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SECURITY

In an emergency, immediately contact building security personnel stationed in the front lobby.

PHONE: 6-5030

REPORT THE FOLLOWING TO SECURITY PERSONNEL IMMEDIATELY:

- Thefts
- Suspicious person(s) or activities
- Accidents involving injuries
- Person(s) soliciting in the building
- Any active threats in the building

BE SECURITY CONSCIOUS:

- Shut and Lock the office door when leaving.
- Do not leave valuables unsecured in an office, the library, or any other location in the building. Lock them up when not in use or take them with you.
- Do not prop open doors that are on a card reader access.
- Immediately respond to a fire alarm and exit the building promptly. Do not stop to gather up your belongings. Just grab your laptop and go quickly and safely and follow the directions of administrators.

DOOR LOCK COMBINATIONS TO OFFICES

ONLY the President of the Student Organization can request the door combination to a Student Organization office.

The President of the Student Organization can request the combination at the Office of Administration and Finance, Suite 265 by providing their name, the Student Organization number, and the office number.
DEPOSITS

All fund raising money for deposit into accounts should be brought to the Office of Administration and Finance (Suite 265), Monday – Friday, 8:30am – 4:30pm.

If you cannot bring your deposit to Administration and Finance during those hours, an after hours drop box has been installed by the back entrance to the DTC Bursar’s Office so that no one has to carry sums of money with them until the next day the office is open.

The deposit drop box should be used ONLY to deposit your student organization fund raising money after:

A. Administration & Finance office is closed
B. Bursar’s office is closed

No other types of deposits to the Bursar will be accepted through this deposit drop box.

PROCEDURE TO LEAVE A DEPOSIT IN THE DROP BOX

1. All deposits must be in an envelope that is taped shut. The name of your organization must be written on the outside of the envelope--the complete name, no initials. Do not write anything else on the envelope.

2. The deposit slip (following page) MUST be included with the deposit and placed inside of the envelope. The form must be completely filled out. If it is not, you will be notified by email to come to the Office of Administration & Finance before any deposit can be made.

3. You MUST email Juan A. Solomon II (jsolomo3@kentlaw.iit.edu) that you have put a deposit in the drop box and you must send the email the same day as you drop the deposit.
DEPOSIT SLIP

DEPOSIT DATE: __________________________

FUND NUMBER: __________________________

ORGANIZATION NAME: __________________________

RECEIPTS FROM: __________________________

CHECKS: QTY: ( ) $________

CREDIT: QTY: ( ) $________

CARDS

CASH

Hundreds ( ) $________
Fifties ( ) $________
Twenties ( ) $________
Tens ( ) $________
Fives ( ) $________
Ones ( ) $________

Sub-Total $________

Quarters ( ) $________
Dimes ( ) $________
Nickels ( ) $________
Pennies ( ) $________

Sub-Total $________

TOTAL CASH $________

TOTAL DEPOSIT $________

Name: __________________________________

Received By: __________________________

Date: __________________________

Form Revised: 4/27/09
POSTING OF NOTICES AND POSTERS
(Flyers, advertisements, etc)

1. NO COMMERCIAL ADVERTISING IS PERMITTED IN THE BUILDING

Any commercial advertising found will be immediately removed and discarded.

2. FLYERS OR OTHER NOTICES

These type of notices may be placed in the following areas:
- Bulletin Board 3rd floor cafeteria
- Bulletin Boards Concourse elevator bank
- Display Rack on Concourse (under the stairs)

NO FLYERS OR NOTICES MAY BE PLACED in the following areas:
- Taped to Front Lobby glass cases
- Taped to Front Lobby windows
- Taped to Front Lobby reception/security desk
- Left on top of Front Lobby reception/security desk
- Taped or in any other manner affixed to:
  - Walls (classrooms, halls, elevators, cafeteria glass)
  - Doors (wood, glass, or metal)
  - Lockers (outside of or stuffing inside of)
  - Washrooms (mirrors, stall doors, walls)
  - Tables – classrooms, common areas or cafeteria
  - Library
  - White boards or black boards in classrooms

FLYERS/NOTICES PLACED IN UNAUTHORIZED AREAS WILL BE REMOVED & DISCARDED IMMEDIATELY

3. LARGE POSTERS FOR EVENTS

Large posters are permitted ONLY for events being held in the Auditorium or Event Room. They may be posted ONE HOUR prior to the scheduled time of an event. No posters are permitted in the 1st floor lobby area for other events. No posters can be placed beneath either LCD panel in the 1st floor lobby.

Requests for large posters for events outside of the Auditorium or Event Room must have approval of the Office of Administration & Finance prior to production and placement. If approved, they will be permitted ONLY ON THE DAY OF THE EVENT – no longer term posters with the exception of special announcements by the Dean’s Office, Development and Alumni departments.

