



**Penn State Law
Student Bar Association
Student Organization
Handbook**

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Introduction

Student Organization Leaders,

Congratulations on becoming a Penn State Law student organization leader. Much of Penn State Law's strength is due to the perseverance and leadership of our amazing student organizations. The Penn State Law Student Bar Association (SBA) and Office of Student Services (Student Services) is proud to support student organizations and strive to make available the many resources here at Pennsylvania State University (Penn State). We look forward to working with each organization to ensure that student life at Penn State Law is meaningful, vibrant, and fun.

Student organizations at Penn State Law are among the most important drivers of students' lives and experiences during their time in law school. Our student organizations shape the public conversation, improve social spaces, mentor and guide students, and create communities. This is important work that requires dedication, time, and energy.

Managing a student organization is akin to managing a small not-for-profit organization. This requires a combination of vision, dedication, financial oversight, flexibility, and the ability to plan and execute.

This Student Bar Association Student Organization Handbook is a guide to assist Penn State Law students best manage their organization and understand the "standards, expectations, policies and procedures"¹ of the SBA, Penn State Law, and the Penn State main campus.

¹ Bylaws of the Student Bar Association of the Pennsylvania State University – Penn State Law, Art. IV, Sec. 3 (April 12, 2019) located at https://pennstatelaw.psu.edu/sites/default/files/documents/pdfs/SBA/SBA%20Bylaws_0.pdf (Bylaws)

The SBA Executive Council, led by the SBA President, SBA Director of Student Organizations, and Treasurer, create and then submit this Handbook annually to the

SBA Board for approval.² All changes to this Handbook must be voted on and approved by the SBA Board, with the exception of Penn State or Penn State Law policy changes cited in the Handbook.³ Moreover, all Penn State Law students will be notified of any changes as they occur.

Prior to the end of the school year, all elected representatives from all student organizations, including the SBA, for the following school year will attend a Student Leadership Training and Workshop.

At the beginning of the academic school year,⁴ representatives from all student organizations will attend a Student Organization Policies and Procedures Meeting where the SBA Director of Student Organizations will explain the Handbook and conduct necessary training.⁵

This Handbook is by no means an exhaustive guide to managing a successful student organization. Instead, it was developed to act as a resource and reference.

If you have any questions, please do not hesitate to contact the SBA President, Director of Student Organizations, or the Office of Student Services.⁶

² *Id.*; *id.* at Art. II, Sec. 4(H).

³ This exception allows the Handbook to be updated throughout the year when organizations that the SBA is subordinate to change their policies. However, any policies undertaken unilaterally by the SBA to the Handbook must be approved by the SBA Board.

⁴ *Id.* at Art. III, Sec. 4(D) (“This meeting must take place between the first and second SBA general body meeting of the academic school year.”)

⁵ *Id.* at Art. IV, Sec. 4(A-D).

⁶ See *infra* App. F – Penn State Law & Penn State Contact Information; App. G – SBA Contact Information.

Definitions

Student Bar Association (SBA): Student Bar Association of Penn State Law.

SBA Member: A student currently enrolled at Penn State Law

Organization: Includes both groups and SBA Committees.

Group: Refers to groups of students that have been chartered by the SBA.

SBA Committee: Refers to both standing and ad hoc committees established by the SBA.

Budget Committee Representative: Refers to a budget committee member who is assigned to assist student organization(s) in drafting budgets and assisting the treasurer in recording data/determining budgets. The number of Representatives is within the discretion of the Treasurer.

House of Delegates: The duly elected Class Representatives and Justices. **Executive**

Counsel: The elected executive governing body of the SBA. **SBA Board:** The House of Delegates and Executive Council together.

Academic Year: Fall and Spring Semesters

Responsible Person: "Responsible Person" means the individual who has been identified, for funding and event purposes, as that events main point of contact regarding emergency situations. This person is expected to contact the authorities and notify studentevents@pennstatelaw.psu.edu in the event of an emergency occurring during the event. This individual is forbidden from consuming or being under the influence alcohol during their assigned time at said event.

New Student Groups

This section pertains to students that want to charter a new or previously chartered groups that forfeited their charter. Students should read this Handbook, current SBA Budgetary Guidelines, SBA Bylaws, and SBA Constitution prior to seeking a charter and request.

Requirements to Charter a New Student Group

New student groups must meet the following requirements to become an SBA chartered student group:

1. The following items must be turned into the SBA Secretary at least one week prior to the next SBA general body meeting.
 - a. A petition requesting the group to be chartered by the SBA signed by a minimum of 50 SBA members.⁷ The group's mission statement⁸ should be attached to the petition before obtaining any signatures. Copies of the [petition](#) are located on the Penn State Law website.
 - b. A list of the current/prospective student group officers with contact information.⁹ A minimum of one student officer is required each academic year, but more are recommended.
 - c. A list of at least five active Penn State Law students interested in becoming members of the new group.

⁷ Bylaws at Art. IV, Sec. 1(A).

⁸ This statement should include consideration of: (1) how the group intends to benefit and further the interests of the student body and Penn State Law at large, (2) what types of events will help further this cause, (3) how many students these events will benefit, and (4) whether there are similarly themed organizations already in existence and how it differs from the new group.

⁹ Once chartered by the SBA Board, this list should be e-mailed to Student Services and the SBA Secretary.

2. At the SBA general body meeting, once the previous section is completed and turned in, the SBA President will allow a representative of the potential new student group to speak about the new group and answer any questions the SBA Board may have.¹⁰

The SBA President will then call a vote. The new group receives an SBA charter by majority vote of Board.¹¹

Information for New Student Groups

Once chartered, the new board of the group should note the following:

- The new student group must immediately adopt a constitution.¹² If one is not created, the group may elect to adopt the SBA Model Constitution.¹³
- For the purposes of recognizing and allocating money, “new student group” refers to any group that has been formally recognized by the SBA and active for less than two consecutive academic semesters.
- New student group budgets are limited to a maximum of \$250 per academic year while the group is considered new.¹⁴
- New student groups should update their officer list with the SBA and Student Services at the Student Org List located on the [SBA SharePoint](#).
- The newly chartered group should add their group information to the [active student groups](#) section of the [Student Organizations page](#) on the Penn State Law website.

¹⁰ Bylaws at Art. IV, Sec. 1(A).

¹¹ *Id.*

¹² See *infra* App. B – Sample Student Organization Constitution.

¹³ See *infra* App. A – SBA Model Constitution.

¹⁴ A student group is considered new during the two semesters after their charter or reactivation.

- Make sure that the Mission Statement and officers are current. This is the synopsis that visitors look at to get information on the group.
- To include the group in the [active student groups](#) page and update or add information, simply determine the changes desired and e-mail both the SBA Secretary and the web group at webgroup@pennstatelaw.psu.edu to request changes. This request must be made using a law school email account.



Managing a Student Group

This section provides policies, advice, and resources for new student group officers.

Before the Start of the Fall Semester

Initial Meeting

Get to know the executive board and establish the vision for the next year.

