2022-2023

Student Organization Handbook

UNIVERSITY OF RICHMOND
School *of* Law™

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1. Introduction

As student leaders of the 35+ student organizations here at Richmond Law, you are a vital part of life on campus. This handbook is a resource intended to support your work. We've included guidelines for event planning, as well as some important Law School and University requirements.

If you have any questions about the materials covered in this handbook, please contact the Associate Dean of Students. We are here to help you make your organizations as successful as possible!

2. Student Organization Requirements

In order to be recognized as an official Law School Student Organization, each group must:
   (1) Have a faculty advisor;
   (2) Have a "critical mass" of students interested in the group – generally translated into 10 or more potential members;
   (3) Have one designated main leader and one budget officer;
   (4) Have a current set of by-laws on file with the Associate Dean of Students.

2.1   Main Leader
An organization leader's primary responsibility is to serve as the liaison to the Dean's Office, the Alumni and Development Office, and to the general public. They are required to provide their contact information so that prospective students, alumni, or the general public can submit inquiries regarding the organization or an upcoming event.

2.2   Treasurer/Budget Officer
The treasurer/budget officer is responsible for following appropriate funding and financial procedures and for keeping track of all the organization's expenses, reimbursements, and balances. Our Budget Coordinator is available for assistance as needed.

3. Student Organization Information & Mail

3.1   Hard Copy Mail
Hard copy mail for student organizations will be placed in the mail folder belonging to the student organization's main leader. All student mail folders are located outside of the second-floor entrance of the Law Library (temporary location due to construction). Packages will be delivered to the Dean's Office and you will be contacted for pickup. All mail should be addressed as follows:

Recipient Name
Richmond School of Law
203 Richmond Way
Richmond, VA 23173

3.2   Postage

If you need assistance with mailing or shipping, please contact the [Administrative Assistant](#).

3.3   Student Organization Descriptions

All student organizations should have a description posted on [the Law School website](#). If you'd like to update your organization's listing, please contact the [Director of Communications and Marketing](#).

⟩ 4. Offices and Lockers

There are five student organizations with private or shared offices:

Organization	Phone Number
Public Interest Law Review (PILR)	(804) 289-8212
Journal of Law & Technology (JOLT)	(804) 289-8202
Law Review	(804) 289-8216
Shared Office - Moot Court and Trial Advocacy Board (TAB)	(804) 289-8215 (Moot Court)

4.1   Keys

If your organization is listed above and you don't yet have a key, please come to the Dean's Office with your request. Please remember to return keys at the end of the year.

4.2   Audix/Voice Mail

Directions: Dial 8999. Enter extension and pound (#) sign. Enter password and pound (#) sign. To administer personal greetings, press 3. Follow prompts to record your organization's greeting. For more information on voicemail configuration, visit https://is.richmond.edu/telecom/office-phones/voicemail-configuration.html.

4.3   Organization Lockers

For inquiries regarding student organization lockers, please contact the [Associate Dean of Students](#). Please note that no food or drink may be stored in student organization lockers.

⟩ 5. Key Contacts

Leigh Deignan
Budget Coordinator
804-289-8481 | Room L271-B
ldeignan@richmond.edu
Contact Leigh for questions regarding:
- organization budget process
- reimbursement requests
- fundraising activities
- organization budgets & reallocations
- purchasing through Dean's office
- travel assistance

Rhianna Shabsin
Director of Alumni Relations
804-289-8016 | Room 232
rshabsin@richmond.edu
Contact Rhianna for questions regarding:
- alumni participation in events
- contacting individuals or smaller groups of alumni
- recording alumni participation

Renee Russell
Director of Communications and Marketing
804-287-1855 | Room L271-E
rrussell@richmond.edu
Contact Renee for questions regarding:
- communications strategies
- websites

Alex Sklut
Associate Dean of Students
804-289-8186 | Room L271-C
asklut@richmond.edu
Contact Dean Sklut for questions regarding:
- organization guidance and oversight
- member transitions/elections
- leadership questions/issues

Will Thompson
Administrative Assistant
804-289-8184 | Room L271
wthompso@richmond.edu
Contact Will for questions regarding:
- building and organization office keys
- general office support
- borrowing keys
- checking out organization credit cards (including payments for organizations without credit cards)
- venue and other contracts

Mary Ruth Walters
Events & Communications Manager
804-289-8895 | Room L271-A
mwalters@richmond.edu
Contact Mary Ruth for questions regarding:
- event planning
  - room reservations
  - catering requests
  - food waiver request forms
  - event setup assistance
  - parking requests
  - event registration setup
- event publicity
  - The Docket
  - Events Calendar
  - flyers/d-flyers
  - bulletin boards
  - print and electronic invitations
- other event/space related needs

⮞ 6. Event Planning

In additional to Law School and University programming, student organizations host many events throughout the academic year. Because of the sheer volume of events and the potential for overlap, **all** student organization event requests must be processed and confirmed through the Dean's Office. An event is not considered official until it has been approved by the Dean's Office.

Questions during the event planning process? Please contact the [Events & Communications Manager](#).

6.1   The First Steps

For every event, the very first steps to take are:
(1) Submitting the online [Event Request Form](#);
(2) Checking your organization's budget to confirm that the event is part of the approved budget;
It is **extremely important** to complete these steps prior to planning any other details pertaining to your event.

Note Regarding Career-Related Events: When contemplating hosting career-focused programs, take into account the programs offered by the Career Development Office and ensure your efforts do not conflict or overlap.

Regardless of whether a career event you are planning is co-sponsored with CDO, we strongly encourage you to consult with CDO and inform CDO of your event as soon as it is planned. Communicating this information will assist everyone in avoiding conflicts of time, content, and speakers.

6.2   Scheduling

6.2a   Event Request Form

Prior to planning any other event logistics, you will be required to submit the online [Event Request Form](#). This form will prompt you to share information about your event, including preferred event date(s), room, and description of your event. Submitting the online form is simply a request, and nothing is confirmed until you've received confirmation from the Dean's Office.

Before filling out the Event Request Form, consult the online [Events Calendar](#) found at http://law.richmond.edu/students/index.html to see other events that may have an impact on selecting preferred dates. This will minimize double booking, scheduling competing events, and low turnout. Also consider campus-wide events (such as Homecoming, Family Weekend, etc.) and major holidays.

