

**WVU College of Law**  
**Student Organization Handbook**



**2007 - 2008**

## FOREWORD

This handbook is your resource manual for efficient administration of your organization. **ALL** members of the organization are responsible for following the guidelines set forth herein.

Read it carefully and completely.

If you have any questions or corrections, please see Janet Armistead, Assistant Dean for Admissions and Student Affairs.

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## DIRECTORY OF ADMINISTRATIVE PERSONNEL FOR STUDENT ORGANIZATIONS

### **John W. Fisher, II**

*William J. Maier, Jr. Dean and Professor of Law*

[john.fisher@mail.wvu.edu](mailto:john.fisher@mail.wvu.edu)

293-3199 Room 100E

Under University rules, the Dean is the designated budget officer for the College of Law. See him for clarification of policies.

### **Janet Long Armistead**

*Assistant Dean for Admissions and Student Affairs*

[janet.armistead@mail.wvu.edu](mailto:janet.armistead@mail.wvu.edu)

293-7320 Room 100F

Dean Armistead is the administrative liaison for student organizations. See Dean Armistead for official recognition and about elections, student organization files, and other issues. She is the co-signer on checking accounts.

### **Dreama DeVincent**

*Admissions Assistant*

[dreama.devincent@mail.wvu.edu](mailto:dreama.devincent@mail.wvu.edu)

293-5304 Room 100H

Ms. DeVincent is the liaison between Law School organizations and the WVU Student Organizations Office. See Dreama for forms pertaining to official recognition.

### **Angie Haught**

*Receptionist*

[angie.haught@mail.wvu.edu](mailto:angie.haught@mail.wvu.edu)

293-5301 Room 100A

Organizations may see Angie for assistance in reserving rooms for meetings and activities. The master building key sign-out log is also maintained at the front desk.

### **Barbara Michniak**

*Accounting Assistant*

[barbara.michniak@mail.wvu.edu](mailto:barbara.michniak@mail.wvu.edu)

293-7220 Room 100B

Ms. Michniak is responsible for processing all expenditures and reimbursements for student organizations. Barbara can answer questions relating to travel, postage, photocopying, special event expenditures, telephone use, etc.

### **Margaret Obuch**

*Alumni Relations Specialist*

[margaret.obuch@mail.wvu.edu](mailto:margaret.obuch@mail.wvu.edu)

293-8278 Room 234A

Ms. Obuch assists **Moot Court's Baker Cup** with most aspects of the Baker Cup competition. **Please see her six weeks prior to the date of the first semi-final.**

Ms. Obuch also assists **Women's Law Caucus** with all aspects of its annual Women's Awards and Benefits Dinner. **Please see her in early December** so that a spring semester date for the event can be set.

### **Renee Sulipeck**

*Administrative Assistant*

[renee.sulipeck@mail.wvu.edu](mailto:renee.sulipeck@mail.wvu.edu)

293-6502 Room 100D

Ms. Sulipeck is responsible for distribution of keys. Building maintenance issues may also be discussed with Renee.

### **Mary West**

*Manager, Business Operations*

[mary.west@mail.wvu.edu](mailto:mary.west@mail.wvu.edu)

293-7357 Room 100C

Ms. West serves as the Deans Budget Officer and monitors all Student Organization expenditures.

## RECOGNIZED COLLEGE OF LAW STUDENT ORGANIZATIONS

Each year, leaders of WVU College of Law student organizations must provide paperwork to the Admissions Office to register their organization with WVU. Forms are available from Dreama DeVincent and are provided to organizations at the beginning of each school year. When the required paperwork is submitted and approved, the organization is then recognized.

The following is a list of organizations which are currently active at the College of Law, subject to official recognition each school year as described herein. Full descriptions of the organizations and their purpose can be found on the Web at [www.wvu.edu/~law/student/sorg.htm](http://www.wvu.edu/~law/student/sorg.htm).

