

UNIVERSITY OF THE  
**PACIFIC**

McGeorge  
School of Law

# RSO Manual



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**The Office of Student Services**  
[SacStudentAffairs@pacific.edu](mailto:SacStudentAffairs@pacific.edu)  
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# Welcome

Dear Student Leader:

**Welcome to your leadership position!** Registered student organizations (RSOs) are a vibrant piece of student life at McGeorge. Students who become involved with RSOs will enhance their educational experience. Student organizations support students' social development, leadership skills, and provide opportunities to connect classroom knowledge to true-to-life experiences.

**The Office of Student Services** is the department through which student groups affiliated with the Law School register and receive support.

We want you to be successful in your role as a student organization leader, so we have prepared this Manual to help you understand the campus resources and regulations, which impact your organization. **Please read and keep this Manual for future reference.** While this Manual is not an exhaustive source of institutional policy or procedure, it is a good resource for you and your organization. If you come across a topic where you would like more information, please ask.

Our offices are located in **Northwest Hall**. You are welcome to stop by our offices or schedule an appointment, either by emailing [sacstudentaffairs@pacific.edu](mailto:sacstudentaffairs@pacific.edu) or using [this link](#). We look forward to working with your group!

Thank you,  
Director Farnesi



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# Introduction

## About this Manual

The RSO Manual provides the policies and procedures relevant to the operation of Registered Student Organizations (RSOs) at McGeorge School of Law, on the Sacramento Campus of the University of the Pacific. The student organizations covered by the policies and procedures in this Manual include:

1. All student formed clubs and organizations,
2. The Unity Caucus (UC),
3. The Student Bar Association (SBA), and
4. SBA Student Committees

The Manual is a compilation of information intended to support student organizations in their events and activities. The Manual also establishes the relationship between student organizations and McGeorge's Office of Student Services, which oversees student organizations within the Law School.

## Updates

The information contained within this document is subject to change as deemed necessary by the Office of Student Services. When changes occur, we will make our best effort to communicate those changes to the RSOs, UC, SBA, and SBA Committees.

## Questions

Should there be any questions about this Manual, please contact Selena Farnesi, Director of Academic and Student Services, by emailing [sfarnesi@pacific.edu](mailto:sfarnesi@pacific.edu), or the Office of Student Services, by e-mailing [sacstudentaffairs@pacific.edu](mailto:sacstudentaffairs@pacific.edu).

# Part 1: Registration

**Students have the freedom to organize and join organizations to promote their common interests.** The Office of Student Services provides resources and professional advice to student organizations regarding programs, activities, policies, and procedures. Our office assists in the development of new organizations and the re-registration of existing organizations to meet the co-curricular needs of McGeorge students.

RSO status comes with benefits and responsibilities. **RSOs are afforded access to campus resources and, in turn, agree to comply with policies and procedures established for the governance of RSOs.** Recognition creates an official relationship with the school, but in no way implies that the University approves of, sanctions, or takes responsibility for a RSO's actions or activities. Individuals involving themselves with a RSO do so at their own risk.

## Registration Requirements

### Annual Registration

RSOs must register with the Office of Student Services annually, by completing the following four steps:

1. Submit an electronic [Registration Form](#)
2. Submit an electronic [Signature Form](#)
3. Submit signed advisor agreements (faculty and alumni)
4. Attend any Mandatory RSO Trainings

### Registration Timeline

Registration for RSOs generally begins the week following Spring Break and continues until June 1 of the same year. **All RSOs must be registered by June 1 to be recognized for the following academic year.** Groups that do not meet this deadline will be considered inactive and will no longer be recognized by the University.

### Membership

**McGeorge is strongly committed to a policy against discriminatory practices based on protected category, including race, color, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, or disability.** All student groups and programs at McGeorge are governed by this policy of non-discrimination. Student group membership is available to McGeorge students, subject to individual constitutional restrictions; any such restriction must be consistent with federal, state, and local laws, as well as University of the Pacific and McGeorge School of Law policies.



## **Officers**

**Each student group needs to have at least three student-officers.** At minimum, each group must have a President (or equivalent), Treasurer, and third officer. RSOs may have co-officers in any position other than Treasurer.

All RSO Officers must be in good academic standing (a cumulative GPA of 2.33 or higher). All SBA Board Members and all SBA Committee Members must also be in good academic standing to serve.

While officers will have varying roles within the organization, all officers are expected to be active within the group, responsive to inquiries, available for regular meetings, and responsible for the group's activities. Officers may be held personally liable, collectively or individually, for any debts or obligations incurred, including debts owed to the University.

## **Governing Document (Constitution and/or Bylaws)**

**Each student group must have a governing document (constitution and/or bylaws) and must provide a current copy of that document during the annual registration process.** This document should be simple and should contain anything necessary for the permanent, ongoing functions of your group. To be considered effective, amendments must be approved by the Office of Student Services. The officers of each organization should review their governing document annually to ensure that it continues to reflect the mission of the organization and all of its operational details.

At a minimum, your governing document should address the following items:

- |  |   |
|--|---|
| <input type="checkbox"/> Name of organization              | <input type="checkbox"/> Removal from office          |
| <input type="checkbox"/> Purpose of organization           | <input type="checkbox"/> Meetings                     |
| <input type="checkbox"/> Full non-discrimination statement | <input type="checkbox"/> Quorum                       |
| <input type="checkbox"/> Membership                        | <input type="checkbox"/> Dues, if applicable          |
| <input type="checkbox"/> Officers                          | <input type="checkbox"/> Advisor roles and selections |
| <input type="checkbox"/> Elections and appointments        | <input type="checkbox"/> Amendment process            |

A sample constitution is available on the [Office of Student Services Canvas page \(McGeorge+\)](#). All students can "self-enroll" in McGeorge+ on Canvas.

## **Advisors**

**Each student group needs to have a faculty and alumni advisor.** During the annual registration process, each club secures their advisors, which creates a formal relationship between the student organization officers, the advisors, and the Law School.

An RSO advisor is someone who provides support and guidance to officers and members of a student organization on a volunteer basis. **Every RSO must have an advisor who is part of McGeorge's full-time faculty (faculty advisor) AND an advisor who is an alumni of McGeorge (alumni advisor).** These rolls must be two different people. The advisor requirements may be waived at Director Farnesi's discretion. To request a waiver, an RSO must email Director Farnesi at [sfarnesi@pacific.edu](mailto:sfarnesi@pacific.edu), stating their case.

Director Farnesi, or her designee, serves as the sole advisor for SBA and all SBA Committees.

The following are guiding principles regarding the advisor's role:

1. The advisors' primary duty is to serve as a role model, mentor and resource. The advisors should demonstrate skills in ethics, communication, organizational development and leadership, help ensure that the group examines all sides of an issue, and aid student leaders with seeing different viewpoints. **Advisors should therefore be available and approachable to the group's officers and members. The full-time faculty Advisor also serves as a Campus Security Authority under the Clery Act.**
2. Because student turnover is high, advisors should help educate new officers about the mission and purpose of the group. Advisors should make sure that from year-to-year the group is fulfilling its stated purpose and that the events it sponsors are consistent with the overall mission of the University. **This generally involves reviewing the mission and purpose of the group at the beginning of each academic year and meeting with the new officers to discuss.**
3. Advisors should oversee the activities of the student group, including but not limited to the events it sponsors, the means by which it advertises events, and the content of those advertisements. Advisors should also give advice on responsible fiscal management. **Advisors are therefore encouraged to communicate regularly with club officers (suggested: at least monthly), and encouraged to attend club activities when possible (suggested: at least once per term).**
4. Advisors should be knowledgeable of campus resources and policies and consult with the Office of Student Services as questions arise. Along with the group's President, the advisors serves as a representative of the group in an official capacity. However, an advisor should not do the work of the student-leaders. **This means that despite an advisor's best efforts, student groups will sometimes be unable to achieve their desired goals. Rather than simply doing the work for the students, the most valuable option is to help the students learn from these mistakes and grow as leaders.**

Advising a student organization can be a very rewarding experience for faculty and alumni. Working closely with students outside the classroom creates long-lasting bonds and allows the advisor to encourage the development of skills in leadership, ethics, teamwork, appreciation of diversity, and self-discovery that are invaluable to students in and after law school.

