WUCL Student Organization Orientation

I’VE BEEN ELECTED TO THE EXECUTIVE BOARD!!!

NOW WHAT?
Willamette Resources

Office of Student Affairs (OSA), 2nd floor

Contact Maegan Dunlap for commencement/graduation information, ADA Exam Accommodations and registration related questions.

mdunlap2@willamette.edu

Contact Andrea Saele for scheduling classrooms in law building.

asaele@willamette.edu

Contact Ann Allen for budget access, student organization rosters updates, reimbursement requests and travel coordination.

aallen2@willamette.edu

Note: The OSA open window hours: Monday, Wednesday & Friday 8:00am-2:00pm. Office hours via Zoom on Wednesdays from 2-3 PM
Willamette Resources

Placement Office, 2nd floor

Contact Marti McCausland to minimize event conflicts with Placement events
mmccausland@willamette.edu

**Please remember**

Wednesday lunch hours are reserved for the Placement Office events. Contact Placement with questions.
Willamette Integrated Technology Services (WITS)

Contact Jim Cureton for WITS support/Zoom Support

jcureton@willamette.edu

Contacting WITS for tech help - WITS Help Desk (503)-370-6767

wits-info@willamette.edu
Graduate Alumni Relations

Tiffany Newton  -  Director of Graduate Alumni Engagement  
trnewton@willamette.edu

Please contact Tiffany prior to planning fundraisers to be sure we don’t overlap with fundraising efforts for the University.

She can also help with outreach to alumni for donations, publicity, speaker requests, etc.
Collecting Funds for a Fundraiser

The University is now CASHLESS!

Credit Card Machines available to borrow - check out from the Cashier’s office for up to a week at a time. Cashier’s office located in building behind the law school

https://willamette.edu/offices/cashier/merchantservices/index.html

- 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

TouchNet Marketplace - WITS can help

You can set up your own Marketplace with your own Square Willamette is now offering to set up groups 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.
Accessing GL Reports

Log into **Student Portal**
Organizations should email Ann Allen with the names of the President and Treasurer and she’ll request budget access from Accounting.

Established groups already have a budget and general ledger number (GL#). Budget information is accessible from SAGE.

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

An example of a GL number:

Fund    Unit    Object

21 - 9WXXX - 2213

OR

5WXXX
Click on Financial Management

In Financial Management Overview choose Finance Query
No Financial Management tab?

Try the side bar menu under Daily Work
Organization Accounting

Click **Filter**

**Fund – 2 digits**
- 21 – groups who receive SBA funding
- 10 – groups funded via the University (Law Review, WLO, Moot Court, WJILDR)

**Unit – 5 digits**
- 9Wxxx or 5Wxxx – most student organizations (funded by SBA)
- 10xxx – WLO, Moot Court, WJILDR
- or 20xxx – Law Review

**Object** – leave blank to bring up all accounts for the group
Google Groups Access

- Organization mail groups 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 & SBA events and school related activities only

- Keep in mind that time of day can affect how quickly messages post
Google Groups Access

- Law-stu and class groups are now:

  **Willamette College of Law - All Students**
  law-students@willamette.edu
  All Law Students

  **Willamette College of Law - Class of 2021**
  law-2021@willamette.edu
  All Law students graduating in 2021

  **Willamette College of Law - Class of 2022**
  law-2022@willamette.edu
  All Law students graduating in 2022

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

  **Willamette College of Law - Master of Laws Students**
  law-llm@willamette.edu
  All Law LLM students

  **Willamette College of Law - Master of Legal Studies Students**
  law-mls@willamette.edu
  All Law MLS students
Expense Reimbursements

Keep all **itemized** receipts to submit for reimbursements

- No more Petty Cash - All reimbursements use this form!
- Form is located on the Student Portal under **FORMS**
- Requests must be submitted within **30 days** of purchase
- Must include itemized receipts
- Must be submitted to Accounting electronically - Ann can submit them for groups
- Be sure to include your student ID number
- **Sign the form under your name and get an approval signature on bottom** - Electronic signatures ok
- Group Presidents and Treasurers have signature authority
Expense Reimbursements

