

University Student Organization (USO) 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 own money or fundraise (PILF is the exception). May charge dues that are collected via beINvolved. Business/Events office holds and manages USO accounts and buys items and secures off-campus venue spaces (see 'helpful contacts')

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

To receive OSA funding:

Submit [event request](#) **AND** [funding request](#) → business office will transfer requested amount directly to your account from OSA.

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 (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:

Try and collaborate to save on costs.

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

Direct questions to Jamil in OSA.

USO Event Planning Outline:

1. Pre-planning
 - a. Contact Dean Edwards at the beginning of the school year to discuss all planned financial activities, including collecting dues, fundraising and sales. She will determine if you need to work with the event coordinator and if your plans are in compliance with University policies.
 - b. Check law school calendar and submit an event request form to get date approval and to avoid major event conflicts.
 - c. All student groups are supervised by the Associate_Director of Student Affairs, Jamil Ghazal. Let him know if you need help developing event ideas.
 - d. If you are planning to invite an outside speaker, please confer with your faculty advisor before extending the invitation and get approval from Jamil.
2. Budget
 - a. See Mary Edwards for all fiscal questions and transactions.
3. Event Planning
 - a. Coordination of events should be undertaken in consultation with Chelsey Browning, Associate Director of Events and Communication for the Law School. Please work directly with her through all stages of the planning process, particularly for large-scale multifaceted events and those occurring outside of the Law School. Do not take any planning steps before setting a meeting with Chelsey Browning.
 - b. For smaller events (meetings, call-outs, etc.), students handle their own catering with approved vendors (see below) and work with the business office to determine the best way to make payment.