## **Affiliation**

**RSOs that wish to be affiliated with a local, state, or national group must provide a current copy of that group's governing documents** during the annual Registration process. RSOs may not affiliate with any organization that requires its affiliates to support specific economic, political, or social positions that conflict with University policies. Regardless of affiliation, each RSO shall maintain autonomy on the Law School campus.

## **RSO Name**

The RSO name must be one that will not be confused with another student organization already in existence on campus. A group's name should be appropriate to the purposes of the RSO and clearly indicate the RSO's objectives. Use of the University or Law School name within your RSO name is generally not permitted, except to identify location. For example, "Chess Club at McGeorge" would be permitted, while "McGeorge Chess Club" would not.

## **Eligibility Criteria**

The following criteria are used to guide the review of applications for recognition:

1. Appropriateness of the organization to a professional school,
2. Relationship to the school based upon its purposes and functions,
3. Capability for continued growth and stability of membership,
4. Unique or complementary contribution when compared to existing campus groups,
5. The student organization must be non-commercial in purpose, and
6. Have the ability to be financially independent.

## **Benefits**

Subject to other Law School or University policies, and local, state, and federal laws, benefits of RSO status include:

1. Scheduling the use of University facilities.
2. Holding meetings and planning events, including the use of tables in the Student Center.
3. Holding fundraisers and offer tax deductible status for donors.
4. Having a University agency account.
5. Requesting funding from SBA, and other campus partners.
6. Marketing and advertising your group on campus, including within The Docket and Writ.
7. Use of the University and Law School's name and logo in correspondence and publicity.
8. Access to a campus mailing address and mailbox.
9. Access to other campus resources, as necessary.

# Responsibilities

Subject to other University policies, and local, state, and federal laws, responsibilities associated with RSO, SBA, and SBA Committee status include:

1. Managing the student group within the provisions of its constitution and/or bylaws.
2. Having officers who act ethically and professionally at all times, observe campus policies and procedures and educate members of their group about those policies and procedures, cooperate with and send representatives to all meetings and mandatory trainings called by the Law School administration, and conducting all organization activities in accordance with the University and Law School's educational mission.
3. Regularly communicating with its selected advisors.
4. Requesting all on- and off-campus events, meetings, fundraisers, tabling, volunteer work, and other activities in accordance with the [RSO Activity Request](#) process.
5. Conducting all fiscal operations in accordance with proper standards of business management; having officers who keep orderly records, acting within the realm of their authority, and collecting and dispensing organization monies with a high degree of trust and openness; carefully budgeting funds to carry out the interests and activities of the organization; and promptly reimbursing the University for all expenses incurred on behalf of the organization. **In the event that a student group account is not paid in full, all rights and privileges will be temporarily suspended until its accounts are cleared.**
6. Creating a leadership succession plan to ensure successful officer transition of officers and organization records from year-to-year, and notify the Law School when there is a leadership transition during the year.
7. Operating for the benefit of its members, the Law School, and the University.

# Liability

**The responsibility of officers for the activities of their organization includes the individual responsibility of each officer for payment in full of debts incurred by the organization.** McGeorge does not sponsor RSOs, SBA, or SBA Committees and therefore does not accept liability for their activities or for damages to person or property resulting from activities sponsored by them. RSOs and the SBA should inform members and those doing business with the organization that it is not University-sponsored and that the University assumes no responsibility for its activities.

## Contracts

**Student groups may not enter into contracts on behalf of their RSO or the Law School.**

All contracts are to be submitted to the Office of Student Services at [sacstudentaffairs@pacific.edu](mailto:sacstudentaffairs@pacific.edu). The Office of Student Services will follow the University's procedures to have the contract reviewed, approved, and signed by an appropriate person within the University.

The University's contracts review process can take a long time. As such, all contracts must be submitted to the Office of Student Services at least four weeks prior to their effective date.

## Record Keeping

**Student groups should keep records of membership information, finances, past events and activities, pictures, flyers, programs, emails, forms, etc.** This information will ensure that the transition from year-to-year is smooth and will aid your organization in maintaining its unique identity for years to come.

**It is especially important to keep clear and accurate financial records.** Historical financial records should be kept for a minimum of two years. Throughout the year, groups may be audited by the University, including but not limited to, when there is reason to believe there has been mismanagement of student group funds or a policy violation. **Student group officers may be held personally liable for misused funds.**

## Mailboxes

**The SBA and each RSO has a mailbox in Northwest Hall.** When classes are in session, you may access your group's mailbox any time the office is open (generally 9:00 a.m. – 6:00 p.m.). Please check your mailbox regularly. The Office of Student Services reserves the right to discard or return mail to the sender if a student organization's mailbox becomes too full.

Your group's mailing address is:

**Your Group's Name (This is important!)**  
**Office of Student Services**  
University of the Pacific,  
McGeorge School of Law  
3200 5th Avenue  
Sacramento, CA 95817

## Removal of Recognition

The Law School reserves the right to remove a group's recognition for cause at any time.

## Part 2: RSO Activities

In its continuing effort to foster a sense of community, the University recognizes the desirability of making its resources and facilities available to RSOs for meetings, events, and other activities related to the purpose of the RSO, Law School, and University.

### Activity Request Form and Activity Approval

The Office of Student Services coordinates all RSO scheduling and must approve all on- and off-campus events, meetings, tabling, and other activities, including online gatherings and other activities that don't require a set time or place.

Activities are approved on a first-come, first serve basis, meaning activities that conflict with an already approved RSO activity will not be approved. Space on campus is also distributed on a first-come, first-served basis. **To ensure a date and space is available for your activity stop by the Office of Student Services or e-mail [sacstudentaffairs@pacific.edu](mailto:sacstudentaffairs@pacific.edu).**

Once a date, time, and space has been identified, the Office of Student Services will hold that date, time, and space for 24 hours for the RSO to **fill out the online [Activity Request Form](#). The Activity Request Form is the only way to get an RSO activity approved. NO ACTIVITY may occur without first being approved through the Activity Request Form.** You will receive a confirmation e-mail when/if the event is approved.

Please note that there is no such thing as an "informal" event or activity when it is being sponsored and advertised by an RSO. All on- and off-campus events, meetings, tabling, fundraisers, and other activities, including online gatherings and things that don't require a set time or place **MUST** be submitted for approval using the [Activity Request Form](#).

The Office of Student Services reserves the right to deny any activity request for any reason at any time.

### Scheduling Events and Activities

#### **Large Events (more than 50 Attendees), Alumni Events, and Fundraisers**

**Large events (those with more than 50 attendees), alumni events or any size, and fundraisers of any kind MUST be requested a minimum of eight weeks in advance of the event.** While only eight weeks is required, groups are strongly encouraged to schedule large events prior to the start of the semester in which the event is going to take place when possible. Fall planning should take place over the summer, and Spring planning should take place during the Fall. Requesting your event this far in advance is essential, given the large number of campus activities each year, the need to reserve space and resources on or off campus, and the need for coordination between student groups, the Law School, and the University.



## **Standard Events (20 - 50 Attendees) and Meetings**

Standard events and meetings **MUST** be requested a minimum of four weeks in advance but eight weeks in advance is preferred. This applies to online and on- and off-campus events.

## **Small Events (Less than 20 Attendees) and Tabling**

Small events and tabling must be requested a minimum of two weeks in advance but four weeks in advance is preferred. This applies to online, on- and off-campus events, AND tabling.

## **Event Scheduling Restrictions**

No events may be scheduled during the final exam period for the Fall or Spring semesters. Only events related to review or finals support may be scheduled during Reading Week for the Fall or Spring semesters.