### 2007- 2008

Alliance for Social Justice  
Alternative Dispute Resolution Society (ADR)  
American Civil Liberties Union (ACLU)  
Black Law Student Association (BLSA)  
Christian Legal Society  
Democratic Law Caucus  
Gay Lesbian and Straight Students (GLASS)  
International Law Students Association  
Law School Athletic Fitness Organization  
Lugar Trial Association  
Men's Law Caucus  
Moot Court Board  
Next Generation West Virginia  
Phi Alpha Delta  
Phi Delta Phi  
Public Interest Advocates  
Republican Law Caucus  
Sports and Entertainment Law Society  
Student Bar Association (SBA)  
Student Intellectual Property Law Association  
WV Journal of Business & International Law

West Virginia Law Review  
West Virginia Student Trial Lawyer Association  
Women's Law Caucus

## GENERAL INFORMATION

### RESPONSIBILITIES

#### APPROVAL

All student organizations must petition the University for official recognition. A copy of the Petition form is attached as "Appendix A." The Petition, as well as additional information, is also available at the University Student Organization Services (SOS) website at [www.wvu.edu/~sos/resources.htm](http://www.wvu.edu/~sos/resources.htm). Additionally, all student organizations must get annual approval from the University to be a recognized College of Law student organization. To obtain approval, the organization must submit an "Officer Update Form" to Dreama DeVincent in the Law School Admissions Office. This form is attached as "Appendix B" and is also available at the SOS website, as well as from Dreama.

#### RECORDKEEPING

There is a file for each organization in Dean Armistead's office. Please deliver copies of **all** materials pertaining to your organization, a list of your officers, the constitution, and your recognition form for filing. You may also store your checkbook and financial records in this file over the summer.

#### CHECKING ACCOUNTS

For those organizations that have a checking account, monthly statements from the financial institution must be kept and passed on to the succeeding officers. Dean Armistead or a faculty member advisor must be a signatory on all checks. A FEIN number for your account may be applied for on line at <http://www.irs.gov/businesses/small/article/0,,id=102766,00.html>

## ELECTIONS

Elections for new class officers must be held before February 28 each year. Deliver election results to Dean Armistead within two days of the election. The third-year class president runs the ballot box for the selection of Professor and Staff Member of the year. This election must be held **three weeks before** Honors Weekend.

## CLASS PRESIDENTS

During the second year, the class President is responsible for ordering the class composite picture for display in the Law Center.

## WEBSITES

All student organizations are required to keep their websites current and to name a Webmaster each academic year. This person is responsible for maintaining a current list of officers, the constitution, a descriptive paragraph of the purpose of the organization, news items, and any other updates or corrections on the Student Organizations portion of the College of Law Website. Please check your organization's website status by clicking the link at [www.wvu.edu/~law/student/sorg.htm](http://www.wvu.edu/~law/student/sorg.htm). For assistance, please contact Keith Walton, Manager of Network Services, in Room 225. Keith's phone number is 293-8556, or you may email him at [keith.walton@mail.wvu.edu](mailto:keith.walton@mail.wvu.edu).

## OTHER

The new SBA president is responsible for recruiting students for appointment to faculty committees. Leave summer address information with the Dean's office. You may email Dean Armistead regarding notices for the 2L and 3L summer newsletter.

## ROOMS/EQUIPMENT

### ROOM RESERVATIONS

The master room schedule is maintained online at <http://wvulaw.wvu.edu/calendar>. All classes, meetings, and

events are listed on this schedule. Organizations may access this schedule to reserve a room for meetings and events. Please review the schedule for possible conflicts with other activities in order to make the most of your scheduled meetings. Faculty and administration have priority in reserving rooms; all other reservations are on a first-come, first-served basis.

To request a room reservation, go to the master schedule website, choose the applicable date, and click on the room you wish to reserve. You will then enter beginning and ending times (in quarter-hour increments), as well as a description of the activity. If the meeting or activity is not open attendance (i.e., is restricted to organization officers, etc.), please so note. You may also request audiovisual equipment set-up or tables and chairs, if needed, when scheduling. Additionally, if it is a major event with outside attendance, you may also request that no parking tickets be issued during the event.

