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2015 – 2016 ACADEMIC YEAR

PREFACE
The 2015 – 2016 Board of Governors of the Student Bar Association of the William S. Boyd School of Law drafted this handbook to provide guidance on the processes and procedures of student organization recognition and funding.

Overarching Goal: To create a stronger sense of community among students, faculty, and staff. As student leaders of your respective student groups, your participation is instrumental in making this goal a success and building a strong community.

How student organizations can help:

- Plan and execute activities that will benefit the entire law school community, not just one particular student group.
- Co-sponsor events and activities with other student organizations to maximize law school participation.
- Plan and perform community service that benefit the community and positively promote the law school.
- Work closely and communicate with the Student Bar Association Board of Governors to organize, plan, and execute school-wide activities.

The Student Bar Association Board of Governors hopes this handbook serves its purpose in providing your organization with the information it needs to become an active part of the law school community.

*The SBA Board reserves the right to alter this handbook at any time and will notify the student organizations of any such alterations in a timely manner.*
OVERVIEW OF THE STUDENT BAR ASSOCIATION

The Student Bar Association (hereinafter, “SBA”) is comprised of all students in attendance at the William S. Boyd School of Law of the University of Nevada, Las Vegas (the "law school"). The SBA Board of Governors (hereinafter, “SBA Board”) are students elected to serve and represent the student body in an effort to allow for continued improvement of the high quality of education and services at the law school. The SBA Board consists of the Executive Board and Class Representatives.

The 2015 – 2016 SBA Executive Board members are:

President Brianna Lamanna lamanna@unlv.nevada.edu
Vice President (Full-Time) Keith Hightower hightow3@unlv.nevada.edu
Vice President (Part-Time) Jessica Gandy dowdell2@unlv.nevada.edu
Treasurer Steven Washington washi103@unlv.nevada.edu
Executive Secretary Marta Kurshumova kurshumo@unlv.nevada.edu

The 2015 – 2016 Class Representatives are:

4L Part-Time Candice Barker saipc@unlv.nevada.edu
3L Full-Time Katherine Frank frankk2@unlv.nevada.edu
3L Part-Time Heather Caliguire caliguir@unlv.nevada.edu
2L Full-Time Tim Revero revero@unlv.nevada.edu
2L Part-Time Sheila Tajbakhsh tajbakh2@unlv.nevada.edu
1L Day, Sect. 1 Stephanie Glantz glantz@unlv.nevada.edu
1L Day, Sect. 2 Angela Lee leea38@unlv.nevada.edu
1L Evening Carmen Gilbert gilbec1@unlv.nevada.edu

A. SBA Board E-mail, Calendar of Events, and SBA Website Information

The SBA Board has implemented a general email address for students and student organizations to communicate efficiently with the SBA Board. Our hope is for you to use this as a way to communicate directly with us about any concerns or suggestions you might have. Email Address: SBA@unlv.nevada.edu.
The SBA Board updates a website that contains SBA information. The information on the SBA website includes, but is not limited to, the SBA Board meeting notices and agendas, SBA Board meeting minutes, and SBA governing documents. Individuals may access the information on the SBA website at http://law.unlv.edu/sba/home.

B. SBA Board Meetings

For the Fall 2015 semester, the SBA Board meets on Tuesdays at 5:15 pm in Room 101. (Please note: Meeting dates, times, and locations are subject to change. Please check the law school calendar for updated meeting dates, times, and locations). These meetings are open, and all students are encouraged to attend. Student organization representation is especially welcome.

During these meetings, the SBA Board will vote on matters such as funding requests, student suggestions, and all issues on the weekly agenda. When your student organization has something on the agenda, your presence is requested to answer any questions the SBA Board may have about your item. The only time ANY decisions will be made is during the SBA Board meetings. Pay close attention to the deadlines detailed in throughout this handbook to make sure that your requests can be discussed and voted upon. If a representative of your student organization is not present to answer the SBA Board’s questions, then your request might be denied if any necessary information is missing from your form.

In order to get anything (other than any forms that the SBA Board requires student organizations to submit) on the SBA Board meeting agenda, a request must be sent to SBA@unlv.nevada.edu no later than the Monday before the meeting by 5:00PM. All requests received after 5:00PM may be included in the following SBA Board meeting agenda at the discretion of the Executive Secretary.

