

STUDENT ORGANIZATION **HANDBOOK**

Berkeley Law

Student
Academic
Advising &
Support
Services

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WELCOME!

Berkeley Law supports many opportunities for student engagement within and beyond its walls. The Student Association at Berkeley Law (SABL), the law school's student government organization, is composed of all enrolled law students. SABL organizes activities of general law school interest and helps new students adjust to life at Berkeley Law by sponsoring social and law-related events. SABL represents student interests in curriculum planning, admissions policy, faculty hiring, and many other areas.

The student government also appoints student representatives to faculty-student committees. In addition, it allocates funds to each of the student groups at Berkeley Law.

The logo for Berkeley Student Association at Berkeley Law (SABL) is displayed within a dark blue rectangular border. The word "Berkeley" is written in a dark blue serif font. Below it, the acronym "(SABL)" is written in a bold, gold-colored sans-serif font, with the letters enclosed in dark blue parentheses.

BECOMING OFFICIAL

Registering your student organization with our office, Student Academic Advising and Support Services (SAASS), will afford you certain benefits, such as:

- The opportunity to apply for SABL funding, a “@berkeley.edu” email address for your group,
- Reserving rooms, and
- Participation in the Student Activities Fair.

Student organizations must conduct activities in accordance with all regulations governing campus organizations, use of facilities, and public expression. Registered student groups are not recognized by the University to conduct off-campus activities as an organization.

Please note that Student-Initiated Legal Services Projects (SLPS) are not eligible to register as Student Organizations.

Please review the next two pages below for:

- Student Organization Registration
- Organization Name Changes

STUDENT ORGANIZATION REGISTRATION

Groups MUST register with Berkeley Law AND the campus OASIS to become official Berkeley Law student organizations. In order to begin the yearly registration process, student organizations should:

- [Complete the online registration form](#) sent to all students each August and posted on the SAASS website.
- Please note that a new Berkeley Law requirement this year is that each Student Organization must submit their bylaws/constitution to our office to be a fully registered organization. Each Student Organization's bylaws will be available to view by all Berkeley Law students on our [Student Organization](#) page.
- In addition to registering with SAASS, **[ALL Berkeley Law student organizations MUST complete a yearly registration with OASIS.](#)** This is a **necessary** step to be an official student organization, have access to student organization event insurance, request funding, request an alcohol permit, or reserve rooms.
 - **Visit the website for OASIS** for the most detailed and up to date information about registering as a [new](#) or [returning](#) student organization.

ORGANIZATION NAME CHANGES

- Name Change:
 - After following any name change procedures that may be specified in its bylaws, it should take the following steps:
 - Upload a new version of its constitution with the new name to its Callink page on the OASIS (formerly known as LEAD) Center website.
 - Notify SAASS and the OASIS Center about the name change.

STUDENT ORGANIZATION FUNDING

Student organization funding is available from two main sources: the Student Association at Berkeley Law (SABL) and the U.C. Berkeley Graduate Assembly (GA).

Student organizations may also raise outside funds, called gift funds, by partnering with Berkeley Law's Office of Development and Alumni Relations.



SABL FUNDING & GRADUATE ASSEMBLY FUNDING

SABL Funding

By funding student organizations, SABL seeks to fulfill a mission of service. Organizations that seek to serve segments of the Berkeley Law community, the Berkeley community at large, and the broader community will receive the highest funding priority. The SABL Treasurer will hold an orientation in conjunction with SAASS (usually within the first few weeks of the fall semester) to explain the funding process and answer any questions from members of student organizations. The meeting is open to all student group leaders, especially those who will be involved in event planning or budget management. Student organizations interested in applying for SABL funding must attend the SABL funding meeting as well as consult the SABL website for information.

Graduate Assembly Funding

The Graduate Assembly (GA) has the following general funding and grants available: Graduate Meetings, Events & Resources Funding; Student Activism, Diversity, Community Service and Educational Improvement Grants; Publication Funding; Contingency Funding; Travel Awards. For more details, visit the [GA website](#), email them at funding-ga@berkeley.edu.