Update the Goals and Constitution

Every student group needs to think about their vision for the upcoming year.¹⁵ This will help set the strategy for accomplishing goals. Also, the Group's Constitution should be reviewed and, if necessary, updated.¹⁶

Change the Group's Internet Information

The easiest way to ensure that people get to know the group is to update the contact information on the group website. A list of the active/inactive student groups is available on the [Student Organization page](#) on the Penn State Law website.

Make sure that the Mission Statement and officers are current. This is the synopsis that visitors look at to get information on the group.

To update the information, simply determine the changes desired and e-mail the web group at webgroup@pennstatelaw.psu.edu to request changes. This request must be made using a law school email account.

Obtain a Student Group Mailbox

Contact Student Services to obtain a mailbox located in the basement.

¹⁵ See *infra* App. C – Creating a Vision for the Student Organization.

¹⁶ See *infra* App. A – SBA Model Constitution; App. B – Sample Student Group Constitution.

Update the Officer List with the SBA and Student Services

The SBA and Student Services maintains a list of all student organization officers and their contact information. If not completed during the summer, update the [Student Org list located on the SBA SharePoint](#) as soon as possible.

Student Organization Room

Each student group may use the student organization room located in basement. Only the executive board of the group is allowed access to the room. Contact Student

Services by emailing Tammy Cecil, txc31@psu.edu to ensure that the board is on the access list.

Each student group may also use the student organization room for storage purposes. The group should use a storage drawer and clearly mark the drawer with their group name. If a storage drawer is unavailable, contact the SBA Secretary.

The group should ensure that their items are always organized and neat. At least once per year, the SBA will organize a student organization room clean-up.

Create a SharePoint Group

SharePoint Group folders and e-mail lists allow members to easily store files and email amongst themselves.

Within Outlook 365, the student organization leaders can create a new contact group by adding all members.

For more information, go to the [Penn State IT Learning and Development page for Office 365/SharePoint](#) or contact Penn State Law Instructional & Information Technology at help@pennstatelaw.psu.edu or (814) 867-1526.

Plan Events for the Next Year

Create a list of activities that the group would like to host over the next academic year.

Try to balance the events out over both semesters.

Planning events prior to the start of the new academic year will ensure that the group can begin immediately with activities and not lose any valuable time.

See the Holding an Event section of this Handbook for more information.

During the Fall Semester

Participate in the Student Organization Fair

At the beginning of the Fall Semester, the SBA and Student Services will hold a student organization fair at the Katz Building. This is a great opportunity to showcase the group and find interested students.

Setup a General Body Meeting for the Group

After the fair, holding a general body meeting is crucial to gaining new membership and explaining the group's goals and vision for the upcoming year.

The first step is to determine a good day and time for the meeting. Try to pick a time when there are no classes or other student organization events to maximize attendance. To view what other events are occurring at Penn State Law, visit the Penn State Law building [calendar](#) or [student org event calendar](#). Knowing what else is going on will help ensure the correct audience is targeted.

Once a date and time has been determined as best for the group, reserve the room by clicking on the time desired in the Penn State Law building [calendar](#) and completing the necessary information. Additionally, student groups may use the Student

Organization Room conference room for small executive board meetings.¹⁷

See the "Promoting the Event" within the "Hold an Event" section for more information.

¹⁷ Contact the SBA Secretary for more information.

Attend the Student Organization Policies & Procedures Meeting

At the beginning of the Fall Semester,¹⁸ the SBA, with the assistance of Student Services, will organize and run a Student Organization Policies & Procedures (SOPP) meeting. During the SOPP meeting, training pertaining to this Handbook, Penn State policies, and available resources will be discussed. Attendance is mandatory by either the group “President, Vice President, or Treasurer.”¹⁹

Create an Academic Year/Fall Budget Request

Due to the nature of the budget process, the SBA asks that budget requests be submitted near the start of the academic year or each semester.²⁰

Please refer to the [Budget Guidelines and Allocation Procedures](#) for details on the budget process.

The Budget Request Form is a two-part process. First, the organization must submit their budget via the [general information questionnaire](#). The questionnaire is submitted via the button at the bottom of the page to the SBA Treasurer.

Second, fill out the [Event Request Form](#) for **each event** being held. The Event Request Form contains all questions necessary to allow the SBA to determine how to allocate funds for the events each year. The form is submitted via the button at the bottom of the page to the SBA Treasurer.

For questions regarding the budget, please email sbatreasurer@psu.edu and cc the Budget Committee Representative.

Meet with a Budget Committee Representative

Once a budget request is submitted to the SBA Treasurer and the SBA Budget Committee, the committee will review the submission and determine the budget allocation. If the submission is deficient, the SBA Budget Committee Representative or Treasurer will contact the student group’s treasurer and set up

¹⁸ See *supra* n.3.

¹⁹ Bylaws at Art. IV, Sec. 4(A).

²⁰ The SBA President and Treasurer decide whether one budget per academic year or one budget per semester is necessary.

a meeting time to go over the submitted budget request. The Budget Allocations will be published after they are approved by the SBA and will be made available online in the Budget Forms and Guidelines page.

Public Relations

Should the student group win any sort of award or become newsworthy in one way or another, it is up to the student group to report it to the Penn State Law Marketing and Communications Department and to the SBA Community Outreach Committee for publicity purposes.

Contact the Penn State Law Marketing and Communications Department at communications@pennstatelaw.psu.edu and the SBA Secretary so that they can send it to the SBA Community Outreach Committee. Provide the student group name, the award or news, and any additional information.

Attend SBA Meetings

An easy way to know what is going on with the school and the student groups is to attend the SBA meetings. It's during this time that student groups can ask for more funding, ask for help or collaboration, as well as offer help or collaborate on different projects for other groups.

After the group has an event, please make sure to give a brief report at the next SBA meeting on how the event went and anything that might be helpful for other student group leaders to know. Sharing lessons learned from hosting an event will help all of our groups become more efficient and productive.

During and After Winter Holiday Break

Create a Spring Budget Request

If the SBA President and SBA Treasurer decide on semester budgets, the student group will submit a budget at the beginning of the Spring Semester.²¹

²¹ See *supra* Create an Academic Year/Fall Budget Request.

Concluding the Academic Year

Hold Elections

Try to schedule the election toward the end of the Academic Semester, but with enough time before finals so that the new officers are not overburdened and have time to learn from the outgoing officers. Try to make sure that there are at least one or two executive board members. This allows for summer preparations.

Transition to the Future Leaders

Help orientate the new officers with the procedures and processes of the group. The best way to help a group on the way out is to make sure that the new board does not have to "reinvent the wheel."

Refer the new officers to the SBA Student Group Handbook or the handbook for the specific student group. This will give them documentation on where to go for what.

New Leaders Attend Student Leadership Training and Workshop

Prior to the end of the school year, the SBA, with the assistance of Student Services, will organize and run a Student Leadership Training and Workshop. During the workshop, information about leadership, transitioning leadership, and resources available to student organizations will be discussed.