It's extremely important to fill out the Event Request Form **prior to** extending invitations to speakers and other guests. Based on other scheduled events, the Dean's Office may decide not to permit other events to occur simultaneously.

If your event will involve applying for MCLE credits, keep in mind that this process can sometimes take 12-16 weeks to complete and receive verification. Learn more about MCLE credits in Section 6.11.

When setting a date for your event, try to plan as far ahead as possible. Event requests should be submitted at least two weeks prior to the preferred event date. Requests made less than two weeks prior to the preferred date, or requests that are not submitted in completion, may be denied.

It is important to remember that your event is <u>not confirmed</u> until you have received a confirmation from the Associate Dean of Students or the Events & Communications Manager.

6.2b   Finding a Room/Space

Once your event has been confirmed by the Dean's Office, the Events & Communications Manager will work with you to reserve a room in the Law School.

Please note that, due to the fact that the Law Library occasionally has different hours than the Law School building, Law Library spaces may not always be available to reserve.

Building Renovations Note: The Law School is currently undergoing significant renovations. Some rooms may not be available for use during this time. The Events & Communications Manager will help determine which space works best for your event.

6.2c   Dean Attendance

If you would like Dean Perdue to attend your event and/or make an introduction, contact the Events & Communications Manager. This should be done as far in advance as possible.

6.2d   Tabling

If your organization plans on tabling in the atrium or hallway, contact the Events & Communications Manager at least one week in advance.

6.3   Finances & Budgeting

Prior to planning any event, you are expected to check your organization's budget to confirm that the event is part of the approved budget. Budget-related questions can be directed to the Budget Coordinator in the Dean's Office.

6.3a   Review All Event-Related Expenses

Create a detailed budget and list expenses for all elements of your event, such as marketing, printing, speaker fees, transportation, lodging/accommodations, food, entertainment, taxes, service charges, audiovisual equipment, and production costs.

Items to consider when determining expenses and budget:

- Speakers
  - Travel (air, cab, bus, train, etc.)
    - Include transportation to/from hotel
  - Lodging/Accommodations (see Section 8.7a for more details)
  - Meals
  - Gifts
  - Honoraria (these are typically *not* approved; see Section 6.9i for more information)
- Printing
  - Flyers
  - Invitations (including postage)
  - Nametags

- Posters
- Other event supplies
  - Pens
  - Registration sheets
  - Printed handouts
  - CLE forms
- Catering
  - Meals/Breaks
  - Snacks for event staff
  - Alcoholic beverages
    - No more than 40% of a student organization budget can be spent on alcohol. See Section 7.1a for more information.
  - Non-alcoholic beverages
  - Water for speakers

6.4   Publicity & Communications

Once you've submitted the Event Request Form and have received confirmation from the Dean's Office, the Events & Communications Manager will send you a link to submit an Approved Event Publicity Request Form. This form collects information about your event including the formal event name, exact event time, event description, registration URL (if applicable), etc. Once the Approved Event Publicity Request Form has been submitted, the event will be published to the following outlets:

- **Online Events Calendar**
  The Law School maintains an up-to-date calendar listing found online at
  https://law.richmond.edu/students/events/index.html
- **The Docket**
  The Docket is an email newsletter distributed each Sunday evening and Thursday morning that contains a list of events arranged by week with links for more information. Submit your publicity request by Friday at 9 a.m. or Wednesday at 9 a.m. for inclusion on Sunday or Thursday (respectively).

For large-scale events, including symposia, we'll set up a meeting to discuss extra communications efforts, including invitations to the wider community, potential media opportunities, public calendar placements, etc.

We're available for communications consultation on any student programming. Contact the [Director of Communications and Marketing](#) and the [Events & Communications Manager](#) to discuss ideas for publicity and design, or to brainstorm different ways to approach communications strategy around a particular event or program.

6.4a   Flyers

Student organizations are encouraged to post flyers on the "events" bulletin board in the hallway near the library. Please note that taping flyers is not permitted.

If you'd like design assistance, contact the [Events & Communications Manager](#). You are also welcome to design these yourself, as well. Keep the following tips in mind for design:

- Keep it simple
- Remember the basics, including date and location
- Use the fewest words possible to convey a compelling message
- Avoid cheesy clipart
- Avoid copyright-protected images found online
- White space is your friend

To request a high-resolution copy of the Law School logo or emblem, contact the [Director of Communications and Marketing](#).

When printing flyers, copies can be made at the [Campus Print Shop](#).

6.4b   Digital Flyers (D-Flyers)

You may submit a digital flyer (d-flyer) for display on the monitors by sending an email to the [Events & Communications Manager](#). You can use a standard PowerPoint slide with a 16:9 ratio. If you're using a design program, the slide should be 1280x720 pixels.

When designing a d-flyer, keep the following tips in mind:

- Minimize text – a dozen words or less is ideal
- Keep fonts large and easy to read
- Keep bright colors to a minimum
- Save as a JPG

6.4c   Internal Directional Signs

The Dean's Office has two standing floor signs that can be used as needed to direct event attendees to the specified room. Contact the [Events & Communications Manager](#) for more information.

> **Only <u>painter's tape</u> is permitted to tape items on walls or doors. Signage may <u>not</u> be taped to artwork or furniture. If signs or flyers are found taped incorrectly, they will be removed immediately.**

6.4d   Reserved Parking/External Directional Signs

Parking and external directional signs can be purchased from the Campus Print Shop for about $5 each (which includes a wooden stake). These signs can be placed on campus to direct event attendees. It is your responsibility to put these up prior to your event and **remove them no later than 24 hours after your event has concluded**.

6.4e   Emails to Alumni

If you would like to share information about an event with the alumni audience, please send it to the [Director of Communications and Marketing](#) for inclusion in our e-Connections alumni newsletter, which is distributed every month during the academic year. The newsletter is distributed around the 15th of every month; the deadline for submission is the 5th of every month.

If you'd like to explore additional alumni outreach, please contact the [Director of Alumni Relations.](#)

6.4f   Online Registration

If you plan on requiring attendees to register for your event, contact the [Events & Communications Manager](#) for assistance in setting up an online registration site.

The online registration system will also issue two emails to all registered attendees. The first email, sent approximately one week prior to the event, will serve as a reminder to attendees and provide information regarding parking and the event schedule. The second email, sent after the event, will include a brief thank you and link to the post-event evaluation survey, if applicable.

Please note that any events that offer CLE credit will require the creation of a registration page. We are required to keep records of CLE event attendees per the Virginia State Bar.