FUNDRAISING

If your group would like to do any outside fundraising, **we ask that you coordinate with the Office of Development and Alumni Relations (DAR) before doing so.**

- Their email address is: studentfunds@law.berkeley.edu.

DAR coordinates all outside fundraising at Berkeley Law to ensure that donors do not receive multiple simultaneous solicitations from Berkeley Law and that donations are acknowledged correctly for tax and stewardship purposes. Business services is the approver for these funds when you spend them.

In order to process funds raised outside the law school, your student organization must have a gift fund (also called an “alumni account”). All gifts, net of credit card fees, are “charged” a 7.5% gift fee.

For instructions, see <https://tinyurl.com/lawstudentfunds>.

Questions about alumni gift accounts, including how to set up an account and information about account balances, should be directed to Hunter Schiff at studentfunds@law.berkeley.edu.

For more details about outside fundraising, please see “[Student Group Fundraising Summary](#),” created by the Office of Development and Alumni Relations and available on the SAASS website.

FACILITIES

Student Center

- The Student Center is located on the **ground level** (designated B for basement on elevator A) in the South West corner of the law building, next to the staircase leading up from Bancroft Way (the street that runs parallel to the law building on the South side of the school). The entry door from outside into the Student Center is one of your 24/7 access points into the law building.
- All Berkeley Law students should have card key access (your Cal 1 ID Card) into the Student Center common space. **If you do not, please contact SAASS for a Key Card Access form.**

FACILITIES

"Do's and Don'ts"

- Do **not** prop either the outside entry door or the inside doors to the student center open.
- Do **not** let anyone you do not know into the Student Center; do **not** allow anyone to follow you into the Student Center.
 - For security reasons each person coming into the Student Center should use their card key to gain entry.
- All Berkeley Law students are permitted to use the Student Center conference rooms and common space. Once your card key is activated you should have access.
 - However, only registered members of journals and organizations have access to their respective offices.
- To get access to these offices you will need to fill out a Key Card Access form, [available at this link](#). The Key Card Access form requires a signature from the journal or organization leader. Berkeley Law building oversight and building services, campus facilities, computing and SAASS have access to the student center and student organization offices for cleaning, repairs, inspections, etc.
- **NOTE: Rules are subject to change. Other campus and law school rules of conduct apply as well.**
- See the next four pages below for:
 - ✔ Use of the Shared Kitchen - Cleaning Supplies
 - ✔ Student Organization Offices
 - ✔ Alcoholic Beverages

USE OF THE SHARED KITCHEN POLICY

The Student Center has one shared kitchen.

It is each person's responsibility to keep the kitchen clean. This means you must do your own dishes, clean up any mess on the counters, make sure that all food is properly stored in the refrigerators, etc. Do not leave dirty dishes or food in the sink or on the counters. This attracts rodents, roaches and other vermin. In the past various journals and organizations have taken it upon themselves to rotate cleaning the kitchen. We applaud and encourage this communal approach.

It is your responsibility to keep the common spaces and your offices clean.

The campus custodial staff does not do dishes, clean counters, or clean up your food detritus. Their primary job is to remove trash and recycling. There are two, large refrigerators for students to use in the shared kitchen. Please mark your items with a date. The refrigerators will be cleaned out monthly and anything without a date or with a date older than two weeks will be discarded.

Cabinets in the kitchen are available for storage of dry goods and other supplies only. No open food containers should be stored there.

STUDENT ORGANIZATION OFFICES

Currently, we have no additional space for new student organizations.

The following information is included for groups that have already been allocated office space. Offices in the student center are assigned on a 3-4 year cycle by SABL, working in conjunction with the Building Oversight Committee.

If you are a member of a Berkeley Law student organization and would like to apply for cardkey access to the student organization's office, **submit this form**. Please note you must input the name and email address of a co-president of the organization who can grant you access.

