Yale Law School
Student Organization Handbook and Event Planning Guide 2019-2020
**OFFICE OF STUDENT AFFAIRS**

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## FACILITIES AND BUILDING

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INTRODUCTION

Student organizations are the lifeblood of Yale Law School – creating community, advocating on important issues inside and outside of the YLS, and expanding the academic offerings through conferences and panels. The Office of Student Affairs is here to support student organizations in these endeavors.

This handbook describes Yale Law School and Yale University policies and procedures which apply to all recognized YLS student organizations (excluding journals). It contains information that will serve as a guide to your organization’s activities, including event planning. Please refer to this information throughout the year and direct all members of your organization who may be planning an event to this handbook.

This handbook will be posted in the Student Portal on the YLS website (https://law.yale.edu/students) in order to make it easily accessible to you. You will need to enter your YLS credentials to access the handbook.

Please note that some of the policies and procedures in the handbook are subject to change. You will be notified of any important changes as they are made. Please check the Student Portal for the most current version of the handbook.

If you have any questions about the information provided here or otherwise related to student organizations, please contact Naomi Erwich, Director of Student Affairs, at (203-432-2273 or naomi.erwich@yale.edu. The Office of Student Affairs (“OSA”) is a resource for all student organizations and we look forward to working with you this year.
FORMING A NEW STUDENT ORGANIZATION

Establishing an official student organization takes a minimum of one academic year. Students hoping to start a new law school student organization should review the information below and schedule a meeting with the Director of Student Affairs to discuss their ideas. The meeting request should include a brief description of the proposed group and the type of activities which you hope to plan.

We are a small community and adding organizations can take resources and students away from existing groups. As a result, we are thoughtful in considering proposals for additional organizations.

Students will need to submit a written proposal which is reviewed by Dean Cosgrove, the Director of Student Affairs, and the Student Reps. Groups which are given provisional status can secure up to $500 in funding per semester and will be provided with access to other resources available to official student organizations (e.g., group email address, dining hall account, portal on Yale Connect, etc.).

Proposals should include the following:

1. Name of the proposed group
2. A description of the group’s objectives (it is important to mention why the mission of your group cannot be accomplished by a collaboration with an existing student organization or University resource as well as how the group’s mission relates to the law and/or law-related communities)
3. A list of activities that have occurred and attendance at each
4. A list of proposed activities
5. A statement as to the current level of student interest in the proposed project
6. An itemized budget request (if funding from the Law School is desired)

Please note that most of the funds available for student groups for any given academic year will have been allocated by the Office of Student Affairs in early fall. The Zelia and Oscar Ruebhausen/Debevoise & Plimpton Student Fund may be a source for funding initial activities; there is a call for proposals each semester.
STUDENT ORGANIZATION MEMBERSHIP

YLS student organizations must comply with the University’s Equal Opportunity Statement. Accordingly, all YLS student organizations must be open to all YLS students

The membership of a YLS student organization may include other students at Yale University so long as there is a simple majority of YLS students. Other individuals may be included in the activities and events of the organization at the invitation of its members, but are not considered official members of the organization and cannot hold officer positions.

It is important to remember that as a not-for-profit, Yale University is subject to a number of regulations regarding spending. Accordingly, student organizations must be careful to comply with all regulations to ensure that we do not compromise Yale’s tax status.

Specific policies around fundraising from outside sources is addressed on page 6.
LIAISING WITH THE OFFICE OF STUDENT AFFAIRS

In order to facilitate information transfer and monitoring of expenses, each recognized student organization must designate a contact person and a budget officer.

**Contact Person:**

In addition to serving as a point of contact with OSA, the contact person’s name and email address will be circulated to members of the YLS community. This individual should be comfortable fielding questions from the YLS community about their organization and its activities.

Additionally, OSA may release the contact person’s name and email address to outside organizations who wish to contact student organizations at the law school.

**Budget Officer:**

The budget officer is responsible for ensuring that all of the organization’s members follow the procedures outlined in this handbook. The budget officer will need to keep track of the group’s expenses during the academic year so that the group stays within its allocated budget.

The budget officer of each group will receive a financial statement each month via email to the official yale.edu email address for the student organization. If there is any incorrect charge to a group’s account, the budget officer should promptly notify OSA. **Please note that financial statements may not reflect actual expenditures due to late University accounting and/or late submission of reimbursement forms. For this reason, student organizations should not rely solely on the financial statements as they most likely do not reflect the group’s current balance.**

**Student Organization Budgets**

Officially recognized student organizations are provided with an allocation of YLS funds on a yearly basis.

Student organizations may have two accounts:

- **[1] YLS Allocation:** This is the annual allocation of YLS funds provided by the Law School and does not roll over from year to year

- **[2] Discretionary:** This account includes funds gifted to a student organization through fundraising and the 3L class gift. This account rolls over from year to year
Yale Law School does not allow student organizations to keep outside bank accounts because of Yale University’s status as a non-profit institution which requires that the University have oversight of any expenditure made on behalf of an official entity of Yale.

Additionally, failure to make timely filings or inappropriate use of funds would be the legal responsibility of the student(s) on the account and would jeopardize individual student’s bar admission.

The names and e-mail addresses of all newly elected officers must be submitted to OSA each spring in order to be eligible for funding for the upcoming year.

The fiscal year at Yale University and YLS runs from July 1 to June 30. At the end of the fiscal year, all unexpended funds revert to the University, all outstanding bills are billed to the next year’s budget, and all errors in billing or accounting are irrevocable. Funds provided to student organizations as gifts will roll over from year to year.
FUNDRAISING POLICY

This fundraising policy allows student organizations to host special events that require funding to supplement their allocation from the YLS Office of Student Affairs while ensuring that fundraising efforts comport with the rules and laws governing Yale University’s status as a not-for-profit entity and relevant tax reporting policies.

