

STUDENT ORGANIZATION HANDBOOK

THE UNIVERSITY OF TEXAS

SCHOOL OF LAW

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GENERAL INTRODUCTION

Dear Law School Student Leaders:

Student organizations provide a valuable service to The University of Texas School of Law. Organizations at UT Law help develop the leaders of tomorrow by providing opportunities for social and cultural interaction while promoting activism, public service and a sense of community. Through participation in one of our fifty-plus organizations, each individual contributes to the rich social and intellectual landscape of our institution.

This Student Organization Handbook is designed to provide valuable information for the Law School community. Culled from the UT Dean of Students' Handbook for Registered Student Organizations and other sources, this manual is supplemental and is not intended to replace official University publications regarding student groups. The official and complete rules can be found in Appendix C, Chapter 5 of the General Information Catalog. Many of the policies specifically pertaining to UT Law student organizations can be found on the UT Law website's Resources for Student Organizations.

As you plan for the upcoming year, please remember that you represent both your student organization and The University of Texas School of Law. Please review the institutional guidelines in this manual and feel free to contact the Student Affairs Office (SAO) for additional guidance or assistance at any time.

The SAO remains committed to educating our students and empowering them to continue in the tradition of excellent leadership that has already been established. I wish all of you success in the coming year.

Respectfully,

Rey Ramos
Assistant Dean for Student Affairs

QUICK REFERENCE FOR CONTACT PERSONS

List by Area

<u>Areas</u>	<u>Contact Person</u>
Accounting	Kimberly Biar, TNH 2.118D kbiar@law.utexas.edu
	Corina Elizondo, TNH 4.105 celizondo@law.utexas.edu
	Cindy Roberts, TNH 4.105A croberts@law.utexas.edu
Computer Lab	Brian Quigley, JON 2.210B, 471-6228 bquigley@law.utexas.edu
Exhibits	Elizabeth Haluska-Rausch, JON 6.219, 232-3802 ehaluska@law.utexas.edu
Keys	Rose Cumpian, CCJ 1.323, 232-1971 rcumpian@law.utexas.edu
Information Technology	Mike Harvey, TNH 3.102C mharvey@law.utexas.edu
	Brian Quigley, JON 2.210B, 471-6228 bquigley@law.utexas.edu
Law Mail - General Info	Mark Gunn, TNH 3.102B mgunn@law.utexas.edu
Library	Jane O'Connell, JON 2.200, 471-8761 joconnell@law.utexas.edu
Media Services	Evan De Wandler, CCJ 1.302, 232-7797 mediaserv@law.utexas.edu
Office Supplies & Mail Room	Stella Torrez, JON 1.207, 232-7801 Order on-line: https://web.austin.utexas.edu/law/pos
Public Relations/Communications	Kirston Fortune, TNH 3.102D, 471-7330 kfortune@law.utexas.edu
	Laura Castro, TNH 3.102D, 232-1229 lcastro@law.utexas.edu
Purchasing	Wade Classen, TNH 4.105C, 475-7573 wclassen@law.utexas.edu

Registration for Student Org's

Rey Ramos, TNH 2.116, 232-1313
rmos@law.utexas.edu

Russell Essary, TNH 2.117C, 232-1313
ressary@law.utexas.edu

Room Reservations

- Classrooms

Derek Jones, TNH 2.117, 232-1140
djones@law.utexas.edu

- Other Rooms, Areas

specialevents@law.utexas.edu

SharePoint

sharepoint@law.utexas.edu

Special Events

TNH 2.122CA, 232-1223
specialevents@law.utexas.edu

Student Bar Association

TNH 2.128, 232-1391
SBA@law.utexas.edu

Richard J. Hillary, President
richardhillary@mail.utexas.edu

Telephones

Rose Cumpian, CCJ 1.306, 232-1971
rcumpian@law.utexas.edu

Web Maintenance

webmaster@law.utexas.edu

Student Activities
& Leadership Development

SSB 4.400, 471-3065

STUDENT ORGANIZATION HANDBOOK
THE UNIVERSITY OF TEXAS
SCHOOL OF LAW

GENERAL POLICIES

REQUIREMENTS FOR BECOMING A REGISTERED STUDENT ORGANIZATION

A group of three or more currently enrolled students may form a registered student organization by picking up the application forms from [Student Activities and Leadership Development \(SALD\)](#), SSB 4.102, and following these simple requirements:

- a. Complete an [application for registration](#) and pay a \$10.00 registration fee at the SALD, SSB 4.102.
- b. Sign a [Legal Responsibility form](#).
- c. Complete an [Authorized Representatives form](#).
- d. Participate in an orientation session for registered organizations.
- e. Limit its membership to students, faculty, and staff at UT Austin.
- f. Not deny membership on any basis prohibited by applicable law, including but not limited to sex, race, color, national origin, religion, age, veteran status, or disability.
- g. Agree to conduct organization affairs in accordance with institutional regulations.
- h. Submit two designated Law Mail contacts to Student Affairs* (StudentAffairs@law.utexas.edu).

* Item h is only for the Law School.

E-mails regarding important information for student organizations will be sent to members listed as the Contacts. They will also have special access to “Resources for Student Organizations” found at the bottom of the Student Organization web page.

Other rules and regulations pertaining to Law School student organizations are outlined in this handbook. University rules and regulations may be found in [The University's Handbook for Registered Student Organizations, General Information Catalog, Appendix C](#), and [Institutional Rules on Student Services and Activities, Chapter 5](#). Other questions may be directed to Assistant Dean Rey Ramos, TNH 2.117, 232-1313, or to SALD staff, 471-3065. Registration for the Fall Semester 2008 begins on Wednesday, August 27, and the deadline is Friday, September 19.

BENEFITS OF BECOMING A REGISTERED STUDENT ORGANIZATION

A registered student organization has the privilege of using University facilities and banking services, raising funds and sponsoring public performances on campus, distributing literature, advertising on campus, and calling upon the assistance of staff in the Assistant Deans' Offices and/or the [Student Activities and Leadership Development Office](#) for program planning.