"Do's and Don'ts"

- Only one small, Energy Star refrigerator is permitted in each office. Additional refrigerators will be removed.
- Microwaves and toaster ovens are not permitted in any Student Center offices for safety and power capacity reasons. The only permitted microwaves are the two in the shared kitchen. All other microwaves will be removed.
- No additional furniture is allowed in offices or common areas.
- Any changes in office space layout or furniture must be approved by the Building Oversight Committee to ensure compliance with ADA, fire safety and other regulations. Please help us to maintain ADA and life safety standards in the Student Center offices so that all Berkeley Law students can safely enjoy this space.
- If you purchase additional furniture or appliances for offices in the Student Center these items will be removed.
- Don't nail or screw anything into the walls or attach anything in any way that will damage the surface walls.

"Do's and Don'ts" (cont.)

- Do not use push pins or tacks on the laminate wall or glass surfaces. If you must attach something to the walls use only Blue tape (painter's tape) which is easily removable.
- Do not cover or block any of the glass in your office.
- Do not store or stack anything on top of the file cabinets or the storage cabinets.
- Do not ever leave open containers of food on the counters. This has been a problem after lunches or other food events when there is leftover food. If you have leftover food it must either be discarded immediately, or stored immediately in the refrigerator, marked with a time and date. Food left out spoils quickly and attracts roaches and rodents. It can also be a source of bacterial and viral transmission.
- No posters, flyers, signs, or anything that blocks visual access into the offices are allowed. These rules are required by fire regulations and also ensure better air circulation and shared access to natural light.
- Do not store highly combustible or flammable substances such as gas, propane, lighter fluid, charcoal, etc. anywhere in the student offices.
- Do not prop doors to your office open. Each office has individual climate controls that should alleviate the need to open the doors for air circulation. (This rule may be subject to change, due to COVID guidelines).
- Hallways must be kept clear at all times. Keep trash and recycling containers inside your office and transfer your office containers frequently into the containers in the kitchen and lounge area to dispose of office trash, recycling and composting from your office.
- If you need to dispose of more trash and/or recycling that can fit in your trash can/recycling bin, please use the outside bins between the law school and the JSP building. You can reach these bins by exiting the building near the SAASS Office or near the North Addition elevator.

STUDENT ORGANIZATION OFFICES

Maintenance Issues & Cleaning Supplies

For assistance with maintenance issues, including broken or damaged furniture, or locks and doors that are malfunctioning, or lighting issues, please contact facilities@law.berkeley.edu.

Please include a description of the issue and the office number.

Cleaning supplies to clean your offices should be available in the kitchen. A vacuum cleaner is provided in the mail room. Please make sure to return these items after use. If cleaning supplies are not available please contact facilities@law.berkeley.edu.

Computer/Networking Problems

For computer or networking problems, or to have outdated or unused computer equipment removed from your office, contact the help desk via email trouble@law.berkeley.edu. You must provide your journal or organization name and office number. Maro Vidal-Manou, whose office is inside the CLR office, may also be of assistance with technical issues.

Alcoholic Beverages

You are not permitted to store or consume any alcoholic beverages anywhere in the Student Center or elsewhere in the law school. This includes student lockers. Consuming alcohol anywhere in the law school is strictly prohibited unless you have a UCPD-issued license for a particular event and consumption of alcohol is limited to a designated location. A violation of the campus and law school alcohol policies is considered to be an honor code violation.

POSTING POLICY

Policy Governing Posting of Notices

- The purpose of the posting policy is to facilitate effective communication for members of the Berkeley Law community, to provide abundant and fair access to audiences, to avoid visual blight and maintain an aesthetic environment consistent with our mission, and to avoid fire and safety hazards and excessive maintenance costs.
- All materials posted **must comply with campus regulations and should contain event date(s) and contact information for the group or individual posting the material.**
- Excessive posting is discouraged as it does not support Berkeley Law's sustainability goals.
- No commercial notices may be posted in the law building.
- Postings may be removed after an event has occurred or after ten days of being posted.

