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# Introduction

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## Purpose of this Manual

This manual shall be distributed to presidents of student organizations recognized at Faulkner Law to provide guidance on the processes of student organization recognition and funding.

**Student organizations primarily exist to foster a stronger sense of community among students, faculty, and staff.** As student leaders of your respective student groups, your participation is essential in building that community. Each of you and your organizations are important to the law school. Student organizations at Faulkner Law help to foster this sense of community by:

- Working through their faculty advisor to plan and execute activities to benefit the entire law school community;
- Co-sponsoring events with other student organizations to maximize law school participation;
- Planning service projects that benefit the community and positively promote the School of Law;
- Working closely and communicating with the administration to organize, plan, and execute school-wide networking or social activities; and
- Working through your faculty advisor to invite lecturers to speak to law students on various areas of the law or legal practice.

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## Non-Discrimination Policy

It is the policy of Faulkner Law to oppose and prevent illegal discrimination by an organization on the basis of ethnic origin, race, or creed. This includes membership selection and/or activity involvement.

Faulkner Law does not discriminate on any basis protected by federal or state law in connection with its educational policies, admissions, financial aid, employment, educational programs, or activities. Faulkner Law does not discriminate against any person on the basis of sexual orientation. However, sexual conduct outside of marriage is inconsistent with the University's religious traditions, values, affiliation, and purpose. Therefore, in accordance with ABA Standard 205 and Interpretation 205-2, the School of Law expects its students to avoid using the School of Law's (or University's) facilities, resources, or names to advocate such conduct. Inquiries regarding compliance with Title IX of the Education Amendments or any federal access/equal opportunity law or regulation should be directed to Dr. Mike Williams, President, Faulkner University, 5345 Atlanta Highway, Montgomery, Alabama 36109.

## The Administration

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### Who works with Student Organizations?

Each Student Organization is assigned a faculty advisor to work closely with them. **Please first contact your faculty advisor with any questions or ideas.** However, it is important that every organization be aware of the administrators and other assistants who oversee Faulkner Law.

Below is the administration's contact information for your easy reference.

#### Deans

**Campbell, Charles B.**

Interim Dean and Associate Professor of Law  
[ccampbell@faulkner.edu](mailto:ccampbell@faulkner.edu)

**Keele, Layne S.**

Associate Dean of Academic Affairs and Associate Professor of Law  
[lkeele@faulkner.edu](mailto:lkeele@faulkner.edu)

**Mendenhall, Allen**

Associate Dean; Executive Director of Blackstone & Burke Center for Law & Liberty  
[amendenhall@faulkner.edu](mailto:amendenhall@faulkner.edu)

**DeBoer, Jennifer L.**

Assistant Dean of Students and Director of Academic Success  
[jdeboer@faulkner.edu](mailto:jdeboer@faulkner.edu)

#### Directors and Administrative Assistants

**Byrne, Betty Bobbitt**

Director of Bar Success  
[bbyrne@faulkner.edu](mailto:bbyrne@faulkner.edu)

**McCoy, Carolyn**

Administrative Assistant to the Dean  
[cmccoy@faulkner.edu](mailto:cmccoy@faulkner.edu)

**Mohajerin, Shannon**

Registrar  
[lawregistrar@faulkner.edu](mailto:lawregistrar@faulkner.edu)

**Morgan, Bryan**

Director of Career Development  
[bmorgan@faulkner.edu](mailto:bmorgan@faulkner.edu)

## **Other Key University Staff Who Work Closely With Student Organizations**

### **Calvert, Phillip**

Chief of Police, Faulkner University Police Department

[pcalvert@faulkner.edu](mailto:pcalvert@faulkner.edu)

(334) 386-7250

### **Etheridge, Diane**

Catering Management

[detheridge@faulkner.edu](mailto:detheridge@faulkner.edu)

(334) 386-7178

### **Gregory, Patrick**

Director of University Marketing

[pgregory@faulkner.edu](mailto:pgregory@faulkner.edu)