If your event requires attendees to pay a registration fee, additional online setup and permissions may be required. Discuss this with the [Events & Communications Manager](#).

6.4g   Facebook, Twitter, and Instagram

We will publicize student organization events via social media when appropriate, via Facebook ([facebook.com/URLawSchool](#)), Twitter ([twitter.com/URLawSchool),](#) and/or Instagram ([instagram.com/urlawschool](#)).

For more information on social media promotion, please contact the [Director of Communications & Marketing](#).

6.4h   Email Blasts

Each student organization is permitted one email blast per major event. Exceptions may be granted upon request through the [Associate Dean of Students](). Please note that the [Associate Dean of Students]() will be moderating the class listservs, so there may be a discrepancy in when the message is sent vs. when it was originally submitted.

Failure to use discretion when emailing listservs may result in removal of sending privileges.

- 3L Class Listserv: [lawclassof2023@richmond.edu]()
- 2L Class Listserv: [lawclassof2024@richmond.edu]()
- 1L Class Listserv: [lawclassof2025@richmond.edu]()
- Faculty Listserv: [lawfaculty@richmond.edu]()
- Staff Listserv: [lawstaff@richmond.edu]()
- Faculty & Staff Combined Listserv: [lawfacstaff@richmond.edu]()

Please remember that all internal organization communication should go through your organization's private email list.

6.4i   Print Invitations

If you would like to issue print invitations to potential event attendees, contact the [Events & Communications Manager]().

6.4j   Printed Materials for the Day Of

Discuss the printing of event materials with the [Events & Communications Manager](). Please note that advance notice for printed materials may be required, depending on the complexity of the request.

Printed materials include:
- Programs
- MCLE forms
- Posters
- Attendee list
- Table tents (name labels) for speakers

6.5   Catering

After scheduling your event, consider any catering needs. **Prior to securing any catering for your event, it is important to familiarize yourself with all food and beverage (alcoholic and non-alcoholic) policies set by the University.** These policies can be found in Section 7.

It's important to plan in advance in case any check requests need to be submitted to the University, which can take up to two weeks for processing.

There are three primary options when it comes to catering: 1) UR Catering, 2) an approved vendor, 3) or providing your own food.

6.5a   UR Catering
The University offers full-service catering options through UR Catering. All requests for university-provided catering should go through the [Events & Communications Manager](). Because UR Catering tends to book up far in advance, it is recommended to make your request at least four weeks prior to your event.

Please note that any event occurring in the Jepson Alumni Center is required to use UR Catering, as they are the exclusive caterer for that space.

6.5b   External Approved Vendors
The University manages a list of approved vendors who can be used for event catering. Vendors found on this list have already been vetted by the University and have specific certificates on file that permit them to come on campus. The Approved Vendors List can be found [here](). Please note that this list is updated frequently, so a vendor found on the list now might not be found on the list in a month.

After choosing an approved vendor, you must fill out a [Food Waiver Request Form]() and submit it to the [Events & Communications Manager]() at least five business days prior to your scheduled event. Once you have submitted the application, it will be sent to the University for approval.

In the event that an approved caterer requires a signed contract, you are required to submit the contract to the Dean's Office. See Section 7.4 for more information on contracts.

6.5c   Providing Your Own Food or Sourcing Food from an Outside Vendor

For liability reasons, a Food Waiver Request Form must be submitted for approval prior to hosting an event using goods or services of an outside (non-approved) vendor. By submitting a Food Waiver Request Form, the contact or coordinator is agreeing on behalf of the group or organization to release the University of Richmond from any and all responsibility or liability for any injury or illness resulting from consumption of food or beverage which Campus Dining Services did not prepare, distribute, or provide. In addition, the reserving individual/organization is responsible for ensuring all University policies are in compliance.

This includes any pick-up order from an outside vendor who is not on the approved vendor list. Deliveries to campus from non-approved vendors are prohibited.

The waiver must be submitted and approved **prior** to purchase.

Please note that you are **not** required to submit a Food Waiver Request Form if University Catering is providing food/beverages for your event.

You must submit a Food Waiver Request Form to the Events & Communications Manager no fewer than five business days prior to your event. Once you have submitted the application, it will be sent to the University for approval. The Events & Communications Manager will let you know when/if it has been processed and approved. Filling out a Food Waiver does not guarantee University approval.

6.5d   Other Catering Guidelines

Invoices
It is your responsibility to ensure that all catering invoices have been paid in full and in a timely manner. Refer to Section 8.3 for more information.

6.6   Multimedia & Audiovisual Needs

To arrange multimedia/AV assistance or video recording, contact the Events & Communications Manager.

6.6a   Photo/Video Release Form
Any speakers participating in your event that will be photographed or recorded must fill out a Photo/Video Release Form prior to the event. This form gives permission for photographs or video recording of the event. A link to the form can be found at https://law.richmond.edu/students/events/photo-permission.html.

6.6b   Wi-Fi Access
A wireless network is available for visitors. To log on, connect to the VisitUR network, then check the box labeled "I accept the terms of use" followed by clicking "Log In."

If you are distributing printed materials to your event attendees, consider including this information, or placing signs on registration tables.

6.6c   Live Streaming & Recording
If you would like your event to be live streamed or recorded, contact the Events & Communications Manager.

6.7   Event Setup

6.7a   Tables
A small quantity of 6' and 8' rectangular tables can be found in the closet behind the Moot Courtroom. Please check with the Events & Communications Manager before you use the tables to make sure another group has not already made arrangements to use them.

6.7b   Linens
The Dean's Office owns two black linens that fit 6' rectangular tables. You may request to use these by contacting the Events & Communications Manager. These linens can only be used on registration tables.
Any linens for food tables must be rented through your event caterer, as we do not provide linens for food tables.

6.7c   Special Setups
Any special room setup must be requested through the Events & Communications Manager. Please note that many room setups are permanent and cannot be configured.

In the colder months, it may be helpful to request the use of coat racks for large events. Contact the Events & Communications Manager.

6.7d   Housekeeping
Keep in mind that large events create a large amount of trash and additional cleanup. It's important to consider whether or not your event requires additional housekeeping services. Discuss this with the Events & Communications Manager.

6.7e   Kitchen Keys
If you need access to the first-floor kitchen (located next to the Carle Davis Commons), visit the front desk in the Dean's Office for assistance.