If you need assistance in scheduling a room, please see Angie Haught in the reception area. If your reservation request is approved, you will receive a confirmation email. **DO NOT ASSUME THAT YOU HAVE A RESERVATION UNTIL YOU RECEIVE THIS CONFIRMATION.**

### AUDIO-VISUAL

Audio-visual equipment requests should be made at least **one week in advance**. Contact Lewis Mackley in Room 227 or phone 293-7543. You may also email him at [lewis.mackley@mail.wvu.edu](mailto:lewis.mackley@mail.wvu.edu). Any audio-visual problems should be reported to Lewis. Available equipment includes TVs, VCRs, camcorders, computers, LCD projectors for presentations, etc. Questions concerning information technology may be addressed to Keith Walton in Room 225.

### FURNITURE / EQUIPMENT NEEDS

A few tables and chairs are normally set up in the main lobby for student use. If you need more tables and chairs, please request them from Renee Sulipeck in Room 100D at least **one week in advance**. The Law School has a limited number of

tables and chairs and must request additional equipment from the University Physical Plant.

## LAW CENTER BUILDING POLICIES

### BUILDING HOURS

The College of Law building hours are the same as the Law Library hours, which are available online at [www.wvu.edu/~law/library/library\\_Hours.htm](http://www.wvu.edu/~law/library/library_Hours.htm). Students should **not** be in the building after the library has closed unless they have written permission from the Dean's Office. Custodial staff and WVU Public Safety Officers have authority to ask you to leave if you are in the building after hours.

If you have planned a weekend activity and need to be in the building prior to the library opening, please see Renee Sulipeck (Room 100D) **one week in advance**, and she will make arrangements to have the building unlocked.

### BULLETIN BOARDS / POSTING NOTICES

Please post items on designated bulletin boards. Each board will have a label which indicates the appropriate posting for that board. **DO NOT** post materials on the doors, walls, or windows of the Law School. There are University regulations prohibiting this. **NOTICES POSTED ON GLASS AND DOORS WILL BE REMOVED.**

The College of Law has two electronic message boards, located in the student lounge and outside the classroom hallway. Only University-approved student organizations can use these electronic boards for announcements. Student organizations may submit requested announcements to Angie Haught in the reception area. A one-day lead-time is **required**. No personal advertising or announcements will be accepted.

### GENERAL SUPPLIES AND OPERATING EXPENSES

Dean John W. Fisher, II is the designated budget officer under the University rules and regulations.

Basic office supplies are available. See Barbara Michniak in room 100B. If your organization has need to make long distance calls or use the mail services, see Mary West in room 100C.

The items mentioned above are provided to the student organizations for reasonable usage. However, if you are planning an activity that requires the use of supplies, phone, or postage services beyond a reasonable amount, you should include those costs in the expenditure section of your event proposal.

## **EXPENDITURE GUIDELINES**

(What do I include in my Budget?)

**REMEMBER:** If an expense is not included in your request, it will not be part of your allocation!

### **PREPARATION**

Expenditure Requests must be prepared carefully and include all necessary items. Budgets are used for planning purposes only! The “Expenditure Guidelines” that follow provide a list, as well as brief descriptions, of line items that may be part of your request. Please remember that Mary West (room 100C) or Barbara Michniak (room 100 B) are available to assist you with the preparation of your expense budget. These requests are submitted to the President of the Student Bar Association (SBA) and the Executive Council. A “Student Organization Funding Request and Event Proposal Form” is attached as “Appendix C.” The form is also available on the SBA TWEN site, which also includes a sample completed form.

### **TRAVEL**

Include all expenses related to travel. See “Travel Reimbursement Guidelines” herein for rates and more information related to anticipating travel costs.

Travel requires approval **prior to** incurring expenses. See “Approval Guidelines.”

### **PRINTING COSTS**

Include expenditures for printing costs related to programs, invitations, certificates, awards, etc. Printing requires approval **prior to** incurring expenses. See “Approval Guidelines.”