No events may be scheduled during Orientation. Additionally, only events related to wellness may be scheduled during the Fall Wellness Week, and only events related to diversity, equity, and inclusion, may be scheduled during the Spring Diversity Week.

The Office of Student Services reserves the right to reschedule events that are in conflict with events or activities other RSOs, the Law School, or the University.

## **Other Types of Activities**

Some activities may not require a set time or place (for example: selling SWAG or graduation gear). In cases like these RSOs must fill out the Activity Request Form, but there is no specific timeline as to when the form must be completed. However, the earlier the better, as these types of activities often require the navigation of University processes, and the help or coordination of other Law School or University departments.

## **Access to RSO Benefits**

Many of the benefits afforded to RSOs are based on the RSO getting access to assistance and support through the Office of Student Services, other Law School departments, and some University departments. In order to access that assistance and support for any activity, the RSO must first have **completed an Activity Request Form and received a confirmation e-mail that the activity is approved. NO ACTIVITY may occur without first being approved through the Activity Request Form.**

While RSOs are encouraged to gather information in the planning stages of an RSO activity, RSOs should not contact departments outside the Office of Student Services for help or assistance with RSO activities prior to having their activity request approved.

*Please see the Part 1: Registration, Benefits section of this manual for a full list of the benefits of being an RSO.*

# Part 3: Event Policies and Procedures

## Responsibility for Events

There must be at least two Law School students responsible for hosting every RSO event. Both hosts will be considered Event Monitors. The Event Monitors' names and phone numbers must be provided to the Office of Student Services. Depending on the nature of the event, Event Monitor Training may be required by The Office of Student Services.

## Damage to Event Facilities

**RSOs and RSO officers may be held responsible for damage to any event facilities.**

Depending upon the circumstances, damage could result in fines or disciplinary action up to and including suspension or dismissal of individuals or the RSO.

## Tabling

Student organizations may occasionally reserve a table in the Student Center for the purpose of sharing information about their group, increasing membership, promoting an upcoming event, selling SWAG, collecting dues, fundraising, expressing ideas, or other things of this nature. The following guidelines apply:

1. Tabling must be requested and approved through the Activity Request Form.
2. The Student Center is the only approved location on campus for tabling. RSOs MAY NOT table in classrooms or residence halls.
3. Student organizations may have literature or other items relating to their group's purpose available for distribution or purchase while tabling.
4. Absolutely no pressure or harassment of students will be permitted. Under no circumstances may literature or other items be carried around the campus or in the residence buildings for distribution or sale.
5. Reserved tables may not be left unattended. The Office of Student Services reserves the right to remove unattended materials and will do so at regular intervals.
6. Displays and activities associated with the table reservation cannot block the free flow of traffic or encroach on another table.
7. Posting is not permitted on walls, windows, or receptacles, but posters may be attached to the table using masking tape or weights.

## Events with Minors

All events involving minors require the completion of Risk Management's online Minor Training course. Contact the Office of Student Services to make arrangements.

## Athletic Activities

**All events including athletic activity require the completion of a liability waiver by all participants.** The waiver alerts participants to the risks involved and places responsibility for the actions of the individual upon the participant. Contact the Office of Student Services to make arrangements.

Signed waivers need to be given to the Office of Student Services for safekeeping immediately after your activity.

If the RSO will consistently be participating in athletic activities (for example: Rugby Club), members may complete liability waivers to keep on file as opposed to completing new waivers for each activity.

## Demonstrations and Peaceful Protests

The University remains committed to supporting the personal and leadership development of all students through the exchange of diverse views and ideas. We acknowledge that in times of political turmoil and uncertain change, our students may feel the need and responsibility to ensure their voices are heard. The University has dedicated resources and information available to assist students who desire to peacefully protest or demonstrate on campus. In order to create a safe environment for all students while providing an opportunity for students to express their concerns, ideas and values, a formal system is in place. **If your group would like to organize a peaceful protest on campus, contact the Office of Student Services to make arrangements.**

## Security

**The Department of Public Safety, at their discretion, may require security officers at any event.** This may include events with a large number of people, live bands, alcohol, or when high profile individuals, community guests, and/or minors are in attendance. Public Safety will determine the required number of security officers. Security officers may only be hired by, and are under the control of, Public Safety. There is no charge for security at on-campus events. For off-campus events, the student group must bear the cost of security.

## **During the Event**

**Students who are organizing the events are expected to take charge and appropriately self-police.** If alcohol is being served, the two designated Event Monitors must refrain from drinking and all event organizers are encouraged to refrain from drinking as well. Students should communicate with Public Safety when assistance is needed.

## **Event Termination**

**Public Safety may terminate any event which appears to warrant such an action,** such as where there has been a complaint of excessive noise, disorderly conduct, excessive drinking, or any violation of these rules, other Law School policies, or University policies. If an event is terminated, disciplinary action may be taken against the sponsoring RSOs and the students who organized the event.

## **Copyrighted Materials (Showing Movies)**

McGeorge recognizes and complies with the Federal Copyright Act, which governs how copyrighted materials may be used. Often concerns arise in the area of movies. Movies from your personal collection or your personal streaming services are for home use only. This is true regardless of whether or not admission is charged. **If your RSO wishes to show a movie on campus, you must obtain a “Public Performance License.”**

Some streaming services provide a Public Performance License for one-time educational screenings for free. Generally, however, the copyright holder will charge a fee for a Public Performance License, which varies based on the type of event the movie is being shown at, the size of the expected audience, and other factors.

The library has two streaming video databases that allow RSOs to screen their materials for academic purposes only: Alexander Street Press and Kanopy. Contact the Office of Student Services to see if the movie you’d like to screen is available and if there would be any cost to the RSO.

If the movie is being sourced from one of these two databases the screening must happen on-campus for only university-affiliated individuals (students, staff, and faculty – e.g., no outside individuals, including family and friends). Also, RSOs cannot charge for the screening.

## **Event Funding and Support**

### **Career-Related Events**

**If your group would like to plan a career-related event, the Career Services Office (CSO), formerly the Career Development Office (CDO), welcomes you to contact them for assistance.** Email [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu) at the earliest phase of your planning, **after** the event has been approved, to request assistance.

Remember, while RSOs are encouraged to information gather in the planning stages of an RSO activity, RSOs should not contact departments outside the Office of Student Services for help or assistance with RSO activities prior to having their activity request approved.

**Career-related events may include:** practice-area focused events (e.g., a panel of speakers talking about employment law), networking receptions, mock interview programs, how to select a practice area (e.g., what sort of work does a criminal prosecutor do?), job hunting tips (e.g., learning about how to break into the field of Tax Law), job performance skills (e.g., how to be a good summer associate at a private law firm), and more.

**CSO support for career-related events can run the gamut from minimal to full support, depending on your group's needs.** For example, the CSO can help with selection of speakers, promotion of event through the CSO Blog, email and flyers, and social media, or funding.

The CSO provides up to \$150.00 per RSO per academic year to support career-related events. To apply for support funds from the CSO please fill out this [CSO Funding Request Form](#). To request some other type of financial support from the CSO please email [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu).

## **Diversity-Related Events**

**If your group would like to plan a diversity-related event, the Career for Inclusion and Diversity (CID), welcomes you to contact them for assistance.** Email Danielle Shipes at [dpacrem@pacific.edu](mailto:dpacrem@pacific.edu) at the earliest phase of your planning, **after** the event has been approved, to request assistance.

Remember, while RSOs are encouraged to information gather in the planning stages of an RSO activity, RSOs should not contact departments outside the Office of Student Services for help or assistance with RSO activities prior to having their activity request approved.