6.7f   Community Cabinet
If you need extra supplies (such as napkins, paper plates, cups, cutlery, etc.) there is a Community Cabinet located in the kitchen area of the DownUnder. This cabinet will be restocked by the Dean's Office at the beginning of each semester. Because this is a shared cabinet available for use by all students, please practice common courtesy when taking supplies. If you have leftover supplies, you are encouraged to donate them to the cabinet for use by your fellow classmates.

6.8   Parking

If you have event attendees or guest speakers who are not University of Richmond students, faculty, or staff, you may need to request parking passes or reserve parking lots.

6.8a   Parking Passes
Individual parking passes for visitors can be requested in small quantities from the Dean's Office. Visit the front desk in the Dean's Office for assistance. These passes can be requested up to a week ahead of time.

Visitor parking passes can also be requested online at parking.richmond.edu/registration/visitor.html.

If you wish to reserve a few parking spaces for your special guests or guest speakers, you may request to use traffic cones. Contact the University Police Department for this request.

6.8b   Parking Lot Requests
If you are expecting a large number of non-UR event attendees, you should consider reserving a parking lot. Parking lot requests must be submitted through the Events & Communications Manager. Please remember to request parking as far in advance as possible.

On the day of the event, you will need to enlist someone to remove cones blocking off your reserved parking lots prior to your event start time.

Parking signs are available for purchase through the Campus Print Shop (see Section 6.4d).

6.8c   Campus Parking Map & Directions
Be sure to send campus maps to your attendees prior to the event. A campus parking map can be found at https://www.richmond.edu/visit/maps/print/parking.pdf.

Instruct attendees to use the address **203 Richmond Way, Richmond, VA 23173** (this will bring them directly to the Law School).

6.9   Event Speakers

Prior to contacting any potential guest speakers, you must consult with the Dean's Office for approval.

6.9a Do Your Research

Before inviting a speaker, you should do some basic research on the person. If the speaker's views or positions are likely to be controversial within our community, you might consider whether it would be appropriate to use a format that includes the presentation of an opposing view.

Once you have identified the speaker or speakers, you should determine how best to reach them. Determine if your organization members have a contact to the speaker. If a faculty member or dean has a relationship with the speaker, use those connections. If the speaker is an alumna/us of Richmond Law, contact the [Director of Alumni Relations](). Regarding scheduling, you should contact the administrative assistant, legislative assistant, etc., to determine if the speaker's calendar is open and how scheduling decisions are made.

> **Remember, events and event dates are <u>not</u> finalized until you have received confirmation from the Dean's Office. <u>Do not</u> extend an invitation to a speaker for a specific date until you have received formal approval.**

6.9b Extend an Invitation

Extend a formal invitation to the speaker outlining the reasons why you're inviting them to your program.

The invitation should include the following basic components:

- Name, date, and venue of the event
- Theme or focus of the event
- Why you think the speaker would be a good fit for the event
- What you want the speaker to do at the event (Speak and provide an article? Speak only?)
- How it would benefit the speaker (talk about publicity that will be done, other speakers already committed or invited, etc.)
- Your contact information

Four steps to sending out invitations:

(1) Send out a "first batch" of invitations, which should include your top speaker choices
(2) Wait for responses and follow up when necessary
   a. Follow up with a phone call timed a few days after the letter would have arrived
(3) Assess the responses
   a. If your top speakers cannot attend, begin reaching out to your second choices
(4) Send another batch of invitations and repeat

6.9c   Handling Responses

When a speaker says "no," be gracious and thank them for considering the opportunity. If it feels appropriate, you could also ask for recommendations for other speakers.

When a speaker says "yes," you will need to reach out via phone, Zoom, or in person to give them more information about the event and the presentation. You'll need to discuss the following:

- Detailed information about the program you're planning
- Information about your organization
- If you are assigning an individual point of contact to this speaker, be sure to give all contact information (including cell phone numbers)
- Let your speaker know that you would like to record the event and request a Photo/Video Release Form (see section 6.6a)
- Be clear about expectations:
    - o Will the speaker need to submit materials/handouts in advance of the program for MCLE purposes?
    - o Will the speaker be required to write an article before/after their talk?
    - o Will the speaker need to collaborate with other panel members? If so, give names and contact information and see if you can arrange a conference call. Provide the name of the moderator. The moderator should also be informed of contact information on all panelists.
    - o Set firm deadlines for your required materials (follow up with phone calls if necessary)
- Request photos/headshots, bios, and preferred title for publicity and introductions
- Inquire about any dietary restrictions or needs
- Discuss travel and hotel arrangements with the speaker
    - o The University will reimburse speakers for expenses (coach travel only).
    - o Be in touch with your speakers about parking, hotel confirmations, flight confirmations, etc.

6.9d   Hotel Accommodations

See Section 8.7b for more information regarding hotel accommodations for speakers. No Airbnb or similar rentals are permitted.

6.9e   Transportation/Travel Arrangements

Mileage will be reimbursed at the University's mileage reimbursement rate.

6.9f   Reimbursements

See Section 8.7 for more information on reimbursing speakers.

6.9g   Speaker Gifts

Consider gifts to give to your speakers. Any questions should be directed to the [Events & Communications Manager](#).

SBA sets limits on the amount spent on speaker gifts. If your student organization is funded through SBA, contact the SBA Treasurer for more information.

6.9h   Political Activities

As a charitable entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, the University is prohibited by law from participating, directly or indirectly, or intervening in political campaigns at the federal, state, or local level. The University's facilities and resources may be used in connection with political campaigns only as permitted by official University policy. To reference this policy, please contact the [Associate Dean of Students](#).

6.9i   Honoraria/Speaker Fees

Payments for honoraria or speaker fees are not typically approved, unless there are exceptional circumstances that warrant it. Contact the [Associate Dean of Students](#) to request honorarium approval *before* confirming with speakers.

6.10   Campus Police/Security

Some events may require the presence of a police officer or security guard, depending on whether or not alcohol is served, the number of attendees, and the location of the event. The [Events & Communications Manager](#) will consult with URPD to determine if police presence is required. Please note that police/security presence will incur additional fees, which will need to be factored into the budget.

High profile speakers or event attendees may require special police/security presence.

6.11   MCLE Credits

When planning an event, consider Mandatory Continuing Legal Education (MCLE) credit opportunities. Please contact Maureen Moran (*Reference and Research Services Librarian*) at mmoran@richmond.edu for assistance.