### **Itson, Nancy**

Event Coordinator

[nitson@faulkner.edu](mailto:nitson@faulkner.edu)

### **Lewis, Amanda**

Compliance Officer (i.e., for Student Organizations' Policies and Procedures)

[alewis@faulkner.edu](mailto:alewis@faulkner.edu)

### **Moorer, Loye**

Administrative Assistant to the VP for Finance

[lmoorer@faulkner.edu](mailto:lmoorer@faulkner.edu)

### **Student Accounts**

(334) 386-7165

## Recognized Student Organizations

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The following student organizations are currently recognized by the SBA. Included are the primary contacts for the organization.

### **Agriculture Law Society**

Acting President: Tripp Reynolds

Faculty Advisor:

### **Alabama Defense Lawyers Association**

President: Matthew Vaughn

Faculty Advisor: Professor John Craft

This student section of the state association was established in 2010 to allow students with an interest in the defense of civil actions and the promotion of fairness and integrity in the civil justice system to network with practicing civil defense attorneys and to develop mentoring-type relationships with members of the bench and bar.

### **American Constitution Society**

President:

Faculty Advisor: Professor Shirley Howell

The American Constitution Society for Law and Policy (ACS) promotes the vitality of the U.S. Constitution and the fundamental values it expresses: individual rights and liberties, genuine equality, access to justice, democracy, and the rule of law. These abiding principles are reflected in the vision of the Constitution's framers and the wisdom of forward-looking leaders who have shaped our law throughout American history. As a result of their efforts, the Constitution has retained its authority and relevance for each new generation. For more information on ACS, visit <http://www.acslaw.org>.

### **Black Law Students Association**

*Ernestine S. Sapp Chapter*

President: Shevon Thomas II

Faculty Advisors: Professor Jerome Dees & Professor Melvin Otey

BLSA was established to address the community and political concerns surrounding minority law students. BLSA is committed to the achievement of all law students and has developed a blueprint for law school success through an open academic enrichment program. In addition, members strive to create professional alliances between BLSA, faculty, other student organizations, and members of the legal and political communities in Alabama.

## **Board of Advocates**

Chair: Tara Trull

Faculty Advisor: Professor Joe Lester

The Board of Advocates is a select group of students who promote and pursue opportunities for all students to enhance the skills necessary to be effective advocates. In addition to the coordination and support of interscholastic competition teams, the Board is responsible for every aspect of intramural competitions. Membership on the Board is extended to outstanding second and third-year students who have shown dedication and commitment to the school's advocacy programs. The Director of Advocacy Programs holds auditions for the Board of Advocates each spring.

## **Christian Legal Society**

President:

Faculty Advisors: Professor Layne Keele & Professor Michael DeBoer

The Christian Legal Society is a nationwide membership organization of Christian attorneys, judges, law professors, and law students. The basic and primary purpose of the Christian Legal Society is to equip, inspire, and challenge law students to serve Jesus Christ actively through the legal profession.

## **Faulkner Law Democrats**

President: Sabrina Aldridge

Faculty Advisor: Professor John Craft

Faulkner Law Democrats is an organization dedicated to promoting a better America, with equality, opportunity, and freedom within a just and strong society by inviting and organizing the participation of all Faulkner Law students. Our goals are to explore political and service opportunities available to law students, host speakers to discuss relevant issues facing the state and nation, and create opportunities for students to network with Democratic leaders. For more information on College Democrats of America, visit <http://www.collegedems.com>.

## **Faulkner Law Review**

Editor in Chief: Weston Bell

Faculty Advisor: Professor Adam MacLeod

The Faulkner Law Review is an entirely student-run journal that publishes scholarly articles written by law professors, judges, and other legal professionals. These articles can be cited by judges in legal opinions and by other scholars, which enhances the prestige of both the journal and the author. Students are invited to apply for Law Review in their second year of law school. Students who have a minimum 2.5 grade point average and

are ranked in the top 35% of their class will be invited to participate in the competitive application process. Being invited to join Law Review is an honor and one that at student should definitely accept.