Any forms that the SBA Board requires student organizations to submit will be forwarded to and reviewed by the Student Organization Committee or the SBA Treasurer as the forms come in. Please allow for five (5) business days for a reply about the forms.

The Student Organization Committee is a subcommittee of the SBA Board. The Committee is charged with reviewing and voting on all forms submitted by student organizations, and reporting the results to the SBA Board.
OVERVIEW OF STUDENT ORGANIZATION RECOGNITION

For a student organization to be in good standing with the law school, the student organization must receive recognition from the SBA Board. SBA Board recognition is conferred by a majority vote of the Student Organization Committee. Additionally, SBA Board recognition is required for a student organization to receive funding from the SBA Board (see Page 14 for more information about Student Organization Funding).

Student organizations that receive recognition may receive SBA Board-related funds and may associate, promote, and market itself within the law school. Marketing in the law school includes a space on the bulletin board in the Student Lounge, advertising in the designated spots in the law school, and sending emails to the info-serve through the designated email account. Recognized organizations will also receive a mailbox and a locker in the Student Locker Room.
REQUIREMENTS FOR SBA BOARD RECOGNITION OF A STUDENT ORGANIZATION

For the SBA Board to recognize a student organization, the student organization must complete the following:

1. E-mail a copy of your student organization’s current By-laws and/or Constitution to SBA@unlv.nevada.edu.

2. E-mail the following forms to SBA@unlv.nevada.edu (found on the page number indicated, in the Appendix of this handbook):
   - Student Organization Registration (Re-Registration) Form (see Page App.1)
   - Statement of Student Organizational Privileges and Benefits (see Page App. 3)
   - Statement of Presidential Responsibilities (see Page App.4)
   - Equal Opportunity Statement - Acknowledgement (see Page App.5)

3. Submit a roster or list of members demonstrating that the student organization has at least five (5) active members (includes Board Members). Newly created student organizations and recently re-instated student organizations are exempt from this requirement.

4. Please note: To be eligible for recognition by the SBA Board for the following academic year, a student organization must complete the previous year’s Community Service Requirement as provided by the SBA Board (see Page 10 of this handbook for more information regarding Community Service Requirement). For example, to be eligible for recognition for the 2015 – 2016 academic year, a student organization must complete the 2014 – 2015 academic year Community Service Requirement.

If a student organization fails to complete all of these steps, the SBA Board may not recognize the student organization. Any student organization that is not recognized by the SBA Board will not receive SBA Board-related funds and will not be allowed to associate, promote, or market itself with the law school. Student organizations without recognition will not receive a mailbox and a locker in the Student Locker Room, or a space on the bulletin boards in the Student Lounge. All determinations of recognition or the loss thereof, are subject to an appeals process pursuant to this handbook (see Page 27 for the Appeals procedure).

Please be advised that the SBA Board shall have the discretion to request any and all information of a student organization at any time including, but not limited to, financial documentation within a reasonable amount of time. Failure to comply may result in the
loss of official SBA Board recognition.
STUDENT ORGANIZATIONS: LAWS AND CONSTITUTIONS

All student organizations are required to e-mail a copy of their by-laws and/or constitution each year to SBA@unlv.nevada.edu by September 6th. This includes local and/or national by-laws and/or constitutions that your group may follow. Student organizations, that have not already done so, must submit the latest version of their by-laws and/or constitution before the SBA Board will consider the student organization’s funding requests.

In the event that a problem, question, or conflict arises within a student organization, the SBA Board will serve as a mediator to assist in resolving the issue, only if requested to do so by the student organization. The SBA Board will only refer to the student organization’s by-laws and/or constitution on file when mediating the issue. If an issue cannot be addressed by the organization’s by-laws and/or constitution, the SBA Board reserves the right to resolve the issue by majority vote.
STARTING OR RE-INSTATING A STUDENT ORGANIZATION

If an individual student or a group of students would like to establish a new student organization or re-instate a previously existing student organization, the student(s) must complete the following steps:

1. Send out an e-mail to the InfoServe informing the student body of the student’s interest in initiating/re-instat ing the student organization and include the date, time and location of an informational meeting regarding the new student organization.

2. Hold the above-mentioned information meeting, at which all students in attendance can express interest in joining the student organization.