### **SPECIAL EVENTS / RECEPTIONS**

Expenses for events include food, beverages (no alcohol), supplies, speaker expenses, copying of flyers or invitations, etc. Special Events require approval **prior to** incurring expenses. See “Approval Guidelines.”

### **SPECIAL SUPPLIES, TELEPHONE, AND MAIL/POSTAGE**

Budgets should include all general office supplies, as well as special supply needs. Supply requests must be submitted to Barbara Michniak, Accounting Assistant, in Room 100B. Supply purchases made by students will **not** be reimbursed.

If your event requires special office supplies, an increased use of telephone and postage, please include this cost in your event budget. This cost may be hard to estimate, but please try to calculate a reasonable figure.

## **APPROVAL PROCEDURES**

(How do I receive approval to spend my Budget?)

Once you have completed the form(s) and submitted to SBA, your request with either be approved or denied. Approvals may indicate some changes or a decrease in the funding request and are given to the Dean for his approval. He will indicate approval in writing, give to the Business Office staff, and they will forward a copy of the student organization officer making the request. If a proposal is denied either by SBA or the Dean, a justification will be provided.

Prior to making any expenditures, please see Barbara Michniak room 100B or in her absence, Mary West room 100 C, several weeks in advance of your event. You will be able to discuss your expenditure requests and the best processes and

procedure. For example, it may be possible that some items can be direct billed.

Please keep in mind that the Business Office must have original receipts for any reimbursements. Again, work with the Business Office staff if you have any questions.

## TRAVEL REIMBURSEMENT GUIDELINES

(How do I get reimbursed for Travel?)

A Travel Expense Account Statement (Travel Worksheet) may be obtained from Barbara Michniak in Room 100B prior to travel. A copy of the form is included in this Handbook as "Appendix D." The Travel Worksheet must be completed and submitted, with receipts attached, upon return from travel.

In order to be reimbursed, the following documentation is **required** for each of the following elements of travel:

### TRANSPORTATION

<b>Airfare</b>	<b>Original</b> invoice or itinerary detailing the method of payment and a zero balance. See Barbara Michniak, Room 100B at least <b>two weeks prior</b> to making arrangements.
<b>Enterprise Rental Car</b>	<b>Original</b> invoice/receipt detailing the method of payment and a zero balance. See Barbara Michniak, Room 100B, or Mary West, Room 100C, at least <b>two weeks prior</b> to making arrangements.
<b>Personal Car</b>	The IRS allows reimbursement of \$0.485 per mile (2007 rate). Please keep track of mileage.
<b>Ground transportation</b> (taxi, metro, bus, limo, etc.)	Official receipts.

### LODGING

An **original** receipt in the traveler's name showing a zero balance must be submitted. The invoice must show itemized charges. The following items will **not** be reimbursed:

- in-room movies
- honor bar charges
- laundry/dry-cleaning charges

If the traveler's spouse/guest stayed in the hotel room and there was a difference between the hotel's single and double-occupancy rate, the traveler will only receive reimbursement for a single-occupancy rate. Official documentation from the hotel of the difference in the single and double rates must be attached to the reimbursement request.

### MEALS

Meal reimbursement will be based on **actual** expenses **up to** the maximum per diem authorized by the United States General Services Administration Authorized Daily Rate (ADR). This ADR is dependent upon the location of travel and ranges from \$36 to \$61 per day (2007 rate). **All meal receipts must be submitted in order for the traveler to be reimbursed.** No reimbursements will be made for alcoholic beverages.

### REGISTRATION FEES

Completed registration forms should be submitted to Barbara **ten (10) working days** prior to the registration due date.

### REIMBURSEMENT DEADLINES

All travel reimbursement must be submitted to Barbara in Room 100B within **30 days** from travel date. If a request for reimbursement exceeds 30 days, a letter from the traveler justifying the late request must be submitted with the reimbursement form.

**GRATUITIES, TOLLS, PHONE CALLS, AND PARKING** will be reimbursed at a reasonable rate. Receipts must be provided. Personal phone calls will be reimbursed up to \$3.00 per day.