RE-REGISTRATION OF STUDENT ORGANIZATIONS

Every registered student organization must re-register with SALD at the beginning of each fall and spring semester. Re-registration for the Fall Semester 2008 begins on Wednesday, August 27, and the deadline is Friday, September 19.

Each organization will also have two Law Mail contacts at the Law School that will have special access to “Resources for Student Organizations.”

- a. Re-register online at http://deanofstudents.utexas.edu/sald/soc_registration.php.
- b. Complete the [Legal Responsibility form](#) online and print a copy for Assistant Dean Rey Ramos, TNH 2.117.
- c. Pay the \$10.00 registration fee to SALD on or before the re-registration deadline. Spring Semester registration will be completed online and will not require a re-registration fee.
- d. Submit two designated Law Mail contacts to [Student Affairs](#).

Failure to reregister by the deadline will result in the organization's loss of privileges until re-registration is completed.

REPRESENTING A STUDENT ORGANIZATION IN RELATIONS WITH THE UNIVERSITY

Only the members listed on the Authorized Officers or Representatives form may speak for or represent the organization in relations with The University. Only these members are permitted to make room reservations, schedule outdoor events such as rallies, reserve booths (tables) or banner space, and conduct other business for the organization.

USING THE NAME OF THE UNIVERSITY AS PART OF A STUDENT ORGANIZATION NAME

Only an organization that is officially sponsored by The University may use the name of The University as part of its name. Within the School of Law, usually only the journals and the Student Bar Association may use The University in their names. This means that no other organization may use the name of The University of Texas in its letterhead, etc.

A student, group, or organization that is not sponsored by The University may not use the name of The University or an abbreviation of the name of The University as part of its name. Being sponsored by The University is not the same as being registered with The University.

A group not sponsored by The University may use such names as campus, university, Texas Chapter, or Austin as part of its name.

REPRESENTING THE UNIVERSITY IN AN OFFICIAL CAPACITY

A student organization that represents The University in intercollegiate competition, public performances, fundraising projects, printed literature, or any other endeavor, must have the activity approved by the dean or executive officer of the department or agency that sponsors the organization. (Policy Memorandum 4.101)

BENEFITS OF HAVING AN ADVISOR

The knowledge, leadership, and guidance that an advisor can provide your organization are priceless. Although advisors are not required by the university, SALD recommends that student organizations have an advisor to assist their organization. An advisor can also assist in designing and evaluating organization goals and activities. An advisor can help provide continuity and serve as a signatory on official forms when other authorized representatives are not available. Also, in most cases, your advisor will have more familiarity with the university and its expansive community of services.

CREATING AN EFFECTIVE ORGANIZATION

RUNNING AN EFFECTIVE MEETING

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

Before the Meeting:

1. Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
2. Develop an agenda.
3. Choose an appropriate meeting time. Set a time limit and stick to it.
4. Distribute the agenda and any other materials before the meeting so that members can be prepared.
5. The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
6. Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

During the meeting:

1. Greet members to make them feel welcome and be sure to introduce any new members.
2. If possible, serve light refreshments.
3. Start on time. End on time.
4. Follow the agenda.
5. Encourage discussion so that you get different ideas and viewpoints. Remember that the organization belongs to all of the members. When members see that their ideas have an impact on the decision-making process, their commitment to the organization is increased.
6. Keep the discussion on topic and moving towards an eventual decision.
7. Keep minutes of the meeting for future reference in case a question or problem arises.
8. The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
9. Set a date and time for the next meeting.

After the meeting:

1. Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
2. Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
3. Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
4. Put unfinished business on the agenda for the next meeting.

5. Most importantly, give recognition and appreciation to the members for excellent and timely progress!

PROGRAM AND EVENT PLANNING

Program and event planning helps your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. However, it takes a great deal of planning and forethought prior to your event to ensure success. The following list will describe some basic programming tips that will help keep you on track.

CONCEPT

- Determine the goals of the program.
Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities, to socialize, to recreate
- Brainstorm the type of event and possible themes that will match your organizational goals.
Examples: speaker, film, dance, fundraiser, trip, food, festival, athletic event, recreational tournament
- Decide on a program within your budget.
- Discuss the options within your organization and make a group decision.

EVENT PLANNING PROCEDURES

Event Planning Procedures

Before the event occurs, you will have to complete an Official Occasion Expense Form <http://utdirect.utexas.edu/loacc/occasion.pdf> and submit it with your voucher once the invoice has been mailed. It may also be given to you at the time of the event by the caterer.

Speakers

- Determine the type of entertainment/speaker you would like to sponsor.
- Research local, regional and national possibilities and negotiate a fee.

Student organizations desiring to invite speakers to the Law School must have prior approval for the event at least 48 hours before it is scheduled. Approval may be requested simultaneously with the organization's room request by filling out the online events request form which is accessible from the online calendar at <http://utdirect.utexas.edu/localn/cal.WBX> or by contacting the Special Events Office at specialevents@law.utexas.edu.

The purpose of this approval process is not intended to restrict student organizations from having speakers; it is simply an effort to ensure that only one major event is planned for any particular date and that security is hired if needed. If it is deemed that security is needed, the organization must meet with Sgt. Gonzalo Gonzalez of the UT Police Department. It is the group's responsibility to pay for the security.

- Honorarium Services
All Honorariums must have prior approval from the Dean's Office. Submit an [Authorization for Professional Services Form](#) (APS) and the [Employee/Independent Contractor Checklist](#) to

obtain approval. The first time an individual is paid, a [Payee Information Form \(PIF\)](#) must be completed and submitted, along with a copy of their photo ID, to the School of Law Accounting Office. Reimbursement/Payment requests must be submitted on the School of Law [Voucher](#) form. APS forms are valid for the fiscal year only and cannot cross fiscal years

The purpose of this approval process is not intended to restrict student organizations from having speakers; it is simply an effort to ensure that only one major event is planned for any particular date and that security is hired if needed. If it is not deemed that security is needed, the organization must meet with The University Police Department, Sgt. Gonzalo Gonzalez. It is the group's responsibility to pay for the security.