3. After the informational meeting, the student(s) interested in starting the student organization shall hold an election to establish an executive board. This election can be held at the end of the informational meeting, or the election can be held via TWEN polling if the student organization has a TWEN page or a TWEN page is developed.

   a. The founder(s) or re-instituting student(s) may choose to form an executive board and lead the student organization without holding an election for the remainder of the academic year, as long as the student organization’s constitution and by-laws provide for an election in the subsequent years.

   b. Each new or re-instated student organization must have approximately seventy-five percent (75%) of its executive board filled (whether by election or by appointment within one (1) month of applying for recognition.

4. Once an executive board is established, the student organization MUST apply for recognition by the SBA Board following the steps listed on Page 6 of this handbook.
COMMUNITY SERVICE REQUIREMENT FOR STUDENT ORGANIZATIONS

For purposes of this handbook, *Community Service* is defined as:

*Meaningful acts that benefit the community, increase visibility for the law school, and provide an opportunity for William S. Boyd School of Law students to participate in meaningful service that is complementary to the legal education that they are receiving. Acts that qualify as community service may include, but are not limited to, assisting non-profit organizations, direct hands-on service, or organizing group community service events.*

A. Overview

In order to receive funding from the SBA Board, every student organization must plan and participate in a predetermined amount of community service hours per semester. Each student organization may propose to the SBA Board the manner in which it will satisfy this community service requirement. In so proposing, each student organization is encouraged to participate in community service that follows the definition of community service as stated above. Community service hours, which count toward an individual student’s pro bono honors, also constitute community service hours for the purpose of the SBA Board requirement.

The officers of each student organization bear the burden of ensuring their organization fulfills the community service requirement stated in this handbook. The SBA Board is not responsible for a student organization's failure to complete any of the requirements. **If a student organization fails to fulfill the community service requirement any semester, the organization will NOT be eligible to receive funding from the SBA the following semester.**

Intentional or deliberate misrepresentation by an executive board of a student organization for the purpose of recognition and funding will be treated as a serious offense, and the entire executive board may be subject to disciplinary action pursuant to the law school’s code of conduct.

If you have any questions, e-mail **SBA@unlv.nevada.edu.**

B. Requirements

**If a student organization fails to fulfill any of the requirements in this section, the student organization will not receive SBA Board-related**
FUNDS FOR THE FOLLOWING SEMESTER. IF A STUDENT ORGANIZATION FAILS TO
FULFILL THE YEARLY COMMUNITY SERVICE REQUIREMENT, THE STUDENT
ORGANIZATION WILL NOT RECEIVE SBA BOARD RECOGNITION OR FUNDING THE
FOLLOWING YEAR.

1. Each student organization MUST e-mail SBA@unlv.nevada.edu with the
organization’s membership numbers, inclusive of the student organization’s
officers. Membership numbers must be e-mailed to the SBA Board by the fourth
(4th) Friday of each Fall and Spring Semester. If membership is increased after
this deadline, student organizations must email SBA@unlv.nevada.edu as soon as
possible with the updated membership numbers.

   If a student organization fails to e-mail their membership numbers to
   SBA@unlv.nevada.edu by the aforementioned deadline(s), the student
   organization will not be eligible to receive funding from the SBA Board the
   following semester.

2. Each student organization MUST complete a predetermined number of
   community service hours each semester. The requisite number of hours to be
   completed by any given student organization is based on the student
   organization’s reported membership numbers for that semester (see TABLE 2.0
   on page 12).

3. For each semester (i.e., Fall 2015 or Spring 2016), each student organization must
   submit a Community Service Approval Form (See Page App. 9) to the SBA
   Board describing the organization's proposed community service. This form
   MUST be e-mailed to SBA@unlv.nevada.edu at least five (5) days before the
   event occurs, to guarantee enough time for the Student Organization Committee
to review the proposal.

The Student Organization Committee may approve on-campus events, which
demonstrate that a student organization's members have completed the requisite
hours as stated in the following section (i.e., conducting a fundraising event in
house that benefits the community). However, the Student Organization
Committee will not approve events that consist of merely setting out donation
collection boxes for cash or goods in order to fulfill the community service
requirement. Although such a project provides for a worthwhile charity, and is
encouraged as a student organizational activity, it does not substantially comply
with the community service requirement or achieve the goal of increasing the law
school's visibility in our community. The Student Organization Committee will
not approve hours completed in the planning of events or the meeting in which
events are planned as community service for the requirement. Although many
community service events do require some planning, this planning does not substantially comply with the community service requirement or achieve the goal of increasing the law school’s visibility in our community.