1. Fundraising from Outside Sources to Benefit Official YLS Student Organizations

Officially recognized YLS student organizations may solicit funds from outside sources, including law firms and YLS alumni, to benefit their organization. Student organizations should meet with the Director of Student Affairs to discuss their fundraising needs and goals early in the process.

Prior to soliciting funds from any outside source, student organizations must send a copy of their solicitation materials and a solicitation recipient list to the Director of Student Affairs for review.

Contribution checks from outside sources should be made payable to “Yale Law School” and mailed to the address below, with accompanying documentation describing the purpose of the gift (i.e., “[Student Organization Name] Sponsorship [Year]”):

Yale Law School
Director of Student Affairs
PO Box 208215
New Haven, CT 06520

Please note that all spendable gifts to Yale University are subject to a 12% assessment fee. This fee is imposed by the University to cover accounting, tax reporting and other stewardship costs. Additional information on the assessment fee is provided on Yale’s Gift Policies webpage. This is not a YLS charge.

Student organizations may accept unsolicited offers from law firms to provide funding for a specific student organization event and/or program but should consult with the Director of Student Affairs as soon as possible regarding the procedures for such funding. Under no circumstance should a student be directly reimbursed by a law firm for out-of-pocket expenses related to an official student organization event.

Student organizations may solicit and accept funding and in-kind contributions from law-related sources, such as bar review companies (i.e., BarBri, Themis) and legal research companies (i.e., LexisNexis, Westlaw), as well as local restaurants and vendors.
2. **Fundraising from Yale University Sources to Benefit Official YLS Student Organizations**

Student organizations may solicit funds from Yale University Departments and Centers outside of the Law School. Student organizations are not required to obtain approval before making outreach to Yale entities but are encouraged to discuss their fundraising efforts with OSA, particularly if a student organization is fundraising for a student-run conference.

Possible funding sources within Yale University include:

- **The Graduate and Professional Student Senate** (for events that are inclusive of all graduate and professional students)
- **MacMillan Center for International and Area Studies** (for more academic and culturally related events)
- **The Yale College Council** (for groups and events including undergraduate students)
- **The Office of International Students and Scholars** (for multicultural groups and events)
- **Yale’s Cultural Centers** (Afro-American Cultural Center, Asian American Cultural Center, La Casa Cultural, Native American Cultural Center)
- Student organizations at other Yale schools who have an interest in your group or event, or whose members are invited to participate in your group or event
- Other YLS student organizations

When receiving funds from another Yale entity, YLS student organizations are expected to comply with any and all funding guidelines set forth by the awarding Yale entity.

3. **Student Organization Fundraising to Benefit an Outside Entity**

Fundraising by student organizations to benefit an outside organization may affect the Law School’s tax-exempt status. Such fundraising must be proposed to OSA and will be considered on a case-by-case basis. When appropriate, OSA will consult with the Business Office, Alumni Affairs, Development and/or the Office of the General Counsel in making its determination. Student organizations may not contribute YLS funds (gift funds of YLS allocation) to a fundraiser for an outside organization.

Gifts made to a fundraiser to benefit an external organization are not considered charitable gifts to the Law School or Yale University, and therefore donors will not receive a tax receipt.

A collection of goods (i.e., clothing, books, toys, food) for an outside organization will not be considered a fundraiser. Student organizations that wish to sponsor a collection of goods at the Law School must first consult with OSA and Dean Mike.

Student organizations may not sponsor a fundraising event for a political candidate and any and all fundraising efforts must at all times comply with **Yale’s Policy on Political Campaign Activity**.
SCHEDULING AN EVENT

Prior to scheduling an event, students should consult the YLS Event Calendar on the Law School website (https://law.yale.edu/yls-today/events) and the Academic Calendar.

Please consider religious holidays and weekly religious observance times when scheduling events (https://chaplain.yale.edu/about-us/major-holy-days).

We also encourage all student groups to consider co-sponsoring their events with other student organizations, centers/programs and other YLS and University departments. Co-sponsoring is often a good use of resources and it helps ensure that your event is well attended.
RESERVING A ROOM FOR AN EVENT

Students and student groups planning an event at the Law School must make room reservation requests using Event Management System (“EMS”), the Law School’s room reservation system (https://rrs.yale.edu/). Room reservation requests submitted via email will not be considered.

We understand that space at the Law School is at a premium and we also understand that the specifics of an event may change and shift before the date it is scheduled to occur. In order to ensure that all groups using EMS have an equitable dispensation of space, we kindly ask that you reserve space that matches your event’s size as closely as possible and release space as soon as possible by canceling the event in EMS if the room is no longer needed.

When entering an event into EMS, students will be prompted to select from one of two templates: “Student Meeting or Event/Speaker” and “Student Express Meeting.”

A “Meeting” is an event that is attended only by members of the Law School community – students, staff and faculty – and does not include an outside speaker.

“Event/Speaker” is an event that includes an outside speaker and/or is open to persons from outside of the Law School community.

“Express Meetings” are small meetings of 12 or fewer people that can be reserved without administrative approval within 5 business days of the meeting. “Express Meetings” are limited to the following rooms:

Baker Hall: 118, 123, 123A, 123, 125, 125A, 127, 417, 421

Room reservation requests submitted by students are reviewed by OSA during business hours Monday through Friday. You will receive a confirmation email when your room reservation request is confirmed (with the exception of Express Meetings, which do not require approval).

Students are encouraged to submit a room reservation request for a “Meeting” as early as possible and must be made no later than one week prior to an event.

