



THOMAS GOODE JONES SCHOOL OF LAW

# **Student Organization Handbook 2019-2020**

# Appendix A

Student Organization Accounts



## FAULKNER UNIVERSITY

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### STUDENT ORGANIZATION ACCOUNTS

Section: **Administrative - Finance**  
Policy Number: **411**  
Past Revisions: **n/a**

Effective: **September 18, 2009**  
Revision: **May 1, 2011**  
Reviewed: **April 2011**

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#### **GENERAL PROVISIONS**

Each Faulkner University student organization must establish an account if the organization is collecting income such as dues, fund-raisers, and sales.

Student Organizations and Clubs are required to keep all funds allocated by the University in an on-campus account provided by the University. Organizations that collect membership dues of their own are permitted, but not encouraged, to maintain off-campus accounts for transactions with these funds, but must not deposit funds made payable to, or intended for, Faulkner University into the off-campus account.

#### **Policy Agreement**

All organization officers and faculty/staff sponsors/advisors will be required to sign an annual acknowledgement stating their agreement to abide by the terms and procedures of this policy. This policy applies to funds maintained in both on-campus and off-campus accounts.

#### **Audit of Financial Records**

Student organizations must submit financial records for audit at the request of the Vice President for Finance or the Vice President for Student Services (or Associate Dean for Student Services for any Jones School of Law student organization).

Organizations are required to submit, at minimum, a financial report at the end of each semester, to their organization sponsor/advisor. The sponsors and advisors can require more frequent reporting, if desired.

All student organizations are required to submit a yearly financial statement at the end of each school year, no later than May 31<sup>st</sup>, to the Office of the Vice President for Finance for audit purposes. This statement should include the organization's opening balance, a breakdown of total revenues, a breakdown of total expenditures, and the closing balance. Organizations maintaining off-campus accounts should also include a copy of their most recent bank statement with their financial statement.

#### **Budgeting**

The treasurer of the organization is responsible for keeping the organization aware of its financial status and handling the organization's budget. It is recommended that the organization sponsor or advisor be part of the budgeting process since they are here year after year and might be able to provide good advice from past experiences.

#### **Donations and Fundraising**

All donations to the organization must be made through the University's Development Office in order to be considered tax-deductible. Donations to any Jones School of Law student organizations should be made through the JSL Development Office. Donated funds will then be routed back to the organization.

Solicitation activities on campus sponsored and conducted by students, student organizations, or groups must be approved in writing by the Vice President for Student Services and carried out only in the designated areas. Refer to Policy # 385 – "Solicitation" for detailed guidelines. Any student, student organization or group proposing to solicit monetary contributions or gifts must obtain prior approval from the Vice President for University Advancement. Refer to Administrative Policy # 505 - "Fund Raising Events and Grant Applications" for detailed guidelines.

## Sales Tax

The student organization spending funds from an off-campus bank account may not use the University's taxpayer identification number or the University's tax-exempt status in connection with purchases or sales by the organization, gifts to the organization, interest on other income of the organization, or any other activity of the organization. The benefit of the University's Sales Tax Exemption will be extended for any purchase made through the University's purchasing request system.

## FINANCIAL MANAGEMENT OF ORGANIZATION ACCOUNTS AND FUNDS

Student organizations are encouraged to keep detailed records regarding all financial transactions. Organization sponsors and advisors should be involved in the management of organization funds and the maintenance of organization accounts. The following are some suggestions on how to best manage the organization's account:

### Handling Funds

- Numbered receipts should be used for all funds received; receipts should be used in sequential order.
- The organization should perform reconciliations between the items sold and the funds received (this should also be performed for dues received).
- All checks received should be restrictively endorsed upon receipt (if desired, a stamp can be ordered to show organization name, bank name, and checking account number).
- All funds should be properly safeguarded between deposits; cash should not be kept in dorm rooms overnight.
- All income should be deposited daily.
- Deposits should be verified by two individuals.
- Funds are to be used for organizational purposes only; personal use of organization funds will be grounds for disciplinary action.

### Expenditures

- Faulkner University's Sales Tax Exemption **may not be used** when making purchases using funds from an off-campus bank account. The benefit of the University's Sales Tax Exemption will be extended for any purchase made through the University's purchasing request system.
- All purchases should be approved by a sponsor/advisor; an event planning budget should be developed prior to purchasing to avoid over-spending.
- Receipts and invoices for all expenditures should be maintained with the organization's financial records.