Date

- Find a convenient date for members in the group and for the entertainment / speaker.
- Choose a date that does not conflict with other existing campus programs.

Location

- Project the attendance to make sure that you have reserved an adequate facility.
- Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, a cooking area, an outdoor area, lecture hall, etc.

Time

Determine a convenient time for your targeted audience. For example, if you want commuter students to attend your program, many are on campus during the day; so plan a time between day classes for a program. Do not plan a program when major organizations have standing meetings.

Budget

- Project all expenses and incomes such as fees, advertising, security, food, etc.
- Stay on budget.
- Brainstorm additional funding sources if you need more money.

Publicity

- Design publicity strategies for targeted audiences.
- Design your promotion to fit the style and theme of the program. Be creative.
- Make the publicity neat and accurate. Include the name of the program, date, time, place, and ticket information if necessary.
- Distribute publicity in ample time. This allows people to plan ahead. Two weeks advance notice is ideal.

Food

Determine food needs. Are you planning a dinner or a reception? Who will cater this activity? Consult with the [UT Special Events Office](#) for detailed information on food safety and to ensure that you have the proper food permits for your event ([Food Distribution Form](#) or [Food Distribution Using Caterers Form](#)).

Entertainment Reimbursement

Reimbursement requests must be submitted on the School of Law [Voucher](#) form accompanied by the [Occasion Expense Form](#), which is used to provide information that is required by the IRS, to prevent this payment from being reported as taxable income. Original itemized receipts are required.

Contracts

All contracts must be reviewed and signed by the Dean's Office. Only an individual with a written delegation of authority from the President of UT Austin may execute and deliver contracts on behalf of the University and/or the School of Law. This includes Student Organizations and Journals.

IMPLEMENTATION

Develop a list of tasks that need to occur before, during, and after the event; then determine who will be responsible for each one. For example: ushers, clean-up crew, stage crew, publicity, and hospitality.

Before the event occurs, you will have to complete an [Official Occasion Expense Form](#) and submit it with your voucher once the invoice has been mailed. It may also be given to you at the time of the event by the catering people.

On the day of the program:

- Arrive early to check on room arrangements and the set up.
- Prepare a brief introduction statement. For example, "Welcome to tonight's performance sponsored by _____. If you are interested in having more events like this one, please talk to a representative of our organization."

Do an evaluation of the program at the next meeting.

- Determine if you have accomplished your program goal.
- Record both positive and negative results for future planning.
- Prepare financial statement of actual expenditures.
- Send thank you notes to appropriate people.

Adapted from: Central Connecticut State University, The Success! Series, "ABC's of Programming"

PREPARING A BUDGET

Setting Targets and Measuring Results

Student organizations should become familiar with preparation of financial plans, budgets, and the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- To put the group's plans into monetary terms
- To provide a means of allocating limited resources among the organization's activities
- To aid in tracking the organization's actual revenues and expenditures against its goals

Student organizations should budget their operations annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group's objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes. If a group has both restricted funds and unrestricted generated funds, the use of budgets to identify expenditures provides the necessary means for tracking the two fund types.

USE OF LAW SCHOOL FACILITIES

Room Reservations in Townes Hall, Connally Center, and Tarlton Library

Use the chart below to contact the appropriate office for your room reservation.

Priority: Reservations for rooms will be made on a first-come first-served basis, but in the event of conflict they will be made in accordance with the following priority:

1. Classes and seminars
2. Faculty and faculty/student committee meetings
3. Administration, Continuing Legal Education, and Law Alumni functions
4. Registered student organizations
5. Other uses by faculty and staff
6. Use by individual students

Frequently Asked Questions and answers for Student Organizations and Journals can be found at http://www.utexas.edu/law/depts/facilities/facilities_Q&A_student.pdf.

Please note: If the Breezeway is being used for rallies, speakers, etc., permission must also be obtained from SALD.

ROOMS AVAILABLE FOR RESERVATION

Room Number (*permanent seats; total seats*)

For these rooms: See Student Affairs TNH 2.117 232-1140 djones@law.utexas.edu	For these rooms: See Library JON 2.200 232-3815	For these rooms: See Special Events TNH 3.109A specialevents@mail. law.utexas.edu	For these rooms: See Advocacy Prog CCJ 3.338 232-1258
2.123 (70; 70)	4.201C (12; 12)	2.111 (--; 75)	1.312 (16; 16)
2.124 (63; 63)	4.208B (10; 12)	2.114 (216; 216)	2.306 (120; 120)
2.137 (136; 136)	5.204* (12; 30)	3.212 (10; 10)	2.310 (15; 15)
2.138 (111; 111)	5.220 (12; 14)		3.310 (14; 14)
2.139 (136; 136)	5.221** (25; 25)		3.312 (14; 14)
2.140 (136; 136)	5.226 (8; 8)		3.334 (14; 14)
3.124 (48; 48)	6.203* (20; 20)		3.336 (14; 14)
3.125 (48; 48)			
3.140 (60; 60)			
3.142 (99; 99)			
3.114 (16; 16)			
3.115 (16; 16)			
3.126 (42; 42)			
3.127 (42; 42)			
3.128 (12; 12)			
3.129 (21; 22)			

For 3.302* and 3.306****:** See Media Services, CCJ 1.302, 232-7797

*these rooms have chalk boards.

**must be reserved through Brian Quigley in Law Library.

***Mediation and Negotiation Recording Room requires security clearance to use room.

****Teleconference room requires security clearance to use room.

Library Conference Rooms

Student Organizations may reserve library conference rooms for organizational meetings. Although individual students are restricted to one hour per week, officially recognized organizations may, with the approval of Law Library staff, reserve a room for up to 8 hours per day. A representative from the organization should seek approval from Library staff at least 5 days prior to the date of the reservation.