Managing SBA Committees

This section provides policies, advice, and resources for new committee chairs.

Before the Start of the Fall Semester

Initial Meeting

Get to know fellow committee members and reach out to the SBA Executive Council. Much of the direction will come from the SBA Vice President during the upcoming year.²²

SBA Committee SharePoint folder

A link to the [SBA Committee SharePoint](#) folder will be provided. Become acquainted with the folder and how it works because this will be a primary place of submission for documents between the committee and the SBA Vice President.

Feel free to create additional folders/documents as the committee sees fit. Just note that the SBA Vice President, President, and Secretary will have access to the folder.

Please do not put any personal documents here.

Understand and Create Goals

Either provided to the committee by the SBA Vice President or located in the “Goals” folder is a document listing the goals SBA has for the committee. The SBA Vice President will be in communication with the committee throughout the year to ensure that these goals are met.

In addition to the goals the SBA has, the committee needs to come up with detailed goals (events, outreach, etc.). This list will not be exhaustive, and the SBA encourages the committee to add more throughout the year. These goals will be a baseline for the SBA to ensure that the committee is benefitting the Penn

²² See Bylaws at Art. II, Sec. 5(D).

State Law community as best it can. The SBA Vice President will be in communication with the committee throughout the year to ensure goals are met. The committee's goal should be uploaded one week prior to the first SBA meeting of the year or at a time the SBA Vice President requests.

Create the Bylaws/Mission Statement for the Committee

Every SBA Committee must maintain bylaws and a mission statement.²³ See the previous [committee bylaws](#) and update as necessary. The committee can choose to use the same one, add or remove items, or completely start fresh. The mission statement is usually enclosed within the bylaws. This document should be uploaded to the "Bylaws and Mission Statement" folder for the committee one week prior to the first SBA meeting of the year or at a time the SBA Vice President dictates. This ensures that the bylaws will be sent out to the board to review prior to a vote at the first SBA meeting.²⁴

Change Internet Information on the Penn State Law Website

Make sure that the committee's roster and bylaws are updated on the [SBA Committee List](#).

To update the information, simply determine the changes that the committee would like to make to the website and e-mail the web group at webgroup@pennstatelaw.psu.edu to request changes. This request must be made using the law school email account.

During the Fall Semester

Participate in the Student Organization Fair

At the beginning of the Fall Semester, the SBA and Student Services will hold a student organization fair at the Katz Building. This is a great opportunity to showcase the committee and find interested students.

²³ See Bylaw at Art. III, Sec. 2(C).

²⁴ *Id.*

Setup a Meeting for the Committee

Committees must meet at least once per semester.²⁴²⁵ Determine a good day and time for the meeting. To view what other events are occurring at Penn State Law, view the [calendar](#)²⁶.

Once a date and time has been determined as best for the committee, reserve the room by clicking on the time desired in the [calendar](#) and completing the necessary information. Additionally, there SBA Committees may use the Student Organization Room Conference Room in the basement.²⁶

Create an Academic Year/Fall Budget Request

Due to the nature of the budget process, the SBA asks that budget requests be submitted near the start of the academic year or each semester.²⁷ It is necessary to plan the events and budget them so that they may submitted at that time.

Please refer to the [Budget Guidelines and Allocation Procedures](#) for details on the Budget Process.

The Budget Request Form is a two-part process. First, the organization must submit their budget via the [general information questionnaire](#). The questionnaire is submitted via the button at the bottom of the page to the SBA Treasurer.

Second, fill out the [Event Request Form](#) for **each event** being held. The Event Request Form contains all questions necessary to allow the SBA to determine how to allocate funds for the events each year. The form is submitted via the button at the bottom of the page to the SBA Treasurer.

For questions regarding the budget, please email sbatreasurer@psu.edu and cc the Budget Committee Representative.

²⁴ *Id.* at Art. III, Sec. 2(B).

²⁵ The calendar is located at <https://pennstatelaw.psu.edu/cal/cal.php>.

²⁶ Contact the SBA Secretary for more information.

²⁷ The SBA President and Treasurer decide whether one budget per academic year or one budget per semester is necessary.

Once a budget is submitted to the SBA Treasurer and the SBA Budget Committee, the committee will review the submission and determine the budget allocation. If the submission is deficient, an SBA Budget Committee Representative or the Treasurer will contact the student group's treasurer and set up a meeting time to go over the submitted budget. The Budget Allocations will be published after they are approved by the SBA and will be made available online in the Budget Forms and Guidelines page.

Update the Student Body

All SBA committees are responsible to the SBA and "shall regularly report their activities to the [SBA] Board."²⁸ The SBA Vice President dictates how the reporting of activities by committee occurs.

Once a month, the committee will be required to fill out a "Committee Update" form and upload it to the "Updates and Reports" folder within the folder. This will be due on the last day of the month. Rather than having to meet with the SBA Vice President and have to plan/schedule around everyone's busy lives, this update form will be a simple way to keep communication consistent.

The SBA Vice President will be available anytime to address any questions, comments, or concerns.

Attend SBA Meetings

At a minimum, the committee is expected to have at least one member at every other SBA meeting. At the meeting the committee member will be expected to give an update to the student body on the happenings of the committee.

Public Relations

Should the Committee win any sort of award or become newsworthy in one way or another, it is up to the Committee to report it to the Penn State Law Marketing and Communications Department and to the SBA Community Relations Committee for publicity purposes.

²⁸ Bylaws at Art. III, Sec. 2(A).

Contact the Marketing and Communications Department at communications@pennstatelaw.psu.edu and the SBA Secretary so that they can send it to the SBA Community Outreach Committee. Provide the committee name, the award or news, and any additional information.

During and After Winter Holiday Break

Create a Spring Budget Request

This is only necessary if the committee needs to submit a budget request.

If the SBA President and SBA Treasurer decide on semester budgets, the committee can submit a budget at the beginning of the Spring Semester.²⁹

Concluding the Academic Year

Provide Recommendations to the New E-Council

Once the new E-Board is elected, the committee chair should provide recommendations for future goals and nominees for positions in the committee for the next year. Normally, the new chair will be someone with experience in the committee to best promote continuity.

Transition to the Future Leaders

Help orientate the new committee leaders with the procedures and processes of the committee. The best way to help the committee on the way out is to make sure that the new leaders do not have to "reinvent the wheel." Refer the new officers to this Handbook, bylaws of the committee, and the SharePoint.

²⁹ See *supra* Create an Academic Year/Fall Budget Request.

Holding an Event³⁰

Determine Date

Check the Penn State Law building [calendar](#) and Student [Org Events Calendar](#) for conflicting events.

If the Dean's attendance is requested, contact the Dean's Office prior to setting a date for the event. All major events should contact the Dean's Office.

Reserve Time and Space

For all events:

For all events, complete the [Pre-Event Form](#). This form will assist you in completing all the necessary forms and ensure that your event is compliant with all Penn State Law policies.