No-Post Areas:

- Notices may not be posted on walls, windows, doors, partitions, lockers, mailboxes, woodwork, elevators, restrooms, classrooms or other structural features of the law buildings.
- Notices posted outside authorized areas will be removed.
- By order of the Fire Marshal, posting is not allowed anywhere on the ground floor including the Student Center.

Approved Locations for Posted Notices:

- Berkeley Law students ONLY may post on designated bulletin boards located in main corridors.
- Postings must have the name of a Berkeley Law student or a Berkeley Law registered student group visible.
- Members of the Berkeley Law community may post internal notices and posters on the large bulletin board outside Room 105 Law Building.
- All postings must have the name of a Berkeley Law community member visible.
- Free standing sign holders that hold 8.5" x 11" signs (portrait orientation) are available throughout the building to the Berkeley Law community for the posting of notices and directional signs the day of event on a first come, first served basis.

STUDENT ORGANIZATION EMAIL

Registered student organizations are eligible for a “@law.berkeley.edu” email address.

You are also permitted to use outside servers such as Gmail if you determine it works best for your organization.

University hosted options:

- Forwarding Accounts:

- This address works as a forwarding account, which means that messages sent to it will be forwarded person(s) designated as the “email contact” on the group registration form. To find out who is designated as the recipient of messages sent to your group’s email address or to change the recipient contact SAASS.

- Special Purpose Accounts (SPA):

- Additionally, student groups may request to create, or convert their forwarding email accounts to, a student group email account that can send and receive email without forwarding to individual email accounts. Ownership of these accounts, called Special Purpose Accounts (SPA), can be transferred from outgoing student leaders to incoming student leaders in order to serve as a repository of student organization correspondence over several years. If your student organization would like to request a SPA account, please email SAASS. [Please view these instructions](#) on how to transfer access to your student group SPA account to new leaders. For all email accounts, ensure your organization transfers management to new officers at the end of each school year.

WEBSITE

Brief descriptions of Berkeley Law student organizations are posted on the SAASS [Student Organizations](#) website.

Updates to the group descriptions should be sent to the SAASS Administrator.

Registered student organizations in good standing are also eligible to have their own websites with a law.berkeley.edu web address.

Organizations that would like to create or update their websites should reach out to Susanna Spiro at susannas@law.berkeley.edu.

WEBINARS

SAASS offers the use of a Zoom webinar account for Law School Registered Student Organizations (RSOs) to host events. This service is free to use and we will offer scheduling and training resources to prepare for your event.

Find more information [HERE](#).

Please request a reservation for the webinar at least three weeks before your planned event.

For questions email: studentwebinar@law.berkeley.edu.

EVENT PLANNING & ROOM RESERVATIONS

Things to check before scheduling an event.

- **Before scheduling a large-scale event**, it's a good idea to check the [online calendar](#) for event conflicts.
 - You may also want to check with SAASS, as they may have an idea of other events being planned by student groups or by other entities or departments within the law school.
- Each registered student organization can assign up to 3 students to reserve rooms on the group's behalf (email the names & berkeley.edu addresses of each requester to: roomplanning@law.berkeley.edu).
- Students should not be signing contracts and/or where university funds are being used. Please contact Business Services for further information.

Do's and Don'ts

- PLEASE clean up after lunch meetings!
- Do not leave food in the Student Center Kitchen area.
- Do not stack pizza boxes on top of compost bins in the building. Please take them to the large dumpsters in the loading area behind Simon Hall or to the large bins in the garage.
- Use compostable products.
- Comply with alcohol requirements if you are planning on serving alcohol at your event. See below for an explanation of Berkeley Law alcohol policies.
- Please be aware that no events may be scheduled during reading period and finals.