Law Review editors are responsible for editing articles submitted by scholars, which involves making sure that statements are supported by authority and that footnotes are in the correct Bluebook form. The senior editorial staff oversees the running of the Law Review, from selecting articles for publishing to assigning work to junior editors. What this means as a Law Review member is that you could potentially help shape legal scholarship and discourse.

The Faulkner Law Review is also responsible for hosting an annual symposium where scholars present their articles to other legal professionals.

### **Federalist Society**

President: Hayden Sizemore

Faculty Advisor: Professor Michael DeBoer

The Federalist Society for Law and Public Policy Studies is a group of conservatives and libertarians interested in the current state of the legal order. It is founded on the principles that the state exists to preserve freedom, the separation of governmental powers is central to our Constitution, and it is emphatically the province and duty of the judiciary to say what the law is, not what it should be. The Society seeks both to promote an awareness of these principles and to further their application through its activities.

### **Honor Court**

Chief Justice:

Prosecutor: Phillip Fikes

Faculty Advisor to the Chief Justice: Professor Michael DeBoer

Faculty Advisor to the Prosecutor: Dean Layne Keele

The Honor Court, composed of student leaders elected by the law school's student body, has jurisdiction over cases involving student violations of the Law School's Honor Code.

### **Jones Law Republicans**

President:

Faculty Advisor: Professor Eric Voigt

The Jones Law Republicans is an organization of conservative minded students who support Republican ideals and work to support those ideals in our community. Our goals are to explore political opportunities available to law students, host speakers to discuss relevant issues, and create opportunities for students to network with Republican leaders.

### **Jones Public Interest Law Foundation**

President: Haylie Gutierrez

Faculty Advisor: Professor Kelly McTear

Jones Public Interest Law Foundation (JPILF) is a forum for students interested in performing public service legal work to support one another and explore public interest concerns. JPILF, partnering with Faulkner Law's Public Interest Programs Office, provides financial support for students engaging in public interest work through its summer stipend program. JPILF strives to provide fellowship for law students interested in improving their communities and provide opportunities for law students to do just that.

### **Law Students for the Second Amendment**

President:

Faculty Advisor: Professor Layne Keele

Law Students for the Second Amendment (LS2A) subsists to protect the Second Amendment of the United States Constitution. We strive to provide informative and educational firearm safety courses with the assistance of our local community and law enforcement agencies. We also hold seminars on self-defense and host debates related to gun rights and gun control. Firearm experience is not required to join.

### **Military Veterans Law Association**

President:

Faculty Advisor: Professor Jerome Dees

The Military Veterans Law Association (MVLA) is an organization of veterans, those looking to join the military, and anyone who is interested in veteran issues. We are dedicated to helping fellow veterans and are doing this by spearheading the mentorship program with the Veterans Treatment Court. We are also dedicated to helping those join the military by working closely with the JAG Recruiters to schedule events and keep everyone informed about upcoming deadlines. The MVLA is also dedicated to helping its members succeed while in law school.

### **Phi Alpha Delta**

*Albert Patterson Chapter*

Justice: Tanner Herrington

Faculty Advisor: Professor Joi Christoff

The purpose of Phi Alpha Delta (PAD) is to form a strong bond uniting students and teachers of the law with members of the Bench and Bar in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to inspire the



virtues of compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and to encourage their moral, intellectual, and cultural advancement; so that each member may enjoy a lifetime of honorable professional and public service.

### **Sports & Entertainment Law Society**

President: Brandon Crompton

Faculty Advisor: Professor A. Jerome Dees

The Sports & Entertainment Law Society provides student interaction with the entertainment community (sports, film/TV, music, media technologies, journalism, etc.) and attorneys practicing in these fields to aid in the preparation for a career in entertainment. The organization facilitates guest speakers on campus; hosts networking events where students can interact with practitioners in the entertainment industry; provides students with aid to attend entertainment seminars, networking events, and competitions; and helps students build their networking skills.