## ESTABLISHING AN OFF-CAMPUS ACCOUNT

Faulkner University has the following requirements regarding the establishment of off-campus checking accounts for student organizations:

- Organizations opening an off-campus bank account must establish an Employer Identification Number (also called a taxpayer identification number) for the organization so that an individual member's SSN is not used on the account.
- Each Faulkner University student organization that has an off-campus checking account must require two signatures on checks; signatures should preferably be one Sponsor or Advisor and the organization's President or Treasurer. It is strongly recommended that all faculty sponsors and advisors of the organization are signers on the account since the officers will often change yearly.
- **IMPORTANT!** Upon establishing an off-campus account, the organization is required to provide the account information to the office of the Vice President for Finance.

Off-campus bank accounts established and maintained by student organizations **may not:**

- Use the University's federal employer identification number (EIN) on the account;
- Place the names "Faulkner" or "Faulkner University" on the account; or
- Deposit funds made payable to, or intended for, Faulkner University into the account

The University has established relationships with several local banks where accounts may be opened with no fees. Check with the office of the Vice President for Finance for a current list of recommended banks.

### **Maintaining an Organization's Off-Campus Checking Account**

- Maintain an updated balance in the checkbook or with a software program (i.e. Quicken) at all times.
- All voided checks should be maintained.
- All checks should contain two signatures - preferably one Sponsor/Advisor and one Officer.
- Checks should not be signed in advance or signed without a remittance name and amount.
- Checks should not be made payable to "cash."
- Checkbook should be kept in a secure location.
- ATM cards and Debit cards are only allowed with sponsor approval.
- President and/or Treasurer should review monthly statement and transactions; organizations should establish procedures to ensure persons making the purchases are not the only individuals who reconcile the bank statement.
- Monthly reconciliations should be performed to ensure account balance is in agreement with bank balance.
- Sponsor/Advisor should review bank statements periodically - at minimum once per semester.
- Original bank statements should be safeguarded and maintained in a secure location.
- Signers will need to be added to/removed from bank accounts each year as new officers are elected. Having at least one sponsor or advisor as a signer on the account can provide some continuity each year.

### **TAX INFORMATION**

Any comments on tax matters contained in this policy are provided merely as a courtesy for the general information purposes of student organizations and are not to be considered personal tax advice given by the University or its employees. *All student organizations should rely upon tax advice provided by their own independent tax advisors.*

#### **Taxpayer Identification Number**

Organizations opening an off-campus bank account must file form SS-4 with the IRS to apply for an Employer Identification Number (also called a taxpayer identification number) for the organization so that an individual member's SSN is not used on the account. The SS-4 form has a place for the student organization to designate that they are a registered university student organization (line 8a, under "other"). Information on how to apply for the EIN online is available at [www.irs.gov](http://www.irs.gov) (keyword "EIN") or by calling the IRS at (800) 829-4933.

#### **Tax Exempt Status**

Student organizations are not covered under Faulkner University's tax-exempt number. Your organization is not "Tax Exempt" unless you have applied for and been granted that status from the Internal Revenue Service. However, some organizations are treated as tax exempt without being required to file an Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, provided that they are organized and operated appropriately. This includes any organization normally having annual gross receipts of not more than \$5,000.

For further information regarding tax exempt status, contact the IRS at (800) 829-3676 and ask for Publication 557, "Tax-Exempt Status for your Organization." For additional assistance you may call *IRS Tax Exempt and Government Entities Customer Account Services* (toll free) at (877) 829-5500 between 8:00 a.m. and 6:30 p.m.

### **Annual Tax Reporting**

Organizations maintaining off-campus accounts will be required to file an annual return with the IRS.

Organizations with gross receipts less than \$25,000 will be required to file a Form 990N e-postcard. By submitting the electronic notice on Form 990-N, an organization acknowledges that it is not required to file a Form 990 or 990-EZ because its gross receipts are normally less than \$25,000. In order to make this determination, the organization must keep records that enable it to calculate its gross receipts.

An organization is required to provide the following information on Form 990-N:

- the organization's legal name;
- any other names the organization uses;
- the organization's mailing address;
- the organization's Web site address (if applicable);
- the organization's taxpayer identification number (TIN);
- name and address of a principal officer of the organization;
- the organization's tax year;
- a statement that the organization's annual gross receipts are normally \$25,000 or less; and
- if applicable, a statement that the organization has terminated or is terminating (going out of business)

Filers may access the user-friendly filing system to file a Form 990-N at [www.irs.gov/eo](http://www.irs.gov/eo) or by going directly to the filing system Web site at <http://epostcard.form990.org>.