EVENT POLICIES

Events planned outside of operating hours

- The law school building is not staffed after 5:00pm and cannot accommodate requests for after-hours events (8:00 am to 5:00 pm) that are not staged by a Berkeley Law Center or department. Student event planners should seek assistance from ASUC to host an after-hours event. For more information regarding event support from ASUC or the campus Dean of Students, click [here](#).

Student Events for the general public

- The law school is not able to accommodate requests from student groups to host events for whom the law school community is not the primary audience.
- The Law School cannot agree to host a national event **without approval** from the Dean (this includes events inviting or partnering with outside organizations).
- Student groups seeking to host a campus-wide/public event should contact ASUC or the campus Dean of Students [here](#).

Please note, all event planners are responsible for ensuring that no one enters a classroom for an event while a class is still in progress or otherwise disturb classes.

If you have any questions, please email the Building Oversight Committee at boc@law.berkeley.edu.

EVENT PLANNING CHECKLIST

- ❑ **Set a budget.** Speak with your treasurer to make sure that you have enough funds in your student group's account to cover the costs of your event.
- ❑ **Speak with SAASS.** If you would like help managing payments or planning. If you will need to pay a service provider, reach out to SAASS at least 30 days before the event. If it is a large event, then it should be 45 days before.
- ❑ **Pick a date/time.** Check the Berkeley Law calendar to see conflicts. Collaborate when possible.
- ❑ **Make your event accessible.** Please review [Berkeley Disability Access & Compliance](#)'s page for more information.
- ❑ **Choose a venue.** Information about reserving space at the law school can be found [here](#). Questions? Contact: roomplanning@law.berkeley.edu.
- ❑ Send your desired room set-up (e.g., four round tables) to: facilities@law.berkeley.edu.
- ❑ For A/V needs (mic, speakers, laptop/projector set-up), email: media@law.berkeley.edu.
- ❑ Advertise your event. Submitting it to the Berkeley Law events calendar, flyer on designated boards, and emailing your membership

GENERAL POLICIES

Student organizations must conduct activities in accordance with all Berkeley Law and university policies and regulations. A complete list of campus policies is available [HERE](#). Please familiarize yourselves with these policies.

Membership in a Berkeley Law Student Organization must be open to any Berkeley Law student.

University Resources for Political Events

UC policy prohibits the use of university resources, staffing, or funding for activities that might reasonably be viewed as partisan or political in nature.

Examples of university resources that may not be used include, but are not limited to, the use of:

- Facilities without payment in advance for associated fees including room rental, security, janitorial, AV, etc.
- University email and Zoom accounts
- Letterhead or other university-printed materials

Student organizations may sponsor political events as long as university resources are not used and the event complies with the university's major events policy. Please contact the SAASS office with any questions about whether your event may be impacted by this policy.

GENERAL POLICIES – ALCOHOL

Student events where alcoholic drinks will be served **cannot begin before 3 pm**, and there may be **no more than two alcohol events per week**. Kristin Theis-Alvarez will not approve alcohol permits unless the event conforms to these stipulations. Similarly, event requests with alcohol service set before 3pm will not be approved by Room Planning.

- Room reservations for events where alcohol is served are considered to be pending until the Alcoholic Beverages Permit (see below) is signed off by U.C.P.D.
- The person submitting the alcohol permit must be the same person who made the room request.
- Alcohol permits are for the designated space only. Alcoholic beverages cannot be taken to other parts of the building.
- Alcohol-only events (e.g., keggers) are not permitted. If you serve alcoholic beverages, you must also serve food and non-alcoholic beverages. You must specify what food will be served at the event on your reservation request.
- Violations of alcohol policy by student groups are considered an Honor Code violation and will be referred to the Dean of Students for consequences including revocation of room reservation privileges.

GENERAL POLICIES – ALCOHOL PERMIT

If you plan to serve alcohol at an event you must obtain a campus Alcoholic Beverages Permit.