For events held on Penn State Law/Lewis Katz Building grounds:

Within the Penn State Law building [calendar](#), reserve space by clicking on the room column at the time desired. This will bring up a room reservation form. Please complete all items to ensure the event information is accurate. If the event is an event open to the Penn State Law student body, please check the "Student Org Event"³¹ box. Events that have not been marked as "Student Org Events" **will not** be included in the SBA weekly email and **will not** be labeled as such in the building calendar.

When completing the form, include a thorough description of the event. Make sure the description is appropriate for the weekly school-wide email, as the SBA

³⁰ See *infra* App. H – Covid-19 Addendum for information regarding events.

³¹ Do not check the "Student Org Event" box if the event is not open to the entire Penn State Law student body. For example: executive board meetings, journal meetings, and exclusive club meetings should not be marked as Student Org Events.

Secretary will use the event description verbatim when notifying the school of the organization's event.

Do not announce the event until organization receives confirmation of the room reservation.

For events off campus or not on Penn State Law /Lewis Katz Building grounds:

Visit the Penn State Law Calendar to make sure that the event is not in conflict with previously scheduled and approved faculty or student events at the same time. When uploading the event, visit the far-left portion of the calendar and click on the preferred time slot in the "Off Campus" section of the calendar.

Similar to the internal events, be sure to include a thorough description of the off campus event to be included in the weekly SBA emails. **Be sure to begin the description with "Location: [insert location]"** so that students will know where the event is being held.

If the event is an event open to the Penn State Law student body, please check the

"Student Org Event"³² box. Events that have not been marked as "Student Org Events" will not be included in the SBA weekly email and will not be labeled as such in the building calendar.

If the event is not added to the calendar by the SBA Secretary, **no SBA funds or Penn State Law/SBA marketing support will be provided.**

Invite Speaker

This may be step #1 if the event date is determined by speaker availability.

Speaker travel (Student Services can help with this step):

- Reserve hotel accommodations
- Make flight/car reservations

³² Again, do not check the "Student Org Event" box if the event is not open to the entire Penn State Law student body.

- Arrange airport pick-up and drop off, if necessary
- Request required receipts from speaker
- Follow-up with a thank you note to speaker
- Complete all necessary paperwork for each speaker (University Scholar Agreement and Non-Employee Travel Form) for each speaker

Funding Options

The following funding resources are arranged in the order that a Student Organization should apply for funds.

UPAC

The mission of the University Park Allocation Committee (UPAC) is to objectively and effectively allocate a portion of the Student Initiated Fee income towards events/programs (e.g. speaker, concert, conference, theatre performance, cultural affair), travel experiences, equipment, and other items requested by University Park affiliated organizations or individuals that will ultimately enhance student life, add value to the out-of-class experience, and/or improve the educational climate at the University Park campus.

Important things to note about UPAC Funding:

- Travel
 - UPAC will consider funding for travel related to Educational, Competitive, Performance, and Service experiences.
- Events
 - UPAC may consider requests for costumes only (purchase, rental, and cleaning). UPAC caps costume requests at \$1,500 per academic year.
 - UPAC will not fund food or food-related expenses for programs.
 - UPAC will consider promotional items for events, door prizes and participation prizes that are distributed randomly that are used for educational purposes, include some information essential to

program participation, AND are integral to the success of the program.

- UPAC does not fund gifts that can be considered awards to a specific individual.
- UPAC will consider decorations that are integral to the success of the program.
- All UPAC-funded events are eligible for one large poster or two medium posters through the HUB Marketing Office (230 HUB Robeson Center). Banners and additional posters may also be purchased. For more detailed information contact the HUB Marketing Office.
- Equipment
 - UPAC will consider funding expenses for equipment that aid an organization in completing their primary purpose.
- Media
 - UPAC will consider funding media expenses which aid an organization in completing their primary purpose.

All requests must be complete to be accepted for review. After deadlines have lapsed, incomplete budgets may be turned down at the discretion of the Chair, and that request may not be resubmitted for funding. Requestors contact UPAC to assure completion prior to deadlines. A deadline of forty (40) academic days prior to the experience date applies to all program and travel requests. A deadline of the last academic day of the fall semester applies to all other requests.

Do not commit financially until written notification of UPAC funding is received.

Please visit the [UPAC Website](#) for more information.

Penn State Law and SBA funding may be withheld if UPAC is not contacted prior to a student organization holding an event where UPAC funds are available.

Career Services

If the event is career related, contact the SBA Career Service Committee and the Career Services Office. The Career Services Office is able co-sponsor the event by aiding in planning and execution, buying food, etc.

SBA funding may be withheld if Career Services is not contacted prior to a student organization holding a career related event.

Speakers Trust

The student funded SBA Speakers Trust Grant is accessible to any Penn State Law student organization wishing to bring a speaker or a presenter to campus.³³ Speakers Trust funds travel, hotel, hospitality, and event logistics. Speakers Trust is not able to fund alcoholic beverages, events for only members of an organization, or any funds that may potentially contribute to political parties or campaigns. Every speaker funded by Speakers Trust must be advertised to the entire Penn State Law student body in accordance with the Speakers Trust Bylaws.

Student organizations may obtain the Speakers Trust Grant Application from the [Speakers Trust website](#). The application should be completed and submitted to the Speakers Trust mailbox located in the basement.³⁴ Applicants are also encouraged to email their applications to the Speakers Trust Chair.³⁵

The Speakers Trust committee reviews applications on a monthly basis and communicates the meeting time and the application deadline for each cycle. A representative from each applying organization must appear at the meeting to give a brief explanation of their request and answer any questions that the committee has.

³³ See *infra* App. H – Covid-19 Addendum for Speakers Trust updated rules on external speakers.

³⁴ Timelines and deadlines will be provided via monthly e-mail from the Speakers Trust Committee.

³⁵ See *infra* App. G - SBA Contact Information for the Speakers Trust Chair contact information.

Applicants will be notified of the trust's decision within 48 hours of the meeting."

SBA funding may be withheld if Speakers Trust is not contacted prior to a student organization holding an event with a speaker.

Alumni Relations

If the student organization wants to include Penn State Law alumni, contact Penn State Law Alumni Relations at alumni@pennstatelaw.psu.edu. Besides contacting Penn State Law alumni about the event, Alumni Relations may help organize, support, and fund the event.

SBA Budget Request

Fill out the [Event Budget Request Form](#) for **each event** being held.³⁶ The Event Request Form contains all the necessary information to allow the SBA to determine how to allocate funds for the events each year. The form is submitted via the button at the bottom of the page to the SBA Treasurer.

SBA Budget Requirements

Student organizations which fail to have the requisite elected representatives at the Student Leadership Training and Workshop and the Student Organization Policies and Procedures meeting will be ineligible to receive SBA funding.

The requisite elected officials that must attend the SOPP to obtain SBA funding are two of the three qualifying officers: President, Vice President, and Treasurer.

To obtain SBA funding and reserve rooms, seventy-five percent (75%) of all the organization's elected officials must attend the Student Leadership Training and Workshop, including make-up opportunities.