If a student organization fails to e-mail their Community Service Approval Form to SBA@unlv.nevada.edu by the aforementioned deadline(s), the student organization will not be eligible to receive funding from the SBA Board the following semester.

**TABLE 2.0:**

<table>
<thead>
<tr>
<th>Membership Numbers</th>
<th>Total Number of Community Service Hours* to Be Completed during the 2015-2016 Academic Year (by April 26, 2016)</th>
<th>Number of Fall 2015 Semester Community Service Hours* to Be Completed by November 25, 2015 in Order to be Eligible for Spring 2016 Funding and Recognition</th>
<th>Number of Spring 2016 Semester Community Service Hours* to Be Completed by April 26, 2016 in Order to be Eligible for Fall 2016 Funding and Recognition</th>
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<tr>
<td>10 and below</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>11 to 20</td>
<td>40</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>21 and above</td>
<td>50</td>
<td>25</td>
<td>25</td>
</tr>
</tbody>
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*Community service hours are calculated by adding the number of hours donated by each William S. Boyd School of Law (Boyd Law) student. For example, if five (5) Boyd Law students donate two (2) hours of time, ten (10) hours of community service will be fulfilled. *Please note: Only hours donated by an actual Boyd Law student will count towards any student organization’s community service hours requirement.* For example, if there are ten (10) total volunteers at the community service event, but only three (3) of those volunteers are Boyd Law students, only the hours completed by the three (3) Boyd Law students will count towards fulfillment of a student organization’s community service hours requirement. Additionally, *each community service hour completed by a Boyd Law student will only be attributed to one (1) student organization’s community service hours requirement* of the student’s choosing. For example, if a Boyd Law student completes four (4) hours at a community service event that is co-hosted by the Federalist Society (FedSoc) and the Financial Law Society (FL$), the student must choose which student organization may report the student’s volunteer hours. Stated in another way, both FedSoc and FL$ cannot report the four (4) volunteer hours completed by the Boyd Law student.
Each student organization **MUST perform their requisite service hours before the last day of classes each semester** (see above TABLE 2.0 for deadline(s)). For example, if a student organization named “XYZ” reported fifteen (15) members for the Fall 2015 Semester, “XYZ” must complete at least 20 hours of community by November 25, 2015 to be eligible for funding from the SBA Board for the following Spring 2016 Semester. However, the Community Service Hours requirement is an academic year total, so if “XYZ” completes 25 hours of community service in the Fall 2015 Semester, the additional five (5) hours may be applied towards the Spring 2016 Semester requirement because the additional hours have been completed prior to the April 26, 2016 deadline.

A student organization that fails to fulfill the Fall 2015 Semester community service hours requirement will not be eligible for Spring 2016 funding. **However,** a student organization may still be eligible for funding and recognition for the following Fall 2016 semester if the student organization fulfills **both the Fall 2015 Semester hours requirement and the Spring 2016 hours requirement in the Spring 2016 semester.** For example, if student organization “XYZ” (from the above paragraph) does not complete the requisite twenty (20) hour requirement in the Fall 2015 semester, “XYZ” **MUST** complete a total of forty (40) requisite hours in the Spring 2016 semester to be eligible for funding and recognition in the Fall 2016 semester.

Community Service Hours completed during the 2015-2016 academic year cannot be applied towards the following academic year’s Community Service Requirement. For example, if student organization “XYZ” (from the above paragraph) completed a total of 50 hours of community service during the 2015-2016 academic year, the ten (10) hour surplus will not rollover to the Fall 2016 community service hours requirement.

*If a student organization fails to fulfill the community service hours requirement for a particular semester, the student organization will not be eligible for funding from the SBA Board for the following semester.*

4. **Written evidence** of successful completion of the community service requirement **MUST be e-mailed to SBA@unlv.nevada.edu** for consideration **by the last day of finals each semester; December 12, 2015 for Fall Semester and May 12, 2016 for Spring Semester.** The written evidence requirement is satisfied through submission of the Written Evidence Form found on Page App.10 of this handbook. This form consists of a sign-in sheet attesting to member participation in community service and the number of hours each member completed.
If a student organization fails to e-mail their written evidence to SBA@unlv.nevada.edu by the aforementioned deadline(s), the student organization will not be eligible to receive funding from the SBA Board the following semester.