Only special announcements by the Dean’s Office, Development or Alumni departments may be placed outside of the 3rd floor cafeteria.
POLITICAL ACTIVITY ON CAMPUS

The following has been taken from a letter from University Council, Mary Anne Smith, dated September 12, 2000, and is still in effect.

“. . . it is important to review IIT’s obligation as a tax-exempt entity to refrain from engaging in any partisan political campaign. Violation of the prohibition against such activity could jeopardize IIT’s tax-exempt status.

While individuals are free to express their opinions and to support political candidates on their own, it must be clear that the individual is acting on his or her own behalf and not on behalf of IIT. In no event may the name, symbols, or resources of the University be used to participate or intervene in any political campaign on behalf of or in opposition to any candidate for political office.

Specific examples of impermissible activities are: using University letterhead, the campus mail, or IIT email accounts to solicit support or contributions for a candidate; using university funds to purchase tickets for a candidate’s fund-raiser; and putting campaign posters on university property.
POSTAGE AND PHOTOCOPYING

Student Organizations can utilize the services of the College Service Center for postage and photocopying (copying pages from books is not allowed). Use of these services is for law school activities only – no personal postage or photocopying.

Copy machines are located in the College Service Center, Room 260. There are two walk-up machines for self service. Copy jobs may also be given to the CSC staff for completion.

It is mandatory that all copy jobs with 50 or more pages (requiring 10 or more copies) OR any copy job of more than ten pages requiring more than 50 copies be run by the CSC staff on the high volume copier. Please do not tie up the walk-up machines with lengthy copy jobs.

The staff in the College Service Center will give the photocopy code for use on the two walk-up machines to the President of the Student Organization.

**All postage will be charged against the Student Organization’s budget.**

**All photocopying will be charged against the Student Organization’s budget.**

LONG DISTANCE CALLS

Long Distance calls may only be made between 9:00am - Noon and 2:30pm - 4:30pm.

To make a Long Distance Call:

Call extension 65100

Give the Administrative Assistant the following information:

- Your name
- Your Student Organization name
- Your extension number
- Name and number of the person to be called

The call will be placed and transferred to your extension.

**LONG DISTANCE CALLS ARE FOR LAW SCHOOL BUSINESS ONLY**

**NO PERSONAL CALLS**
ROOM RESERVATIONS

(Auditorium, Courtroom, Front Lobby, Event Room and Classrooms on Concourse through 5th floor)

All room reservation (except academic classroom assignments) must be requested by use of the “on-line room reservation form”.

This form can be found at www.kentlaw.iit.edu, select CURRENT STUDENTS under “Administrative Links” on the right side of the page.

SPECIAL POLICIES

- NO rooms will be reserved without completion of the “on-line” form.
- NO rooms will be reserved over the phone or via email.
- Confirmation of room(s) is provided by email within 24 business hours of receipt of form.
- Serving alcoholic beverages requires submittal of a “Request to Serve Alcohol” form two (2) weeks in advance of the event.
- Special room set-ups require that you contact Building Maintenance and arrange for a meeting with them concerning the set up a minimum of 5 business days in advance of the event.
- Special Audio Visual equipment requires a minimum of 72 hours advance notice.
- It is the responsibility of the individual who reserves the room to make sure all left-over food/beverages are immediately removed from the room at the conclusion of the event.

Reservations are subject to availability of space.
All academic functions have priority over all other activities.
RECEPTIONS

Each Student Organization is permitted to host one “reception type" event serving alcoholic beverages each semester at the law school prior to the end of classes.

POLICIES

- **ONLY** Beer and Wine are permitted

- **NO ONE UNDER THE AGE OF 21** is to be served alcoholic beverages

- A Request To Serve Alcohol Form **MUST** be signed by the faculty sponsor of the student organization and submitted a minimum of two weeks in advance of the reception for approval by Assistant Vice President Rupcich and IIT Vice President of Finance.

  [http://www.kentlaw.edu/depts/administration/alcoholservrequestform.rtf](http://www.kentlaw.edu/depts/administration/alcoholservrequestform.rtf)

  **Failure to submit the form two weeks in advance of the event will result in a denial to serve alcohol.**

(See Illinois Institute of Technology Alcohol Service Policy on the following page.)
POLICY: Service of Alcoholic Beverages

The following rules are established by IIT General Counsel for the serving and sale of alcoholic beverages in the Downtown Campus:

SALE AND SERVICE

No alcoholic beverages may be served to minors (anyone under the age of 21) at any time.

Alcohol cannot be sold.

Alcohol can be provided as part of an event by licensed, insured and trained bartenders.

Students may not serve alcohol.

Requests to serve alcoholic beverages must be made using A Request to Serve Alcoholic Beverages Form. There is a link to the form in the DTC On-Line Room Reservation Form or the form can be picked up in the Office of Administration & Finance. This form must be submitted to the Office of Administration and Finance and approved by the Assistant Vice President of Administration and Finance before any alcoholic beverages may be provided at an event. The form will then be sent to the IIT Vice President for Business & Administration for final approval and to file.