NOTE: Berkeley Law policy requires you to submit your completed permit to the Law School Chief Administrative Officer (Kristin Theis-Alvarez) at least ten (10) working days prior to the event because U.C.P.D. requires a minimum of seven (7) working days prior to the event to process the request, in addition to handling time at Berkeley Law.

To be valid the permit must meet the requirements listed below and must be approved by the University of California Police Department. You must post this approved permit at your event. In order to get your permit, you will need to list on your form the name of a faculty or staff member who agrees to serve as monitor. **The monitor must be present for the entire event.** In addition, the group hosting the event **must** identify a member who is of legal age who will:

- Restrict entry to members of the target audience specified on the reservation request
- Check IDs of those to be served to make sure that they are of legal age
- Affix identifying wrist bands to those verified as members of the prescribed group who are of legal age

NOTE: These steps apply once you have a pending a room reservation

1. Remember the permit must be submitted to the Chief Administrative Officer 10 business days before the event.
2. Download the Application to Serve Alcoholic Beverages at a Campus Event and read the UC Alcohol Policy.
3. Fill out the permit request with your contact and event information.
4. Recruit a faculty or staff person who agrees to be present for the event and enter their information at the bottom of the "Event Information" section of the form.
This faculty or staff person MUST:
 - Be present for the entire event to ensure no one under 21 years is served alcoholic beverages;
 - Ensure that the event is open to a prescribed group only; and
 - Be responsible for the maintenance of proper decorum and compliance with law and relevant University and campus regulations.
5. Obtain the signature of Kristin Theis-Alvarez, Chief Administrative Officer, in the Sponsor Approval section.
6. Submit the completed request to Kristin Theis-Alvarez, Chief Administrative Officer, **at least 10 business days before the event**. She will sign the Facility Approval section after she verifies that the faculty or staff member attending the event has agreed to be present for the entire event.

7. Kristin Theis-Alvarez will submit the completed request to U.C.P.D.

8. If and when U.C.P.D. grants the permit, Kristin will contact the event organizer with final confirmation of the room reservation and will deliver the valid Alcoholic Beverages Permit to the organizer.

Email Chief Administrative Officer with questions:
ktheis-alvarez@law.berkeley.edu.

More information, including a link to the U.C.P.D. alcohol permit can be found [HERE](#).

SPENDING STUDENT ORGANIZATION FUNDS

There are many policies governing spending and reimbursements. Some things, as noted below, are not reimbursable under any circumstances. If you have a question about whether an expense is reimbursable, ask us.

We are here to help you. Contact the SAASS Administrator (email below) or Business Services (lawstudentreimb@law.berkeley.edu). We want you to get your money back!

- ✔ Important Policies to Know
- ✔ Reimbursements
- ✔ Direct Payment
- ✔ Paying for Services



IMPORTANT POLICIES TO KNOW

- **All reimbursement requests must be submitted to Berkeley Law Business Services within 30 days of the purchase** to allow Business Services to process the reimbursement request and meet the deadline set by the University Controller's Office. Anything submitted to the central campus Accounts Payable unit after 45 days is considered taxable income to the payee.
- All reimbursements will need to have a "business purpose" for the expense and how it relates to Berkeley Law and Campus business.
 - **Example:** SABL purchased the office supplies to replenish their stock as it was low. This will help SABL officers to continue their work serving students, and will reduce out of pocket expenses.
- **Services are not reimbursable.** Students cannot pay someone for a service, or hire someone to perform a service, and be reimbursed with University funds, including SABL or gift funds.
 - **Examples of services that would not be reimbursable:** Paying a photographer, artist, performer, yoga instructor, career coach, or for customized items, design services, etc.
 - See below for hiring someone for a service.

No SABL funds may be reimbursed from that year's allocation **after** the end of the semester's deadline.

- If your reimbursement is rejected, make sure to circle back to the Treasurer to ensure that the money is not deducted.
- If you are unclear whether it is something that can be reimbursed by the Law School **please check in advance, before any money is spent**, with Shivani Bhati, the Law School's Chief Financial Officer.