**APPENDIX A  
WEST VIRGINIA UNIVERSITY  
STUDENT ORGANIZATION SERVICES  
PETITION FOR STUDENT ORGANIZATION  
UNIVERSITY RECOGNITION**

DATE \_\_\_\_\_

**NAME OF ORGANIZATION** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**WEBSITE ADDRESS** \_\_\_\_\_

**CLASSIFICATION (CHECK ALL THAT APPLY)**

- |   |  |
|---|--|
| <input type="checkbox"/> Cultural & International | <input type="checkbox"/> Community/Public Service                    |
| <input type="checkbox"/> Sports & Recreation      | <input type="checkbox"/> Political, Environmental & Special Concerns |
| <input type="checkbox"/> Honorary                 | <input type="checkbox"/> Fraternity                                  |
| <input type="checkbox"/> Military                 | <input type="checkbox"/> Sorority                                    |
| <input type="checkbox"/> Topical/Professional     |  |
| <input type="checkbox"/> Religious                |  |

**AFFILIATION**

- Affiliated with an international/national organization
- Affiliated with a state organization
- Affiliated with a West Virginia University college or department

**NAME AND ADDRESS OF ORGANIZATION WITH WHICH AFFILIATED:**

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

**PURPOSE** \_\_\_\_\_

**MEMBERSHIP QUALIFICATIONS** \_\_\_\_\_

**CURRENT MEMBERSHIP SIZE** \_\_\_\_\_

**FINANCES: INITIATION FEE** \_\_\_\_\_

**ANNUAL DUES** \_\_\_\_\_

**BANK ACCOUNT(S):** **CHECKING ACCOUNT#** \_\_\_\_\_

**SAVINGS ACCOUNT#** \_\_\_\_\_

**SCHEDULED MEETINGS:**

Location \_\_\_\_\_

Frequency \_\_\_\_\_

Day & Time \_\_\_\_\_

**ELECTIONS:** Month of Election \_\_\_\_\_

Term of Office \_\_\_\_\_

**OFFICERS: (Must be full time student, at WVU Morgantown, with at least a 2.0 cumulative G.P.A.)**

**PRESIDENT**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

**VICE PRESIDENT**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

**SECRETARY**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

**TREASURER**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

**ADVISOR (Must be a full time staff member. Medical Corporation employees are not eligible)**

Name \_\_\_\_\_

Department \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**PRESIDENT'S STATEMENT:** "I certify that the preceding information is accurate. I have read the Requirements for Student Organizations, the West Virginia University Code of Student Rights and Responsibilities, and the West Virginia Anti-Hazing Law, and I understand that as the president of this organization, I can be held responsible for its actions"

\_\_\_\_\_  
**President's Signature** **Date**

\_\_\_\_\_  
**President's Printed Name** **Date**

**ADVISORS:**

1. All student organizations are required to have an advisor who is a full time staff or faculty member of the University.(WVU Morgantown campus)
2. Student organizations should consult with advisors on all matters involving activities, budgeting, and policy.
3. All requests for permission to solicit funds in campus, reserve space in facilities and to request funds from Student Administration Bureau of Finance, must include the advisor's written approval.
4. Advisors are expected to be actively involved in the affairs and operation of the organization.
5. Notification of change of advisors must be submitted in writing to the Student Organization Services Office within 2 weeks of change.

**ADVISOR'S STATEMENT:** "I have examined this student organization petition and the attached copy of the constitution, and I am willing to serve as advisor to this organization."

\_\_\_\_\_  
**Advisor's Signature** **Date**

\_\_\_\_\_  
**Advisor's Printed Name** **Date**

IF THE ORGANIZATION IS IN ANY WAY AFFILIATED WITH A COLLEGE, SCHOOL, OR DEPARTMENT, THE AUTHORIZATION OF THE DEAN, DIRECTOR, OR CHAIR MUST BE OBTAINED.

**DEAN OR DIRECTOR STATEMENT:** "I have examined this student organization's petition and the attached copy of the constitution and authorize their status as a student organization within our college/school."