**Diversity-related events may include:** events that promote awareness, understanding, and respect for diversity (e.g. showing a movie on the life and accomplishments of Cesar Chavez), events that educate (e.g. sharing information and tradition food to teach people about Passover), and events that celebrate (e.g. a Chinese New Year celebration event). Diversity-related events may also include events that support historically underrepresented groups in law school (e.g. a presentation on imposter system) or events that discuss difficult diversity issues of the day (e.g. a panel discussion on jerry rigging election districts).

**CID support for diversity-related events can run the gamut from minimal to full support, depending on your group's needs.** For example, the CID can help with selection of speakers, promotion of event through email and flyers, and social media, or funding.

The CID provides up to \$200.00 per RSO per academic year to support diversity-related events. To apply for support funds from the CID please fill out this [CID Funding Request Form](#). To request some other type of financial support from the CID please email [dpacrem@pacific.edu](mailto:dpacrem@pacific.edu).

## **SBA Funding**

The SBA also typically provides some “start up funding” and “event funding” for RSOs. It is up to SBA to determine if they are providing these types of funding from year to year, how RSOs apply for it, and the criteria by which RSOs qualify for it. Please contact SBA for more information.

## **Alcohol Generally**

McGeorge recognizes that social experiences are an important part of the law school experience and that law students are responsible adults, capable of making appropriate personal choices. However, law students are attorneys in training, and substance abuse is both a significant problem in the legal profession generally and a major cause of disciplinary actions against attorneys. Accordingly, it is important that the school discourage the inappropriate use of alcoholic beverages by students and others at student group events.

As such, there are alcohol policies in place for on- and off- campus events. **If the alcohol policies described on the following pages are not observed, disciplinary action may be taken against the sponsoring student group and the individual students who organized the event.**

Also, the University WILL NOT reimburse students for alcohol. *Please see the Part 4: Money Management section of this manual for more information.*

## **Alcohol at On-Campus Events**

To serve alcohol at an on-campus event, two steps must be completed a minimum of one week prior to your event: (1) **Submit the online [Application to Serve Alcoholic Beverages Form](#)**; and (2) **Submit a signed copy of the three-page [Alcohol Policy](#) to the Office of Student Services**. The Alcohol Policy needs to be signed by both the RSOs President and Advisor. Contact the Office of Student Services at [sacstudentaffairs@pacific.edu](mailto:sacstudentaffairs@pacific.edu) to access both of these forms.

The Office of Student Services has the discretion to approve or deny the request, to limit the amount of alcohol purchased, to restrict the location of the event, and to restrict the time and/or manner in which alcohol is served. In some cases, an in-person meeting may be necessary to discuss specific aspects of your request.

**Student groups approved to serve alcohol on-campus must observe the following requirements:**

1. Student groups may only serve beer, wine, and seltzer. No hard alcohol may be served.
2. **All alcohol must be purchased through Bon Appétit.**



**Note:** If alcohol has been donated, please contact the Office of Student Affairs to get use of donated alcohol approved. All donated alcohol must come in new, sealed, bottles or cans. For beer and seltzer, all donated alcohol must also be packaged as an individual serving. No kegs or taps will be approved.

3. All alcohol must be served by qualified Bon Appétit employees at the RSO's cost.

Note: If alcohol has been donated, it still must be served by Bon Appetit. **Bon Appetit will refuse to serve alcohol that was not approved by the Office Student Services and may refuse to serve alcohol that was not purchased through them.** As such, it is imperative that RSOs are in contact with the Office of Student Affairs to make appropriate arrangements regarding donated alcohol.

4. Alcohol may only be served between the following hours: Monday-Friday: 4:00-11:00 PM, and Saturday and Sunday: Noon-11:00 PM. Time of service may not exceed four hours.
5. Each person attending the event may only be served a maximum of two servings of alcohol. This will be regulated by the two designated Event Monitors and the qualified Bon Appétit employees serving the alcohol. The Office of Student Services provides wrist bands with drink tabs on them to help RSOs track the two drink maximum, at no cost to the RSO.
6. Non-alcoholic beverages must be available to event attendees at all times when alcoholic beverages are being served. If the non-alcoholic beverages are being sold, they must be sold at the same price or lower than the alcoholic beverages.
7. Substantial food items (generally meaning the food equivalent to or greater than one serving of appetizers per beverage) must be made available to event attendees at all times whenever alcohol is being served. If the food runs out, alcohol service must cease.
8. The two designated Event Monitors must refrain from drinking and be present at all times where alcohol is being served. All event organizers are encouraged to refrain from drinking as well.
9. Alcohol may be served only to persons 21 years of age or older.
10. The event may not be open to the public; only McGeorge students, employees, and their escorted guests may attend the event.
11. The sponsoring group must prevent participants from taking alcoholic beverages to and from the event.

## **Alcohol at Off-Campus Events**

To serve alcohol at an off-campus event, two steps must be completed a minimum of one week prior to your event (1) **Submit the online [Application to Serve Alcoholic Beverages Form](#)**; and (2) **Submit a signed copy of the three-page [Alcohol Policy](#) to the Office of Student Services**. The Alcohol Policy needs to be signed by both the RSOs President and Advisor. Contact the Office of Student Services at [sacstudentaffairs@pacific.edu](mailto:sacstudentaffairs@pacific.edu) to access both of these forms.

### **Student groups approved to serve alcohol off-campus must observe the following requirements:**

1. Non-alcoholic beverages must be available to event attendees at all times when alcoholic beverages are being served. If the non-alcoholic beverages are being sold, they must be sold at the same price or lower than the alcoholic beverages.
2. Substantial food items (generally meaning the food equivalent to or greater than one serving of appetizers per beverage) must be made available to event attendees at all times whenever alcohol is being served. If the food runs out, alcohol service must cease.
3. The two designated Event Monitors must refrain from drinking and be present at all times where alcohol is being served. All event organizers are encouraged to refrain from drinking as well.
4. Alcohol may be served only to persons 21 years of age or older.
5. **If your group is sponsoring an off-campus event where alcoholic beverages will be served and Public Safety will not be providing security, all advertising for the event must conspicuously state: “McGeorge School of Law is not sponsoring or providing security for this event.”**

Student groups that sponsor off-campus events where alcohol will be served are cautioned to act responsibly and to take measures to ensure the safety of all attendees. The two designated Event Monitors must refrain from drinking and be present at all times where alcohol is being served. All event organizers are encouraged to refrain from drinking as well.

## **Special Notes Regarding On-Campus Events**

### **On-Campus Events May Not Interrupt Academic Activities**

**Academics always take priority over other activities.** In no event will any use of campus facilities be permitted which might interrupt or conflict with the academic activities of the law school, including quiet study of individual students.

## **Alumni or High-Profile Guests**

**If your group's event will include alumni or high-profile guests, please notify the Office of Student Services ahead of time.** In certain cases, the Dean or the Advancement Department may wish to personally invite the individual or greet them when they arrive, the Marketing Department may want to advertise the event, or Public Safety may need to take extra precautions to ensure the guest's safety.

## **Amplified Sound**

**Amplified sound is only permitted when no classes within earshot are in session and, regardless of time of day, sounds may not interfere with normal operations of the Sacramento Campus.** McGeorge retains the right to control all volume levels. Please be considerate of the fact that people study and live on campus.

## **Animals**

**Animals are permitted on campus under the following limitations:**

1. The animal must be licensed and wear a current tag.
2. The animal must be on a leash and be supervised by an adult at all times. It is the responsibility of the adult supervising the animal to promptly and properly dispose of any waste.
3. Animals are not permitted in any buildings on campus. Exceptions are made for animals provided by licensed service animal agencies and approved by the Housing Department.

## **Campus Artwork**

**All works of art displayed in public areas of the University are part of the school's permanent collection and may not be removed or replaced.**

## **Decorations**

**Use of masking tape or painter's tape is permitted to hang decorations but must be removed by the student group afterwards.** All other forms of tape (including duct tape and packing tape), or staples, tacks, nails, glue, screws, etc. are NOT permitted as they are likely to cause damage. Decorations may not obstruct use of exits or fire protection equipment. Open flames are prohibited.