Setting up Direct Deposit for E-Checks through SAGE

● From the Welcome to Self Service page click Banking Information.
● Click +Add an Account on the right hand corner.
● Slide the Activate button to the right to turn it on & click Next.
● On the next page enter Routing Number, Bank Account Number. Select Account Type (Checking or Savings).
● At the bottom of the page check the the Terms and Conditions box.
● Click Submit
Please plan on only Zoom Meetings and remote events until further notice

Contact Cindy Cromwell - Communications Manager
ccromwell@willamette.edu

Get help with:

- Creating slides for the law school digital displays
- Submitting your event to the Law Events Calendar and Student Activities Calendar
- Posting your event information on the Willamette Current Students Facebook group and the college’s Instagram account
- We recommend submitting information 4 to 5 days in advance of the event to get the event published in time!
Event Promotion

Boosting Meeting Attendance with Incentives

Use the words “Giveaways” or “Doorprize” or “Drawing”. Please don’t use “Raffle”!

- Raffle is a term used for collecting money and giving out a prize at a later date (like a lottery ticket). WU does not have a raffle license.

- Remember that gift cards cannot be reimbursed - make giveaways tangible items.
  ✓ Reimbursement requests should be submitted within 30 days of when the expense was incurred.

- Be mindful about keeping the cost of incentives reasonable.
  ✓ Money allocated from SBA is part of the fees every student pays. Take the perspective of those not involved in your organization -- would they be OK with their own student fees being used as an "incentive" to encourage attendance?
Event Planning

Hosting a Zoom Event

- Become familiar with Zoom’s policies: [https://zoom.us/docs/en-us/acceptable-use-policy.html](https://zoom.us/docs/en-us/acceptable-use-policy.html)
- Avoid “zoom bombing” by utilizing the waiting room feature so guests can be verified
- For large public events, consider doing a **Zoom webinar**. Participants do not have audio or video, they are only able to see and hear the presenters, and are able to submit written questions
- When advertising an event via social media, request **RSVPs**, then email registrants the link and password once they have been verified. Host should allow event entry for only RSVP guests via the waiting room.
Guidelines for planning a Movie Watch Party

- Choose a platform that is already set up to hold a "watch party" like Amazon Prime or Netflix. Streaming a movie over Zoom by sharing a computer screen is a violation of Willamette’s user agreement.

- Be aware of your chosen platform’s viewing policies, such as limits on number of viewers.

- Let OSA know if your group needs advice on how to purchase the copyright to a movie for a public viewing.
## 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>Patsy Shaha</td>
<td>Preside over meetings. Carry out the SBA Constitution and Bylaws.</td>
</tr>
<tr>
<td>1st Vice President</td>
<td>Mackenzie Schmitt</td>
<td>Run elections, oversee appointments to committees, conduct President meetings</td>
</tr>
<tr>
<td>2nd Vice President</td>
<td>Kristen Varda</td>
<td>Social chairperson</td>
</tr>
<tr>
<td>Secretary</td>
<td>Trish Conlon</td>
<td>Minutes kept and posted</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Kirsten Parsons</td>
<td>Keep accounting, Chair Budget Committee, liaison with organization Treasurers</td>
</tr>
<tr>
<td>Ombudsperson</td>
<td>Zoe Janachek</td>
<td>Contact with outside vendors, Budget Committee member cleans refrigerators</td>
</tr>
<tr>
<td>ABA Liaison</td>
<td>Nathan Claus</td>
<td>Update on ABA issues/opportunities</td>
</tr>
<tr>
<td>JDA Representative</td>
<td>Andrew Hendrie</td>
<td>Liaison with Business school</td>
</tr>
</tbody>
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The 1L, 2L and 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.