Student Event Form/Responsible Person

Student organizations at Penn State Law are not "Recognized" student organizations as defined by Penn State. Therefore, all events held by student

³⁶ See *infra* App. H—Covid-19 Addendum for updated restrictions on SBA funding for in-person events.

organizations at Penn State Law are in fact, events sponsored by Penn State Law and must comply with Penn State policies.

An event held by Penn State Law would typically have at least one Penn State Law employee in attendance to manage the event, but it is not feasible for Penn State Law to require an employee to be at all student-led events which may use some Penn State Law resources (in most instances, payment through the Penn State financial system).

The Office of Risk Management has therefore allowed an exemption to this rule. The [Penn State Law Student Event Form](#) was developed to memorialize this procedure and designate a responsible person at an event in lieu of an employee.

For all events where funds³⁷ will be used off campus, requires a contract, or will include alcohol, a [Penn State Law Student Event Form](#) must be filled out. The form identifies who will be the responsible person during the event. The responsible person can be a full-time Penn State Law employee, SBA Officer,³⁸ or sponsoring student organization E-Board member.

The responsible person must attend the whole event; however, if the event is longer than two hours, the responsibility of the responsible person can be broken up into shifts. If this occurs, a [Penn State Law Student Event Form](#) must be filled with the information for all individuals acting as the responsible person with their shift times.

The purpose of the responsible person policy is to ensure that there is a person designated at all times during a Penn State Law sponsored event who can keep an eye on things and react to situations that are a problem or have the potential to

³⁷ This includes funds from the SBA, Speakers Trust, Penn State Law, UPAC, and student organization funds.

³⁸ This can be any elected J.D. student on the SBA Board.

become a problem and, if necessary, that person can call the appropriate authorities. A responsible person is a stand-in for a full-time PSU employee at a PSL Sponsored Event. A sponsored event involves the university payment for all or part of the event through a university payment mechanism or method. A responsible person is defined as someone able to distinguish between right and wrong and to think and act rationally. A responsible person is required to control the circumstances of the event and is to ensure that the event complies, for the duration of the event, with all University policies that apply to the event.

Expectations of a responsible person at an event:

- Will not consume any intoxicating substances (i.e., alcohol, drugs, etc.) prior to or during one's shift as the responsible person.
- Will maintain observation throughout the event/shift to ensure that the attendees are comporting themselves in a respectful and appropriate manner as representatives of Penn State.
- Will observe the crowd for any attendee who may be in distress or acting inappropriately and immediately call Emergency Services at 911, if warranted.
- The responsible person is not expected to intervene in a potentially dangerous situation however they are expected to call Emergency Services at 911 if they cannot control the situation at hand.
- In the event of an emergency, the responsible person, must call 911. After the emergency has been dealt with by first responders, the responsible person must contact Dean Shaffer at rls80@psu.edu

Transportation

Contact Student Services by emailing Tammy Cecil, txc31@psu.edu, for requests or information pertaining to transportation.

Ordering Food/Catering³⁹

[Student Services](#) can order food/catering when approved funding and forms are completed. Contact Student Services for instructions and/or assistance.

For orders such as pizza or sandwiches, a one-week notice is preferred. For catering orders, advance notice of at least one month is required.

Detailed receipts and a list of attendees must be provided after the event.

Use approved vendors and follow Penn State policies.⁴⁰ Contact Student Services for more information pertaining to the ordering of food.

Events Serving Alcohol

For information on the alcohol policies, refer to the [Penn State Alcohol Policies](#).⁴¹

The SBA traditionally reserves any purchases of alcohol for Law School wide events.

Notice regarding alcohol at student organization events

Student organizations cannot use funds to cover the cost of alcohol under any circumstances*.

For student organization events, the *cost of food* can be covered under the following circumstances:

1. If alcohol is being served, the event must take place at a venue that has a liquor license. It must be a cash bar, or the cost of the alcohol covered by an outside (non-PSL) organization.
2. If the event is taking place at a location than does not a liquor license, such as a residence, an apartment complex common area or event space, a park, a tailgate area, etc., food can only be reimbursed by PSL only if the event does not involve/allow alcohol. It cannot be BYOB or sponsored, it has to be a dry event (no alcohol at all) because the facility does not have a license to serve alcohol.

*This rule does not apply to the SBA-sponsored Halloween Party and Barrister's Ball.

Donation Drive Policy

Student organizations seeking to hold donation drives⁴² must obtain permission via the Student Services Collection Form prior to the donation drive. The student organization must submit the form each week they wish to hold the donation drive. A maximum of three student organization donation drives may collect at one time, with the exception of student organization collaborations which will count as one donation drive.⁴³ The requests will be accepted by Student Services unless there are more than three student organizations requesting collection at the same time.

Items collected are the sole responsibility of the student organization. Thus, the student organization is responsible for the storage of collected items and for emptying the bins when overflowing.

Student organizations are responsible for placing a sign stating (1) the name of the student organization, (2) purpose of collection, and (3) the dates of the collection. Additional decorations beyond one sign are not permitted on or around the collection bin.

³⁹ See infra App. H – Covid-19 Addendum for information regarding food and drink at events.

⁴⁰ For example, Student Services will not reimburse any non-Pepsi drink purchases. For more approved vendors and policies contact Student Services or the SBA Treasurer.

⁴¹ See infra App. D – Alcohol Policies.

⁴² A donation drive refers to the collection of physical items for charitable purposes, such as clothing, used items, books, canned food, etc. For questions on whether your idea constitutes a donation drive, please reach out to Tammy Cecil at txc31@psu.edu.

Promoting the Event

E-Mails

Student groups are allowed one mass email to the student body and faculty per student event.⁴⁴ For best results, use this email to promote the event by sending a “save the date” email to faculty and students. This can be accomplished by sending the information to Student Services (send to Emily Vargo, eav5053@psu.edu). Please do not reach out to any member of the SBA board to send a mass email, only Emily can do this for you.

The SBA Secretary will email out a reminder about the event via the SBA weekly update during the week of the event.⁴⁵

For any mass emails by Student Services or the SBA Secretary, the event **must** be listed and approved on the [Events Calendar](#).

⁴³ For example, if three student organizations collaborate to host **one** donation drive with only **one** collection box, that donation drive will count as **one** drive out of the **three** donation drives allowed.

⁴⁴ Additionally, ensure the event is on the Penn State Law Calendar and [Student Org Events list](#).

⁴⁵ The event must go through the correct scheduling processes utilizing the calendar. See *Supra* Reserve Time and Date.

Digital Signs within Penn State Law

Penn State Law has digital signs throughout the Katz Building to reduce the need for posters. To utilize the digital signs, send a PowerPoint slide of the event to communications@pennstatelaw.psu.edu.

In some cases, the organization may need to create posters. Submit all printed material requests to Communications [here](#).

If the organization plans to refer to the [Penn State Law in promotional materials](#), please refer to the [Penn State Law Identity Standards](#).