## **Buildings & Grounds**

**Buildings & Grounds assists student groups** with setup and breakdown, provides equipment (tables, chairs, garbage and recycling cans, volleyball net, BBQs, and risers), turns sprinklers on/off, and adjusts room temperature. **For Buildings and Grounds assistance for your event please contact Monica Alarcon, Campus Events Manager, at [malarcon@pacific.edu](mailto:malarcon@pacific.edu).**

## **Media Resources**

**Media Resources assists student groups** with setup for movies, microphones and podiums for guest speakers, and, depending on the nature of the event, may be able to provide equipment for video or audio recording. These services are available Mon-Fri during normal business hours. **For media resources assistance for your event please contact Monica Alarcon, Campus Events Manager, at [malarcon@pacific.edu](mailto:malarcon@pacific.edu).**

## **Food (Bon Appétit)**

When having an event or meeting on-campus, Bon Appétit is the preferred caterer under the following guidelines:

### **Catering Under \$1,000.00 without Alcohol Service**

If the catering for your on-campus event or meeting will cost less than \$1,000.00 (including ALL catering expenses, food, drinks, cups, plates, etc.), you may purchase prepared food from an outside vendor.

Perishable food should not be left out more than two hours at room temperature (one hour when the temperature is above 90 degrees) and open flames may not be used to heat food anywhere on campus.

### **Catering Over \$1,000.00 or at any Amount with Alcohol Service**

If the food for your on-campus event or meeting will cost more than \$1,000.00, Bon Appétit has exclusive caterings rights to provide for your event. Also, regardless of cost, if alcohol will be served at the event, Bon Appetit has exclusive catering rights to provide for your event (*see the Alcohol at On-Campus Events section of this manual above*). **For Bon Appétit assistance for your event please contact Andrew Tescher, at [andrew.tescher@cafebonappetit.com](mailto:andrew.tescher@cafebonappetit.com).**

In extraordinary circumstances, an RSO may petition for a waiver from this rule. No specific format is required for a student petition, the substance being more important than the form.

An RSO seeking a waiver must e-mail the petition to Andrew Tescher at [andrew.tescher@cafebonappetit.com](mailto:andrew.tescher@cafebonappetit.com) and the Office of Student Services at [sacstudentaffairs@pacific.edu](mailto:sacstudentaffairs@pacific.edu) at least two weeks prior to the event. **Late petitions will automatically be denied.**

In event a waiver is granted, use of an external caterer and/or the alternative plan the RSO intends to use must be approved in advance of the event by the Office of Student Services.

### **BBQ's**

Student groups may host BBQ's on-campus where students do the cooking, so long as the student who is supervising the BBQing has completed a food handler training course and has submitted a copy of their up-to- date Food Handler License to the Office of Student Services prior to their event.

Training courses are available online for a minimal cost. The food to be BBQed must generally still be purchased through Bon Appétit, unless a waiver from Bon Appetit and the Office of Student Services (as described above) have been secured.

### **Potlucks**

Potlucks are only allowed when they are small (less than 20 attendees) and limited exclusively to members of your RSO. Neither student organization nor University funds may be used to purchase any food for Potlucks. Perishable food should not be left out more than two hours at room temperature (one hour when the temperature is above 90 degrees) and open flames may not be used to heat food anywhere on campus.

## **Special Notes Regarding Off-Campus Events**

### **Accessibility at Off-Campus Events**

**All student group-sponsored events should be held in locations that are fully accessible to all, including those with physical limitations.** All venues have site contacts that should be able to tell you whether their facility is accessible, including their restroom facilities and parking areas.

### **Insurance for Off-Campus Events**

Sometimes off-campus venues will require proof of insurance. Contact the Office of Student Services to make arrangements.

### **Travel Policy**

Student groups that wish to travel/carpool need to complete the [University's Travel Form](#). This form will require you to provide information about the individual coordinating the trip, where you are going, and the purpose for your trip. Additionally, those who are driving will need to be identified, as well as those who will be passengers.

In addition to this University Form, you must contact the Office of Student Services to access Liability Waivers, and your completed waivers must be turned in to the Office of Student Services at least one week prior to your trip.

# Part 3: Marketing

## Sacramento Campus Print Shop

**The Sacramento Campus Print Shop provides printing, reproduction, binding, laminating, folding and paper-cutting services at reasonable prices.** To use these services, contact Tim Totten, Print Shop Manager at 916.739.7156 or [ttotten@pacific.edu](mailto:ttotten@pacific.edu). The Print Shop cannot accommodate same-day orders, so please reach out several working days in advance.

## Campus Posting Policy

Student organizations may post printed materials on-campus and digital materials on social media within the following guidelines:

1. **Only events and activities approved by the Office of Student Services may be advertised.**
2. **Include all relevant information** (date, time, location, names of guest speakers, name of sponsoring-student group, contact information, etc.).
3. **All postings must be appropriate for a Law School**, as determined by the Office of Student Services.
4. **All printed materials must have the ADA statement:** “If you need reasonable accommodations to participate in this event, you are asked to contact [Event Coordinator’s name, number, and email] at least 3 business days in advance.”
5. **If alcohol will be served off-campus and McGeorge is not providing security:** all postings must state “McGeorge School of Law is not sponsoring or providing security for this event.”
6. **All printed materials must be removed following the advertised event.**

Printed materials may be posted on uncommitted bulletin board space, including the boards between G and H and in front of the Student Center, and in the top corners of classroom chalk boards. Student groups may also drop off copies of flyers at the Library front desk and the Office of Student Services for posting. You may ask McGeorge faculty if they’re willing to post a flyer on their office bulletin board.

**No printed materials may be attached to any surfaces other than those designated above. Any such material will be removed.** McGeorge reserves the right to remove any materials posted anywhere upon the University’s property and does so at regular intervals.



## Student groups may not:

- X **Write on Chalkboards:** In no event does the administration authorize use of classroom chalkboard space for any announcement whatsoever, except those relating to the curriculum of the Law School. Individual members of the faculty, however, are at liberty to permit use of chalkboard space or to erase any announcements on chalkboards.
- X **Post or tape materials on doors, windows, or walls**
- X **Leave unattended printed materials on Student Center tables or in classrooms**
- X **Advertise in the residence halls**

## Social Media

If your group has a social media account (Facebook, Twitter, Instagram, LinkedIn, etc.) that you would like to link to the [RSO portion of the Office of Student Services website](#), please e-mail our Web Master, Svend Holst, at [sholst@pacific.edu](mailto:sholst@pacific.edu).

## TWEN and Canvas

If you would like to create a TWEN page for your student group, please contact Monica Sharum in the Library at [msharum@pacific.edu](mailto:msharum@pacific.edu). Student Groups may not create Canvas pages.

## The Docket and The WRIT

The Docket is a weekly email listing Law School events. The Weekly Report of Important Things (The WRIT) is a weekly email listing important opportunities, scholarships, deadlines, and other things of that nature.

RSO activities approved by the Office of Student Services are automatically included in The Docket or The WRIT based on the information you provided in your [Activity Request Form](#). If you need to update you're the information or you'd like to send out additional information in The Docket or The WRIT, please email the Office of Student Services at [sacstudentaffairs@pacific.edu](mailto:sacstudentaffairs@pacific.edu).

## Wordmarks, Logos & Seals

Student groups may use the Law School and/or University logo, wordmarks, and seal within the acceptable uses outlined in McGeorge's [Identity Standards and Style Guide](#). **Under no circumstances may the wordmark, logo or seal be stretched or altered in any way.**

Student groups may also develop and use their own logos. If you need assistance developing (or redesigning) a logo, please contact McGeorge's Marketing and Communications Department by filling out the [Creative Project Request Form](#).

All projects must be requested at least two weeks before the desired due date. Requests for a new logo design must be submitted at least four weeks before the desired due date.