# Appendix B

Deposit Slips for On-Campus Accounts

**Deposit Detail Information** Date \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Account # : \_\_\_\_\_ Dept #: \_\_\_\_\_

Description: \_\_\_\_\_  
(to be posted ot Regent)

**Deposit Detail Information** Date \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Account # : \_\_\_\_\_ Dept #: \_\_\_\_\_

Description: \_\_\_\_\_  
(to be posted ot Regent)

**Deposit Detail Information** Date \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Account # : \_\_\_\_\_ Dept #: \_\_\_\_\_

Description: \_\_\_\_\_  
(to be posted ot Regent)

**Deposit Detail Information** Date \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Account # : \_\_\_\_\_ Dept #: \_\_\_\_\_

Description: \_\_\_\_\_  
(to be posted ot Regent)

**Deposit Detail Information** Date \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Account # : \_\_\_\_\_ Dept #: \_\_\_\_\_

Description: \_\_\_\_\_  
(to be posted ot Regent)

**Deposit Detail Information** Date \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Account # : \_\_\_\_\_ Dept #: \_\_\_\_\_

Description: \_\_\_\_\_  
(to be posted ot Regent)

**Deposit Detail Information** Date \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Account # : \_\_\_\_\_ Dept #: \_\_\_\_\_

Description: \_\_\_\_\_  
(to be posted ot Regent)

**Deposit Detail Information** Date \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Account # : \_\_\_\_\_ Dept #: \_\_\_\_\_

Description: \_\_\_\_\_  
(to be posted ot Regent)



# Appendix C

Fund Raising Events and Grant Applications



## FAULKNER UNIVERSITY

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### FUND RAISING EVENTS AND GRANT APPLICATIONS

Section: **Advancement/Gifts**

Policy Number: **505**

Past Revisions: **N/A**

Effective: **May 24, 1993**

Revision: **September 8, 2008**

Reviewed: **September 2008 EW**

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It is the policy of Faulkner University that all fund-raising activities and fund/gift acceptance be approved by and coordinated with the Vice President for University Advancement prior to such activity taking place. Approval and coordination must be in writing. All division and department heads (main campus and remote sites) and auxiliary entities are responsible for compliance within their respective areas of authority and should implement appropriate procedures to communicate this policy to all levels of employment.

In general, no employee, representative or entity of Faulkner University is automatically empowered to develop funding sources or accept funds or gifts on behalf of the University. Such authority must be obtained in advance and proper procedures strictly followed. This policy is essential in order to ensure that federal guidelines for solicitation are followed, that fund sources are not over-solicited and over-subscribed, that all fund revenues are appropriately administered and accounted for in accordance with IRS stipulations, and that duplication of effort does not occur.

#### Solicitation of funds (including grant applications):

1. A brief rationale and written request justifying the kind of appeal/solicitation/application being made, how the funds will be used, who will be accountable for administration, and what steps will be taken to ensure integrity of the funds must be submitted to the Vice President for University Advancement. The request must also show approval and coordination by the appropriate vice president.
2. If University Advancement staff assistance is needed in preparing the request or proposal, that need must be made known in the rationale.
3. The Vice President for University Advancement will determine appropriateness and compliance with existing guidelines in order to prevent the possibility of conflict with other appeals. Approval or disapproval, as appropriate, will be indicated on the requesting document and returned to the appropriate vice president.
4. University Advancement will coordinate dates, determine if the proposal is appropriate and is consistent with university policies and procedures, and determine that the proposal will not conflict with other appeals being planned or underway. After all considerations are completed, the Vice President for University Advancement will return the written request with approval or denial, to the appropriate vice president for return through channels to the initiator of the request.

5. If final approval is granted by University Advancement, the initiator or other designated persons may proceed to develop the proposal, make copies of the documentation, mail or send the proposal, and administer the results in compliance with the approvals granted for this action.
6. An information copy of all subsequent documentation developed in the course of the solicitation/application procedure should be forwarded to the Vice President for university Advancement. All results will be reported to the Vice President for University Advancement as well, including specific documentation of funds received.
7. Success or failure of the proposal should be reported to the Office of University Advancement as soon as such information is available.