Room reservation requests for “Event/Speaker” events must be made no later than one week prior to the event. When requesting a room for an “Event/Speaker” event, students will be asked to provide the name of the speaker(s). If the speaker(s) name is not provided at the time of the room reservation request, the request must be updated with the speaker(s) name as soon as the speaker(s) is confirmed. Without inclusion of the speaker name, the room reservation will be only conditionally confirmed. Failure to provide the name of the speaker(s) within one week of the event will result in the cancellation of your room reservation request.
The Alumni Reading Room, Calabresi Faculty Lounge, Student Lounge, Faculty Dining Room, Levinson Auditorium and Courtyard are available for use for student events only in limited circumstances and cannot be reserved in EMS. If you would like to discuss the possible use of these spaces for a student event, please contact the Director of Student Affairs.

Room reservations for meetings related to academic activities (i.e., reading groups, extra class meetings and clinical supervisory meetings, etc.) will be scheduled administratively. If you have any questions regarding these types of meetings, please contact Dean Mike.

All events and/or meetings held at the Law School must end by 10 p.m., unless specifically approved in advance by Dean Mike in Facilities.

While we will make all efforts to provide the room requested, please note that confirmed room reservations may be subject to change based on institutional needs.

Prior to requesting a room reservation, students can check room availability by date by clicking on the “Locations” tab on the left-hand sidebar:
Then click on “Add/Remove Locations” in the center of the page:

Select “Baker Hall” and “Sterling Law Buildings” and click “Update Locations”: 
Students can then view room reservations in the law school buildings by date.

YLS EVENT CALENDAR AND YALE CONNECT CALENDAR

Events should be added to the YLS Event Calendar and the Yale Connect calendar as early as possible to minimize potential conflicts.

Events can be submitted to the Event Calendar on the Law School website (https://law.yale.edu/yls-today/events/submit-event#overlay-context=yls-today/yale-law-school-events) or through Yale Connect. Directions on how to add an event to the Calendar through your organization’s Yale Connect portal can be found here. Creating an event in Yale Connect allows your organization to send invites to members of the Law School community and collect RSVPs.
ALCOHOL POLICY

The minimum drinking age in Connecticut is 21. An individual must show proof of minimum drinking age by presenting a government-issued, photo identification in order to be served alcohol at a YLS event.

The only alcoholic beverages that may be served at YLS events sponsored by students or student organizations are beer and wine. YLS students and their guests are limited to a maximum of two alcoholic beverages for any such event, whether the events are formal or informal.

A proportional amount of food and non-alcoholic beverages must be available at any event where alcohol is served, both on and off campus. Contact the Director of Student Affairs to understand “proportional.”

Alcoholic beverages for all on-campus events must be provided by the Ruttenberg Dining Hall and bartenders provided by the Dining Hall must be present to serve the alcohol.

Off-campus events should be held at restaurants and bars with licenses to provide alcohol. OSA strongly discourages offering any alcohol outside the Law School or licensed establishment. If you do:

1. Please keep in mind that if you serve alcohol in your home or apartment you may be held legally liable for any injury or damages related to the event regardless of whether it is sponsored by a Yale Law School entity.

2. You will be required to document the attendees and will be reimbursed for alcohol in proportion to the number of attendees

3. You must also document the availability of proportional non-alcoholic beverages and food
ACCESSIBILITY

It is the University’s responsibility to provide required and reasonable accommodations for students and guests participating in University sponsored extra-curricular activities and conferences. Announcements should include a statement that invites the early identification of (an) accommodation(s) an individual may require. For example, “Accommodations for individuals with disabilities may be arranged by contacting (provide name or office here), ten (or more?) business days in advance of this event at (fill in phone number/e-mail and/or TTY number).” More information may be found at Yale’s Resource Office on Disabilities (https://rod.yale.edu/). The organization will be required to cover the costs of the accommodation.
ORDERING FOOD FOR EVENTS AT THE LAW SCHOOL

1. Creating an Inclusive Environment

Please consider the dietary needs of your classmates when ordering food for events. As you may know, a large population of the student body abstinets from consuming animal products for moral, environmental, religious, and/or health reasons.

Below is a list of New Haven restaurants that are vegan/vegetarian friendly:

- Tikkaway
- Pitaziki
- Claire’s (Pick Up)
- Edge of the Woods (Also Kosher!)
- Koon Thai
- Zaroka
- Ninth Square Market Caribbean Style

2. Restrictions on Outside Food in the Law School

The Dining Hall is the exclusive caterer for events and meetings held in the Faculty Dining Room, Calabresi Faculty Lounge, Student Lounge and Alumni Reading Room.

Food from outside vendors is not permitted in these locations. Food from outside vendors may be served at events and meetings held elsewhere in the Law School though it may be subject to a Building Services’ fee.

3. Ordering Food from the Dining Hall

Each student organization and journal has its own YLS Dining Hall account for the online catering site. Orders should be placed immediately once you have confirmed the date/time/space for your event. When ordering food on the online catering system, you will be prompted to enter the charging information for your order.

Login information for each student organization will be emailed to the organization’s contact person at the start of the academic year. Please contact osa@yale.edu if you need you login credentials.

Dining Hall orders can be updated/changed up to three days in advance of your event. If you have a last-minute dining hall food order, please contact Jim Barnett and Greg Kader via email.

Tips on ordering food from the Dining Hall can be found on Yale Connect in the Office of Student Affairs Portal.
4. **Custodial Fees**

Building Services charges a $50 custodial fee for events held at the Law School that use an outside vendor for non-pizza food. Student organizations may arrange with Dean Mike to pay an up-front custodial fee of $300 per semester to purchase outside food.
PAYING FOR OUTSIDE FOOD

Payment for outside food can be made in one of three methods: direct invoicing, credit card, or reimbursement.

1. Direct Invoice

A number of vendors in New Haven offer direct billing to the Law School. A list of these vendors can be found on Yale Connect. When ordering food from a vendor, please be sure to provide the vendor with your name, phone number and student organization to be included on the invoice.