It is the responsibility of the person(s) registered as hosting the event at which alcoholic beverages are served to make certain that no alcoholic beverages are served to minors (anyone under 21) and that no one becomes unruly or intoxicated. The beverages server(s) (caterer or bartender) must be advised if underage individuals will be attending the event and that the server(s) should be sure that each person served alcohol is 21 or older by asking for the appropriate ID if the person looks younger than 30 or the server is in any doubt. Any serious behavior problems, disturbances or property damage which may occur shall be reported immediately to the Public Safety Officer on duty and then called promptly to the attention of the Assistant Vice President of Administration and Finance.

Updated: October 2011
AUDIO/VISUAL REQUESTS

REQUIREMENT: MUST GIVE 72 HOURS NOTICE PRIOR TO EVENT

ALL EQUIPMENT IS SUBJECT TO AVAILABILITY

HOW TO REQUEST AUDIO/VISUAL EQUIPMENT & SERVICES:

ROOM RESERVATION

If a room is reserved using the On-Line Room Reservation Form, the “Audio/Visual Requirements” section must be completed on the reservation form.

http://www.kentlaw.edu/depts/administration/rm_resv.shtml

ROOM ALREADY ASSIGNED

EMAIL the audio/visual department directly at audiovisual@kentlaw.edu to request equipment for a room that has already been assigned. DO NOT PHONE THE DEPARTMENT.

EQUIPMENT AND SERVICES AVAILABLE

EQUIPMENT:
LCD projector (used with laptop)
Laptop
Overhead projector (used with transparencies)
DVD player
VCR
Cassette Deck
Camcorder**
Microphones

SERVICES:
Audio/video tape duplicate ($10.00 per tape charge)
Video taping ($10.00 per tape charge)

A fee will be charged for some services. Email Audio/Visual for information.

**Audio and Video recording require written permission from the speaker(s) and verbal permission from all the attendees at the time of the event.
CATERING

ALL CATERING MUST BE APPROVED BY THE SBA TREASURER OR PRESIDENT BEFORE ORDERING. YOU MUST STAY WITHIN YOUR APPROVED ORGANIZATIONAL BUDGET.

CHICAGO-KENT CAFETERIA (SPAK)

Complete the Event Catering Form. (The Cafeteria Manager can provide a cost estimate).

Submit the Event Catering Form to the Cafeteria Manager a minimum of 7 days prior to the event.

The 14 digit FOP for the Student Organization must be included on the form. The FOP will be charged for the catering. (Example of FOP: 811000 2508 2900)

IF THE EVENT IS CANCELLED, THE CAFETERIA MUST BE NOTIFIED. IF THE CAFETERIA IS NOT NOTIFIED, THE STUDENT ORGANIZATION FOP WILL STILL BE CHARGED.

OUTSIDE CATERERS

If the total cost of the catering order is $500 or more, a Purchase Order must be issued a minimum of two weeks in advance of the event. The bill cannot be paid without a purchase order on file.

If the caterer is delivering the order, it MUST BE delivered through the Receiving Dock behind the building on Quincy Street between 8:00am and 11:30am or 1:00pm and 3:30pm. NO DELIVERIES ARE ALLOWED THROUGH THE FRONT LOBBY DOORS.

PAYING THE BILL

If payment is required in advance, a Check Request for payment to the caterer must be completed a minimum of three weeks in advance. (It takes 10 to 15 business days for the University to issue checks.)

If a purchase order was issued, the final bill must be submitted to the Office of Administration and Finance, Suite 265. It must be the original bill—no copies.

If the catering was paid for with personal funds a Request For Reimbursement Form must be submitted to the SBA Treasurer. All original receipts must be attached. Sales tax will not be reimbursed if the caterer was not provided with the Tax Exempt letter and ID.

Instructions: For the **Banner FOP Budget Number**, please fill in the FOP that is intended to be charged for the catering event expense. It is critical to also include the correct **FOP Budget Name associated with the FOP Budget Number** provided. If you have any questions, please feel free to contact the DTC Office of Administration & Finance at extension 6-5100.

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<tr>
<th>FOP Budget Number: (Fund – Organization – Program)</th>
<th>FOP Budget Name:</th>
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<table>
<thead>
<tr>
<th>Department Name (placing order):</th>
<th></th>
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<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Email:</th>
<th>Telephone/Extension:</th>
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<table>
<thead>
<tr>
<th>Event Date:</th>
<th>Time:</th>
<th>Room:</th>
<th># of Guests:</th>
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<table>
<thead>
<tr>
<th>Catering Details:</th>
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<table>
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<tr>
<th>Agreement Date:</th>
<th>Total:</th>
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CONTRACTS

ALL CONTRACTS MUST BE APPROVED AND SIGNED BY AN ADMINISTRATIVE OFFICER OF IIT CHICAGO-KENT COLLEGE OF LAW

STUDENTS ARE NOT AUTHORIZED SIGNATORIES ON CONTRACTS BETWEEN IIT CHICAGO-KENT COLLEGE OF LAW AND ANY VENDOR

For certain events held in hotels, restaurants, bars, museums, etc., the host establishment may provide a contract for review and signature.

