

# Law Student Organization (LSO) Guidelines

## Events:

Submit the [event request](#) form to reserve a space for your activity at the law school or request an event for an off-campus location.

## Money:

Does not have bank account, hold money or fundraise. Does not charge dues.

## To receive OSA funding:

Submit [event request](#) **AND** [funding request](#) → buy what you need (within \$100) → submit receipts to Jamil's office → Money is usually reimbursed via direct deposit.

## Tabling:

Groups may table in the lobby; no approval needed. Tables are first-come, first-serve in the library.

## Promotion:

*ILA*: All *ILA* events are automatically included on the digital sign and the law school calendar. Submit items to [ila@indiana.edu](mailto:ila@indiana.edu) (150-word limit). The deadline to submit to the *ILA* is noon on Thursday.

James Boyd can share posts on Maurer's socials.

OSA fellows can share posts on OSA's socials.

You may print posters and fliers for approved bulletin boards. See manual for list of approved boards.

Mass email also works. Please contact Jamil with exactly what you want sent out (subject line, text, contact information, and who you want the email sent to (i.e., 1Ls, 2Ls, everyone...etc.)).

## Helpful Items:

Try and collaborate to save on costs.

See '[helpful contacts](#)' link for particular individuals or offices.

Direct questions to Jamil in OSA.