MEMORANDUM FROM YALE LAW SCHOOL

To: Small Group Faculty
    Small Group Faculty Assistants
    Coker Fellows

From: Joseph Crosby, Karen Alderman and Cynthia Breault

Subject: Small Group Financial and Administrative Guidelines Fall 2019

Date: August 22, 2019

The Business Office has prepared these guidelines to assist faculty, students, and faculty assistants with the Small Group activities that occur during the fall semester each year. If you have questions that are not answered in these guidelines, please contact Symone Maguire about employment and Jennifer Young regarding budgets and expenses. The Business Office is located on the second floor of Ruttenberg Hall.

EMPLOYMENT INFORMATION
Coker Fellows are paid a stipend for the fall semester. Please see Symone Maguire in Room 277 at the very beginning of the semester to complete your employment set up.

<table>
<thead>
<tr>
<th>Amount for Fall 2019</th>
<th>$3,950.00</th>
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<tbody>
<tr>
<td>Payment Schedule</td>
<td>Bi-Monthly, the 15th and the last day of the month</td>
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<td></td>
<td>September 13 – December 23</td>
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<tr>
<td>Method of Payment</td>
<td>Direct deposit or check sent to Law School (pick up from Symone Maguire-room 277)</td>
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SMALL GROUP SPENDING ACCOUNTS
Each Small Group has a budget of $1,400.00 that can be spent to support group dinners and events throughout the fall semester. These activities are usually organized by the Coker Fellows and sometimes hosted by the faculty member. If you are planning to serve or purchase alcohol at your event, the policy is no more than 1-2 drinks per person and food must be served. Please contact Cyndi Breault at cynthia.breault@yale.edu if you have any questions related to the alcohol policy. It is expected that the funds will be used by the end of the first term. To be clear, this is the total amount available to the small group, other than noted below for faculty/student lunches. Therefore, you will want to consult with the Small Group Professor about any sums for which they may be expecting to be reimbursed for any events which they host. The remaining sum is what is available to you for other events you organize.

To be reimbursed for Small Group expenses, please bring original receipts to Jennifer Young (the first desk in the Business Office). The Business Office will send weekly financial reports so you can track your expenses and remaining balance of your budget.

FACULTY-STUDENT LUNCHES
Faculty members are encouraged to take a few students (usually 3 to 4 at a time) to lunch occasionally during the fall semester. These expenses are not included in the small group budget; however, they are included if the faculty event involves the larger part of the whole class.

U.S. SUPREME COURT OR OTHER COURT TRIPS
Each class can obtain YLS funding to subsidize the cost of one trip to the Supreme Court (or any other court selected by the faculty member). TAs are requested to notify the Business Office in advance of the trip. Please send an email to Jennifer Young at j.young@yale.edu and let her know the name of the faculty member, the date of the trip, the number of students attending, and the travel method. The Law School will reimburse the following –
1. **TRAVEL BY TRAIN**  
   **DC**: Reimbursement of up to $75 towards round trip train fare  
   **New York**: Up to cost of roundtrip train fare to NYC.  
   Original receipts are required for reimbursement. If possible, each student should purchase their own ticket and seek reimbursement for their fare. If one student needs to purchase for the group, that student should seek reimbursement for the entire amount of all the tickets he/she purchased. Please do not purchase tickets for a group and ask those students to reimburse you, as it makes it a more complicated reimbursement process.

2. **TRAVEL BY CAR (DC)**  
   The Law School will reimburse the driver $75 per student (maximum reimbursement of $300 per driver).

3. **TRAVEL BY CAR (NEW YORK)**  
   The Law School will reimburse the driver $92.80 (160 miles roundtrip x $.58 per mile)  
   Please be sure to note that the Law School will not pay for the following --  
   1. Accommodations  
   3. Meals (although the Small Group entertainment budget can be used for a group meal)

**DISTRIBUTION OF COURSE MATERIALS (RIS, COPYING, CANVAS)**

CANVAS, our course management system, is an excellent way to communicate and deliver course materials to class members, however some faculty prefer to use paper handouts. For the occasional handout copying can be done using one of the Law School copiers. Arrangements for copying are coordinated by the faculty member’s administrative assistant. Please be aware that faculty may require both posting to CANVAS and providing paper handouts.

If you need assistance using CANVAS, please contact Susan Monsen (susan.monsen@yale.edu) or Julie Jirikowic (julie.jirikowic@yale.edu). Either would be willing to provide an overview session on how best to integrate course sites into the curriculum or to answer any questions you may have.