Acceptance of unsolicited funds, gifts and/or donations:

1. In the course of dealing with the public, any Faulkner University employee, representative or entity may be asked to accept a gift (of money, consigned equipment or merchandise, or services) for the university or one of its entities. It should be clearly understood that NO ONE is empowered to act as a representative of the university in this capacity unless specifically designated by the President (or Vice President for University Advancement).
2. So that embarrassing (and potentially illegal) situations may be avoided, any employee who finds himself or herself in the position of being presented with a gift to the university should contact the Vice President for University Advancement for appropriate instructions before agreeing to accept the gift.

# Appendix D

Receipt, Deposit, and Custody of Funds



## FAULKNER UNIVERSITY

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### RECEIPT, DEPOSIT AND CUSTODY OF FUNDS

Section: **Administrative - Finance**  
Policy Number: **405**  
Past Revisions: **June 18, 2008**

Effective: **November 12, 1997**  
Revised: **April 12, 2011**  
Reviewed: **April 2011**

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**Purpose:** To establish guidelines for the receipt and custody of funds received by campus offices other than the Business Office.

#### GENERAL PROVISIONS

Each day the Business Office deposits all funds in excess of the necessary working cash balance. In the event a department receives funds of any type, it is imperative that controls are in place so that the funds are properly safeguarded, accounted for and documented. No University funds, other than authorized petty cash or working cash funds, should be held in any office.

In no case should departments spend funds directly from cash received. Any working cash funds or petty cash funds require the advance written approval of the Vice President for Finance. All University bank accounts also require the advance, written approval of the Vice President for Finance. Please refer to Administrative Policy # 444 - Petty Cash, for more information regarding petty cash funds.

#### Daily Deposits

All offices receiving cash or checks, regardless of size or source, must deposit the entire amount with the Business Office daily. This includes, but is not limited to, income from departmental fees, event ticket sales, concessions, and monetary gifts from Friends for Faulkner or any of its programs and activities. Donor gifts are received, recorded, and deposited daily by the Development Office.

Checks not deposited in a timely manner that are subsequently returned due to insufficient funds may not be recoverable through normal collection procedures. Any such checks will be charged back to the receiving department's budget.

Money received after normal business hours should be documented, counted separately by two individuals if possible, secured overnight, and deposited with the Business Office on the next business day.

#### Custody of Funds

Funds are to be kept in a secure location with access by authorized personnel only. Authorized personnel are to be kept to an absolute minimum.

#### Supporting Records and Receipts

Any office or department collecting funds must maintain records detailing their collection and deposit. Examples of supporting records are pre-numbered receipts, cash receipt logs, unused tickets, and reconciliation forms. Supporting documentation details the nature, source, date and amount of the receipt.

All cash payments should be recorded on a receipt to the remitter and a duplicate copy should be retained for departmental record.

#### Recording Deposits

When depositing money with the Business Office (whether income from sales, fees, etc.), the nature of the deposit must be clearly stated on the deposit slip. The actual budget number should be stated.

If funds are to be restricted, they will have to be treated differently from funds deposited to the general fund. Requests to restrict funds, in some instances, may have to be approved by the Budget Committee.

# Appendix E

Solicitation



## FAULKNER UNIVERSITY

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### SOLICITATION

Section: **Other Regulations**  
Policy Number: **385<sup>i</sup>**  
Past Revisions: **N/A**

Effective: **November 1997**  
Revision: **July 16, 2008**  
Reviewed: **March 2011**

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**Scope: Faculty; Staff; Students**

**Purpose:** To restrict solicitation by employees, vendors, students, sales representatives and others to minimize interference with the University's operation and to protect the privacy of its faculty, staff, students and visitors.

#### GENERAL PROVISIONS

Solicitation shall be defined as:

- Selling or promoting of products, goods, or services;
- Use of staff and faculty listings for the purpose of solicitation;
- Seeking contributions, pledges, or signatures; and
- Conducting membership drives for non-university affiliated organizations

Solicitation activities that have been designated as authorized activities by the University Administrative Cabinet are blood drives, student organization car-washes and donut sales, employee benefit fairs, University Christmas project, United Way Campaign, Friends for Faulkner activities and all activities conducted by University Advancement. Therefore, these listed activities are not prohibited by this policy.

Solicitation on University property including use of University electronic mail network (email) is prohibited except for official activities approved by the University administration.