\_\_\_\_\_  
**Dean/Director's Signature** **Date**

\_\_\_\_\_  
**Dean/Director's Printed Name** **Date**

\_\_\_\_\_  
**School, College or Department** **Date**

**APPENDIX B  
WEST VIRGINIA UNIVERSITY  
RECOGNIZED STUDENT ORGANIZATION  
OFFICER UPDATE FORM**

**(Please complete entire form before returning to the SOS office; Type or print clearly)**

Date \_\_\_\_\_  
Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Meeting Day/Time \_\_\_\_\_

Web Site \_\_\_\_\_

**OFFICERS:** (Must be a full-time WVU student with at least a 2.0 (C) cumulative G.P.A.)

Month of Election/Appointment \_\_\_\_\_

Term of Office \_\_\_\_\_ To \_\_\_\_\_

**PRESIDENT:** (or equivalent)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone/Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**VICE PRESIDENT:** (or equivalent)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone/Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**SECRETARY:** (or equivalent)

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell \_\_\_\_\_

E-Mail \_\_\_\_\_

**TREASURER:** (or equivalent)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone/Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**ADVISOR:** (Full-time faculty/staff member)

Name \_\_\_\_\_

Department \_\_\_\_\_

Position \_\_\_\_\_

PO Box Number \_\_\_\_\_

Office Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Campus Mail or Return to:  
WVU College of Law  
Admissions Office 100H  
PO BOX 6130  
Morgantown, WV 26506-6130

**PRESIDENT'S STATEMENT:** "I certify that the preceding information is accurate. I have read the Requirements for Recognized Student Organizations, the West Virginia University Code of Student Rights and Responsibilities, and the West Virginia Anti-Hazing Law, and understand that as the president of this organization, I can be held responsible for its actions."

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Please Print Name

**ADVISOR'S STATEMENT:** "I have reviewed the following section of the Requirements for Recognized Student Organizations pertaining to organization advisors and agree to serve as the advisor to this organization."

**ADVISORS:**

1. All student organizations are required to have an advisor who is a full-time University staff or faculty member.  
Graduate students and UHA Medical Corporation employees are not permitted to be advisors.
2. Student organizations should consult with advisors on all matters involving activities, budgeting, and policy.
3. All requests for permission to solicit funds on campus, reserve campus facilities or property for special events and to request funds from the Student Government Association - Bureau of Finance/Grant Allocation Committee, **must include the advisor's written approval.** SOS reserves the right to require the advisor's written approval for all other events on a case by case basis.
4. Advisors are expected to be actively involved in the affairs and operation of the organization.
5. Notification of change of advisors must be submitted *in writing* to the Student Organization Services Office within 2 weeks of change.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Please Print Name

=====

OFFICE USE ONLY

Received by \_\_\_\_\_ Date \_\_\_\_\_  
Entered by \_\_\_\_\_ Date \_\_\_\_\_  
Web Page Updated by \_\_\_\_\_ Date \_\_\_\_\_

## ADDITIONAL OFFICERS

Office \_\_\_\_\_

Office \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Phone/Cell Phone \_\_\_\_\_

Phone/Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

Office \_\_\_\_\_

Office \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Phone/Cell Phone \_\_\_\_\_

Phone/Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

Office \_\_\_\_\_

Office \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Phone/Cell Phone \_\_\_\_\_

Phone/Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

## FINANCIAL INFORMATION

Bank Name \_\_\_\_\_

Bank Acct. # \_\_\_\_\_

Tax Exempt # \_\_\_\_\_

## APPENDIX C



### Student Bar Association Organization Funding Request and Event Proposal Form

Please have this proposal submitted three weeks in advance. Once completed, place this proposal in the Student Bar Association mailbox located in the law school administrative lobby. Attach any pertinent documents to this proposal that would allow the executive committee to make an informed decision concerning your request. Provide eight copies of all documents, including this proposal form to the Student Bar Association.