### **Student Bar Association**

President: William (“Cliff”) Coleman

Faculty Advisor:

The Student Bar Association (SBA) is a student service organization. It is administered by student officers elected by the student body. The purpose of the organization is to make students aware of obligations and responsibilities existing for lawyers through bar association activities; to promote a consciousness of professional responsibility; and to provide a forum for students. The SBA actively develops programs and social activities for the student body. The officers and representatives serve as liaisons to the Law School Administration.

### **Women's Legal Society**

President: Stacey Ozdemir

Faculty Advisor:

The Women’s Legal Society (WLS) is an organization that works to promote the individual and collective impact of the law students through networking, mentoring, education, recognition, and community involvement.

## **Young Lawyers Section**

President:

Faculty Advisor: Professor Elyce Morris

The Young Lawyers Section (YLS) at Faulkner Law is comprised of any law student who wishes to obtain membership with the Young Lawyers Student Section of the Alabama State Bar. The YLS works closely with the members of the Young Lawyers Section of the Alabama State Bar on projects throughout the year. It encourages students to build relationships with Alabama lawyers through networking opportunities and special projects.

## MINIMUM GPA REQUIREMENT FOR OFFICERS OF STUDENT ORGANIZATIONS

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### § 6-401. Minimum Grade Point Average for Officers.

- (a) Subject to subsection (b) and (c) hereof, no student whose cumulative grade point average is less than 2.30 may hold an office in an organization approved by the law school. A student who does not meet this requirement **forfeits his or her office immediately.**
- (b) A first-year SBA Senator or Honor Court Justice may complete his or her term of office should he or she finish the fall semester with a grade point average less than a 2.30.
- (c) This section **does not impair the right of a particular organization to require a higher grade point average** as a prerequisite for holding office.

## How to Start a New Student Organization

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**If you have interest in starting a new student organization, follow the instructions detailed below.**

1. Every student organization must have a faculty advisor. Before requesting that the SBA charter a new organization, identify a faculty advisor who is willing to work with your organization. If you need help finding an advisor, contact Assistant Dean of Students, Jennifer DeBoer.
2. Ask Dean DeBoer to send a notice of a designated time for “interested” students to meet to discuss starting the new organization.
3. Obtain a list of at least ten students who are willing to participate in your organization.
4. Develop a constitution that outlines the purpose and structure of the organization. Submit the constitution and list of interested students to the SBA President.
5. Seek permission from the SBA to be on an upcoming meeting agenda to request that the SBA charter your organization.
6. After the SBA has agreed to charter your organization, submit the registration form to Dean DeBoer within 14 days of your charter being granted.
7. Seek assistance from Dean DeBoer to establish a financial account on-campus.

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### Termination of a Student Organization

If you seek to terminate your organization, a letter signed by the faculty advisor and organization president should be submitted to the Assistant Dean of Students and the SBA President stating that the organization wishes to terminate its existence on campus and detailing how the student organization intends to handle remaining funds. In addition, student organizations failing to register each year with the Assistant Dean of Students risk becoming inactive by default.

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### **Constitutions**

Each student organization shall provide a copy of their updated bylaws or constitution each year. New organizations should consider the format below to assist them in drafting a constitution.

Article I	Name of the Organization
Article II	Statement of the Organization's Mission or Purpose
Article III	Criteria for Membership (i.e., who can be a member, what constitutes "good standing," how are new members added)
Article IV	Officers (i.e., provide titles of positions, explain if officers are elected or appointed, and describe their duties)
Article V	Elections (rules and procedures for elections)
Article VI	Meetings (procedure for providing notice, record keeping, and voting)
Article VII	Affiliation with Other Organizations (What other organization(s) (e.g. national organization) is the organization affiliated with and what are the requirements of the affiliations(s))
Article VIII	Amendments (How to amend, votes required to amend, amended provisions)

## Responsibilities of Student Organizations

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**Student organizations are responsible for abiding by policies and procedures as outlined by Faulkner University and Faulkner Law's policy.**

**By September 1, 2019, use Appendix H in order to register as a recognized student organization for the 2019-2020 academic year.**

The School of Law has adopted the Honor Code and Professional Courtesy and Behavior Policies to which all law students are required to adhere.