Organizations may not reserve more than one room per day. Please note that organizations using the conference rooms must adhere to all library policies, including, but not limited to, the use of food and drink in the library, the use of personal telephones, and the re-shelving of library material. Failure to comply with Library policies may result in the organization being barred from future use of the Library conference rooms.

USE OF UNIVERSITY FACILITIES

Rallies, Demonstrations, and Public Assemblies

The University encourages dialogue and discussion on all issues of relevance to the University community. The University also has the responsibility to maintain an orderly campus so that students, faculty, and staff may engage in study, research, and requisite administrative functions.

To facilitate free and open interchange of ideas, the University Dean of Students has designated three campus free speech areas (West Mall, Union Patio, and East Mall) where UT students, faculty, and staff members may discuss any topic. These areas may be reserved. Individuals and registered organizations with reservations take precedence over those without reservations. When no advance reservation has been made during those times, and at all other times, no reservation or scheduling is required unless sound equipment is to be used.

SALD coordinates the scheduling of outdoor events for registered student organizations as well as for University departments and agencies. Organizations may request up to five dates at a time. After the fifth rally has been completed, an additional five dates may be requested. This process may be continued throughout the semester. Rallies and demonstrations may also be scheduled for areas other than the designated rally areas. Approval is granted by the Dean of Students and may be denied if the space requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested. Participants in unscheduled rallies or demonstrations in other rally areas are subject to arrest and University discipline. Individuals may be requested to move to one of the rally areas if they wish to participate in an unscheduled rally or demonstration.

Law Students should note that Townes Hall is NOT a designated free speech area.

Students should request an exception from the University's SALD if they would like to sponsor a rally at the Law School. Please confer with Assistant Dean Rey Ramos, TNH 2.116, 232-1313, for details and assistance.

JOINT SPONSORSHIP WITH OUTSIDE ORGANIZATIONS

Registered student organizations may not enter into joint sponsorship (co-sponsorship) of any on-campus project or program with individuals, groups, or students that are not registered with The University. Registered student organizations may sponsor events and invite outside guests, including members of an outside organization, subject to the following conditions:

- The event will be open to the public and is advertised as such.
- The event will be conducted by a member of the student organization.

CO-SPONSORSHIP WITH THE LAW SCHOOL

The University of Texas School of Law, at the Dean's sole discretion, may co-sponsor an event with a registered student organization. Co-sponsorship of an event is subject to the following conditions:

- a) The University of Texas School of Law will not co-sponsor any project or program that will result in private gain for the cooperating individuals, group, or association.
- b) The University of Texas School of Law will not co-sponsor any project or program which does not entail a significant professional or educational benefit to the Law School's faculty, staff, or students.
- c) The University of Texas School of Law will not co-sponsor any project or program for which the attendee will receive Minimum Continuing Legal Education Credit unless such credit is obtained under The University of Texas School of Law Continuing Legal Education Program.
- d) The University of Texas School of Law will not co-sponsor any program which conflicts with the Law School's educational activities with regard to time and/or use of facilities.

If an organization wishes The University of Texas School of Law to co-sponsor an event, the following procedures must be followed:

- a) A written request for co-sponsorship accompanied by a completed Room Request Form must be submitted to [the Special Events Office](#), TNH 3.109B, for a Special Events Calendar Check. It will then be forwarded to the Dean for approval at least 30 days prior to the event.
- b) If approved, a formal invitation will be issued indicating that the Law School has agreed to cosponsor the event. A copy of this invitation will be forwarded to the President's Office.
- c) If approved, the Law School will assume full responsibility for the event and reserves the right to approve all aspects of the event including, but not limited to, speakers, subjects, and advertising. The Special Events Office will provide assistance in planning the event and securing the necessary approval for each aspect of the event.

PUBLIC ASSEMBLIES AND AMPLIFIED SOUND

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the university. Students, faculty, and staff have the right to assemble, to speak, and to attempt to attract the attention of others, and the corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs and administrative processes of the university. The university shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person. University persons and organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be, without advance permission, as long as there is no disruption to other University activities.

Amplified sound is permitted on weekdays in eight areas on campus, with advance permission from SALD. Between the hours of 8 a.m.-5 p.m. on weekdays, all organizations must use sound equipment owned or controlled by the university. SALD may limit the number or frequency of reservations for each organization to ensure reasonable access for all organizations to use amplified sound on weekdays. The areas in which amplified sound may be used on weekdays are as follows:

- The West Mall Amplified Sound Area is the extreme east end of the West Mall, adjacent to the west steps of the Tower. Organizations may use amplified sound in this area from 11:30 a.m.–1:30 p.m. Monday through Friday.
- The Union Patio Amplified Sound Areas is the flagstone area between the Texas Union and the Flawn Academic Center. Organizations may use amplified sound in this area from 11:30 a.m.–1:30 p.m. Monday through Friday.
- The East Bus Circle Amplified Sound Area is the grassy area south of the East Mall Fountain and east of Steindam Hall. Organizations may use amplified sound in this area from 8 a.m.–5 p.m. Monday through Friday.
- The East Mall Amplified Sound Area is the area bounded by the west side of Speedway Avenue, by the south end of Welch Hall, by the top of the steps at the east side of Inner Campus Drive, and by the north end of Waggener Hall. Permanent speakers will be installed in the planters in this area. This area may not be used until those speakers are installed. Thereafter, organizations may use amplified sound in this area from 8 a.m.–5 p.m. Monday through Friday.
- The Battle Oaks Amplified Sound Area is the area bounded by the north wall of Hogg Auditorium, by an extension drawn northward from the east wall of the Texas Union, by the south edge of the sidewalk on the south side of 24th Street, and by the west edge of the sidewalk on the west side of Inner campus Drive. Organizations may use amplified sound in this area from 8 a.m.–5 p.m. Monday through Friday.
- The Mustangs Amplified Sound Area is the area bounded by the sidewalk on the east side of San Jacinto Boulevard, by the west wall of the Texas Memorial Museum, and by the outer edge of the two stairways on either side of the lawn. Organizations may use amplified sound in this area from 8 a.m.–5 p.m. Monday through Friday.
- The San Jacinto Amplified Sound Area is the area bounded by the south wall of the Art Building, by the east edge of the sidewalk on the east side of San Jacinto Boulevard, by the north edge of the sidewalk on the north side of 23rd Street, and by the west edge of the sidewalk on the west side of Trinity Avenue. Organizations may use amplified sound in this area from 8 a.m.–5 p.m. Monday-Friday.
- The LBJ Fountain Amplified Sound Area is the area bounded by the east edge of Robert Dedman Drive, by the first sidewalk north of the LBJ Fountain, by a line drawn tangent to the west side of the LBJ Fountain and parallel to Robert Dedman Drive, and by the base of the hill on the south side of the Fountain. Organizations may use amplified sound in this area from 8 a.m.–5 p.m. Monday through Friday.