In order for the Law School to process payment for direct invoices, you must fill out an Invoicing/Direct Billing Vendor Information Submission Form on Yale Connect.

2. OSA Credit Card

If the vendor you have chosen does not offer direct billing, you may request a credit card from OSA using the OSA Credit Card Request Form on Yale Connect. These credit cards may be picked up during OSA office hours, Monday – Friday 8:30 am – 5:00 pm. Please note that these OSA “P Cards” have a limit of $500. If your purchase is greater than $500, please email Marie Carrano (marie.carrano@yale.edu) to coordinate payment using an OSA department card.

There is one credit card available for journal use and four credit cards for student organizations and other initiatives, so requesting the card does not guarantee the card’s availability. To ensure availability, requests should be submitted at least 1 business day in advance of the desired card pick-up time. Due to the limited number of available credit cards, only one credit card may be checked out by a single student organization at a time. Under no circumstances should a credit card be transferred from one student to another without the express permission from OSA.

Please note that the failure to return the credit card, along with the original itemized receipt (i.e., includes an item-by-item list of the order placed) and credit card receipt (i.e., reflects the total amount billed, including gratuity, for that transaction), to OSA by close of business (5pm) on the next business day may jeopardize the group’s continued access to the card.

3. Reimbursement

If you are unable to secure an OSA credit card or prefer to use your own credit card to make purchases, you may pay out of pocket and request a reimbursement from OSA by submitting a Reimbursement Form on Yale Connect. You must include original, itemized receipts in order to be reimbursed.
Please note that given the University’s financial processes, it may take several weeks for a reimbursement to be processed. If you are employed by Yale, once OSA has submitted your reimbursement you will receive an email prompting you to login into Workday and approve your “Expense Report.” Please reach out to Marie Carrano (marie.carrano@yale.edu) if you need assistance approving your report. If you are not employed by Yale, you will receive a check mailed to the address provided on the reimbursement form.
**AUDIO VISUAL SERVICES**

If you are holding an event in the Law School on a weekday during media support hours (8:00 am - 7:00 pm) and wish to use audio-visual equipment, you must make advance arrangements by submitting an AV Request Form (http://av.law.yale.edu/). Instructions on using the system are available on the home screen of the AV request tool above the AV Request Form.

Requests should be submitted as early as possible and no later than **one week prior to your event**. In addition, requests should be detailed, including the number and type of microphones requested.

If the event is to be held after business hours, you may be directed to Yale Media Services. But you should always check with the AV department first, to see if your needs can be accommodated “in-house.”

The following are a list of commonly used services available through YLS Media Services.

- Audio and/or video recording of Law School sponsored events.
- Provide AV equipment rentals / loaner program
- Multimedia presentations (PowerPoint, Keynote, slides, etc.)
- Video and web conferencing
- Speaker phones and conference calls

Please note that there is a fee for service for all event recordings. Recordings in the faculty lounge and auditorium require a camera operator. All recording will incur a post-production editing fee and require captioning before they can be posted to the web. Rates can be found at [https://law.yale.edu/av-media-services](https://law.yale.edu/av-media-services).

**Signed release forms** are required from all speakers for recorded events. A copy of the form is available at [https://law.yale.edu/system/files/audiovisualreleaseform.pdf](https://law.yale.edu/system/files/audiovisualreleaseform.pdf)

If you have any questions or would like to discuss your needs in advance, please email av.law@yale.edu with a brief summary of your anticipated needs.

For more information on AV services please go to: [https://law.yale.edu/av-media-services](https://law.yale.edu/av-media-services)

**PUBLICITY FOR EVENTS**

1. **Journalists, Photographers, and other Media at YLS**

   To help guarantee that the educational mission of YLS is not disrupted, basic media guidelines have been established for students, faculty and staff.
Students or student organizations that wish to invite members of the media to the law school must clear this in advance with OSA and the Office of Public Affairs. In addition, photographers and film crews that wish to shoot in the law school’s buildings must first obtain permission from the Office of Public Affairs (publicaffairs.law@yale.edu).

2. Posters for Events

Groups may post notices and posters advertising Law School events, meetings, and conferences on the stone and brick walls of the first-floor hallways and main staircase leading to the Library. Building Services has five rules about posting:

- Use **masking tape only**; no scotch tape or packing tape. Masking tape is available in the Building Services Office (Room 130) and the Office of Student Affairs (Ruttenberg Hall M85)
- **Do not post on wood, painted, or glass surfaces**
- Each group can post **up to 12 legal or letter sized posters/fliers per event** (including one poster for the Grove Street Entrance Wall featuring “This Week at the Law School”). Posters in excess of the limit or size will be removed
- Posters must be promptly removed after the event
- Posters advertising non-Law School events must be taken to the Building Services Office (Room 130) to be stamped before posting

You can create posters and media graphics using Canva, a free web-based design website that includes hundreds of templates for many different kinds of occasions. Adobe Spark is another great online resource for creating social media graphics.

You may wish to include the following language on posters: [1] asking persons to pre-identify if they require accommodations: Accommodations for individuals with disabilities may be arranged by contacting (provide name or office here), ten (or more?) business days in advance of this event at (phone number/e-mail); [2] indicate if the event is open to members of the Yale Community or the public and note that IDs may be checked at the door.

3. Use of the YLS Shield

The University has guidelines on the use of the Yale name by student organizations. The words “Yale Law School” and the Yale Law School shield are registered trademarks of Yale University. The shield in particular cannot be used by a student organization on its website or print materials, or on items such as clothing or gifts.

The Office of Public Affairs can assist you in navigating these rules and we strongly advise that you be in touch before settling on a final design. Anyone interested in using the Yale name or trademarks for any purpose must contact the Law School’s Office of Public Affairs at publicaffairs.law@yale.edu. The design of items using the Yale Law School name in any way
must also be approved by the Public Affairs office and Yale University Licensing before manufacture.
CAREER RELATED EVENTS

The following information is provided by our Career Development Office:

1. **Student Organizations and Career Events**

Student organizations at Yale Law School provide invaluable support to their members and the Law School community. We look forward to learning from and working with you as you contemplate career related programs on behalf of your organization. In that regard, we request that you please consider the following information as you commence program planning for your organization.