These contracts or any others are to be submitted to the Office of Administration and Finance, Suite 265 for review by the Assistant Vice President and, if necessary, forwarded to IIT University Counsel for review prior to signature.

Once approved and signed, the Office of Administration and Finance will issue a Purchase Order to the vendor and if necessary, also arrange for any prepayments required by contract and work with the vendor on final billing.
**TRAVEL**

Contact the Student Bar Association for the SBA Travel Guidelines established for Student Organization travel.

**THE FOLLOWING IS REQUIRED BY IIT CHICAGO-KENT FOR ANY LAW SCHOOL BUSINESS TRAVEL:**

(This applies to any out-of-town trip no matter the mode of transportation.)

**PRIOR TO THE TRIP:**

A **Travel Request Form** must be completed for each person traveling prior to making any reservations. Travel Request Forms are available in the Office of Administration and Finance, Suite 265. Travel Request Forms must be submitted to the SBA President or Treasurer for approval. Once SBA has approved the trip, the student must sign the form and submit it to the Office of Administration and Finance for the Vice President’s signature and processing.

**IIT WILL NOT REIMBURSE ANY TRAVEL EXPENSES UNLESS A TRIP REQUEST FORM IS ON FILE.**

Once the Travel Request Form has been signed by the SBA and is on file in the Office of Administration and Finance, trip reservations can be made. All reservations must be made well in advance of the trip. A personal credit card must be used to purchase tickets. (IIT encourages everyone to use the internet to obtain the most economical price for university travel.)

Each student must also complete an **Emergency Contact and Medical Information Form** and an **Assumption of Risk and Release Form** prior to travel for each trip. These forms are available in the Administration & Finance Office.

**RENTAL CAR POLICY:**

If a car will be rented while on the trip prior approval must be received from the University. **At least two weeks prior to the trip** the driver(s) of the rental car must come to the Office of Administration and Finance, Suite 265, to fill out the Motor Vehicle Report (MVR) Consent Form. A driving

Please also note that vehicles must be rented in the name of the University, such as Illinois Institute of Technology/Joe Smith or Joe Smith for Illinois Institute of Technology.
AFTER THE TRIP:

An Employee Travel and Business Expense Report must be completed. This form is available online at http://www.kentlawsba.org/?page_id=62. The form must be completed online, printed, and submitted to the SBA President or Treasurer with all ORIGINAL receipts for expenditures. The SBA President or Treasurer must sign the form and submit it to the Office of Administration and Finance for signatures and processing. The reimbursement check will be mailed to the student’s home address.

REIMBURSABLE EXPENSES:

- Transportation to the destination
- Transportation to/from the transit site
- Transportation to/from site related business
- Lodging in the city (other than Chicago)
- Registration Fees (if not paid in advance)
- Reasonable expenses for food/beverages

**NO PERSONAL ITEMS ARE REIMBURSABLE**

*Various Moot courts do not submit to the SBA. Those are submitted directly to the Administration and Finance office, but must have faculty sponsor signature.*
REIMBURSEMENTS

Either a Petty Cash Authorization or an Employee Travel and Business Expense Report (http://www.kentlawsba.org/?page_id=62) must be completed for the following:

- Institutionally related purchases less than $500 that have been paid for by cash or credit card
- Institutionally related LOCAL travel expenditures (see Travel section for non-local travel reimbursements)
- Membership fees and dues (less than $500 total)
- Registration fees (less than $500 total)
- Subscriptions to journals, newspapers, and other periodicals relating to student organization activities (not personal-- less than $500 total)
- Honoraria to non-IIT employees (excluding consulting services)
  * A W-9 form must be completed and attached to a Request for Reimbursement Form issued as an honoraria for a speaker or as payment for other services to an individual.

All Request For Reimbursement Forms must have ORIGINAL supporting documentation attached when submitted.

- Receipts for cash or credit card purchases (must be taped, on all four sides, to an 8.5x11 sheet of paper)
- Registration form showing the registration fee
- Invoices for membership fees, dues, or subscriptions

SBA The Request for Reimbursement Form must be submitted to the SBA President or Treasurer for signatures

Non-SBA The Request for Reimbursement Form must be signed by the President of the Student Organization or the Faculty Supervisor of Moot Court Organizations and then submitted to the Office of Administration and Finance, Suite 265.