If the organization plans to use the wordmark or logos on promotional items (shirts, hats, etc.) it is necessary to use [university licensed vendors](#) (see bottom of page).

Other Ways to Promote the Event

- Partner up with other Penn State Law organizations that will help promote the event to their members as well.
- Contact the Alumni Relations Office to invite alumni to the event.
- Submit event information to the Communications Department [here](#) for social media posts, printed materials, website news, and/or promotional items.
- Ask professors to mention the event in relevant classes.

Event Setup and Cleanup

Most event setup is done via the event request procedures. However, if special event setup is necessary, contact Randy Fulton (rif9@psu.edu) and Student Services at least 1-2 weeks in advance.

Event cleanup is the responsibility of the student organization unless requested in advance from building maintenance.

Request Reimbursement for Approved Events

Once an event has occurred and expenses have been incurred, make sure to complete and return the following: (1) [Post-Even Form](#), (2) [Event Form](#),⁴⁶ (3) [Reimbursement Form](#), (4) [Event Attendance Form](#), and (5) all itemized receipts. This allows for the organization's treasurer or the SBA Treasurer to have a better idea of what is in the organization's and/or SBA's fund and how much is left to reallocate if need be.

The time period to get receipts in is within 7 days of the event that incurred the expense.

Forms, with attached receipts, must be signed by a member of the organization's executive board, preferably the president. Once signed, the organization's treasurer needs to sign off on the reimbursement fund. Then, if necessary, the SBA Treasurer can reimburse the funds upon approval if the funds have been allocated by the SBA. Reimbursements can be split between several organizations with appropriate approval.

The Event Form, Event Attendance Form, and reimbursement forms can be found [here](#) electronically and in the Student Services Office in physical form. Submit all completed forms and receipts online here or in person at the Student Services Office. Once all forms have been completed and returned, Student Services will arrange for payment.

⁴⁶ The Student Event Form is only required for student events paid with University funds and held outside the Lewis Katz Building.

Appendix A – SBA Model Constitution

Article I: Statement of Purpose

This document shall act as a standard constitution for any organization recognized by the Student Bar Association of Penn State Law School, henceforth referred to as the SBA. In the event that any organization recognized by the SBA submits either a constitution or organizational bylaws, this constitution shall become invalid.

Article II: Membership

- A) Any student currently enrolled at Penn State Law shall be eligible for membership
- B) All active members shall
 - 1) be considered active members at the beginning of each academic year
 - 2) attend a minimum of one (1) organizational meetings a semester
 - 3) receive one vote on all matters requiring a vote
 - 4) count towards the total of members necessary to achieve quorum

Article III: Meetings

- A) There shall be a minimum of one (1) meeting per semester
- B) All members shall be given adequate notice of all meeting times, dates, and locations
- C) Quorum for meetings shall be one third (33%) of the total Active Membership

Article IV: Officers

- A) All elected officers shall comprise the Executive Board
- B) Only Active Members shall be eligible to be an officer
- C) All officers must maintain good academic standing
- D) The Executive Board shall have the power to levy dues which shall not be excessive

E) The elected officers are as follows

1) President/Chair

a) Shall preside over all meetings

2) Vice President/Vice Chair

a) In the event of a vacancy in the office of President, the Vice President shall become President

b) Shall perform duties at the request of the President

3) Treasurer

a) Shall prepare all requests for organizational funding and submit these to the SBA Budget Committee

b) Shall perform duties at the request of the President

4) Secretary

a) Shall maintain a record of all meeting minutes

b) Shall maintain a record of all meeting attendance

c) Shall perform duties at the request of the President

F) Removal

1) A motion to remove an officer must be sponsored by at least two Active Members

2) Once a motion for removal is made, at the following meeting, one of the Active Members presenting the motion may speak on behalf of the motion while the officer may speak on their own behalf concerning the issue

3) Following the presentations, the floor shall be open for questions from the members present at the meeting

4) Following discussion, there shall be a secret ballot vote on the motion to remove

5) A two thirds (66%) vote of active members present at the meeting is required for removal

G) Vacancy

- 1) In the event of a vacancy, there shall be an election held at the following meeting following the rules for elections set forth in this constitution

H) Elections

- 1) Elections shall occur at a meeting so designated by the Executive Board
- 2) Any member may nominate an Active Member for any office
- 3) All voting shall take place by secret ballot in an order so designated by the Executive Board
- 4) A plurality of the Active Members present at the election meeting shall be required to elect an officer

Article V: Parliamentary Procedure

- A) All instances of Parliamentary Procedure and instances not covered by this constitution shall be covered by Robert's Rules of Order Newly Revised

Article VI: Statement of Non-Discrimination

- A) This organization and its membership shall follow the Penn State guidelines of non-discrimination.

Appendix B – Sample Student Organization Constitution

Preamble: We, the members of the **STUDENT ORGANIZATION**, in order to develop effective student organizations and leaders through training and education, do hereby establish this constitution.

Article I: Name

The name of the organization will be **STUDENT ORGANIZATION**, henceforth referred to as **SO**.

Article II: Affiliation with other groups

SO is chartered under the Penn State Law Student Bar Association, henceforth referred to as SBA.

SO is affiliated with the **HIGHER ORGANIZATION**.

Article III: Purpose, vision, mission, aims, and functions of the organization.

Section 1. Purpose: **SO** is established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to be engaged and involved in social justice.

Section 2. Mission: Through campus involvement, our mission is to create meaningful experiences, a vibrant community, and lifelong memories for Penn State Law students.

Section 3. **SO** understands and is committed to fulfilling its responsibilities of abiding by the Penn State Law and SBA policies and procedures.

Article IV: Membership

Section 1. Active membership shall be limited to persons officially connected with Penn State Law as faculty, staff, or registered students. In addition, the following requirements are necessary to constitute active members:

- A) Payment in full of financial obligations as determined by **SO**.
- B) Attendance of at least 75% of all campus events during a given semester.

- C) Active participation in all activities and events sponsored by **SO**.
- D) Upon joining the organization, all members agree not to undermine the purpose or mission of **SO**.

The **SO** is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations

Section 2: Joining the organization: Interested individuals may join the organization by attending a meeting, requesting to be added to the listserv, contacting a member, or emailing the group. To be considered active, the individual must meet the requirements outlined in Article IV, Section 1.

Section 3: A member may voluntarily withdraw from the organization by notifying the executive board of their desire to discontinue membership. Financial obligations previously paid to the organization will not be refunded.

Article V: Officers

SO will be governed by an executive board consisting of four officers:

An elected President will preside at all meetings. The President will maintain the power to appoint all committee chairpersons, shall present all motions to the body, and shall be present at 90% of the **SO** events and meetings.

SO shall also elect a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.

SO shall also elect a Secretary who will record all meeting minutes and handle all rule observances at state meetings, protocol, compliance with university policies, etc.

SO shall elect a Treasurer who will handle all dues, accounts, new members, and budgets.

Article VI: Operations

Section 1. Voting Eligibility: Those members meeting all requirements of active membership as set forth in Article IV, Section 1 will be granted voting privileges.