1. Current Date: \_\_\_\_\_

2. Organization Name: \_\_\_\_\_

3. Organization Contact Person (Please include name, telephone number, and email address).

\_\_\_\_\_

4. Event Title: \_\_\_\_\_

Explain your Event: \_\_\_\_\_

\_\_\_\_\_

Will you be co-sponsoring this event with another organization? If so, what organization?

\_\_\_\_\_

5. Event Location: \_\_\_\_\_

6. Date of Event: \_\_\_\_\_

7. Expected Attendance: \_\_\_\_\_

8. List All Expenses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Will you be using WVU mailing services? \_\_\_\_\_

10. Will you be copying anything? If so, please list \_\_\_\_\_

\_\_\_\_\_

11. Will you be making long distance telephone calls? If so, how many? \_\_\_\_\_

\_\_\_\_\_

12. Estimated Cost of Event: \_\_\_\_\_

13. List all fundraising efforts previously completed by the organization:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Student Bar Association Use Only**

Event Approved

Event Declined

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tips For Success:

\_\_\_\_\_

\_\_\_\_\_

Student Bar Association Social Chair

Student Bar Association President

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX D Travel Worksheet

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SSN: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Purpose of Travel: (indicate name of conference/competition) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Departure Date & Time: \_\_\_\_\_

Return Date & Time: \_\_\_\_\_

Destination: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

**Registration Fee:** (original receipt is required, indicate if prior reimbursement has been obtained) \$ \_\_\_\_\_

**Personal Vehicle:**

**Mileage:** \_\_\_\_\_ x .485 per mile = \$ \_\_\_\_\_

(If you rode with someone else) Name of Driver: \_\_\_\_\_

**Rental Car:** (Receipt must be in your name and have a zero balance) \$ \_\_\_\_\_

**Air Fare:** (Must have an original invoice with the itinerary reflecting a zero balance) Or \$ \_\_\_\_\_

(On-line receipt reflecting the itinerary and credit card charge information)

(If someone else paid transportation costs) Name: \_\_\_\_\_

(Indicate prior reimbursement)

**NOTE: Per Diem reimbursement, for meals, is contingent on meals provided by the conference.**

**Day 1**

Meals: (US General Services Administration Authorized Daily Rate (ADR) per diem for city) \$ \_\_\_\_\_

Lodging: (Receipt must be in your name and have a zero balance) \$ \_\_\_\_\_

(If you shared a room with someone) Name: \_\_\_\_\_

(If someone else paid for room) Name: \_\_\_\_\_

Other expenses: Explanation: Tolls, parking, phone calls, etc. (if more than one, must itemize expenses) \$ \_\_\_\_\_

**Day 2**

Meals: (ADR per diem for city) \$ \_\_\_\_\_

Lodging: (Receipt must be in your name and have a zero balance) \$ \_\_\_\_\_

Other expenses: Explanation: Tolls, parking, phone calls, etc. (if more than one, must itemize expenses) \$ \_\_\_\_\_

**Day 3**

Meals: (ADR per diem for city) \$ \_\_\_\_\_

Lodging: (Receipt must be in your name and have a zero balance) \$ \_\_\_\_\_

Other expenses: Explanation: Tolls, parking, phone calls, etc. (if more than one, must itemize expenses) \$ \_\_\_\_\_

**Day 4**

Meals: (ADR per diem for city) \$ \_\_\_\_\_

Lodging: (Receipt must be in your name and have a zero balance) \$ \_\_\_\_\_

Other expenses: Explanation: Tolls, parking, phone calls, etc. (if more than one, must itemize expenses) \$ \_\_\_\_\_

**Day 5**

Meals: (ADR per diem for city) \$ \_\_\_\_\_

Lodging: (Receipt must be in your name and have a zero balance) \$ \_\_\_\_\_

Other expenses: Explanation: Tolls, parking, phone calls, etc. (if more than one, must itemize expenses) \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

**Reminder: We must have original receipts for airfare, hotel and rental cars. There will be no meal reimbursement for a single day travel. If you do not claim meals for each consecutive day (ate with someone; not claiming meal reimbursement) please make note of that on this form. If travel exceeds five days, continue on an additional Worksheet and staple together.**