If you would like to order swag for your RSO, please contact Director of Marketing and Communications, Ashley Golledge, at [agolledge@pacific.edu](mailto:agolledge@pacific.edu) or by filling out the [Creative Project Request Form](#). Ashley can assist you with designing swag, contacting vendors, and getting the best price for your intended purchase.

The Marketing and Communications Department at McGeorge graciously volunteers time to help RSOs with these types of requests, and requests may be denied for any reason.

## SWAG

RSOs may design, distribute, or sell SWAG for their organization. All SWAG must be approved by the Office of Student Services. The process is as follows:

1. Fill out an Activity Request form indicating you'd like to design, distribute or sell SWAG for your RSO. Please indicate what types of items you are interested in and how many you expect to need.
2. Once your activity request is approved, you may begin designing your SWAG. You may use the Law School or University wordmarks, logos, and seals subject to the guidelines above.
3. All SWAG designs must be approved by the Office of Student Services. E-mail your final design to [sacstudentaffairs@pacific.edu](mailto:sacstudentaffairs@pacific.edu) and [sfarnesi@pacific.edu](mailto:sfarnesi@pacific.edu). Wait for a response e-mail approving your design before ordering.
4. Once your final design is approved, you may order the SWAG.

If you need assistance designing or redesigning SWAG for your RSO, please contact the Marketing and Communications Department by filling out the [Creative Project Request Form](#). They can also help you order your items, and in some cases even save your RSO money, as they have connections to vendors McGeorge uses frequently.

Please note that working with the Marketing and Communications Department DOES NOT change the required process above. RSOs MUST have an approved activity request prior to working with Marketing to design their SWAG, and that design MUST be approved by the Office of Student Services prior to ordering.

Also, please note you can pay out of pocket for SWAG and be reimbursed by your RSO, or you can use a University Credit Card, or you can use a University Check. If you are paying with a University Check, we will need to make sure any vendor you use is approved. That process can take 2-4 weeks, so please plan ahead. *Please see the Part 4: Money Management, Payment by University Check to an Approved Vendor section of this manual for more information.*

# Part 4: Money Management

## Agency Account (On-Campus Bank Account)

RSOs have an account with the University for processing financial transactions and obtaining campus services. These accounts are referred to as “Agency Accounts”. Off-campus bank accounts are strictly prohibited.

Account statements are provided by request. Students listed on an RSO’s Signature Form may email the Sacramento Campus Business Office at [sac\\_busoffice@pacific.edu](mailto:sac_busoffice@pacific.edu) to request the RSO’s “Summary and Detail Report.”

Your Agency Account has no annual fees or interest, and the balance is carried over from year to year, unless your group goes inactive. **After a group becomes inactive, its agency account will remain for one academic year. If the group does not reactivate it will be closed and any remaining funds will be reallocated to the SBA to support active student groups.**

University accounts must be paid in full before a student group may schedule events or activities. If your group’s account balance becomes negative, all rights and privileges will be suspended until accounts are cleared.

## Index Code

**Each Agency Account is assigned a unique Index Code.** You should write this number down because you will need it regularly throughout the year. It’s akin to your bank account number, so regulate carefully who has access to this number to ensure its proper use.

**New groups will also need to have a Request to Open an Account Form completed by the Office of Student Services** in order to obtain an index code and gain access to an agency account. This request can be submitted once your RSO’s registration documents have been received. You will be notified once your group’s agency account has been established.

## Signature Form (Authorized Signatories)

**Before any financial transactions can be processed, your student group must submit a [Signature Form](#).** This form tells us who is taking responsibility for managing your club’s account this year, and who has signature authority. A minimum of three (3) officers must sign the Signature Form, and it must be submitted to The Office of Student Services during the RSO Registration process, by the June 1 deadline. The University will not process any financial transactions, including reimbursements, until your group has a [Signature Form](#) on file.

## The Treasurer's Role

The Treasurer plays a vital role for the organization. Treasurers should:

- ✓ Attend any mandatory trainings.
- ✓ Create a budget and keep it up to date.
- ✓ Complete financial transactions in a timely manner (within 30 days).
- ✓ Promptly notify The Office of Student Services of any issues that arise.
- ✓ Keep organized records. At a minimum, keep a running spreadsheet similar to this one:

Date	Category	Transaction Description	Reimbursement to:	Payment	Deposit	Balance
8/1/24		Balance forward from 2023-2024 school year				\$100.00
8/30/24	Food	Pizza for August club meeting	Suzie Smith	-\$60.00		\$40.00
9/3/24	Publicity	Printing flyers for Know Your Rights Event	Brandon Lim	-\$10.00		\$30.00
9/10/24	Dues	Collected dues from Lim, Smith, Reyes, McGuire (cash)			\$40.00	\$70.00

## Finding Funding

RSOs are not automatically allocated a budget, however, there are many ways RSOs can make money. For example:

- ✓ **Dues.** RSOs often collect dues ranging from \$5-\$40, depending on the group's activities.
- ✓ **Fundraising.** Sometimes RSOs fundraise to raise money. For example, a group might coordinate to have a night where Chipotle gives their club a portion of the evening's sales. Another example would be asking alumni who were members of your club to donate money towards an event.

Fundraising can be an effective way to increase your club's resources, but it does require advance planning and approval. *Please see the Part 5: Fundraising section of this manual for more information.*

- ✓ **Selling SWAG.** Some of the things RSOs sell as SWAG items are t-shirts, sweatshirts, or hats. These types of items can be sold to RSO members, alumni, and others at an upcharge to make money.
- ✓ **Regional or National Bar Associations.** The ABA has funding available for new events, and groups like the Sacramento County Bar Association (SCBA) or SCBA affiliates such as Women Lawyers of Sacramento, SacLEGAL, or Wiley Manuel Bar Association may be interested in partnering with your group.
- ✓ **Affiliated organizations.** If your RSO is affiliated with an outside group, such as a national chapter, often the affiliated organization will be willing to provide financial assistance.
- ✓ **SBA Funding.** The SBA also typically provides some "startup funding" for RSOs. It is up to SBA to determine if they are providing these types of funding from year to year, how RSOs apply for it, and the criteria by which RSOs qualify for it. Please contact SBA for more information.

There are also opportunities for RSOs to obtain event specific funding. For example:

- ✓ **CSO Funding.** The CSO provides up to \$150.00 per RSO per academic year to support career-related events. To apply for support funds from the CSO please fill out this [CSO Funding Request Form](#). To request some other type of financial support from the CSO please email [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu).
- ✓ **CID Funding.** The CID provides up to \$200.00 per RSO per academic year to support diversity-related events. To apply for support funds from the CID please fill out this [CID Funding Request Form](#). To request some other type of financial support from the CID please email [dpacrem@pacific.edu](mailto:dpacrem@pacific.edu).
- ✓ **SBA Funding.** In addition to the "startup finding" mentioned above, SBA also typically provides "event funding" for RSOs. It is up to SBA to determine if they are providing these types of funding from year to year, how RSOs apply for it, and the criteria by which RSOs qualify for it. Please contact SBA for more information.
- ✓ **Co-Sponsors.** Join forces with another RSO and pool your resources.

## Deposits

**RSOs may accept payment by cash or check. Any cash or checks collected by an RSO must be deposited within 24 hours.** Money collected over the weekend should be given to Public Safety to keep in their safe until it can be safely deposited into your club's account on Monday. The Business Office has a *Deposit Form* for you to fill out when you are depositing money into a club account.

## **Cash Box**

The Office of Student Services has cash boxes that may be borrowed on the honor system on a first-come-first-served basis. If the cash box is not returned in good condition and in a timely manner, your group may be charged for the cost of replacement. Do not leave any cash or other items in the cash box.

## **Accepting Payment Electronically**

RSOs may also accept payment electronically via CASHNet. CASHNet is the only approved method of collecting money electronically and RSOs MAY NOT collect money electronically by any other means. Money received through CASHNet is automatically directly deposited into the RSO's Agency Account.