The University does not provide employee or student information (name, address, telephone number, etc.) to companies for solicitation purposes without written consent from the employee or student. If a particular notice of information from a company has been approved for distribution, an authorized employee will distribute the information to employees.

The use of communication equipment or other University supplies or equipment to support solicitation activities is prohibited unless written approval is granted by the appropriate division Vice President. This shall be granted only in rare cases.

The University makes no warranty regarding the truth of any representation made in any written materials posted or distributed or other information provided as part of any solicitation activity engaged in pursuant to this policy.

*Bulletin Boards/Flyers-* Information may not be placed on the University bulletin boards without prior approval or invitation from the appropriate divisional Vice President. Anyone outside the University should obtain approval through the office of the Vice President for Student Services. Approved items such as posters, bulletins, notices, flyers, etc. will be stamped and hung only on the appropriate bulletin boards. Any items not stamped will be removed. No items may be taped on walls or doors. Distribution of flyers by hand, campus mail or placed on vehicle windshields is prohibited.

## 385.1 PROCEDURES

### Employees

Charitable projects of any type fall under the guidelines of this policy. For-Profit solicitation is not allowed. The University retains the exclusive right to determine the appropriateness of allowing a charitable solicitation on a case by case basis.

All employees wanting to solicit the support of the University community (defined as faculty, staff and students) for a particular cause are allowed one request per calendar year.

The employee is required to:

- Consult with the office of Event Management for availability of facilities and coordination of campus activities.
- Submit their request to their divisional Vice President. The request should include the name of the organization and/or cause being supported and needs that will be requested of our University community.
- If any materials will be circulated in accordance with the need, a sample of such materials must be presented to their divisional Vice President and approved prior to circulation.

The approving Vice President is required to:

- Provide the employee with a written approval/denial of the request; and
- Copy the office of the Event Management on all approved activities for the purpose of maintaining the school calendar.

Employees of the University will not engage in solicitation activities on campus unless prior approval for such activity has been obtained in writing from their divisional Vice President.

Employees who obtain approval to engage in any activities on campus in accordance with this policy will not engage in such activities during working time of either the employee making the solicitation or distribution or the targeted employee. The term 'working time' does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.

A Vice President may grant a continuous approval for such solicitations that take the form of passing literature for orders as long as this does not interfere with job duties. Paying for and delivering of items ordered through this process must be done during non-working hours.

Employees may not use University facilities to conduct private enterprise.

### Students

For-Profit solicitation is not allowed. Other solicitation activities on campus sponsored and conducted by students, student organizations, or groups must be approved in writing by the Vice President for Student Services and carried out only in the designated areas. Student elections may be subject to additional requirements adopted by the Student Government Association.

*Proposing to solicit monetary contributions or gifts-* Any student, student organization or group proposing to solicit monetary contributions or gifts must obtain prior approval from the Vice President for University Advancement. Refer to Administrative Policy No. 505- Fund Raising Events and Grant Applications for detailed guidelines.

*Proposing to solicit off-campus-* Any student, student organization or group proposing to solicit for funds, goods, or services under the University name off-campus must obtain approval in advance from the Vice President for University Advancement.

The student is required to:

- Submit their request to the Vice President for Student Services in writing, at least one week in advance of the event;



- Submit their request to the Vice President for University Advancement (only for specific activities noted in this policy); and
- Make arrangements through the office of the Event Management to ensure availability of the desired University facilities.

*Activities coordinated through the Director of Student Activities-* Such activities should also have the approval of the Vice President for Student Services and be forwarded to the office of the Vice President for Academic Affairs prior to being conducted.

The approving Vice President is required to:

- Provide the student with a written approval/denial of the request; and
- Copy the office of the Event Management on all approved activities for the purpose of maintaining the school calendar.

Students shall not use any University facilities, including dorms and apartments for the operation of private enterprise.

### **Non-employees/vendors**

Sales representatives and vendors dealing in University supplies, equipment or services may conduct business in accordance with University regulations. Vice Presidents and Deans are authorized to approve solicitation activities by commercial vendors but only when the commercial vendor activities are directly related to official University business in their areas of responsibility. Prior to providing approval, the Vice President or Dean will contact the office of the Event Management to assure the activity will not conflict with other University activities.

All other requests received from commercial vendors will be submitted to the President for consideration.