The application process should begin about 12-16 weeks prior to your event. Applications submitted in the fall can take up to 10 weeks to be processed by the Virginia State Bar; applications submitted in the spring can take up to six weeks for processing.

After MCLE credit has been granted, be sure to update your website and registration information. MCLE materials should be added to the website one week in advance. MCLE sessions should be indicated as such on the event program.

Please note that registration is **required** for all events that offer MCLE credit. See Section 6.4f for more information about setting up a registration site.

6.12   Post-Event

6.12a   Return Borrowed/Rented Items

If you borrowed or rented any items, be sure to return them after your event. Items can include:

- Keys
- Sign stands
- Tables and/or linens

6.12b   Follow Up with Your Speakers

If you had any guest speakers, follow up shortly after the event with an email or written thank you letter. Use this opportunity to request final expenses and receipts.

7. University Policies

Please note that failing to comply with any University policies may result in the decline of reimbursement requests.

7.1   Alcohol

The University monitors <u>all</u> food and alcohol being served on campus. Therefore, alcohol use at an event must be recorded in EMS/Centralized Scheduling Service. **You are required to inform the [Events & Communications Manager](#) whenever you plan on serving alcohol at an event.**

As of January 1, 2021, several new policies are now in effect regarding on-campus events with alcohol. The full policy can be found [here](#). A few key takeaways can be found below.

Alcohol Purchasing
Alcohol must be purchased from University Catering or through an approved caterer. Student organizations are **not** permitted to purchase alcohol and have a member of their organization serve as a bartender.

ID Checks and Wristbands
At events where students are in attendance and alcohol is being served, photo IDs must be checked for each person wishing to consume alcohol, even if they're visibly over the age of 21. Additionally, all attendees over the age of 21 wishing to consume alcohol must be identified by a wristband. Wristbands will be supplied by the Dean's Office.

Event Manager
New policies require a Law School staff member to serve as an Event Manager at on-campus events where alcohol is served. The Event Manager is responsible for monitoring entrances/exits to/from the event, "swiping in" students using their UR IDs, checking photo IDs and issuing wristbands, and overseeing the event. Because a staff member must be present at on-campus events where alcohol is served, it's important to plan in advance.

7.1a   Other Alcohol Policies
Serving Food with Alcohol
The Law School has a policy regarding the serving of food and alcohol at student events. If alcohol is being served, food <u>must</u> be served commensurate both with the quantity of alcohol available as well as the time of day.

As a general guideline, events that *start* during traditional dinner time (5-7 p.m.) and that also serve alcohol should offer a meal. Events or receptions serving alcohol and hors d'oeuvres should provide a *minimum* of six pieces of food per attendee per hour. Food quantity is subject to review and approval by the Dean's Office.

Student Organization Budgets & Alcohol

Student organizations are not permitted to spend more than 40% of their annual expenditures on alcohol or alcohol-related expenses. Alcohol-related expenses include gratuities on a bar tab, cost of bartenders, etc.

Police/Security

Campus police will be notified for large (100+ people) receptions or parties. If they determine that security is needed, additional fees may apply.

Self-Service Bars

Self-service bars are **not** permitted.

Removing Alcohol from Premises

Alcohol is not permitted beyond Law School premises.

7.2   Food & Beverage

7.2a   Non-Alcoholic Beverage Policy

The University has contracted with Pepsi for exclusive beverage representation on campus. Therefore, only Pepsi products are to be sold, dispensed, served, or sampled on campus. Per this agreement, products must be purchased through the University's retail outlets (ETC or the bookstore) or Heilman Dining Center. **The purchase of Pepsi products from any non-campus retailer is not permitted.**

Pepsi products include soft drinks, bottled water (Aquafina), Gatorade, Starbucks coffee, Izze, Naked Juice, Bubly, and more.

If you plan on purchasing your own beverages for any event, you are required to purchase them through the University. To order, call 804-289-8512 (Monday–Friday, 9 am.–4:30 p.m.) at least three business days prior to your event.

7.3   Fundraising

Students and student organizations are prohibited from soliciting financial support from alumni or any outside sources including foundations, corporations, or law firms without the prior written consent of the Associate Dean of Students. Requests for permission to solicit must be must be submitted in writing to the Associate Dean of Students and must include:

1)   a statement describing the purpose of the solicitation and any related events and/or activity(ies),
2)   the names and affiliations of all prospective donors, and
3)   exact copies of all proposed solicitation materials.

Please understand that the Associate Dean of Students may need to consult with others within the Law School and the University, and therefore it may take up to four weeks from receipt of a complete solicitation request to receive a decision regarding the request.

7.3a   Donations Involving Goods & Services Received

If an approved fundraising activity involves offering tangible goods or services for cash, no tax-deductible receipt can be issued. This includes items donated for auction purposes. These activities still need to be pre-approved by the [Associate Dean of Students](#).

7.3b   Cash Donations

If the approved function or activity generates cash gifts with no tangible goods or services received by the donor, the Dean's Office should be notified immediately for the purpose of generating an official thank you/receipt and to record the gift. (This includes donated items, not used for fundraising such as restaurants donating food - a gift in kind.) All monetary gifts need to be turned into the Dean's Office for forwarding to the Advancement Office for posting to your organization's account. Businesses and individuals rely on charitable donations for their tax deductions. The IRS only acknowledges official gift receipts when presented on official university letterhead.

7.3c   Fundraising on Behalf of Third-Party Non-Profits

Student organizations who wish to solicit funds for a third party should have all donations made out directly to the third party. Funds should not be directed to Richmond Law with the expectation that they will be donated to the third party by the school in the future. For example, checks should be made out directly to the organization, not to the Law School.

Fundraisers to benefit an outside non-profit organization must be run through a student member of the student organization hosting the event. For example, when a student organization wants to host a trivia night with the proceeds donated to a local shelter, a member of the student organization must be responsible for collecting donations and making the donation to the non-profit organization. Funds cannot be run through the University.

7.4   Contracts

All contracts and contractual agreements must be entered into an online system that is monitored and reviewed by the University. Once reviewed by University approvers, they are then submitted to Dean Perdue for review and signature.

Please note that you, as a student, are <u>not</u> permitted to sign any contracts. This includes, but is not limited to, catering contracts, hotel/room block agreements, facility rental or event space agreements, event/event equipment rental contracts, speaker agreements, etc.