On evenings and weekends, organizations may use any outdoor location on campus for amplified sound, including the eight previously mentioned areas, with advance permission from SALD. Organizations can use their own sound equipment or they can rent equipment from the Student Organization Center (SSB 4.102A) for a nominal fee. If the event occurs on a Sunday–Thursday, the sound must be turned off by 1 a.m. the following day. If the event occurs on a Friday-Saturday, the sound must be turned off by 2 a.m. the following day.

SALE OR DISTRIBUTION OF FOOD ON CAMPUS

The university follows all local and state health and sanitation regulations and guidelines with regard to food handling. Pursuant to distribution, or sale of food and beverages on or in university properties, including off-campus preparation for distribution or sale on campus, students must have a current food handler's permit.

The site and facilities for on-campus preparation of food or beverages must have a permit issued by Environmental Health and Safety. Exceptions to this policy will be permitted only with prior approval from the Director of Environmental Health and Safety (EHS).

For more information about the sale or distribution of food on campus, or to download the necessary permits, please visit the [Office of Environmental Health and Safety](#) or contact the office by calling 471-3511.

Failure to follow the guidelines may result in the loss of privileges to serve food on campus.

SECURITY

To ensure the safety of students, faculty, and staff, student organizations may be required to hire campus security for on-campus events. Organizations may not hire private security for an on campus event.

To arrange for UTPD security at a registered student organization event, complete the online [Event Security Request form](#). Submit your request at least two weeks prior to the event. After submitting the form, contact UTPD at 471-4441 to arrange a meeting to discuss your organization's needs.

CHECKLIST

- Once your organization decides that you would like to host an event, you must notify The Assistant Dean for Student Affairs, Rey Ramos
- Fill out an Event Request Form and discuss your needs with the [Special Events Office](#). Most rooms are reserved with the Special Events Office and they can help you with the financial aspects of planning an event. Costs to consider include postage, photocopying, supplies and catering. For more complete information on financial management of your organization and event, please see the funding section.
- Set up travel arrangements and hotels for any speakers who will be participating in the event.
- If student members of the organization need to travel for an event, please see student travel.
- Fill out an online event request form for the UT Law calendar. You should also add the event to the UT calendar.
- Supplies for the event, such as invitations, and large print orders, are handled by Wade Classen in Accounting.
- Discuss whether you plan to cater the event with the Special Events Office.
- To reserve chairs, tables, etc. for the event, contact the Special Events Office. Rose Cumpian can help you with office furniture and any custodial needs following the event (Furniture/Custodial).
- For multimedia support before or during the event, contact media services at mediaserv@mail.law.utexas.edu.
- Bring the Law School Archivist, any printed materials, t-shirts, videos, photographs, or anything else historically memorable. This preserves the event in our institutional history.

RISK ASSESMENT MATRIX

- 1 - List all aspects of your event activities on risk management worksheet (see link on next page).
- 2 - Identify risk associated with each activity. Be sure to think broadly about potential risk.
- 3 - Use the matrix to determine the level of risk associated with each activity before applying any risk management strategies.
- 4 - Brainstorm methods to manage risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
- 5 - Use the matrix to re-assess the activities, now that you have applied risk management strategies.
- 6 - Determine if you have reached an acceptable level of risk by applying risk management strategies.
- 7 - Consider modifying or eliminating activities that have unreasonable risk associated with them.

Remember to consider how the activity relates to the mission & purpose of your organization. This matrix and the corresponding worksheet have been provided as educational tools to help student leaders to develop a process for identifying and discussing potential risk issues. These materials are intended for use as part of a larger event planning discussion on risk management. They are not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with an advisor. Completion of these materials does not imply approval or authorization of your event by The University of Texas at Austin.

		PROBABILITY THAT SOMETHING WILL GO WRONG				
		Frequent Likely to occur immediately or in a short period of time; expected to occur frequently	Likely Quite likely to occur in time	Occasional May occur in time	Seldom Not likely to occur, but possible	Unlikely Unlikely to occur
Category						
SEVERITY OF RISK	CATASTROPHIC May result in death	E	E	H	H	M
	CRITICAL May cause severe injury, major property damage, financial loss and/or result in negative publicity for the organization and/or the institution	E	H	H	M	L
	MARGINAL May cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the organization and/or the institution	H	M	M	L	L
	NEGLIGIBLE Hazard presents a minimal threat to safety, health and well-being of participants; trivial	M	L	L	L	L

RISK DEFINITIONS		Many events, without proper planning, can have unreasonable levels of risk. However, by applying risk management strategies, you can reduce the risk to an acceptable level.
E	Extremely High Risk	Activities in this category contain unacceptable levels of risk, including catastrophic and critical injuries that are highly likely to occur. Organizations should consider whether they should eliminate or modify activities that still have an "E" rating after applying all reasonable risk management strategies.
H	High Risk	Activities in this category contain potentially serious risks that are likely to occur. Application of proactive risk management strategies to reduce the risk is advised. Organizations should consider ways to modify or eliminate unacceptable risks.
M	Moderate Risk	Activities in this category contain some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent any negative outcomes.
L	Low Risk	Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.