### **If you observe soliciting**

Persons observed soliciting on University property should be reported to department heads or supervisors who will then be responsible for determining whether such persons are authorized to conduct such activities. If not authorized, the administrator shall inform such persons of this policy and advise them that failure to cease may result in appropriate action against the offender. For non-employee solicitors, the administrator may contact campus security and have them approach the offender.

If the offender is an employee, such action may include discipline in accordance with appropriate University policies.

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**For additional guidelines regarding solicitation of monetary contributions to the University-reference Administrative Policies: # 505- Fund Raising Events and Grant Applications; and # 520 Solicitation of Contributions.**

<sup>1</sup> This policy replaces No. 240 Sales Activities on Campus and No. 475 Posters, bulletins, notices, etc. on campus bulletin boards.

# Appendix F

Missing Receipt Affidavit

# AFFIDAVIT OF LOST RECEIPT

If a receipt is lost, you must attempt to obtain a copy of the original receipt from the vendor for all expenditures in excess of \$25. A Missing Receipt Affidavit is required whenever a receipt is not available, regardless of the dollar amount of the expense.

Name	Department	Date of Purchase	Total Cost
Vendor	Location (City, State)	Method of Payment Used	
Description of Expense and Purpose			

I certify that the receipt for the above mentioned expense is missing. (Check all that apply.)

- The original receipt was lost.
- The original receipt was not obtained. Reason: \_\_\_\_\_
- I have contacted the vendor but was unable to obtain a copy/duplicate receipt from the vendor.

I certify that this expense was incurred in connection with Faulkner University business and that the original receipt is lost or not available. I am submitting this affidavit in lieu of the missing receipt. I certify that reimbursement of this expense has not been previously paid nor will be paid from any other source.

\_\_\_\_\_  
**Budget Manager's Signature**

\_\_\_\_\_  
**Requestor's Signature**

\_\_\_\_\_  
**Departmental Vice President's Signature**

# AFFIDAVIT OF LOST RECEIPT

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Name	Department	Date of Purchase	Total Cost
Vendor	Location (City, State)	Method of Payment Used	
Description of Expense and Purpose			

I certify that the receipt for the above mentioned expense is missing. (Check all that apply.)

- The original receipt was lost.
- The original receipt was not obtained. Reason: \_\_\_\_\_
- I have contacted the vendor but was unable to obtain a copy/duplicate receipt from the vendor.

I certify that this expense was incurred in connection with Faulkner University business and that the original receipt is lost or not available. I am submitting this affidavit in lieu of the missing receipt. I certify that reimbursement of this expense has not been previously paid nor will be paid from any other source.

\_\_\_\_\_  
**Budget Manager's Signature**

\_\_\_\_\_  
**Requestor's Signature**

\_\_\_\_\_  
**Departmental Vice President's Signature**

# Appendix G

Student Account Expense Report



# Appendix H

Annual Registration Form



# Appendix I

Event Request Form





THOMAS GOODE JONES SCHOOL OF LAW

**Event Request Form**

**\*All forms must be turned in to Ms. Carolyn McCoy at least 10 business days prior to your event/meeting with few exceptions.** Big events (such as CLE programs, Symposiums, or events targeting alumni participation) will require **more than three weeks notice**. (This form is also available online. The link appears in the Monday Student Newsletter.)

Student Organization: \_\_\_\_\_

Requester's Name: \_\_\_\_\_

Requester's Phone: \_\_\_\_\_ Requester's Email: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Is the event? \_\_\_\_\_ On Campus \_\_\_\_\_ Off Campus

Location: \_\_\_\_\_

\*If the event is on campus, please list your first and second request for room choices below.

On Campus Room Choice #1: \_\_\_\_\_ On Campus Room Choice #2: \_\_\_\_\_

Please provide a complete description of the event. This description will be used to publicize your event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Speakers/VIPs attending: \_\_\_\_\_

\_\_\_\_\_

Student Newsletter: We would like the event to be publicized in the Student Newsletter. Circle **YES** or **NO**.  
We would like the event to be publicized in the Student Newsletter for the Week of \_\_\_\_\_.  
**All Student Newsletter requests must be made by noon on Thursday the week before the notice runs.**

Rise Vision: We would like the event to be publicized on the RV TVs. Circle **YES** or **NO**.  
If you circled **YES**, what is the *earliest date* that you would like to *publicize* the event \_\_\_\_\_.  
If you circled **YES** and wish to publicize your event with a picture, email the graphic/picture in jpg format to [jdeboer@faulkner.edu](mailto:jdeboer@faulkner.edu) at least three days prior to the publication date. If no graphic is requested, the event will be publicized with the written description above.