### **§ 6-501. Policy on the Use of Alcohol**

Law students should be aware that their actions reflect on their professional reputation. One's professional reputation does not begin upon graduation from law school but from the outset of his or her law school career. The law school encourages students to think and act responsibly if engaging in the use of alcohol.

The law school prohibits students and student organizations from providing or arranging for the provision of alcoholic beverages at events or functions sponsored by any student organization. An event or function invoking the name of the law school or the name of any student organization defines sponsorship. Arranging for the provision of alcoholic beverages includes any "deals" made with licensed vendors to provide a special discount to event attendees.

Concerns regarding students' abuse of alcohol or other controlled substances should be reported to the Assistant Dean for Student Services. Counseling is available to law students through the Alabama Lawyer Assistance Program sponsored by the Alabama State Bar... *(the remainder of this section (Section 6-501) has been omitted because a new director was named).*

*Dec. 7, 2007*

*\*Note: The Program Director is Robert Thornhill. His contact number is 334-517-2238 and his email address is: robert.thornhill@alabar.org*

## Planning Events

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### Speakers

Student Organizations are encouraged to invite speakers to address law students. However, speakers and dates shall be preapproved by the Faculty Advisor and Assistant Dean of Students prior to a commitment being made.

#### *Paid Speakers*

If you expect to invite a professional speaker or entertainer (someone for “hire” to participate in your event), you should begin planning for that speaker at least three months prior to the event to allow time for marketing the event and for approval of the contract. Prior to committing your organization, Faulkner University, or The School of Law, you must contact the Assistant Dean of Students to help coordinate your negotiation efforts and to have the event approved by all the appropriate channels.

#### *Unpaid Speakers*

Routine speakers (such as local attorneys or judges) may be approved without three months notice, but should be submitted for approval at least three weeks prior to the speaking event to the Assistant Dean of Students.

### Event Reservations

If a student organization wishes to plan an event, please first speak with your faculty advisor about the event and get his/her approval. Then, please complete the Event Registration Form (Appendix I) and submit it to Ms. McCoy. For your convenience, this form can also be found online [here](#). The link has been sent to all student organization presidents and also appears in the Student Newsletter each week.

### Use of the School’s Mark

A student or student organization of the law school is prohibited from using any university mark or law school’s mark including, but not limited to, the university’s or law school’s name, logo, seal, or other related mark without explicit written permission from the Dean or the Dean’s designee.

When creating a branded item (for instance, an event t-shirt or other event SWAG), preapproval must be given by both the Faculty Advisor and Assistant Dean of Students prior to the item being printed or orders taken for the item.

### Events with Meals/Food

If your organization is serving food for an event, please contact Ms. Diane Etheridge at Culinary Management, the vendor who runs the Coffee Cup and the Cafeteria, at [detheridge@faulkner.edu](mailto:detheridge@faulkner.edu) or 334-386-7178. If your organization desires to receive another bid from an outside vendor, it may do so. Canned drinks and snack type foods are exceptions.

If you intend to have food at the event, please designate one representative from your organization to attend and be responsible for set up before the event and clean-up after the event.

### **Request for SBA Funding**

Student Organizations seeking funding from the SBA should contact the SBA Secretary and seek to be placed on the agenda for the next SBA meeting. If no meeting is scheduled, he or she should seek for the matter to be brought to the SBA's attention as soon as practical.



## Financial Reporting

Student Organizations chartered by the SBA are strongly encouraged to maintain their financial accounts on campus. All student organizations must follow the policies established by Faulkner University. Policies regarding accounts for student organizations are attached hereto as “Appendix A.” Students are encouraged to pay careful attention to policies relating to the following matters. This list in no way replaces the University Policies or Procedures. It is merely a helpful list of tips for student organization leaders.