## **CASHNet**

CASHNet is Pacific's eCommerce and credit card processing solution. CASHNet allows your group to accept ALL major credit card brands as well as debit cards labeled with a major card brand logo (American Express, Discover, MasterCard or VISA). **CASHNet solutions are the only University approved methods of accepting credit card payments.**

There are three CASHNet options:

1. CASHNet eMarket allows you to create an **online store** for your group, where, with approval, you can have members pay dues, sell tickets to events, and more.
2. CASHNet's Virtual Terminal product called Assisted Payments allows you to **process credit card payments over the phone or in person by keying in the credit card information on your desktop or laptop computer (Wi-Fi processing not allowed, cellular or hardwired only).**
3. CASHNet's Mobile Terminal product called CASHNet Mobile Payments allows you to **swipe credit card payments on the go using a University-owned cellular-enabled iPad, such as at an event with an auction, or ticket sales at the door.** (iPad reservation required at least two weeks prior to event date; cannot use a personal iPad/iPhone)

All revenue collected via CASHNet automatically posts to your group's Agency Account, making this an extremely simple method of collecting payments.

**Please note that Bank Discount Fees will be deducted from your account.** The discount rate comprises a number of dues, fees, assessments and network charges merchants (such as Pacific) are required to pay for accepting credit and debit card payments. Pacific's bank discounts hover around 2% of the total transaction revenue of your event and are applicable to all credit card processing at Pacific. Any time your group uses CASHNet to accept credit card payments the bank discount fee will be automatically applied by the Office of Financial Reporting when a reconciliation of credit card use is processed at the end of each month.

To set up a CASHNet site for your group, please fill out the [CASHNet Request Form](#) at least one week in advance of when you need to start collecting payments. If you need to reserve an iPad for Mobile Payments, the form must be submitted several weeks in advance.

## **How do I spend money on behalf of my club?**

There are four options:

1. **Pay out-of-pocket and seek reimbursement** (most common,
2. **Pay by University credit card** (available for large expenses/items that can be purchased online or over the phone)
3. **Pay by University check** (requires several weeks for processing)
4. **Internal (on-campus) charges**

### **Reimbursements for Out-of-Pocket Expenses**

Only reasonable expenses incurred for University-approved events and activities in furtherance of a group's statement of purpose, consistent with the educational mission and policies of the University, will be reimbursed.

Before using personal funds to pay for anything on behalf of your group, the expenditure needs to be approved according to the internal procedures your group has specified in your Constitution or Bylaws. Typically, expenditures require the approval of at least two Authorized Signatories (meaning two of the three or more Board Members listed on the RSOs Signature Form).

Please note that the University DOES NOT reimburse for purchases of alcohol. Also, the University DOES NOT reimburse for purchases of gift cards without prior approval, and the University DOES NOT reimburse for any purchase that was made with a gift card.

### **Reasons a reimbursement may be denied include, but are not limited to, the following:**

- X Incorrectly filled out forms (you can fix and resubmit).
- X Insufficient funds in the group's account.
- X Insufficient documentation was provided.
- X Person identified on documentation is not a student at the Law School.
- X Reimbursement is for the purchase of alcohol.
- X Reimbursement if for the purchase of a gift card without prior approval.
- X Purchase was made with a gift card.
- X Reimbursement relates to an event or activity that was not approved under the policies and procedures set forth in this Manual.
- X Reimbursement would be inconsistent with University policy.

**To submit a reimbursement request, fill out the online [Green Form](#), which requires:**

1. Confirmation this expenditure was approved by two of your group's Authorized Signatories,
2. A picture or scanned copy of your receipt (save the original), and
3. A completed [Authorization for Payment Form](#).

Your reimbursement request will be reviewed for accuracy and appropriateness, then submitted to the Business Office for processing. If you have direct deposit set up, the money will be directly deposited into your account, otherwise a check will be mailed to you.

**How to fill out the Authorization for Payment Form:**

- ✓ **Date** (today's date)
- ✓ **Banner ID No.** (989#)
- ✓ **Pay to Name**
- ✓ **Remittance Address** (where to send the check)
- ✓ **Invoice Number** (or if none is listed, then use the date the form is being submitted in numbers only (for example June 1, 2024 would be "06012024')
- ✓ **Commodity Code** (always use "A062")
- ✓ **Invoice Amount** (total amount to be paid)
- ✓ **Index Code** (your group's index code)
- ✓ **Business Purpose** (why is your group spending this money? Include- who, what, where, when, why)
- ✓ **Prepared by** (the person filling out the form)

### **Reimbursements for Gift Cards**

The university considers gift cards income. You must have approval from the Office of Student Services before you buy a gift card.

**To get reimbursed for buying a gift card, a Gift Card Log must be filled out attached to your reimbursement request, in addition to your receipt. Contact the Office of Student Services at [sacstudentaffairs@pacific.edu](mailto:sacstudentaffairs@pacific.edu) to access the log.**

The log will ask you to provide the following information: Date, Payee (name of club), Recipient of gift card (name), 989# of the recipient, Gift card type, Gift card amount (must be less than \$50), Purpose (why did your club give away this gift card?). **Be sure to collect all of this information before you give out the gift card, or you will not be able to get reimbursed.**

Also, the University does not reimburse for any purchase made with a gift card. If you pay with a gift card you will NOT be able to be reimbursed.



### **Receipts/Lost Receipts**

**All receipts must be original and fewer than 30 days old.** A copy of your personal check or credit card statement is not acceptable. Always use the most detailed receipt available. Occasionally a person may lose a receipt. If this happens, fill out a [Lost/Missing Receipt Affidavit](#) and submit it to the Office of Student Services.

### **Payment by University Credit Card**

**The Office of Student Services has a University credit card that may be used to make purchases on behalf of a student group.** Money spent will be deducted directly from your group's account and your group must have sufficient funds to cover this expense. This method of payment is typically for online orders (such as buying decorations for an event on Amazon) or large expenses (such as rental fees for a Barrister's Ball Venue). **Contact the Office of Student Services to make arrangements if you'd like to use the university credit card at least one week in advance of when the payment/purchase needs to be made.**

### **Payment by University Check to an Approved Vendor**

One difference between your University agency account versus a checking account at a bank is that you cannot have a checkbook or debit card. To have a check issued, **fill out the online [Green Form](#), which requires:**

1. Confirmation this expenditure was approved by two of your group's Authorized Signatories,
2. An invoice or other documentation regarding this expense (save the original), and
3. A completed [Authorization for Payment Form](#).

Your request will be reviewed for accuracy and appropriateness and then submitted to the Sacramento Campus Business Office. Please note that the check will be sent directly to the vendor and it takes several weeks for that to happen.

**Also, please note anytime you pay an individual for a service (such as a DJ, a teacher, or dancer) that person must be paid by University check.** This is non-negotiable as the University must pay the individual directly for any services rendered for tax purposes (1099 Reporting). *Please see the Part 4: Money Management, Paying an Individual for Services section of this manual for mor information.*

**Also, please note that University checks will only be issued to approve vendors.** You may contact the Office of Student Services to inquire about what businesses or individuals are already approved vendors, or to find out if a specific business or individual is an approved vendor.

If the business or individual you are working with is not an approved vendor, you will need to work with the Office of Student Services in order to get them approved. Generally, the approval process consists of having the business or individual complete a form that Human Resources will review and approve. The vendor approval process can take a long time. As such, all vendor approval forms must be submitted to the Office of Student Services at least four weeks prior to when the business or individual will be needed.

### **Internal (On-Campus) Charges**

The Print Shop and other campus departments will use your index code to directly bill your student group. No money exchanges hands; rather, a Journal Entry is completed to transfer money from one index code to the other. A Journal Entry is also how you transfer money from one club to another. Contact the Office of Student Services for assistance with a Journal Entry.