The accompanying Risk Management Worksheet can be found at:
http://deanofstudents.utexas.edu/sald/downloads/Risk_Assess_Matrix.pdf

PUBLICITY

PUBLICATIONS DISCLAIMER

All registered student organizations, whether sponsored or not, must print a disclaimer in all publications, including web pages. The disclaimer should read:

“[Name of publication] is published by [name of student organization] a registered student organization. [Name of publication] is not an official publication of The University of Texas at Austin and does not represent the views of the university or its officers.”

DISTRIBUTION OF LITERATURE

Literature is defined as any printed material, including any newspaper, magazine, or other publication, and any leaflet, flyer, or other informal matter, that is produced in multiple copies for distribution to potential readers.

Registered Student Organizations have the ability to distribute literature on campus. Literature can be used to advertise your organization, spread information, promote an idea, or for a variety of other purposes. Registered student organizations may sell, distribute, or display literature on campus in accordance with the following guidelines:

- The literature is not distributed by hawking, shouting, or accosting individuals.
- The literature is not a promotion for an off-campus for-profit business, organization, agency, or national association.
- The literature that is dropped on the ground in the area where it was distributed must be picked up by the sponsoring registered student organization.

COMMUNICATIONS CENTER

The Law School Mailroom, TNH 2.101, is open between 8:00 a.m. and 5:00 p.m. weekdays. The Communications Center is the location of the Law School's switchboard and the central location for distributing and receiving official mail. The mailboxes may be utilized for distribution of memos and flyers to faculty, staff, and student organizations. Only registered student organizations and University-sponsored projects will be assigned a mailbox.

INDOOR

Signs may be posted only on approved bulletin boards. A bulletin board is under the jurisdiction of the college, school, department, or administrative office that maintains it. A student organization shall apply to the appropriate college, school, department, or administrative official for permission to use a bulletin board, and shall not use a bulletin board without such permission.

Officially Recognized Announcement Bulletin Boards:

1. Main Classroom Area - east side, on the wall facing the large glass area
2. Main Entrance - on west wall of Student Affairs Office
3. Restroom Bulletin Boards

Official Policy on Flyers

Many organizations use flyers and posters to distribute information on upcoming events. With the tremendous diversity of our student body, it becomes imperative that everyone practice tolerance and respect for one another's opinions, activities, and goals. Students who remove flyers prior to the posting deadline will be subject to disciplinary action. With this ideal in mind, the SBA created the following policy on flyers and posters to facilitate a more constructive use of this advertising medium:

- Officially recognized Law School organizations may post one copy of their flyer on each officially recognized announcement bulletin board. Other UT organizations or official UT events may be advertised.
- Flyers may be no larger than legal-sized paper (8.5" x 14").
- Flyers announcing an event must indicate the date of the event. They may be placed no sooner than two weeks before the event and must be taken down within two days after the event.
- Flyers for an ongoing activity (e.g., a weekly meeting) or making an announcement (e.g., members of a journal) must indicate the date posted, and may remain posted for four weeks. The SBA and Administration reserve the right to penalize violations of these guidelines by refusing permission to post future flyers for that organization or event.
- Exceptions for major annual events may be granted at the discretion of the Student Bar Association.
- Flyers posted on the bulletin boards should fall into one of the following categories: (1) Law School Student Organizations, (2) Other UT Events, (3) Law School Journals, (4) Board of Advocates, (5) Career Services Office, or (6) Administrative Notices.

OUTDOOR

- Signs can only be posted on kiosks. ([See Kiosk & Rally Area Map](#)).
- An organization may only post two signs per kiosk.
- Signs must be attached to the kiosks only with the bungee cords provided (tacks, staples, tape, etc., are prohibited).
- Signs may not be posted on trees, lamps, columns, trash cans, or other physical structures on campus.
- Signs may not be larger than 11" x 17".

DIGITAL SIGNS

Organizations interested in promoting an event by posting digital signs on Law School LCD monitors should submit desired headline, brief copy script and designated point-of-contact to the [Student Affairs Office](#) at least 48 hours prior to the desired release date. A custom-designed poster file may also be submitted in .jpg format, 1366 pixels (width) X 768 pixels (height) in size. The file may be subject to policy-based revision.

LAW SCHOOL CALENDAR

The Law School Calendar is accessible through the Law School's website at <http://www.utexas.edu/law>. The goal is to provide one place where all Law School activities are listed. The first step to planning any event is to fill out the online event request form, which is accessible from the online calendar. Only the designated contacts from each registered organization can submit event requests for that organization. Each event request must be reviewed

and approved by the calendar administrator before it will appear on the calendar. Questions about the events calendar should be directed to specialevents@law.utexas.

PERSONAL MAIL

No personal mail received at the Law School's address will be delivered. No effort will be made to locate the proper organization box if personal mail is received. It will be marked "RETURN TO SENDER" and deposited in the outgoing U.S. mailbox. All personal mail should be directed to the individual's home address.

ORGANIZATION WEB PAGE & E-MAIL ADDRESS

Registered Law School organizations may have a law-school-sponsored email address and web page on the Law School's web site, <http://www.utexas.edu/law>. Contact Computer Services, TNH 3.102M, 232-1230, or submit an LTS Help Ticket at: <http://web.austin.utexas.edu/law/lts/help/> for assistance in getting access and in preparing your web page.

LAW MAIL

Law Mail allows members of the Law School community to receive e-mails from designated Law School organizations and departments. It can be found on the Law Student, Staff, and Faculty Central Pages. The Law Mail system is a secure web service accessible only to members of the Law School community with a current UT EID and password. Each organization's two contacts designated on the organization's contact form can send Law Mail to all students who have elected to receive e-mails from that particular organization. All registered organizations will be listed on Law Mail, and the organization's two contacts will be listed on the organization's link. Be sure your organization is listed properly. Assistance is available through lawtech@law.utexas.edu.