### Budgets

The treasurer of each organization is responsible for developing a budget and keeping the organization aware of its financial status. Please seek assistance from your faculty advisor on how to create and manage a budget.

### Receipts

It is imperative that your student organization maintain records detailing all collections and deposits. Examples of supporting records are, at minimum, pre-numbered receipts and cash receipt logs. You can purchase a receipt book at Wal-Mart. Supporting documentation details the nature, source, date, and amount of the receipt. All receipts must be itemized, showing the exact items purchased. All cash payments should be recorded on a receipt to the remitter and a duplicate copy should be retained for the organization’s records.

### Deposits

Faulkner University requires all offices receiving cash or checks, regardless of size or source, to deposit the entire amount with the Business Office daily. Likewise, it is wise for all student organizations to deposit all incoming revenue on the day the money is received. Deposits should be verified by two individuals. Please make sure you have at least two people count any money not deposited daily and that you place your organization’s money in a secured, safeguarded location, if kept overnight.

### Deposits into on-campus accounts

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. Your budget number is 6125. Your organization’s department number can be obtained from Ms. McCoy. Copies of Deposit Slips to use for on-campus accounts are attached as “Appendix B.” For more information on on-campus accounts, contact Amanda Lewis. Her phone number is (334) 386-7230.

### Payment for Items

If an organization wishes to purchase something (food, t-shirts, etc.) and the payment can be made with a credit card either online or over the phone, please contact either Dean DeBoer ([jdeboer@faulkner.edu](mailto:jdeboer@faulkner.edu)) or Carolyn McCoy ([cmccoy@faulkner.edu](mailto:cmccoy@faulkner.edu)) in the Dean’s Suite to assist with making the payment. Either Dean DeBoer or Ms. McCoy can make the payment with their P-card on behalf of your organization.

If the purchase must be made in person, provide a copy of the tax exempt form (please refer to “Appendix L”) to the cashier before making the purchase. After making the purchase, prepare a

reimbursement request using the Student Organization Expense Report (please refer to “[Appendix G](#)”) and submit to Ms. McCoy in the Dean’s Suite.

## **Donor gifts or fundraising events**

All donor gifts must be received, recorded, and deposited *daily* by the Assistant Dean of Students.

If you have been provided money and are unsure if it is a donation, please contact the Assistant Dean of Students in the Dean’s Suite at the law school.

All fundraising events, in which outside guests are invited, shall be approved by the student organization’s faculty advisor and the Assistant Dean of Students.

All student organization fundraisers for the benefit of the student organization (for instance, t-shirt sales, calendar sales, etc.) shall be approved by the student organization’s faculty advisor. After receiving your advisor’s approval, please submit a written proposal to the Assistant Dean of Students for approval.

For Faulkner’s policies on Fund Raising and Grant Applications, refer to “[Appendix C](#).”

## **Financial Recording**

You may be requested to provide a copy of financial records to the Vice President for Finance. All student organizations at the law school should provide a copy of the student organization’s financial report on **December 10** (interim report) and **May 10** (final report) of each year the Student Organization is active. Organizations maintaining off-campus accounts should also include a copy of their most recent bank statement with their financial statement. If you have any questions regarding creating a budget or financial account, please work directly with your faculty advisor. For information regarding receipts, deposits, and custody of funds, please refer to “[Appendix D](#).”

## **Solicitation**

For Faulkner’s policies regarding solicitation, refer to “[Appendix E](#).”

## **Annual Tax Reporting for Off Campus Accounts**

For information regarding tax consequences for off-campus accounts, please refer to “[Appendix A](#).” No advice is provided by the University or the Law School to student organizations seeking to maintain outside accounts regarding the tax matters. For this reason, all student organizations are strongly encouraged to maintain accounts on-campus only. At a minimum, the treasurer, president, and faculty advisor should familiarize themselves with the annual tax reporting requirements mentioned in “[Appendix A](#)” and file accordingly.