These purchases and forms of payment are absolutely not reimbursable:

- Gift cards for "Thank you" gifts
- Payments using gift cards
- Payments using reward points
- Third-party payments – we reimburse only the person who incurred the expense
- Peer-to-peer (P2P) payments such as Venmo, Square Cash, or Zelle
- Software/cloud storage
- Events such as kayaking, horseback riding, wine tours, etc.

No food can be purchased with University funds for remote events (i.e., you cannot have a virtual event and then reimburse attendees for food, or send food to them and be reimbursed).

- **Honoraria are not reimbursable.** Students cannot pay someone an honorarium for speaking directly and then ask to be reimbursed. The law school has a general policy of not providing honoraria to speakers. Payment of an honorarium requires pre approval by the Dean and payment must go through the University procurement system. If you wish to provide a monetary gift to a speaker, contact Business Services (lawstudentreimb@law.berkeley.edu) as far in advance as possible and before any offer to pay them is made.
- **The person being reimbursed must be the person who paid for whatever is being reimbursed.** The University cannot reimburse a student who reimbursed another student for a student group expense. **There are no third-party reimbursements**, so please do not use a service, e.g., Venmo, CashApp, Zelle, or PayPal to pay another student back for something and then request reimbursement for yourself.
- Swag may only be purchased from approved [UC Berkeley licensed vendors](#) (i.e., Berkeley Law/Student Org branded apparel or items). Student Organizations must set up payment using a purchase order through Business Services with a licensed vendor. Business Services will require that you provide a list of all students receiving the gift. Please also be aware that there is a \$75 per student, per semester, per student organization cap on swag and a \$300 total per semester cap on the total monetary value of gifts that a student may receive. Please refer to the [UCOP gift policy](#) before you purchase any tangible item to give to a student.

Hiring someone for services

- To hire someone for a service with any university funds (including SABL or gift funds), **the payment must go through the University procurement system.** This process can take weeks, as it requires that the vendor or service provider needs to be registered as a supplier with UC Berkeley (if not already), and requires that the vendor or service provider carry (and provide to us proof of) minimum insurance, and complete a conflict of interest form.
- **Contact Business Services (lawstudentreimb@law.berkeley.edu) as far in advance as possible if you would like to hire someone or pay for a service. Business Services will not entertain requests to assist with paying for services with fewer than 30 days notice. For a larger event, at least 45 days notice.**

REIMBURSEMENTS

Reimbursement means that a member of your student group pays out of pocket for an expense and then that same student seeks to be reimbursed from your student group's SABL or gift account funds.

For example, if a student buys pizza for a student group meeting with their personal credit card and then seeks to be reimbursed for that after the meeting.

Reimbursements from SABL and gift account funds are processed by Business Services. The instructions and forms are available on the [Business Services website](#). If you have any questions about a reimbursement, please reach out to Business Services at: lawstudentreimb@law.berkeley.edu.

REIMBURSEMENTS (cont.)

The Law School will reimburse for food and non-alcoholic beverages at in-person Law School meetings and events.

The Law School **will not** reimburse for social events (e.g. rafting trips, playing laser tag, bowling, attending professional sporting events, going to the movies, wine tasting, or any similar entertainment events). This policy applies to **all use of funds** processed by the Law School regardless of its source (e.g. SABL, Alumni Accounts, Centers, Departments). This policy applies to **all use of funds** processed by the Law School regardless of its source (e.g. SABL, Alumni Accounts, Centers, Departments).

No Student Organization Gift or SABL funds may be spent on alcohol, with the exception of gift funds at large events supported by Berkeley Law Events..

If you are unclear whether it is something that can be reimbursed by the Law School **please check in advance, before any money is spent**, with Shivani Bhatia, the Law School's Chief Financial Officer.