Section 2: Election process:

All officers shall be elected by a plurality vote of the eligible voting members of **SO**. All elections will be held on an annual basis during the month of August.

Incoming officers will assume their positions one month after elections are held.

The outgoing President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote.

All voting shall be done by secret ballot to be collected and tabulated by the outgoing

Secretary-Treasurer and one other voting member of **SO**, appointed by the outgoing President. If the outgoing Secretary-Treasurer is a nominee for another position, he/she should recuse themselves of tallying ballots and appoint another officer to take his/her place.

Section 3: Meetings

All meetings will occur on a weekly basis at a time selected by the executive board and will follow the procedure set forth below.

- A) Attendance
- B) Report by the President
- C) Committee Reports
- D) Vote on all committee motions/decisions
- E) Any other business
- F) Dismissal by the President

Article VII: Finances

SO will finance the activities it engages in by the following means:

- A) Applying to funding grants from Penn State or Penn State Law

- B) Apply to funding grants from the Penn State Law SBA
- C) Membership dues
- D) Routinely collecting the change from the couch cushions in the lobby.

Article VIII: Quorum

Half (1/2) of the active members must be present to constitute quorum for elections and official business that requires a vote.

Article IX: Removal of Membership or Officers

Section 1: Removal of Officers

Any officer of **SO** in violation of **SO's** purpose, constitution, or who fails to fulfill their responsibilities as outlined in Article V, may be removed from office by the following process:

A written request by at least three members of the organization.

Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.

A two-thirds (2/3) majority vote of eligible voting members is necessary to remove the officer.

Section 2: Removal of Membership

Any member of **SO** in violation of **SO's** purpose, constitution, or who fails to meet the membership requirements as outlined in Article IV, may have their privileges as a member revoked through the following process: A unanimous decision by the executive board members to remove the member from the organization.

Article X: Amendments

Section 1: This constitution is binding to all members of **SO** but it is not binding unto itself. Amendments to the constitution may be proposed in writing by any voting member of **SO** at any meeting at which quorum is met. The amendments will be placed on the agenda for the next regular meeting and voted on at that time.

Section 2: Proposed amendments will become immediately effective following approval of two-thirds (2/3) vote of all active members.

Article XI: Ratification

This constitution must be ratified by two-thirds of all active members to take effect and shall be reviewed every 3 years.



Appendix C - Creating a Vision for the Student Organization

The questions below might serve as a helpful guide for the student organization to implement the vision. Meet as a board and consider some of the following:

1. What are our goals for this year?
 - a. What would we like to achieve and how would we like to make our mark on Penn State Law?
 - b. What is our vision for our organization?
 - c. Why did we choose to dedicate our free time to this organization?
2. What are the events that we would like to hold?
 - a. Do we want to plan a major event?
 - b. Should we stick with smaller events only?
 - c. How does planning for a major event differ from planning for a smaller event?
 - d. How should we schedule our events over the course of the year?
Are there other organizations who might be a natural partner for any of these events?
 - e. Should an event be social, academic, professional, or some combination of the above?
 - f. How much will a given event cost?
 - g. What faculty members might be invited to participate in a given event?
What outside speakers?

Appendix D – Penn State Law Alcohol Policies

Penn State Law Alcohol Policies⁴⁷

The Permission to Possess/Use Alcoholic Beverages form

The Permission to Possess/Use Alcoholic Beverages (AD18) form is required to be completed when holding an event with alcohol.

Complete the form, sign and submit to the Finance Office. A completed copy of the form will be provided after the request has been approved or denied. All requests must be submitted at least four weeks prior to the event.

[Permission to Possess/Use Alcoholic Beverages Form](#) (pdf)

Please review [University Policy FN10](#) and [AD18](#) before completing the form.

[Penn State Alcohol Policies](#)

Guidelines on the use of Penn State Law Student Bar Association (SBA) Fees to be used for the Purchase of Alcohol

Effective 10/22/2015, with the approval of the Provost, the Budget Office, and the Corporate Controller, permission has been granted to allow for SBA fees and those of its underlying student organizations, to be designated as restricted funds that specifically allow for the purchase of alcohol.

All aspects of Policy AD18: Possession, Use and Distribution of Alcoholic Beverages apply to any purchase of alcohol by the SBA and its student organizations. In addition, the exemption granted above, includes a requirement

⁴⁷ Because Penn State Law is the sponsor of all student funded events, it is Penn State Law that requests the use of alcohol (not technically the student organization).

that the Dean of the Law School grant approval for each event where alcohol will be purchased for use at SBA or student organization event. A completed AD18 form must be submitted to the Dean's office at least 30 days prior to an event where student funds will be used to purchase alcohol. {Cash bars, at licensed establishments, do not require authorization.)

Given that the main purpose of the SBA Student Activity Fee is to support the diverse interests and activities of all Penn State Law student organizations, the purchase of alcohol with these funds should be secondary to all other activities. Thus, funding of alcohol should be limited to no more than 15% or \$3000, whichever is less, of the SBA Activity Budget annually.



Appendix E – Other Pertinent Policies

Penn State Law Identity Standards and Penn State Branding

The Penn State Law identity standards provide key information needed to accurately and consistently produce internal and external communication materials. The goal is to present a compelling, cohesive and consistent image of the Law School to the outside world. The identity guidelines are one part of comprehensive approach to managing our Penn State Law image so that we can continue to:

- Build prestige for the Law School
- Leverage the power of the Penn State brand
- Create a consistent image across all audiences
- Command the attention of key decision makers (namely leaders in the legal community; academic scholars/prospective faculty, and prospective students) These guidelines will help to:
 - Use the two-word marks correctly
 - Incorporate the word marks, fonts, and colors correctly
 - Convey an accurate and consistent image for Penn State Law

If there are any questions about usage, please contact Penn State Law Marketing and Communications at communications@pennstatelaw.psu.edu and visit the [Communications Request Form](#) for updated information on Penn State Law marketing.

Contracts – Any Event Request

University Scholar Agreement

The University Scholar Agreement is the primary agreement to be used for speaking engagements, although it is not required for every event.

Honorarium payments are limited to \$1000 or less.

The University Scholar Agreement is always required when a University-sponsored event will be recorded or broadcast, or if the individual wishes to sell merchandise as part of the event, even if the individual will not be remunerated for their service.

[University Guest Presenter Agreement](#)

[University Guest Presenter Agreement Instructions](#)

Entertainment Agreements

The University uses the following standardized entertainment agreements:

- University Guest Presenter Agreement
- Disc Jockey Agreement
- Master Entertainment Agreement
- Stage/Sound/Lighting Agreement
- Vendor Agreement

Please contact the Finance Office when inviting a speaker, hiring a disc jockey, etc. to obtain an agreement. The agreement must be completed with all signatures before the event can take place and payment can be issued.

Contracts Requiring a Signature

All contracts (any written agreement binding the signatories, no matter what it is called) must be submitted to Risk Management for signature. Contracts can be submitted to Kim Wyatt for processing with the Risk Management Office.