You must contact the Dean's Office to begin the contract review and approval process. Keep in mind that this process may take several weeks, depending on the terms and conditions of the agreement. Contracts must be submitted to the University for approval <u>prior</u> to any deposits or payments.

7.5   Alumni Outreach

We welcome and encourage student-alumni collaboration and communication. If you'd like to reach out to any alum on behalf of your organization (for purposes including, but not limited to, making a presentation, filming a video, or fundraising), you must contact our Alumni & Development Office first. The best way to do this is to

reach out to the [Director of Alumni Relations](). Our staff will be able to help you discuss the best outreach approach.

7.6   Logo Use and Licensing

All logo use requests must be submitted to the [Director of Communications and Marketing](). Any items ordered with the school's logo or the school name (such as t-shirts or other promotional products) must be ordered from an approved vendor and approved by Collegiate Licensing.

7.7   Organizational Transitions

At the end of the school year, when a new leadership team is transitioning in, students should make every effort to ensure that the new team has access to all of the materials and communications tools used by the organization.

8. Student Organization Budgets

This budget is based on the Student Organization's total funds for the year and should list categories of proposed expenses. The budget must be approved before any expenses are incurred. If there are extenuating circumstances, please contact the [Associate Dean of Students]() and the [Budget Coordinator]() to request use of budget funds before the start of the academic year. Please note that this should be a rare occurrence and justification must be approved prior to incurring any expenses.

Budgets for advocacy boards, journals, and the McNeil Society are determined by the Dean's Office. All other organization budgets are determined by the Student Bar Association (SBA).

8.1   General Information & Strategy

Organization budgets are comprised of all anticipated expenses and associated activities for each organization for the duration of the academic year. All expenses are charged to each organization's index number. Index numbers can be provided by the organization's treasurer or the [Budget Coordinator]().

In order to effectively manage the approved budgets, please note the following policies.

8.1a   Amending Approved Budgets and Budget Reallocations
Approved budgets cannot be amended without the express approval of the SBA, with the exception of journals, advocacy boards, and the McNeil Society.

Budget reallocation requests from journals, advocacy boards, and the McNeil Society must be submitted to the [Associate Dean of Students]() or the [Budget Coordinator]() for budget review. All other organization budget reallocations must be submitted to and approved by the SBA officers.

Any organization events or activities not previously included in the approved budget require review and approval by the Student Bar Association, the Associate Dean of Students and the Budget Coordinator **prior to incurring any expenses**.

8.1b   Unauthorized Expenses
Unauthorized expenses include but are not limited to gift cards, furniture, personal items, computer equipment, and alcohol purchases in excess of 40% of an organization's total expenditures. Incurring unauthorized expenses may result in a demand to the organization or individual for repayment and/or other sanctions by the Associate Dean of Students and/or the Student Bar Association.

Expenses incurred in violation of the Events policies and procedures may require reimbursement to the University by the individual(s) incurring the charges. Please refer to the Section 6 (Event Planning) of this handbook regarding the use of the University's catering services and the list of approved vendors and products.

Please note that all items printed with the school's logo or common words (such as "Richmond Law") must be ordered from an approved vendor and approved by Collegiate Licensing. See Section 7.6 for more information.

8.2   Receipts & Reimbursements

8.2a   Submitting Receipts
Original and detailed receipts are **required** for all reimbursement requests., including on-campus services (University Catering, Printing Services, Spidershop, etc.). Receipts for reimbursement must be dated **no more than 60 days** from the date of purchase. All receipts should be submitted to the Budget Coordinator and should include the reason for the expense and the name of the event, if applicable.

Receipts for on-campus services (University catering, print shop, Spidershop) that are charged directly to a student organization index should be submitted to the Budget Coordinator and should include the reason for the expense and the name of the event, if applicable. Bank and credit card statements are not acceptable forms of expense documentation. However, paid online receipts or copies received directly from the vendor will suffice for an original receipt.

8.2b   Meal Receipts
For any meal receipts, if fewer than 10 guests are included on the receipt, please write the names of each guest on the receipt. Please include both the title and company name for any external guests. If more than 10 guests are included on receipt, simply write "10+ attendees" on the receipt. Any meal receipt submitted without this information will be returned delaying the reimbursement process. The maximum gratuity on meal receipts is **18%**. Meal receipts must be itemized. Delivery orders do not need to be tipped at 18%, but can be based on level of service. We recommend tipping no more than $20-25 on a delivery order.

8.2c   Missing Receipts
The University no longer offers a missing receipt form. You will not be reimbursed if you do not have a receipt.

8.2d   Reimbursements

All reimbursement requests should be submitted to the [Budget Coordinator](#) for processing.

Accounts Payable processes checks on Tuesdays and Thursdays only. They require 10 business days to process payments.

Students have the option to choose direct deposit or a physical check when submitting requests for reimbursement. Direct deposit is the quickest avenue for reimbursement and can be set up in Bannerweb.

8.3   Payments

8.3a   Forms of Payment for Student Organizations
The following are two valid forms of payment available for the purchase of goods and services by organizations.

(1) Student Organization P-Cards
The Student Organization Purchasing Card (SOC) is a corporate MasterCard issued in the organization's name to provide an efficient way to process orders of University business and travel-related purchases. Qualified purchases within a predetermined purchase limit ($500/transaction maximum; up to $5,000) can be charged directly to the SOC.

Training by the Dean's office is required before using a SOC. Contact the [Budget Coordinator](#) if you need to schedule a time for training. Receipts should be turned in within 72 hours of purchase and can be submitted by hard copy or electronically

The SOC **can** be used to purchase:
- office supplies
- small, replaceable equipment (such as calculators)
- subscriptions
- books
- videos
- printing at off-campus locations
- miscellaneous one-time purchases
- ground transportation
- parking
- other travel and social expenses

The SOC **cannot** be used to purchase:
- any computer and computer-related equipment (this must be purchased through Information Services [IS] or the department must receive written approval from IS to make the purchase)
- furniture (the University's Design Services must approve any and all furniture purchases; please contact the [Budget Coordinator](#) or [Director of Budgeting & Operations](#) for assistance or questions)
- on-campus purchases at the dining halls, cafes, Print Shop, or the SpiderShop.
- alcohol

When using the SOC, the user should be sure to have additional funds available in the event the SOC is declined for any reason.