If you would like an announcement to go to a broader group of people than just those who have designated your organization, you may post your message as an announcement by using the "Send Law Mail or Post Announcement" option on Law Mail. The announcement will be displayed on the Law Student, Faculty, or Staff Central page under the Announcement and News section. You have the option to have your announcement displayed for up to 5 days. Each organization's two contacts may submit an announcement request. Law Mail will send all announcement requests to Assistant Dean Rey Ramos for approval. Please allow at least 48 business hours, Monday through Friday, for the announcement to be approved. For example, if a message is to be displayed on a Monday, submit the message by the previous Thursday.

COPYRIGHTS AND TRADEMARKS

Registered student organizations are not allowed to use trademarks or logos owned by commercial entities in conjunction with any activity promoted or conducted on campus. This includes, but is not limited to using the logos on: flyers, posters, or banners. Groups without prior written approval shall not use trademarks of The University of Texas at Austin. Additionally, all products must be produced by licensed vendors that are authorized, pursuant to license agreement, to use UT Austin trademarks. Contact The Office of Trademark Licensing for a list of the licensed vendors. Trademarks include but are not limited to the following:

T • UT • Design of Interlocking UT • TEXAS • University of Texas • Design of Longhorn • The University of Texas at Austin • Design of Seal • Tower Logo • Longhorns • BEVO • Caricature of Mascot • Hook 'Em Horns • Design of Hook 'Em Horns • Lady Longhorns • Helmet Design • Steerhead with Texas Design • University of Texas with Longhorn Design

Officially Sponsored organizations who wish to use the university's trademark or service mark must gain permission from the [Office of Trademark Licensing](#). Additional questions can be directed to their office at 475-7923.

T-SHIRT POLICY

In order to ensure compliance with trademark regulations, registered student organizations must complete a *T-Shirt Form* and have their t-shirt design reviewed by staff in SALD prior to printing t-shirts. The *T-Shirt Form* is available at the [Student Organization Center](#) (SSB 4.102A). Organizations selling or distributing t-shirts that use trademarks without permission may lose privileges associated with being a registered student organization.

SUPPLIES & PRINTING

- Supplies must be ordered using the School of Law [Purchasing System](#); we have contracts with Office Depot and other vendors that can provide maximum savings.
- Any printing job, no matter how small, is required by Article XVI of the Texas Constitution to be competitively bid. Use the School of Law [Purchasing System](#) for any printing.
- Please be sure to get a sales tax exempt form before making purchases. Taxes will not be reimbursed from the University.
- For Student Organizations/Journals Only:
[Request for Using UT Trademarks](#)
[Local Screen Printers for UT](#)

FINANCES

BANKING

USE OF STUDENT ORGANIZATION BANK

Student Organizations must use the [Student Organization Bank](#) for maintaining their treasuries. It is located in the Student Services Building, SALD. Regular hours are 8:45 a.m. - 4:00 p.m., Monday through Friday, except for official University holidays.

PURPOSES OF THE STUDENT ORGANIZATION BANK

- Establishing uniformity in accounting methods of student organizations.
- Maintaining continuity between organization officers and their successors.
- Assisting all organizations in keeping their activities on a sound business basis.

AUDITING RECORDS

The records of the Student Organization Bank are audited once a year at the end of each fiscal year. The fiscal year runs from August 1 - July 31.

EXPLANATION OF BOOKKEEPING SYSTEM

All money must be deposited as soon as possible after it has been received. The treasurer is personally responsible for any money from the time it is received until s/he has a receipt showing that it has been deposited. Checks should always be deposited as soon as possible--although the money may have been in the writer's bank account when the check was written, it may not be there if the check is held some time before being deposited. If the bank returns a check for any reason, it will be charged back to your account. However, there is no return check fee. Deposit slips should be filed with the organization's banking records so that they will be available for audit purposes.

Disbursements must be by check only. Checks may be written and signed by any member of the organization whose signature appears on a current Bank Account Authorization on file at the Student Organization Bank. The person writing checks should be very careful to fill out every check stub with full details. This is necessary for audit purposes as well as for the information of other members of the organization who have a right to know how their money is being spent. You cannot write a check payable to yourself without written approval from another authorized signatory on the account.

DEPOSIT INSTRUCTIONS

All deposits must be accompanied by the School of Law [Deposit Worksheet](#). Deposits of gifts and donations should be brought to TNH 2.118. All other deposits should be brought to the School of Law Accounting Office TNH 4.105. See [deposit instructions](#).

Account information will only be released to current officers listed on <http://utdirect.utexas.edu/lomain/sorg.WBX>.

FUNDRAISING & SOLICITATION

ON CAMPUS FUNDRAISING

Registered student organizations may conduct fundraising activities outside campus buildings.

Consultation with Assistant Dean Rey Ramos, TNH 2.116 in the early planning stages can save time and effort and will ensure compliance with appropriate institutional regulations. He is available to provide advice on planning strategies and the applicability of University Regulations. Common issues that student organizations encounter in fundraising activities:

- Solicitation can be conducted outside University buildings by student organizations.
- Only membership dues and approved ticket sales may be collected inside academic buildings.
- Student organizations cannot co-sponsor activities on campus with non-University enterprises or organizations.
- All funds collected on campus must be deposited in an organization account in SALD. Donations to charitable associations, expense payments, etc., can be made from these accounts.
- When admission is charged for attendance at an event, the University ticket procedure must be followed, and a Ticket Procedure Agreement form must be signed. Failure to meet the requirements of this procedure will subject the organization to University discipline. Information about the ticket procedure can be obtained in SALD.
- Any distribution of food or beverages, including fundraising projects that involve food items requires an [Off-Campus Food Preparation for On-Campus Distribution form](#) or a [Food Distribution Using Caterers Form](#).
- Fundraisers may not be conducted for private gain.