## **Paying an Individual for Services**

**Anytime you pay an individual for a service (such as a DJ, a teacher, or dancer) that person must be paid by University check. This is non-negotiable as the University must pay the individual directly for any services rendered for tax purposes (1099 Reporting).** In some cases, an individual providing services will be considered an independent contractor and in other instances they will need to become a temp-casual employee of the University. This determination is made on a case-by-case basis by Human Resources.

If they are deemed an independent contractor, it might be necessary to put any agreement with them through the University's contracts review process. *Please see the Part 1: Registration, Contracts section of this manual for more information.*

If they are deemed a temp-casual employee of the University, they will need to become an approved vendor. *Please see the Part 4: Money Management, Payment by University Check to an Approved Vendor section of this manual for more information.*

The process of determining which category they should be in and going through either the Contact Process of the Vendor Approval process can take four weeks (at a minimum), so it is necessary to identify any individual you will need to pay early and contact the Office of Student Services to make arrangements.

## **Gambling**

All gambling is strictly prohibited. Also, hosting a raffle is considered gambling and is also strictly prohibited. *Please see the Part 5: Fundraising, Raffles and Drawings section of this manual for more information.*

## **Fiscal Year**

The University fiscal year runs from July 1 to June 30. RSO Officers are responsible for keeping track of their account activity throughout the fiscal year and should promptly bring any problems to The Office of Student Services' attention when they arise, rather than waiting until the end of the fiscal year. **Reimbursements from a prior fiscal year will not be approved.**

## **Financial Inspections & Audits**

**Student organizations are expected to keep complete and accurate financial records, which are to be current and available for inspection at any time.** Historical financial records should be kept for a minimum of two years. Throughout the year, groups may be audited by the Office of Student Services, including but not limited to, when there is reason to believe there has been mismanagement of student organization funds or a policy violation. Student organization officers may be held personally liable for misused funds.

# Part 5: Fundraising

The term “fundraising” refers to efforts by student organizations to raise additional funds for their activities through solicitation of donations or the selling of various goods and/or services. There shall be an established secure process for handling money during any fundraiser, and any revenue collected from fundraising must be promptly deposited in your group’s agency account to ensure traceability and transparency with regard to the funds generated. **If your group would like to organize a fundraiser, please reach out to the Office of Student Services to discuss your plans.**

## Soliciting for Donations

The Office of Advancement is the clearinghouse for all McGeorge development outreach. Student organizations are asked to coordinate their messages with the Office of Advancement and receive approval before starting to fundraise.

**Please reach out to the Office of Student Services, we will work with Sally Pereira ([spereira1@pacific.edu](mailto:spereira1@pacific.edu)), Development Officer, for approval.** When you contact the Office of Student Services it would be helpful to include a description of your fundraising plans, the list of the people and places you’d like to solicit, and your solicitation letter/marketing materials, to the extent that those are available.

Your request will be reviewed by the Office of Advancement to ensure that your plans comply with McGeorge’s standards and mission and IRS regulations for 501(c)(3) organizations. Your list of places to solicit will also be reviewed for conflicts with other fundraising efforts.

## Donations of Gifts-In-Kind (Goods)

Once your group receives approval to fundraise, the Office of Advancement will provide you with a personalized “Gift-In-Kind Donation Form”, which will be filled out by each donor and used by the University to process their gift and generate a gift receipt.

Remember, not every gift is tax deductible!

- X Non-tangible items and gifts of services are not tax deductible (e.g., a DJ playing music).
- X Discounts for tangible items are not tax deductible (e.g., a card for ½ off a cup of coffee).

## IRS Gift Receipts for Donors

The University is a 501(c)(3) nonprofit organization and the Law School, including its RSOs and the SBA, fall under that designation. Donations to your group can be tax-deductible if you:

1. Seek and receive **approval** to fundraise in a timely manner.
2. **Submit cash/check donations directly to the Office of Advancement** accompanied by the following information: (1) donor name, and (2) donor mailing addresses.
3. Submit a filled out “**Gift-In-Kind Donation Form**” to the Office of Advancement for each donated gift-in-kind.
4. Fundraise **for the benefit of the University** (not for an external charity).

## Fundraising to Benefit an External Charity

**Student groups that wish to fundraise for the benefit of an outside charity must receive authorization from that charity to raise funds on its behalf.** Requests by student groups that wish to fundraise on-campus for the benefit of an outside charity (either through the collection of money or goods) will be approved by the Office of Student Services on a case-by-case basis. Fundraising for an external organization’s benefit is not tax-deductible for donors under the University’s Tax ID.

## Donor Recognition

Donors to the University are recognized in many ways: (1) in the annual University Donor Honor Roll, which appears in Pacific magazine, and (2) the firm/donor name is listed on the Law School’s Honor Roll of Donors, in Northwest Hall. **We highly recommend that you also send your donors a personalized thank you letter.**

## Auctions

Live and silent auctions of donated goods to raise funds for charitable purposes are permitted on a limited basis. Auctions must comply with the following requirements:

1. All auctions need to be **approved** by the Office of Student Services in advance.
2. All **donated goods** must be collected according to the procedures in this Manual.
3. All **advertisements must include language** indicating where the proceeds of the auction will go, and what they will benefit. (For example: “Auction proceeds will go to Lambda to fund future events.”)
4. Submit revenue and expenses information on all auctions including ticket sales, sponsorships, auction item donations, and winning bidder information.

### Auction Item Donation

- a. Item Description,
- b. Donor Provided Value or Fair Market Value,
- c. Donor Name, and
- d. Donor Address.

### Auction Item Purchaser

- a. Name of Purchaser,
- b. Mailing Address of purchaser,
- c. Product/Goods description, and
- d. Amount paid.

## Raffles and Drawings

**Student organizations MAY NOT hold raffles, but MAY hold a drawing with the approval of the Office of Student Services.**

California Penal Code Section 320.5 describes the requirements pertaining to charitable raffles (in other words, a raffle is a type of lottery in which prizes are awarded to people who pay for a chance to win). **Under this code section, if your organization wants to host a raffle, it would need to register with the California Attorney General's Office in advance of the beginning of the state's fiscal year (prior to Sept. 1).** Registration requires a \$20 annual fee and can be completed online. Your organization would also need to submit a closeout summary report by Aug. 31 of the following year.

In addition to registration, this code section requires the following:

1. **California laws require that 90 percent of the gross proceeds raised go directly to beneficial or charitable programs ("90-10 Rule").** This means you are only allowed 10 percent of the gross proceeds to pay for expenses and the consignment cost of the raffled items. 50-50 raffles are illegal in California. You must follow the 90-10 rule.
2. **Wine is an allowable raffle item, but you need to register with the California ABC for a one-day temporary permit (cost \$100).**
3. A raffle **may not be operated or conducted in any manner over the Internet**, nor may raffle tickets be sold, traded, or redeemed over the Internet.
4. Failure to comply with the provisions of section 320.5 is a misdemeanor.

However, a "drawing" is exempt from the above requirements if it satisfies all of the following:

1. It involves a general and indiscriminate distribution of the tickets.
2. The tickets that are distributed for free are offered on the same terms and conditions as the tickets for which a donation is given.

3. The scheme does not require any of the participants to pay for a chance to win.

Meaning, if someone requests a free “drawing” ticket, you give it to them, and you treat their free ticket exactly the same as if they had paid money. If you are hosting this type of drawing, the following rules apply:

1. drawings need to be **approved** by the Office of Student Services in advance.
2. All **donated goods** must be collected according to the procedures in this Manual.
3. All **tickets and publicity materials must clearly indicate that no purchase is required**. If a dollar amount is specified, the words “suggested donation” must also appear. (E.g., “Suggested donation for 1 raffle ticket is \$1.”)
4. All **advertisements must include language** indicating where the proceeds of the drawing will go and what they will benefit. (E.g., “Drawing proceeds will go to BLSA to fund future events.”)
5. **Anyone requesting a free drawing ticket must be provided with one.**