
MEMORANDUM FROM YALE LAW SCHOOL

To: Small Group Faculty, Small Group Faculty Assistants, and Coker Fellows

From: Joseph Crosby, Karen Alderman and Cynthia Breault

Subject: Small Group Financial and Administrative Guidelines Fall 2020

Date: August 20, 2020

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 (symone.maguire@yale.edu) about employment and Jennifer Young (j.young@yale.edu) regarding budgets and expenses.

EMPLOYMENT INFORMATION

Coker Fellows are paid a stipend for the fall semester. **Please contact Symone Maguire if you have not completed your employment set up.**

Amount for Fall 2020	\$3,950.00
Payment Schedule	Bi-Monthly, the 15 th and the last day of the month September 15 – December 23
Method of Payment	Direct deposit or check mailed to your Workday address (Direct deposit is preferred)

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 (cynthia.breault@yale.edu) if you have any questions related to the alcohol policy. **You may use these funds in Fall 2020 and in Spring 2021 to support small group events.** 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 fill out and send Small Group Reimbursement Form (found online in Coker Fellows Box) along with scanned copy of receipts to Jennifer Young. Please keep all original receipts. 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.

TRAVEL

Travel outside of Connecticut is not allowed and will not be reimbursed. Transportation to local events are reimbursed through the Small Group budget.

DISTRIBUTION OF COURSE MATERIALS

CANVAS, our course management system, is an excellent way to communicate and deliver course materials to class members. If you need assistance using CANVAS, please review the help documentation available here: <https://academiccontinuity.yale.edu/faculty/how-guides/faculty-how-use-canvas>. If you have specific questions, please reach out to the Poorvu Center at <https://poorvucenter.yale.edu/consultsANDobservations> or contact the YLS Canvas support team at law.canvas@yale.edu.