SBA EVENTS POLICY

Section 1. Definition

An event is defined as any meeting, lecture, seminar, conference, social event, etc., that is scheduled to take place in any of the law school’s classrooms, library spaces, lobbies, South Lawn, or Crocker Plaza that may involve outside speakers, outside guests, catering services or will have food served, audio visual needs, housing needs, parking needs, etc.

Section 2. Purpose

SBA and Student Services want to ensure that all student organizations have a successful year. SBA encourages students to plan their events well in advance, and to seek opportunities to collaborate and host joint events. By streamlining our events planning process and avoiding conflicts with one another and with other law school events, we can ensure better attendance at each of our events and leverage our limited funds for the entire student community.

Section 3. Event Scheduling Procedure

Student organizations must have prior approval from SBA before scheduling or rescheduling an event. SBA holds “calendaring meetings” between all student org leaders at the beginning of each academic semester for this purpose. Each SBA approved student organization must send a representative to the calendaring meetings in order to schedule their organization’s events. This representative neither needs to be an executive board member, nor a member of the organization to act as an agent of the student organization. Rather he or she only must know what dates the student organization they are representing would prefer to schedule their events. If a student organization elects to send a representative to act as their agent, please email your SBA Vice President with the name and phone number of the person chosen as the student organization’s calendaring representative. If no member or agent of a student organization is present for the Calendaring Meeting, that organization automatically relinquishes its right to schedule any events and must contact the SBA Vice President to see what dates are still available to schedule events on.

SBA will work with Student Services, the Career Services Office, and the Events Office to develop a preliminary calendar that avoids conflict not only among student organization events, but other law school events and priorities as well. Student organization leaders will be sent this preliminary calendar before each calendaring meeting that will list the dates which student organizations may not schedule their events for the semester due to scheduling conflicts.

At the Calendaring Meeting, SBA will conduct a “round robin” process for organizations to schedule their events. The order of the “round robin” selection process will be chosen at random. For example, if there are 30 student organizations scheduling events, each org will be given a number between 1-30, the organization randomly selected as #1 will be the first organization to choose a date they want to schedule an event on. After all other student organizations have selected their first event date, the selection order will be reversed and the organization selected to schedule their event last (in our example #30), will be first to schedule their second event. This process will be repeated until either no student organizations want to schedule more events or there are no more available dates to schedule events on.

Each student organization will have the opportunity to calendar at minimum two events each semester. After two events have been calendared by each organization, organizations can request additional events at each calendaring meeting. SBA will encourage similar events to merge in order to reduce redundancy, leverage SBA’s limited resources, and create thematic cohesion among student events.

Once the calendar is confirmed, all student organizations will have 48 hours to add their events to the online events calendar on the MyLaw Portal. SBA will verify that events have been properly added, and then add those events to an SBA Master Calendar that students may view on the SBA website. If an event has not been added to the online events calendar on the MyLaw Portal within 48 hours of the Calendaring Meeting, the organization may forfeit its slot for that event.

Student Leaders that desire to change event dates or have additional events after the SBA calendaring meeting will be required to complete an Event Request form and submit it to SBA for approval. SBA’s primary goal in evaluating these requests is to avoid conflict on the events calendar and support good attendance at all law school events.

Section 4. Scheduling Limitations

There is a limit of four lunch events and two evening events per day. Two lunch events may be held during each lunch hour between 12:00 – 2:00 pm, for a total of four lunch events.

If a student organization cancels an event approved by SBA, the money allocated to that event will remain in the student organization’s budget. However, the student organization is still subject to the SBA Events Policy for events proposed in the future.

If a notable speaker is invited by the Law School administration to speak, the administration will work with SBA to avoid any conflicts with other events scheduled. However, in the case that this is impossible, the administration may ask a student organization to re-schedule its event for that day. If this occurs, SBA will grant an exception to the four-events-per-day rule and permit the student organization to re-schedule for a future date.

Last updated on August 19, 2015.
Any event that is (1) solely for fundraising purposes; or (2) required for future participation in a particular activity (including, but not limited to, PILF grants, LAAB break trips, PAD Mammoth trip, ELS Sundance trip, Street Law training) will not count as an “event” for purposes of the SBA Calendaring Meeting but will count as an “event” for purposes of the four-events-per-day-rule.

Each student organization will be allowed one “ informational meeting” prior to the Calendaring Meeting of each school year that will not count toward each organization’s event allotment. An “ informational meeting” is a meeting at which the student organization introduces itself and its leadership, provides information about the organization’s events and activities, and at which students may sign up for the organization’s listserv or other mailing list. However, SBA strongly encourages student org. leaders to combine its informational meeting with its organization’s first event.

Furthermore, if you wish to hold events BEFORE the calendaring meeting (i.e. the first two weeks of school), your organization is responsible for putting this event on the calendar (located on the USC mylaw portal). Please be aware of other events on the calendar the first two weeks of school - SBA advises that you do not schedule events if there are multiple orgs with events on the same day. So long as these events are not just informational meetings (which SBA does not fund), SBA will reimburse you for these events once the budgeting has been completed. Please check your budget for last year to make sure you are not overspending. If you do not know your org's budget from last semester and would like to know it, please email your SBA VP.

**Section 5. Collaborated Events**

A “collaborated event” is any event that is mutually planned, hosted, financed, and submitted by two or more student organizations. For purposes of the SBA calendaring process, a “collaborated event” will count as one of the organizations’ primary event requests. The collaborating organizations will decide, among themselves, which organization’s allotment the request will count against. The purpose of this rule is to encourage future collaboration among the collaborating organizations.

**Section 6. Rules for the 2015-2016 School Year**

This section only applies for the 2015-2016 school year.
The SBA Calendaring Meeting will occur on **September 9, 2015**.
All student organization “budget requests” will be due on **September 11, 2015 by 5:00pm**.