(2) **Invoice submitted to** the [Budget Coordinator.](#)
Invoices that require payment by check can be brought directly to the [Budget Coordinator](#) for processing. All requests should first be authorized by the organization Treasurer. Checks will be mailed directly to the vendor; you may not pick up checks for vendors from Accounts Payable.

8.4   Gifts/Prizes/Awards Reporting Form

In the event that you are giving away a gift, prize, or award, you may need to submit additional information to the University. The Gifts/Prizes/Awards Reporting Form can be found online at http://controller.richmond.edu/common/pdf/accounts-payable/forms/Gift-Reporting-Form071113.pdf.

Gifts of cash, gift cards, and gift certificates are not permitted. The following guidelines pertain to non-cash gifts.

Prizes and awards are tangible personal property bestowed on University students in recognition of performance-related activities.

Gifts are tangible personal property given in recognition of a particular achievement of participation in an activity.

Gifts to University of Richmond faculty or staff are not permitted.

University or SBA funding may not be used to purchase gifts for students. However, organizations with dues or fundraising accounts may use these funds to purchase gifts to show congratulations or appreciation in recognition of an academic or other professional milestone. Any gifts over $15 require approval from the [Associate Dean of Students](#).

Gifts to show appreciation to outside speakers and judges are permitted in modest amounts. Gifts should be approximately $10 in value.

8.5   Deposits

Please submit checks to the [Budget Coordinator](#) for depositing. All checks must be made payable to "University of Richmond" and should be submitted for deposit within 60 days of the check date.

8.5a   Dues
Any dues collected by student organizations must be submitted to the [Budget Coordinator](#) for deposit. These funds will be kept separate from funds allocated by SBA. All checks should be made payable to the University of Richmond and should be submitted for deposit within 60 days of the check date.

8.6   Student Travel

8.6a   Airfare
Airfare can be charged to the Law School's credit card. Please see the [Budget Coordinator](#) to make reservations. You must have all of the following information before we can make any reservations:

- Name, phone number, email address, and date of birth for each traveler
- Destination(s)
- Travel dates
- Website/link to proposed itinerary OR preferred airline, departure, and return times
- Travel insurance should not be purchased.

Note: names listed on reservations must match the traveler's U.S. government identification.

8.6b   Mileage
Students will be reimbursed for mileage at the University's mileage reimbursement rate. Gas expenses will <u>not</u> be reimbursed. Transportation expenses will not be reimbursed for local/virtual events.

8.6c   Meals
Students can be reimbursed up to $25 per day (recommendation: $5 breakfast, $7.50 lunch, $12.50 dinner) if itemized receipts are submitted. Gratuity should be no more than 15%. Alcohol is not reimbursable. Expenses for individual travelers should be on separate receipts.

8.6d   Lodging
Students are not permitted Airbnb or similar rentals. Please see the [Budget Coordinator](#) if a credit card authorization form is needed in order to make hotel reservations. Itemized hotel folios should be turned in after a hotel stay.

8.7   Guest Speakers

The University typically does not pay an honorarium for a guest speaker (see Section 6.9i). However, reimbursements for mileage and meals may be permitted and should be submitted within two weeks of travel. Please contact the [Budget Coordinator](#) to confirm before making any commitments to the speaker.

8.7a   Speaker Reimbursements

(1) The organization treasurer should provide the [Budget Coordinator](#) with a list of speaker names in advance of the event along with their mailing address, email, and phone number. If the speaker prefers to reimburse someone else (a firm or a university) we will need the name, address and Federal ID# if the recipient. Having this information in advance will allow for faster reimbursements.

(2) Encourage speakers to make any travel arrangements as soon as possible in order to get the best price. Please let them know the University will not pay for travel insurance or upgrades.

(3) Ask speakers to send all receipts for which they will be seeking reimbursement to the organization Treasurer within 2 weeks of the event.

(4) After approval, the organization Treasurer can turn them into the [Budget Coordinator](#) for processing.

8.7b   Hotel Accommodations
The Law School has a special rate at the Graduate Hotel. Hotel reservations should be made through the [Events & Communications Manager](#).

No Airbnb or similar rentals are permitted.

8.7c   Mileage
Speakers are reimbursed for mileage at the University's mileage reimbursement rate. Gas/fuel expenses will <u>not</u> be reimbursed.

8.7d   Travel
If a speaker is not driving to/from the Law School, and instead utilizing airlines, bus, or train service, only coach travel will be reimbursed and travel insurance should not be purchased.

8.7e   Meals
See Section 8.2 for more information.

8.8   Exclusions

The Law School will not pay for an organization to obtain a membership card to Sam's Club, Costco, BJ's, etc., nor will anyone be reimbursed for paying a membership fee.

9. Social Media & Websites

These social media guidelines and best practices are designed to help Richmond Law student organizations run successful social media accounts.

9.1   Requirements

All student organizations with a social media account should have a written code of conduct that expresses your values and regulates how members of the social media community may engage with your content. Some examples include:
- We welcome respectful discussion in our comments.
- We will acknowledge and rectify any errors or mistakes promptly.
- Comments must be relevant to the topic posted. Irrelevant comments will be deleted.
- Comments that use profanity or hate speech, or are a personal attack, will be deleted and the user will be blocked.

Upon graduation, students with administrative privileges to a student org social media account must terminate those privileges and ensure that they're transferred to another student to take over account duties.

9.2   Setting Up an Account

Be Strategic: Before beginning an account, define the goals, target audience, voice, and the best platform(s). Revisit these frequently to see if they've changed and adjust accordingly. Consider starting with one platform before moving on to create accounts on other platforms.

Do Your Research: See what similar student organizations at other law schools are doing. This is a good way to see what type of content is relevant and engaging.

Handles: When naming an account, choose something easily recognizable (and available across platforms, if setting up multiple accounts). Keep the "name" and handle consistent. If it's necessary to differentiate the account name/handle, abbreviate to Richmond Law (RL) or UR Law.

9.3   Content

Quality Graphics: Professional equipment is not required to have a successful social media account. However, quality images and videos will go a long way even if they are taken on a phone. (Note: Wipe cell phone camera lenses before taking pictures or videos to prevent smudgy images.)

Phrases to Avoid: Stay away from using phrases such as "comment below," "tag a friend," "like this post," etc. Consider encouraging engagement organically by asking a question in a caption or story.

Be Accurate: Check to ensure the location, names and titles, and/or facts and statistics are correct before posting.