Credit Card Machine: We would like to use the credit card machine for this event. Circle **YES** or **NO**.  
If you circled YES, please list the following information:  
Dates and times the machine will be needed: \_\_\_\_\_  
Name of the person(s) using or responsible for the machine: \_\_\_\_\_  
Specific use of the machine (i.e. selling tickets for the Law Symposium): \_\_\_\_\_

**Note: Use of the credit card machine is subject to availability and approval from the University Business Office. A request must be turned in 10 business days prior to the needed date for the machine. If you have any questions, please email [eclements@faulkner.edu](mailto:eclements@faulkner.edu).**

- AV: If AV assistance is needed, please contact EFC at [helpdesk@faulkner.edu](mailto:helpdesk@faulkner.edu).
- Food: Events that use campus food services require **at least two weeks notice**. If you plan on serving food other than pizza, please contact Ms. Diane Etheridge (Culinary Management Services) at [detheridge@faulkner.edu](mailto:detheridge@faulkner.edu).
- Photography: To request photography for an event, please contact the Director of University Marketing, Patrick Gregory, at [pgregory@faulkner.edu](mailto:pgregory@faulkner.edu) at two weeks before the event.
- Parking/Security: If you plan to need security or parking for your event, please contact campus security at [securef@faulkner.edu](mailto:securef@faulkner.edu) at least two weeks before the event.

**When communicating about an event with vendors or Faulkner University services, please use email as much as possible and be sure to CC your faculty advisor and Dean DeBoer. Please try to keep written records of all communications and/ or plans regarding student organization events.**

*\*By submitting, I agree to abide by all terms in the policies and procedures of Faulkner University and Thomas Goode Jones School of Law.*

\_\_\_\_\_  
Requester's Signature/Date

\_\_\_\_\_  
Approved by: Faculty Advisor/Date

Approved By:

\_\_\_\_\_  
Assistant Dean of Students/Date

\_\_\_\_\_  
Director of External Relations/Date

# Appendix J

Student Organization Events Approval Guidelines

## **STUDENT ORGANIZATION EVENTS APPROVAL GUIDELINES**

The following concerns have informed the development of these guidelines:

- At Faulkner Law, the faculty, administration, and staff are committed to educating law students in a professional environment to be successful attorneys.
- According to the American Bar Association, alcohol abuse is an issue for one in five attorneys. This rate is twice the national average.
- In an effort to help students avoid the harmful effects of alcohol and alcoholism on their personal lives and professional careers, Faulkner Law encourages students and student organizations to work with the law school to promote an alcohol-free community. At off campus events at which alcohol may be present, however, the law school must insist that students conduct themselves in a professional and responsible manner.

The following guidelines will inform the Faulkner Law administration's planning and approval of student organization events and student organizations shall observe these guidelines in planning and executing their events:

1. Faulkner Law prohibits students and student organizations from providing or arranging for the provision of alcoholic beverages at events or functions sponsored by any student organization. – (Policy 6-501) For example, student organizations are not allowed to provide an open bar or arrange for a cash bar to be set up for an event.
2. Faulkner Law or student organization funds may not be used directly or indirectly for the purchase of alcohol.

3. The event may not be held at any establishment whose primary purpose is selling alcohol. For example, an event may not be held at a bar, but may be held at a restaurant with a bar.
4. The event has a primary purpose that is not directly related to the consumption of alcohol.
5. Food and non-alcoholic beverages will be available.
6. Any event at which alcohol may be present must be restricted to Faulkner Law students and their family/plus one guests.
7. For any event at which alcohol may be present, at least two hosts must remain present and must not consume alcohol throughout the entire event. The hosts shall take reasonable measures to ensure that no alcohol is served to minors or any person who is intoxicated and shall ensure that persons who are intoxicated are not permitted to remain on the premises.
8. The sponsoring organization(s) will be financially responsible for providing safe alternative transportation—such as taxi services—for any person who is intoxicated. The sponsoring organization(s) and hosts must not allow anyone to drive home if they have had too much to drink. The sponsoring organization(s) and hosts may, however, pass the cost on to the individual for whom transportation is provided.
9. Any advertising must focus on the event and not advertise alcohol.
10. If an event is recurring, the sponsoring organization(s) should plan non-alcoholic events as well. Please keep in mind University policy prohibits faculty from drinking with students. In addition, no alcohol will be allowed at any fundraiser or other event where donors or potential donors may attend.
11. Student organization events must be scheduled in advance on the master calendar to avoid conflicts. A student organization sponsored event must not compete with any school-sponsored event or with any other student organization sponsored event where alcohol will not be present.
12. For all proposed events, the sponsoring organization(s) must complete an Event Request Form. For any event at which alcohol

may be present, the sponsoring organization(s) must also submit the Disclosure Form for Student Organization Events.

