

# Self-Governed Student Organization (SGSO) 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:

Has own bank account off-campus. Cannot fundraise. May charge dues.

Can also seek IU Funding Board money. Every year, all SGSOs should register with the Student Involvement and Leadership Center to be eligible.

## To receive OSA funding:

Way 1: Submit [event request](#) **AND** [funding request](#) → business office will transfer requested amount directly to your bank account from OSA. Do not submit receipts.

Way 2: 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 student handbook for 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:

Don't spend money that you don't have or have not yet been approved for. Try and collaborate to save on costs.

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

Direct questions to Jamil in OSA.

## Self-Governed Student Organization Agreement:

Law School SGSOs are responsible for reviewing and abiding by, and annually registering under the terms of the SGSO Agreement. This agreement covers:

1. Relationship between IU and the SGSO
2. Specific Registration Procedures
3. Representations
4. Dealings with Third Parties
5. Use of the University's Name, Symbols or Other Identifying Marks
6. Advisors
7. Taxes
8. Liability, Insurance, Defense, and Indemnity
9. Student Organization Accounts
10. Use of Facilities and Access to University Technology