2. **Core CDO Programs**

CDO typically organizes around 70 career programs for students each year. Many programs arise from student interest, as well as developments in the legal market. Given our mission and expertise, there are a few career programs that we consider central to our work and offer every year. We hope that in contemplating your career programs, you will take into account the programs being offered by CDO (and our core programs in particular) and make efforts to provide career programs on distinct topics that provide insight beyond CDO's curriculum. CDO’s core programs include:

- Resume and cover letter advice
- Interviewing advice
- FIP bidding advice
- Succeeding in your summer job
- Student Public Interest Career Fair
- Law Firm Practice Area Forum
- Financing summer and post-graduate work
- Public interest fellowship opportunities
- Overview of clerkship hiring
- The components of a clerkship application

3. **Communication**

CDO welcomes the opportunity to discuss your programming ideas, and when appropriate, cosponsor career events with your organization. In addition, regardless of whether a career event is cosponsored with CDO, we strongly encourage you to inform CDO of your event as soon as it is planned. Communicating this information to CDO will assist everyone in avoiding conflicts of time, content, and speakers. Feel free to email any counselor with information on a program within her focus area, or if in doubt, email Assistant Dean Kelly Voight kelly.voight@yale.edu. In addition to conflict avoidance, it is very valuable for CDO (and
other offices including Student Affairs, Alumni Affairs, and the Office of Development) to be aware of your events, particularly if they involve YLS alumni and/or employers of YLS students.

4. **Co-sponsoring Career Programs with CDO**

CDO welcomes the opportunity to collaborate with your student organization on career programs. As a program cosponsor, CDO can assist with:

- Brainstorming topics and speakers and providing useful background information about previous similar events.
- Suggesting student groups with which to partner for increased impact.
- Travel arrangements for speakers and preparing speakers for the event.
- Advertising the event through CDO posters and our CDO E-News and receiving RSVPs.
- Arranging for recording of the event, securing speaker authorizations, and posting the recording on the CDO website.
- Securing a room.
- Placing the order for food for the event if it is being provided by the dining hall.

*Please keep in mind:*

- Events cosponsored by CDO must be open to all YLS students (though they can be targets to individual groups, e.g., women, older students, etc.) and take place at YLS.
- For events with private sector speakers, the expectation is that the speaker’s employer will sponsor the event and therefore cover the event costs including travel, lodging and food.
- For events with public sector speakers, CDO will reimburse up to 50% of the reasonable travel, lodging and food costs. CDO’s exact contribution will depend on several factors including the availability of other funding sources and the total contribution made by CDO to the student organization in the fiscal year.
- CDO policy prohibits program speakers from marketing their organizations during career programs either verbally or through the distribution of marketing materials. Many entities are happy to sponsor a recruiting-oriented event off-site before or after the program, but if your student organization is allowing speakers to recruit on behalf of their organizations, CDO will be unable to cosponsor the event.
- In coordinating events, we find it highly preferable to have the speakers and program logistics finalized two weeks prior to the event.

5. **Program Planning Advice**

Diversity of Participants – The best programs are those that include a diverse range of participants; women, attorneys of color, members of the LGBT community, various geographic locations, various practice settings (i.e., corporate, litigation, government) and organizations of various sizes should be represented, if possible. Maintaining diversity among your participants
will enable you to provide your audience with a variety of viewpoints and experiences. Consider if more than one presenter will allow for a more robust program.

The Mentor in Residence Program – Through the Mentor in Residence (MIR) program, attorneys visiting YLS are able to meet individually with students who are interested in seeking career advice. When organizing events, if you think students would be interested, inquire about whether the speaker is available to serve as a MIR. CDO can then work with the speaker to organize a schedule and solicit student sign ups.

Scheduling – CDO will not co-sponsor more than one event in a given timeslot. We encourage student organizations to do the same. Please give CDO as much notice as possible when requesting co-sponsorship.

Preparing your speakers – Speakers perform best when they are prepared. You can assist them with that by discussing in advance the format for the event (e.g., speaker discussion with Q&A, moderated panel, debate); the amount of time they will have to speak; the questions that you wish them to address; and so on. Also, many speakers are used to speaking at schools or other venues with large audiences. If you anticipate a small audience, inform the speakers of this in advance and explain how enthusiastic that audience is for their visit.

Confirm AV and recording needs – Confirm whether your speaker will require any special technology and submit an AV request. With speaker permission, CDO prefers to record programs. In obtaining permission to record, inform the participant(s) that the recording is saved on a password protected portion of our website available only to the YLS community. CDO will request formal permission to record a program.

Greeting speakers upon arrival – It is helpful to meet speakers a few minutes in advance of the program to provide them with final tips, secure speaker videotape authorizations and answer any of their questions. For cosponsored programs, you are welcome to direct speakers to CDO prior to the event and meet up with them in our office or have a representative from CDO greet them.

If you are interested in cosponsoring an event with CDO, please complete a Student Organization Cosponsoring Checklist and return the completed form to CDO.
TRAVEL AND LODGING

1. Payment Options for Travel and Lodging

New Haven hotels can invoice/direct charge for room and other charges incurred by visitors and student groups. Speaker and student travel-related expenses, including air, rail, ground, and lodging, can be paid for the Office of Student Affairs depending on the need. Please note that Yale has negotiated rates for all of the area hotels with the exception of certain black-out dates (e.g., Yale College’s Family Weekend).