Standard processing time for contract is 7 to 10 business days from the date the contract is received.

Internal contracts do not go through Risk Management. They may be signed by the departments involved. An "internal" contract exists when all parties to the contract are part of the legal entity "The Pennsylvania State University."

[Standard Contract Cover Sheet](#)

(bottom of page)

[Advertising, Filming & Photography Contract Cover Sheet](#)

(bottom of page)

University Release and Indemnification Agreement

The [University Release and Indemnification Agreement](#) needs to be completed when a non-university group uses our facilities. Please have the group complete the form and return to the Finance Office at least two weeks prior to Event.

Fundraising

Risk Management must be consulted regarding fundraising activities because Penn State Law student organizations are not recognized. Accordingly, Penn State Law hosts all student organization events.

Therefore, student organizations shall not advertise any fundraising event before consultation with the Finance Office and/or Student Services.



Appendix F - Penn State Law & Penn State Contact Information

Dean's Office

JAMES W. HOUCK, Dean

Email: DeanPSLandSIA@psu.edu • Telephone: (814) 863-1521

RUSSELL L. SHAFFER, Assistant Dean for Operations & Planning

Email: rls80@psu.edu • Telephone: (814) 867-0398

BRENDA NAGLE, Executive Assistant to the Dean Email:

bsn10@psu.edu • Telephone: (814) 867-2472

LASHA HARDY, Administrative Support Coordinator

Email: lgh112@psu.edu

CATHY TRANELL, Administrative Assistant

Email: cjt15@psu.edu • Telephone: (814) 867-2797

Office of Student Services

WENDE' FERGUSON, Assistant Dean for Student Services

Email: wpf5069@psu.edu • Telephone: (814) 867-1261

EMILY VARGO, Associate Director for Student Services

Email: eav5053@psu.edu • Telephone: (814) 867-2808

TAMMY CECIL, Administrative Support Assistant

Email: txc31@psu.edu • Telephone: (814) 863-1920

Finance Office

KIM WYATT, Financial Officer

Email: kxw34@psu.edu • Telephone: (814) 867-3441

SHANNON MILLAN, Assistant Financial Officer

Email: gss2@psu.edu • Telephone: (814) 867-0407

CHRISTINE HOODER, Financial Assistant

Email: clt163@psu.edu • Telephone: 814-863-4196

Administrative Services

RANDY FULTON, Director, Business Services

Email: rjf9@psu.edu • Telephone: (814) 865-4235

Academic Success

KEITH ELKIN, Associate Dean of Academic Success & Professor of Legal Skills

Email: kue2@psu.edu • Telephone: (814) 865-9035

Career Services Office

Telephone: (814) 867-1255

SHARON BARENY, Associate Director of Career Services

Email: sdb247@psu.edu • Telephone: (814) 863-2550

BRENDA PORTER, Recruitment Manager

Email: bzp72@psu.edu • Telephone: (814) 865-5048

JENNA CIAMBOTTI, Administrative Staff Assistant

Email: jkk5050@psu.edu • Telephone: (814) 867-1255

Communications

TIESHA BRUNSON, Marketing and Communications Director

Email: tjb6472@psu.edu • Telephone: (818) 339-1949

SAMANTHA BRUMMERT, Marketing Strategy Specialist

Email: szb5706@psu.edu • Telephone: (814) 863-1743

ANDREW GABRIEL, Marketing and Communications Specialist

Email: atg141@psu.edu • Telephone: (814) 867-0396

CAMERON HASSINGER, Marketing Coordinator

Email: cvh5484@psu.edu • Telephone: (814) 863-3583

Instructional & Information Technology

Email: help@pennstatelaw.psu.edu • Telephone: (814) 867-1526

MATT GARDNER, Assistant Dean for Digital Learning & Information Technology

Email: pmg12@psu.edu • Telephone: (814) 867-1219

TIMOTHY MCCARTHY, Multimedia Specialist
Email: tdm11@psu.edu • Telephone: (814) 867-0391

MICHAEL PAZMINO, Multimedia Specialist
Email: map5581@psu.edu • Telephone: (814) 867-2233

RANDY MOORE, Systems Administrator
Email: rem228@psu.edu • Telephone: (814) 863-7695

I PANG FU, Director of Learning Design
Email: izf5008@psu.edu • Telephone: (814) 867-4648

JUSTIS REED, IT Support Specialist
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Appendix G - SBA Contact Information

SBA Executive Council

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Appendix H – Covid-19 Addendum*

Student Organization Events

[Penn State Guidelines](#) apply to all events sponsored by student organizations, whether on or off campus.

Face Coverings

Face coverings are not required if the event is outdoors.

Face coverings are **required** if the event is indoors and on-campus.

All in-person student organization events must keep a written record of all event attendees and their email addresses for contact purposes.

In-person meetings, events and gatherings

“Gatherings will follow the guidance found in <https://virusinfo.psu.edu/campus-visitors-meetings-and-events-and-tours/#meetingseventsgatherings>.”

- “Units must communicate information about what participants can expect at events and gatherings;
- Communication should clearly state, regardless of vaccination status, attendees must wear masks when attending indoor events, [per Penn State policy](#). This language should be communicated before the event and posted via signage at the location during the event;
- The organizer must identify cleaning protocols for the space in use. Good hand hygiene, masking for unvaccinated individuals and receiving a vaccination are paramount in reducing viral spread;
- [Visible acknowledgement of risk signs](#) should be at all venues indicating that those in attendance understand that COVID-19 is still present in our communities and they assume the risk of possibly contracting the virus by attending the event; and should be emailed to all outside attendees and guest.
- Planners should seek to reduce the risk of contact by using digital tickets, cashless concessions; and digital programs or handouts;

- Planners should still maintain a list of attendees and their contact information whenever possible in the event that contact tracing due to an infected individual in attendance must be undertaken.”⁴⁸

Food

Indoor events held on campus must have food items that are:

- 1) individually wrapped;
- 2) prepared by an external food and beverage provider or University food service;
- 3) are not required to be temperature controlled;
- 4) that are prepackaged for resale.

Food items may only be consumed outdoors or within a Designated Eating Area (DEA). DEAs are food establishments already designed within the University buildings and one cannot just be created. The DEA in the Lewis Katz Building is the Panera Bread Café. However, the Panera Bread Café is not reservable and cannot be utilized for any student activity/event during the hours between 7:30 a.m. – 6:00 p.m.

Attendance

All in-person student organization events are required to keep a written record of all event attendees and their email addresses for contact purposes and these records must be maintained for a period of four years to ensure proper contact tracing.

* **Due to the Nature of the Ongoing Public Health Crisis, This Addendum is Subject to Change.** Please review Penn State’s [COVID-19 Policy](#) for up-to-date information and help reduce the spread of the COVID-19 virus.

⁴⁸ See <https://news.psu.edu/story/662514/2021/06/24/campus-life/having-event-or-large-gathering-university-updates-protocols>.