## Public Service Projects

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Student Organizations chartered by the SBA Student Organizations are strongly encouraged to plan at least one service project annually or to request an exemption from offering a service project to the Assistant Dean of Students on or before October 1, 2019. While participation in the planning of the program or service activity will not be counted toward the overall qualified hours, the service hours spent in delivering the service can be considered for approved public service hours subject to all rules of that program. The faculty or staff liaison for the student association will be regarded as the authorized individual to verify all public service hours. For any questions, please contact Professor Kelly McTear, Director of the Public Interest Program.

## Co-Sponsored Events with Departments of Faulkner Law

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To be considered for co-sponsored events with The Blackstone and Burke for Law and Liberty, Center Career Development, please contact Dean Allen Mendenhall ([amendenhall@faulkner.edu](mailto:amendenhall@faulkner.edu)). To be considered for co-sponsored events with Student Services, please contact Dean Jennifer DeBoer ([jdeboer@faulkner.edu](mailto:jdeboer@faulkner.edu)).

## Communications

### Introduction

The law school utilizes several modes of communication to publicize student organization events, including the Rise Vision (“RV”) televisions and the weekly Student Newsletter. RV and the Student Newsletter are used to communicate upcoming events, news, and announcements. Individuals and organizations may request to have their communications displayed on RV or included in the Student Newsletter.

### Student Newsletter

The Student Newsletter is published to the law school community every Monday morning. The newsletter includes announcements, campus events, congratulatory messages, and “save the date” announcements.

If your student organization is planning an event and desires for the event to be publicized in the Student Newsletter, please fill out the appropriate section of the Event Request Form. If you wish to include a written communication, please provide the exact language you would like to use to describe your organization’s event. If your organization would prefer to have a picture or graphic with the event details, please submit that picture/graphic in jpg format.

If your student organization is not currently planning an event, but desires to publicize in the Student Newsletter (for example, to congratulate the winners of a recent school tournament), please send the request via email to Dean DeBoer.

All Student Newsletter requests **MUST** be sent to Dean DeBoer no later than Thursday at noon on the Thursday prior to the Monday that your student organization desires the announcement to be run.

### Rise Vision Television

If your student organization is planning an event and desires for the event to be publicized on the Rise Vision TVs, please fill out the appropriate section of the Event Request Form. The form should be submitted at least one week prior to the date on which the requester wishes the communication to run. If you wish to include a written communication, please provide the exact language you would like to use. If your organization would prefer to have a picture or graphic with the event details, please submit that picture/graphic in jpg format.

If your student organization is not currently planning an event, but desires to publicize on the RV TVs (for example, to congratulate the winners of a recent moot court tournament), please send the request via email to Dean DeBoer at [jdeboer@faulkner.edu](mailto:jdeboer@faulkner.edu)

**Important Note:** Failure to submit the Announcement in the proper format may result in the inability of the Announcement to run. Priority of Announcements will be given to Law School sponsored communications and those Announcements that are time-sensitive. Content displayed through RV will be updated on at least a weekly basis.

## Additional Guidance

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For guidance on matters addressed in this Student Organization Handbook, contact Assistant Dean of Students, Jennifer DeBoer, at [jdeboer@faulkner.edu](mailto:jdeboer@faulkner.edu).

## Appendix

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Appendix A	Student Organization Accounts
Appendix B	Deposit Slips for On-Campus Accounts
Appendix C	Fund Raising Events and Grant Applications
Appendix D	Receipt, Deposit, and Custody of Funds
Appendix E	Solicitation
Appendix F	Missing Receipt Affidavit
Appendix G	Student Account Expense Report
Appendix H	Annual Registration Form
Appendix I	Event Request Form (Also available on-line)
Appendix J	Student Organization Event Approval Guidelines
Appendix K	Disclosure Form for Student Organization Events
Appendix L	Faulkner University's Tax Exemption Certificate