These guidelines are subject to change or modification at any time. The latest version is available from the Dean of Students upon request.

Dated: *September 23, 2014*

# Appendix K

Disclosure Form for Student Organization Events



THOMAS GOODE JONES SCHOOL OF LAW

**DISCLOSURE FORM FOR STUDENT ORGANIZATION EVENTS**

Date: \_\_\_\_\_

Date Function to Be Held: \_\_\_\_\_

Title of the Event: \_\_\_\_\_

Organization Sponsoring Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Times: Beginning at \_\_\_\_\_; Ending at \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

I have read the guidelines for Faulkner Law events where alcohol may be present, and I agree to abide by them.

\_\_\_\_\_  
1<sup>st</sup> Designated Host Name (Printed)

\_\_\_\_\_  
2<sup>nd</sup> Designated Host Name (Printed)

\_\_\_\_\_  
1<sup>st</sup> Designated Host Signature & Date

\_\_\_\_\_  
2<sup>nd</sup> Designated Host Signature & Date

**Faculty Advisor**

**Assistant Dean of Students**

\_\_\_\_\_  
Signature & Date Notification Received

\_\_\_\_\_  
Signature & Date Notification Received

**Dean**

\_\_\_\_\_  
Signature & Date Notification Received



# Appendix L

Faulkner University's Tax Exemption Certificate



ALABAMA DEPARTMENT OF REVENUE
SALES AND USE TAX DIVISION
State Sales and Use Tax Certificate of Exemption
Pursuant To Sales and Use Tax Rule 810-6-5-.02

NO: EXM-R009362123
Expires: November 30, 2019

To \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_
Supplier

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased on and after the date shown above will be purchased for the purpose indicated below and will be exempt from sales and/or use tax unless otherwise specified on each order, and that this certificate shall remain in effect until revoked in writing.

CHECK PROPER BOX

- 1. [ ] Tangible personal property purchased for resale only to licensed retail merchants, jobbers, dealers, or other wholesalers.
2. [ ] Tangible personal property purchased to become an ingredient or component part of tangible personal property manufactured or compounded for sale and the furnished containers and labels thereof (not including consumable supplies).
3. [ ] Tangible personal property purchased for resale only to tax exempt customers.
4. [X] Statutorily Exempt Organization: Exempt per Section 40-23-4(a)(15) of the Code of Alabama, 1975.

5. [X] Restrictions (as specified): \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

KIND OF BUSINESS ENGAGED IN BY PURCHASER: Private University

Any tangible personal property obtained under this certificate of exemption may be subject to sales or use tax if used or consumed by the purchaser in any manner other than indicated on this certificate. The seller is required to act in good faith and to exercise reasonable care to determine the nature of the purchaser's business and know if goods purchased are consumed in the operation of the purchaser's business so as to render sales to him taxable. In the event it is determined at a subsequent date that the items sold are not exempt from sales and use tax, the seller, if he has acted in good faith and exercised reasonable care, is relieved of liability for the sales or use tax due on these purchases.

Issued and approved by the Alabama Department of Revenue, on 03-Oct-2018

BY [Signature]
Revenue Manager

The seller is required to have only one certificate of exemption form on file from the purchaser. The seller must exercise reasonable care to determine that the tangible personal property obtained under this certificate is for the purpose indicated. A seller failing to exercise such care will be held liable for sales or use tax due on such purchases.

I, the undersigned, declare under penalties of false swearing, that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Alabama. I am aware that, if I make illegal tax-free purchases using this certificate and/or benefit from the illegal use of this certificate, I am liable for the sales or use tax determined to be due on these purchases.

PURCHASERS FIRM NAME FAULKNER UNIVERSITY

ADDRESS 5345 ATLANTA HWY MONTGOMERY AL 36109-3323

BY [Signature]
JN

TITLE VP for Finance
Owner, Partner, Officer, or Member