REIMBURSEMENT INSTRUCTIONS

1. Ensure you have enough funds before you spend any Student Organization funds.
 - To find out your SABL funds balance, contact sablfunding@berkeley.edu
 - To find out the balance in your gift fund account, contact DAR at studentfunds@law.berkeley.edu
2. **After the event or purchase**, complete and submit the electronic reimbursement expense report form that corresponds to the type of reimbursement you are seeking. **Reimbursement forms are found under the [“Student Group Reimbursements”](#) of the Business Services website.**
3. Attach requested documentation, including:
 - Itemized receipts and confirmation that the good(s) have been received.
 - A description or line item of the purchase(s)
 - The date of the purchase(s)
 - The total amount of the purchased or the reduced amount of the purchase approved by your student group leaders
 - Proof of payment that includes the last four digits of the bank or credit card
 - If a bank statement is provided as proof of payment, please redact personal identifying information such as your home address/phone number, bank account number, and unrelated purchases.
4. Map (for mileage reimbursement)
5. Guest List (for food reimbursements)
 - If the event is an open event to the general student body, please provide a flyer
 - An invite or sign in list is acceptable
6. Recipient List of who is receiving any tangible items (for gifts, etc)

DIRECT PAYMENT

Sometimes it is better for students when the university pays the vendor directly instead of students waiting for a reimbursement.

These payments are called direct payments.

Eligible payments are over \$100 to restaurants, caterers, venues, hotels, and service providers that have been registered as a vendor through U.C. Berkeley.

In order to arrange direct payment to a business, you **must contact Business Services** (lawstudentreimb@law.berkeley.edu) **at least 30 days before the payment is needed. For larger events, at least 45 days before the payment is needed.** Requests made less than 30 days before the event will not be granted, and you will have to use the above reimbursement process.

PAYING FOR SERVICES

As mentioned above, payments for services are not reimbursable under any circumstances. Examples of services include career counseling, photographers, yoga instructors, ordering customized items, artists, and design services.

Payments for services must go through the University's procurement system. In order to pay a service provider, such as a photographer, **the provider must be registered as a vendor with U.C. Berkeley and must have proof of minimum insurance, among other things.**

The process takes time as the service provider, SAASS, and Business Services will all need to be involved.

If you would like to pay for a service **you must contact Business Services (lawstudentreimb@law.berkeley.edu) at least 30 days before your event or the date the services are needed. For larger events, at least 45 days before is needed.**

If full catering service is needed for an on-campus event, we must use Cal Catering. This is a University of California policy. But we can use other caterers if they are only delivering and dropping off the food at the Law school. For example, ordering pizzas or sandwiches to be delivered does not require use of Cal catering.

AWARDS & PRIZES

To request that a scholarship, award, or prize be paid to a fellow student, please email financial-aid-law@berkeley.edu with the following information:

- Your name and student group/organization affiliation
- Purpose/intent of the award, and timeframe for distribution of the award.
- Recipient's full name, student ID, and the dollar amount of the award.
- The faculty chair of your student group/organization.

STUDENT ACADEMIC ADVISING AND SUPPORT SERVICES (SAASS) DIRECTORY

NAME	ADDRESS/PHONE	EMAIL
Annik Hirshen Dean of Students	280 Simon Hall p: 510-643-3057	ahirshen@law.berkeley.edu
Kyle Valenti Sr. Dir. of SAASS	282 Simon Hall p: 510-642-3263	kvalenti@law.berkeley.edu
Chelsea Yuan Dir. of SAASS, Accessible Education	365 Law Building p: 510-664-4386	cdyuan@berkeley.edu
Emily Bruce Dir. of Inclusion & Wellness	366 Law Building p: 510-664-4617	ebruce@berkeley.edu
Hannah Chang Assist. Dir. of SAASS	280 Simon Hall p: 510-643-4180	hdchang@berkeley.edu
Amanda Tran Exam Administrator & SAASS Coordinator	220B Law Building p: 510-642-1703	amandatran@law.berkeley.edu
Levi Cohen SAASS Administrator	280 Simon Hall p: 510-643-2744	levi.cohen@berkeley.edu