Get Permission: Proactively ask visitors and guest speakers for their permission to use their image. Before an event, send them this link and ask that they fill it out in completion. If tagging an individual, get their permission before tagging them in an image or caption.

Accessibility: Use captions for videos and add alt text when posting on Instagram.

9.4   Maintaining an Account

Post Consistently: Stick to a manageable posting schedule. For Facebook and Instagram, a recommended goal is three posts per week, with increased frequency as time allows. More frequent posting (e.g. a couple times a day), is more common on Twitter, unless you're using the channel in a specific/targeted way (e.g. only during an event or conference).

Be Engaging and Engaged: Welcome conversation and engagement from followers. Try to respond with a like or comment with 24 hours.

- Show support and community. Tag other student organizations on campus in posts that involve them and like/comment on their posts.
- Monitor engagement according to your written code of conduct.

Make a Smooth Transition: Pass along account information when the executive board changes so that new pages do not need to be created for the same organization every year. This will prevent future members and followers from being confused as to which page/profile is "official."

Follow Your Policy: People may leave comments that are negative, critical, or inappropriate/irrelevant. Stick to your code of conduct when it comes to engaging with comments.

9.5   Additional Resources

Content Management
- [Planoly](#) – Social media management website and app. Helps organize content into a feedmap. The free subscription will not post automatically but will remind you when it's time to make a post.
- [Later](#) – Social media management tool, similar to Planoly, but specifically for Instagram.
- [Airtable](#) – Content calendar website good for planning content across multiple platforms.

Content Creation
- [Canva](#) – Create graphics without needing Adobe software.
- [Unfold](#) – App for creating stories.

Photo Editing
- [Snapseed](#) – Photo editing app.
- [VSCO](#) – Photo filter app.

Captioning
- [Rev](#) – Captioning services. Costs $1 per minute.
- [Clipomatic](#) – Captioning app good for automatic captioning of a video with one person speaking (i.e. Instagram stories).

9.6   Websites

Student organizations that would like to host organization websites are encouraged to set-up a site through the University's Wordpress account. Contact the [Director of Communications and Marketing](#) to set-up such an account, or to discuss general website strategy. Wordpress training resources are available through the University's Technology Learning Center.

9.7   Helpful Contacts

Let us know when you're launching an account or website so we can help expand your reach! Contact the [Director of Communications and Marketing](#)

Addendum A: Event Planning Timeline & Checklist

As Early as Possible

- ☐ Submit Event Request Form and indicate preferred dates
- ☐ Wait to receive confirmation from the Dean's Office before moving forward with any other logistics
- ☐ Finalize a date and time, room, etc. with the Events & Communications Manager
- ☐ Solicit speakers (see Section 6.9)
- ☐ Begin the MCLE application process (process can take 12-16 weeks from start to finish)
  - o Contact Maureen Moran (mmoran@richmond.edu)
  - o Once MCLE credit is received, update advertising and website

8 Weeks Prior

- ☐ Decide on food/catering needs
- ☐ Submit the Approved Event Publicity Request Form to have event added to the events calendar and The Docket
- ☐ Consider other ways of publicizing your event
  - o Inviting alumni as guests (see Section 6.4e for guidelines)
  - o Invited external audiences
  - o Flyers and D-flyers
  - o Email blasts
- ☐ Check in with speakers
  - o Provide outline/talking points to your speakers
  - o Assist speakers with travel arrangements (coordinate with Dean's Office)
  - o Request photos and bios of speakers for your publicity and introductions
  - o Consult with speakers/special guests if they have any special dietary needs and communicate these to the caterer

- ☐ Reserve a parking lot by contacting the Events & Communications Manager
- ☐ If the event is a named lecture, be sure to personally invite the donor (notify Director of Communications and Marketing and Director of Alumni Relations)
- ☐ Consider what gifts you would like to provide to your speakers
- ☐ Contact Events & Communications Manager if you would like to request that Dean Perdue introduce your speaker(s) or host any special meals at her house

6 Weeks Prior

- ☐ Work with Events & Communications Manager on publicity (social media, electronic monitors, posters, mailings, etc.)
- ☐ If you'd like to have your event filmed, contact the Events & Communications Manager
  - o Make sure you have a signed release form for any guest speakers for any photography or videography (see Section 6.6a)

2 Weeks Prior

- ☐ Arrange for someone to pick up speakers at airport/train station if arriving from out of town
  - o If driving, provide speakers with parking passes (see Section 6.8)
- ☐ Arrange for nametags to be printed for all attendees
- ☐ Arrange for table tents (name labels) for speakers
- ☐ Prepare website with materials (if MCLE needed to distribute URL)
- ☐ Create and print day-of program
- ☐ Identify roles of all volunteers and train, if necessary

- ☐ Create a day-of timeline and assignments
  - o Include who will be introducing speakers, who will be escorting speakers, etc.
- ☐ If security or police may be needed, contact the Events & Communications Manager

1 Week Prior
- ☐ Contact the Police Department for cones if you'd like to reserve a few spaces in the parking lot for your guest speakers
- ☐ Send speakers/attendees directions via email
- ☐ Request parking directional signs from the Print Shop
- ☐ Confirm travel details with all of your speakers
- ☐ Print attendee list
- ☐ Double check that all signed release forms have been submitted for your speakers

Day Before Event
- ☐ Stop by the Dean's Office to sign out any keys that might be needed
- ☐ Provide welcome material at hotel for your speaker(s) (program, agenda, directions, etc.)

Day of Event
- ☐ Make sure water is provided for speakers (see Section 7.2a)
- ☐ If a meal is served, be sure to have someone gather food for your speakers
- ☐ Place parking directional signs in strategic locations indicating the appropriate parking lot
- ☐ Make sure you have enough trash cans available throughout the building

After Event
- ☐ Return any keys to the Dean's Office
- ☐ Remove any directional signs posted on campus
- ☐ Write and email thank you letters to your speakers (use this as an opportunity to request final expenses and receipts)
- ☐ Send a post-event evaluation survey to attendees
- ☐ Send list of alumni attendees and speakers to the Director of Alumni Relations
- ☐ Conduct a post-event meeting with your organization board and store files in your Box
  - o Include details such as:
    - ▪ Important contact names and information
    - ▪ Total attendance
    - ▪ Makeup of attendees
    - ▪ Best thing about the program
    - ▪ Things you would have done differently
    - ▪ Recommendations for repeating a similar program in the future
    - ▪ Important evaluation comments from participants