per swipe

- **Touch Net Marketplace** - WITS can help

- Set up an account - we can get you set up with a square terminal and a square merchant account. The machine costs $299. Allow a month to get the equipment ordered, account set up, and equipment set up on our network
Event Planning - Scheduling

- One officer per organization will have scheduling access
  - Attempt to log in - no template
  - Contact Andrea Saele for access
- Check EMS for room availability.

*ALL students have viewing ability in EMS*
Event Planning - Scheduling

• Request the space for the event at least **10 days** prior to the event and allow at least **72 hours** for your event to be confirmed.

• Include **all** details and requests for your orders at the time of the room request.

• You will not be able to add services after the room has been confirmed!

• Keep in mind - Do not schedule anything back to back with a class or other events/meetings

• Do not schedule large events during other large events. Consider availability for **WITS/Catering/Facilities**
Event Planning

- To publicize your events:
  - visit Law Events Calendar
  - willamette.edu/offices/webdev/calendar
Event Planning

- To create flyers for your event visit: willamette.edu/offices/print-design
- To post slides on the law school TV screen:
  - create a 1 page 3840x2160 landscaped .JPG or .PNG formatted file
  - email this to Enam Al Bustami and CC Jessica Rotter - jrotter@willamette.edu
    - specify the dates the ad should run through
    - submit information 5 business days in advance of the event to get event published in time!
    - The less words the better!
- To publicize your events via Google Calendar: Contact OSA to add events to Law Events Calendar willamette.edu/offices/webdev/calendar
Event Planning

Space Rental Contracts for off Campus Events
- Review and approval by Dean Dobbins – give contract to OSA

Serving food at your event
- Bon Appétit
  - catering@willamette.edu
- Serving alcohol
  - Request form
  - Security – contact Campus Safety

Forms and check lists available on the law website resources SBA menu tab Student Org. forms
Bon Appetit Guidelines

Tricia Matte: Catering Manager - tmatte@willamette.edu

Bon Appetit catering guide - cafebonappetit.com

- use GL# to pay for purchases directly with Bon Appetit
- debit, credit, or checks are accepted
- give 10 business days notice for orders
- you can get a 15% discount for events or orders that you pickup, setup, and cleanup yourselves
- pickup at the delivery entrance near the Mill Creek
Alcohol Policy

There are a limited number of student events where serving alcohol is appropriate. Please visit with the deans prior to planning any events with alcohol.

- Organization budget money can be used for alcohol set up fees, but not to purchase alcohol
- Events with alcohol must be set up as a no host bar
- Drink tickets cannot be included with events that charge admission
- Advertised events that will offer alcoholic beverages must have all publicity approved - visit OSA for help
- Alcohol must only be served through the University's approved third party vendor, Bon Appetit or an OLCC licensed vendor
Alcohol Policy

• Alcohol use request form
  ○ submitted online 12 business days prior to the event
  ○ make reservation in EMS - form should pop us as option

• Contact security - once alcohol use form has been approved
  ○ Campus safety - Rich Dennis - rdennis@willamette.edu
  ○ no later than 10 business days before event date
  ○ provide GL# as well as event dates, times, and amount of attendees

• Non-alcoholic beverages and food must be served at all events

• Food in sufficient quantity must be available for the number of guests expected - Bon Appetit can assist with this

• Participants and Willamette guests must be prepared to produce identification verifying age status, when asked
# Student Bar Association

*SBA: "An organization for the control of all matters of general student concern."*

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Mohamad Shaer</td>
<td>- Preside over meetings. Carry out the SBA Constitution and Bylaws</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Run elections, oversee appointments to committees, conduct President meetings</td>
</tr>
<tr>
<td>1st Vice President</td>
<td>Gennifer Goldstein</td>
<td></td>
</tr>
<tr>
<td>2nd Vice President</td>
<td>Caitlin Tolleson</td>
<td>- Social chairperson</td>
</tr>
<tr>
<td>Secretary</td>
<td>David Schleiffers</td>
<td>- Minutes kept and posted</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Devon Gonzalez-Yoxtheimer</td>
<td>- Keep accounting, chair budget committee, liaison with organization treasurers</td>
</tr>
<tr>
<td>Ombudsperson</td>
<td>Samantha Stanfill</td>
<td>- Contact with outside vendors budget committee member cleans refrigerators</td>
</tr>
<tr>
<td>ABA Liaison</td>
<td>Teddy Krolczyk</td>
<td>- Update on ABA issues/opportunities</td>
</tr>
<tr>
<td>JDA Representative</td>
<td>Amy Nelson</td>
<td>- Liaison with business school</td>
</tr>
</tbody>
</table>

The 1L, 2L, 3L Presidents each have a seat on the board. They have a vote and are responsible for bringing issues forward from each of the classes.