To request assistance with making travel arrangements for OSA sponsored activities for yourself or your guests, please fill out the Travel & Lodging Assistance Request Form (https://orgsync.com/147830/forms/243228).

If a speaker wishes to make their own travel arrangements, they cannot be reimbursed until after travel has been completed. A member of the YLS student organization that sponsored the event will need to fill out a Reimbursement Form on Yale Connect on behalf of the speaker to complete the reimbursement. Original receipts must be uploaded and attached to the form.

Please note that YLS does not reimburse travel expenses for any guests accompanying the speaker. If you have any questions, please contact the Director of Student Affairs.

Speakers driving to YLS from a nearby location will be reimbursed by the University by mileage. The current rate, as of July 2019, is $0.58 per mile. This rate is subject to change. Speakers traveling in a rental car may be reimbursed for the purchase of gas.

2. Domestic Travel Policy

Yale Law School prioritizes the safe travel of students and student organizations to off-campus events.

These guidelines and recommendations apply to travel of student organization members financially supported by, in part or in full, YLS student organizations, YLS funds (e.g., the Streicker Fund for Student Research), or organizations unaffiliated with the Law School (e.g., independent law firms). In addition, these guidelines are tailored to student organization travel at least two hours outside of New Haven and by way of ground transportation.

A. Safety Considerations

When making ground travel arrangements to and from the Law School, student organizations must make several important decisions, including choosing the means of travel. The health and safety of traveling group members should be the highest priority when making travel arrangements. In order to help prioritize safety considerations, please review the following guidelines prior to making student organization-related travel arrangements.
B. Pre-departure Travel Authorization

The Director of Student Affairs must authorize off-campus student organization travel arrangements for events that involve travel outside of the tri-state area during the academic year or that involve more than two hours of ground travel to reach the destination. As part of the authorization process, each participant must sign and submit an Assumption of Risk and Release of Liability Form (the “Form”) prior to departure. In addition to submitting the Form, the traveling student organization participants should strongly consider (1) scheduling a pre-departure safety and travel logistics meeting with the Director of Student Affairs and (2) providing the following items to the Office of Student Affairs:

- a list of participants, including their names, local addresses and phone numbers, and the names and phone numbers of emergency contact persons;
- a full travel itinerary, including the addresses and phone numbers of the lodging and event venues; and
- confirmation of valid driver’s licenses for all students who plan to operate vehicles.

C. Train and Bus Options

The Office of Student Affairs highly recommends train service (e.g., Metro-North, Amtrak, or Acela) or nationally-recognized bus service (e.g., Greyhound, Megabus, or Peter Pan), to destinations outside of the tri-state area (during the academic year, when students are based in New Haven) or beyond a two-hour car ride to the destination. As an alternative to submitting a student reimbursement request, an Office of Student Affairs representative may purchase tickets on behalf of a large group for train and bus services that sell tickets online. For services that do not sell tickets online (e.g., Metro-North), students travelers should book their own tickets and submit a reimbursement request. Student organizations considering travel via bus charter should visit the Yale Motor Coach and Bus Charters site for a list of preferred charter companies. In the event that the activity is hosted or sponsored by an outside organization, please verify whether the cost of train or bus transportation will be covered by the organization. In the event that train or bus transportation is not subsidized by an outside organization, student organization funds will be used to cover associated travel costs.

D. Rental Car

For situations that preclude commercial train or bus travel, student travelers should consider domestic transport via rental car. There are several benefits to utilizing a rental car over a personal vehicle, including insurance coverage contingencies and background and driving history checks for drivers. Yale has negotiated car rental agreements with several vendors that provide collision damage coverage and supplemental liability protection inclusive with the rates.
OSA can reserve rental cars and charge the cost of the rental directly to your organization’s Yale Account. Please reach out to Marie Carrano at least two weeks before your travel date to reserve cars.

Students traveling by way of rental car under these guidelines should decline any additional insurance coverage offered by car rental companies as it duplicates insurance already provided by Yale and will not be reimbursed. Please note that it is against Law School policy to rent 12 and 15 passenger vans due to safety concerns.

E. Use of Personal Automobiles

The use of personal vehicles for student travel to events covered by these guidelines is strongly discouraged. Student organization members that choose to ride in a private automobile do so voluntarily and at their own risk. Prior to riding in a personal automobile for travel, prospective passengers should consider requesting verification of: (1) current liability insurance for any vehicle to be used for the proposed travel and (2) driver’s current driving record for confirmation of safe driving history.

3. Assumption of Risk Forms

Students traveling for YLS purposes will also need to fill out the appropriate (domestic or international) assumption of risk form and submit to OSA prior to departure.
PURCHASING OTHER NON-FOOD RELATED EXPENSES

1. **Printing**

*Tyco* can invoice the Law School and *YPPS* can charge expenses directly to your group’s University account(s) for any printing related expenses.

2. **Supplies**

Supplies can be ordered and delivered to the Law School and charged directly to your group’s University account(s).

The default rule for office supplies is to order from the supply center (located in the Student Commons Area near the mailboxes) or ordered through the University’s preferred vendor, currently W.B. Mason.

*Marie Carrano* can assist you in placing an order through W.B. Mason. Please visit the *W.B. Mason site* to find the product(s) you are seeking. Please note that actual pricing will be different in most instances as Yale discounted pricing is not reflected on this public site.

Once you have identified the product(s) you wish to order (including product number, name, description, color, and quantity), please send this information via email to *Marie Carrano*.

3. **Mailing and Courier**

Mailing and courier related expenses can be charged directly to your group’s University account(s).

A *Postage Form for YLS Mailroom* must accompany all letters and packages for US mail. Fill out the form completely with the number of items to be mailed, the student organization account number, your name, date, and the name of the organization. The mail will be processed through the mailroom and charged to the student org account.