LAW FIRM & ALUMNI SOLICITATION

Student organizations interested in soliciting alumni and law firms are asked to honor the following procedures:

1. A student organization planning to hold any kind of fundraising activity should come by or call Michele Bondy in the Development Office, TNH 2.122A, 232-1939 at least four weeks before the solicitation occurs.
2. All funds raised through a fundraising activity must be taken to the Law School Central Accounting Office, TNH 4.105. These contributions will be deposited by the Central Accounting Office into the organization's UT account. Funds that are deposited directly into an organization's Campus Activity account are not charitable contributions and thus are not tax deductible for the donor. Only those funds processed through the Central Accounting Office will be acknowledged by the Dean and recognized in UT Law magazine.

FINANCIAL SUPPORT AND REQUESTS FOR FUNDS

LAW SCHOOL FUNDS

All student organizations will be expected to be self-supporting either by membership dues or funds raised through various activities. The Law School may, however, provide limited funds to assist the student organization in becoming established or to aid with the following expenses:

- Travel expenses incurred by a speaker to attend an organization's banquet or for an event that is open to all law students, faculty, and staff.
- Honorariums for speakers.
- Travel expenses for students to attend conferences, statewide meetings, etc.
- Reimbursement requests must be submitted to Accounting on the School of Law [Voucher](#) form signed by Dean Ramos. Meal/Entertainment expenses must be accompanied by the [Occasion Expense Form](#) (needs to be approved prior to event by Dean Ramos), which is used to provide information that is required by the IRS, to prevent this payment from being reported as taxable income.
- Original itemized receipts are required.

TRAVEL POLICY

All travel must be approved by the Dean's Office prior to departure date. Use the [Request for Travel](#) form to obtain approval. Travel reservations may be made through one of The University's [travel agents](#) approved by [Travel Management Services](#). Reimbursement requests must be submitted on the School of Law [Voucher](#) form. Original **itemized** receipts required. [State Contract](#) rates are available for Hotel rooms and Rental cars. The [Travel Expense Report](#) will assist in the preparation of travel expense reimbursement requests. Complete, print, attach to completed School of Law Voucher form and submit, along with original itemized receipts, to the School of Law Accounting Office. The first time an individual is paid, a [Payee Information Form \(PIF\)](#) must be completed and submitted *along with a copy of their photo ID* to the School of Law Accounting Office. [Persons can only be reimbursed for his or her own expenditures](#), not for expenditures incurred by other individuals.

STUDENT TRAVEL POLICY FOR UNIVERSITY ORGANIZED OR SPONSORED EVENTS

This policy applies to the travel of enrolled undergraduate and graduate students to attend activities or events that are organized and/or sponsored by The University of Texas at Austin and occur more than twenty-five (25) miles from the University campus.

An organized event is one that is initiated, planned, or arranged by a member of the University's faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator.

A sponsored event or activity is one that the University endorses by supporting it financially or by sending students to participate in it as official representatives of the University.

STUDENT TRAVEL POLICY FOR REGISTERED STUDENT ORGANIZATIONS

This policy applies to the travel of student members of a registered organization when the organization requires its student members to attend an activity or event and the activity or event occurs more than twenty-five (25) miles from the University campus.

Registered student organizations that require student members to travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the Dean of Students, Office of Campus and Community Involvement, SSB 4.104.

Travel related forms:

Linked below are various forms that may be required for student travel. If the forms cannot be downloaded, paper copies are available from the Student Affairs Office, TNH 2.117, 232-1313.

- [Request for Authorization for Student Travel](#)
- [Release and Indemnification Agreement for Adult Students](#)
- [Release and Indemnification Agreement for Adult Non-Students](#)
- [Release and Indemnification Agreement for Minors](#) (under 18)
- [Authorization for Emergency Medical Treatment for Adults](#)
- [Authorization for Emergency Medical Treatment for Minors](#) (under 18)

SPECIAL EVENTS INSURANCE

[Special Events Insurance](#) is required if a student does not have proof of current medical insurance. This short-term accident and sickness insurance is offered by the Student Insurance Division.

STUDENT INSURANCE RELATED FORMS

The request form is to be used to obtain Special Events health insurance coverage for uninsured students who are engaged in travel to University Organized or Sponsored Events or travel required by Registered Student Organizations. The form should include information for each traveling student who does not have proof of current medical insurance. Fax the form to the Student Insurance Division at the number shown on the bottom of the form before travel begins. Questions may be addressed to the insurance company representative named on the form. The insurance company will bill the agency or department completing the form, which must be prepared to make payment from program or departmental funds or from funds collected from the students involved. The billing will be at the rate of \$2.00 per day for each student for the duration of the event, including travel to and from the location(s) involved.

- [Request for Special Events Coverage](#)
- [Schedule of Benefits for Special Events Coverage](#)
- [Addendum: page 2 of Schedule of Benefits](#)

LIBRARY SERVICES

LIBRARY ARCHIVES

Rare Books & Special Collections, on the sixth floor of the library, serves as the "institutional memory" of The University of Texas School of Law by collecting, preserving, and providing access to the historically valuable records of the Law School and its student organizations. It is important for Law School student organizations to take steps to preserve their institutional memory, since their membership changes every year. Records such as minutes, newsletters, scrapbooks, photographs, videos, t-shirts, and directories are valuable assets in documenting an organization's activities, policies, history, and in activities such as anniversary celebrations and alumni relations. The Archivist/Rare Books Librarian, 6.219, 471- 7263, is eager to help Law School student organizations preserve their historically valuable records and to ensure that student life is part of the historical record.

LIBRARY PRIVILEGES

The Tarlton Law Library encourages recognized Law School student organizations to take advantage of the Library's exhibit space in the Law School atrium, and in the case at the entrance to Francis Auditorium. Student organization exhibits are subject to the following guidelines:

- Exhibit spaces are available on a first-come, first-served basis
- The student organization is responsible for providing materials and preparing the exhibit
- All exhibits must meet a minimum standard of aesthetic attractiveness
- The exhibit must include a prominently displayed sign that identifies the student organization which is sponsoring the exhibit.

Student organizations that wish to use the Library's exhibit space should contact The Archivist/Rare Books Librarian for reservations, Elizabeth Haluska-Rausch, JON 6.219, 232-3802, ehaluska@law.utexas.edu.