Yale has an excellent discount with couriers, such as FedEx, which should be used. All courier shipments must be processed through a program called eShipGlobal. *Marie Carrano* can assist student organizations with creating the label in eShipGlobal.

If you are using a paper slip, please be sure to do the following:

- Place the Yale Account # (3659-8732-7) on the form
- Place the student organization’s charging account number in the section for Internal Billing Reference Information
- Keep a copy of the paper slip for reference and submit to OSA
HONORARIA

The Law School has had a longstanding practice of not paying honoraria to speakers. This is consistent with the practice of other Yale Schools and almost all peer law schools. The origin of the practices and policies centered around fiscal prudence – as a not-for-profit, Yale Law School is funded by student tuition dollars and alumni gifts so, as an institution, we endeavor to spend money judiciously.

One exception, based on student request, is to allow organizations to pay low-income and working-class speakers a small honorarium in an effort to be more inclusive in attracting speakers. Decisions are made at the discretion of the organization and with advanced notice to the Director of Student Affairs.
POLICY ON CAMPAIGN AND POLITICAL ACTIVITY

Student organization events and activities must at all times comply with the University’s Guidelines for Students on Political Campaign Activity (https://ogc.yale.edu/ogc/guidelines-students-political-campaign-activity). Student organizations planning a political event or activity should consult in advance with the Director of Student Affairs.

Yale University is committed to the free expression of ideas and opinions by all members of its community, including views about political issues. While the university encourages students to engage fully in the political process for the sake of contributing to civic debate and to enhance their education, federal law prohibits tax-exempt educational institutions from engaging in any activity on behalf of, or in opposition to, any candidate’s campaign for public office (“Campaign Activity”). Campaign Activity includes, for example, sponsoring the appearance of a declared candidate for public office (“Candidate”), raising funds or canvassing for a Candidate, or distributing a Candidate’s campaign literature.

In order to assure that student Campaign Activity cannot be attributed to the university, students and student organizations should engage in Campaign Activities in a manner consistent with these guidelines. Questions regarding these guidelines or their application may be directed to Richard Jacob, Associate Vice President for Federal and State Relations, at 203-432-4949 or ofr@yale.edu.

1. Voter Education Activities

Student organizations may conduct voter education and registration activities on campus, including holding public forums, publishing voter education guides, and coordinating voter registration drives and get-out-the-vote events. If these activities are conducted on behalf of or in opposition to a Candidate rather than on a non-partisan basis, the student organization must make clear the activity does not have the support or endorsement of the university by including a disclaimer (provided below) in printed materials and oral presentations; must not use University funds or resources (defined below) in the planning or conduct of the Campaign Activity; and must determine whether that activity requires obtaining permission and, if so, must obtain permission from the relevant Yale office and observe all university policies regarding the use of campus spaces and facilities, including paying any usual facility fee.

2. Candidate Appearances

A student organization may invite individuals who have declared themselves to be Candidates and/or their representatives to speak on campus on topics of interest to students or the broader community. If the appearance will include Campaign Activity, the student organization must make clear the activity does not have the support or endorsement of the university by including a disclaimer (provided below) in printed materials and oral introductions; must not use university funds or resources (defined below) in the planning or conduct of the Campaign Activity; and must determine whether that activity requires obtaining permission and, if so,
must obtain permission from the relevant Yale office and observe all university policies regarding the use of campus spaces and facilities, including paying any usual facility fee.

A student organization may invite a Candidate, and/or the Candidate’s campaign representatives, to speak on campus in connection with the Candidate’s campaign provided the student organization makes clear the activity does not have the support or endorsement of the university by including a disclaimer (provided below) in printed materials and oral introductions; does not use university funds or resources (defined below) in the planning or conduct of the Campaign Activity; and determines whether that activity requires obtaining permission and, if so, obtains permission from the relevant Yale office and observes all university policies regarding the use of campus spaces and facilities, including paying any usual facility fee.

A Candidate who is a Yale student or is invited and accompanied by a Yale student ordinarily may engage in Campaign Activity in the common area of a university facility, or in a private university residential area if a student living in that area escorts them, provided it is made clear the activity does not have the support or endorsement of the university by including a disclaimer (provided below) in printed materials and oral introductions; no university funds or resources (defined below) are used in the planning or conduct of the Campaign Activity; and if that activity requires obtaining permission, such permission is obtained from the relevant Yale office and all university policies regarding the use of campus spaces and facilities, including paying any usual facility fee, are observed.

In addition, organization leadership is expected to notify the Office of Secretary at least 72 hours in advance of the appearance on campus of any Candidate.

### 3. Fundraising for a Candidate

A student may solicit funds on behalf of a Candidate provided the student does not state or imply Yale endorsement, and does not use any university funds or resources (defined below) in the planning or conduct of the solicitation.

A student organization may conduct a phone bank within university facilities if the student organization and the participants make clear the activity does not have the support or endorsement of the university by including a disclaimer (provided below) in printed materials and oral communications; does not use university funds or resources (defined below) in the planning or conduct of the activity; and determines whether that activity requires obtaining permission and, if so, obtains permission from the relevant Yale office and observes all university policies regarding the use of campus spaces and facilities, including paying any usual facility fee.
4. **Student Publications**

Student publications may publish editorials expressing the editors’ views on Candidates if a statement on the editorial page indicates that the views expressed are those of the student editors and not those of the university.

5. **Disclaimer**

Introductions of Candidates, student-published campaign literature, announcements or solicitations, and any Campaign Activity communications should include the following disclaimer:

“This event/publication/solicitation is sponsored solely by the [name of student organization] without support or endorsement of Yale University. Yale University does not participate in political campaigns on behalf of, or in opposition to, any candidate for public office”.

6. **University Funds and Resources**

Students and student organizations may not use university funds or resources in the planning or conduct of Campaign Activities. University resources include IT, telecommunication or media systems; university sponsored websites and social media platforms; email or voicemail systems; listservs; telephones; computers; photocopy machines; printers; campus addresses; food and refreshments; other services, equipment and personnel.

Students or student organizations participating in off-campus Campaign Activity may use Yale Dining meal plans to procure packaged meals for their own use.

Students or student organizations may not use, or allow others to use, or link to a university-hosted website if they are engaging in Campaign Activity. Student organizations using a university-hosted website may not link to other sites engaged in Campaign Activity.

7. **Use of Yale Name**

Students or student organizations may not use Yale’s name (unless it is an approved component part of the organization’s name), seal or mark in any communication (e.g., canvassing, letters, emails, telephone calls, listservs, websites, solicitations, etc.) involving Campaign Activity.
ADDITIONAL POLICIES

Students and student organizations should be familiar with YLS and Yale University policies and are charged with complying with them. These policies can be found at https://law.yale.edu/student-life/policies and include:

- Yale Law School Rights & Duties
- Yale University Equal Opportunity Statement
- Yale University Title IX Policies
- Yale Provost’s Procedure for Student Complaints
- Yale President’s Procedure for Addressing Students’ Complaints of Racial or Ethnic Harassment
- Yale University - Free Speech and Peaceable Assembly
- Yale Law School—Unauthorized Practice of Law
- Family Education Rights Privacy Act ("FERPA") (Excerpts)
- Yale University Policy on Service and Assistance Animals
- Yale Programs for Children & Youth
- Yale University Information Access and Security
- Yale Law School Website Privacy Policy
- Yale Law School The Wall Privacy Policy and User Agreement: Terms and Conditions
- Yale Law School Student Organizations and Journals Policies
- Yale University Guidelines for Students on Political Campaign Activity
- Yale Trademark Licensing
- Yale University Policies on the Prohibition of Weapons
- Yale Law School’s Policy on Use of Photographic and Video Images and Audio Recordings
- Yale University Drug Prevention Program Memorandum
- YLS-Funded International Research Travel Policy
SAFETY AND SECURITY AT YLS EVENTS: PROTEST AND DISSENT

Yale is committed to fostering an environment that values the free expression of ideas. Occasionally a student organization may wish to host a controversial speaker or event. If you are considering hosting such an event, please contact the Director of Student Affairs to plan accordingly. This will usually involve conversations with Dean Mike in Facilities as well as Yale Police.

- It is advisable, as a general matter to note on posters and social media that the event is restricted to the Yale community and that IDs may be checked at the door.
- If the Law School or Yale Police determines that additional security will be required, the student organization will be charged for the security expenses.

Yale’s Guidance Regarding Free Expression and Peaceable Assembly for Students at Yale [https://studentlife.yale.edu/guidance-regarding-free-expression-and-peaceable-assembly-students-yale](https://studentlife.yale.edu/guidance-regarding-free-expression-and-peaceable-assembly-students-yale)

Please note: Demonstrations and counter-demonstrations have in some instances escalated to unacceptable and reprehensible acts of violence. Organizers of and participants in demonstrations must be aware that certain individuals or groups may purposefully attempt to incite disruptions or violence in what would otherwise be peaceable and civil protests. Organizers and participants are urged to engage in careful planning for contingencies, to utilize university resources in such planning, and to maintain situational awareness during a demonstration in order to address changing or unexpected circumstances. University resources to assist in the organization of events, the planning for contingencies and providing safety information are available at [studentlife.yale.edu/how-stay-safe-and-healthy-public-demonstration](https://studentlife.yale.edu/how-stay-safe-and-healthy-public-demonstration).
STUDENT ORGANIZATION WEBSITES

1. YLS Website

Each official student organization has a webpage on the Law School’s law.yale.edu website. Updates to the student organization webpages are handled by OSA, in cooperation with the Office of Public Affairs. Updates to student organization webpages should be provided by student org leaders, at minimum, on an annual basis.

2. Yale Website Resources

There are two main resources, Drupal and Campus Press, that are available for students to use. The Drupal platform includes templates that have a look and feel similar to the University websites. Campus Press is the University version of Wordpress. Students will have the ability to update their website directly. Please note there is limited support for creating a website on these platforms and students are responsible for making edits/updates to these sites.

3. Non-Yale Sites

Groups with websites using non-YLS and University platforms should make sure that information on how to access and edit its site is transferred from board to board. It is highly recommended that this transition information be shared with the Office of Student Affairs to ensure access is not lost and renewal of domain names can be done in a timely manner. Student groups are responsible for the maintenance of all non-Yale websites.

Please note groups should make sure to have the current year’s information (i.e.: masthead, issues for journals, contact person for student organizations, etc.) in place on the website. The website is a reflection of the group, its board, and the Law School and should be maintained accordingly.
STUDENT ORGANIZATION EMAIL ACCOUNTS

Student organization email accounts should be used for all official communications to facilitate knowledge transfer from past boards to current and future boards. This email is publicly available via the Yale Law School’s website to facilitate outreach from prospective students, alumni, and outside organizations interested in connecting with student orgs and journals.

Student group email accounts can be associated with multiple individuals and do not have a separate login and password. In order for students to access these accounts, they must be added as members. Please contact the Director of Student Affairs to add additional board members to the email account.

Once you are designated as having access to check your group email account you may login as follows:

1. Login to your personal yale.edu email account on the Outlook 365 webmail client (https://outlook.office.com/owa/) using your University CAS credentials
2. Click on the person icon in the top right corner and select “Open another mailbox…”
3. Enter the email address for the group you are accessing
VENDOR INVOICES

Vendors may request a copy of the University's tax exemption certifications. The Cert 119 and W-9 are issued on a per vendor/purchase basis. In order to obtain this form, please send a copy of the vendors W-9, which must include their CT Registration number and Connecticut Sales & Use Taxation ID, to the Director of Student Affairs.