C. Miscellaneous

The SBA Board reiterates that it retains the right to act in a discretionary manner when addressing matters articulated in this handbook.
OVERVIEW OF STUDENT ORGANIZATION FUNDING

The SBA Board’s authority to administer student funds is provided by Article 16 of the constitution of the William S. Boyd School of Law Student Bar Association. Specifically, the constitution delegates authority to the SBA Board to administer funds as they oversee the budget process.

Note that the SBA Board does not fund student organizations per se, but rather their respective program(s), community service, and event(s). During the initial budget process, student organizations may apply for funds to sponsor and/or co-sponsor program(s), community service, and/or event(s) as they wish, so long as said program(s), community service, and/or event(s) will actually occur. Due to the increasing number of student organizations, the SBA Board will set an amount of funding available to each student organization that has properly complied with the requirements for funding as a guideline for distribution of funds. The SBA Board maintains discretion for all awards of program, community service, or event funding and the amount of events.

Please be advised that the SBA Board should not be considered a student organization's sole source of funding, but merely a supplement to other resources.

To receive funds from the SBA Board, student organizations must be recognized by the SBA Board (please refer back to Page 5 of this handbook for the requirements) and complete the following steps:

1. Request approval for funds from the SBA Board by completing the “Student Organization Funding Request Form” on Page App.11 of this handbook. This form MUST be e-mailed to at least five (5) days before your event.

2. After you have received notice from the SBA Board that your funding request has been approved, host your program, community service, and/or event.

3. For reimbursement, complete the “Funding Disbursement and Reimbursement Form” on Page App.12 of this handbook. Submit the “Funding Disbursement and Reimbursement Form” and original receipts to Kerry Martinez before the end of business on the Friday following the last day of finals. Any submission received after this date will not be honored and any unused semester funds will be forfeited. For example, if the last Spring semester final ends on Thursday, May 12, 2016, then the “Funding Disbursement and Reimbursement Form” must be submitted to Kerry Martinez by the end of business on Friday, May 13, 2016.
Failure to complete any of the above requirements will result in a denial of your funding request.
STUDENT ORGANIZATION EVENTS AND ACTIVITIES

Generally, there is no limit to the number of programs, community service, or events a student organization can have per semester or academic year, so long as the student organization complies with the following scheduling requirements. In response to the increasing number of student organizations and decrease in student participation, however, the SBA Board limits the number of speaking engagements that a student organization may sponsor at the law school to two (2) per semester. Whether an event is to be considered a "speaking engagement" is at the discretion of the SBA Board. A speaking engagement includes, but is not limited to, any event in which a student organization, either alone or with other student organizations, sponsors a member outside the law school community (not a student, faculty, or staff member) to address the law school community using the law school facilities.

The SBA Board encourages student organizations to collaborate as much as possible with other student organizations in order to maximize participation. Moreover, an event may include no more than one day and one evening session on the same topic.

Each student organization must register its own program and/or event via the automated law school calendar on the Portal. Student organizations can select from among a list of available rooms in the law school. All requests are automatically sent to the administration for review, which will come within 48 business hours.

To minimize the likelihood of multiple student organizations scheduling conflicting events, different student organizations are able to schedule no more than two (2) concurrent events. Student organizations are expected, as a courtesy, to notify the other organization that a concurrent event is scheduled. A student organization event cannot be scheduled concurrently with an event hosted by a law school staff or faculty member without permission from the law school staff or faculty member.

Once the funds for a program or event have been approved, the student organization is still charged with reserving a room through the Portal to ensure that there are no conflicts. If, due to extreme circumstances, a student organization must hold a program or event at the same time or in the same location as two (2) other student organizations, they are required to request the permission of the student organizations that first requested the location or time. Otherwise, scheduling a program or event at the same time or location as two (2) other student organization may be cause for the loss of funds for that program or event.

Finalized event information should be submitted to SBA@unlv.nevada.edu no later than 5:00 pm on the Sunday before the scheduled event to assist the SBA Board in
promoting student participation and attendance via the weekly calendar and postings.
FUNDING ALLOCATION PROCESS

A. Semester Funding

Student organization funding will typically be done on a semester basis, meaning that each group will be allocated funds for the Fall Semester in August, followed by funding for the Spring Semester in January. Thus, funding requests should include only those programs a student organization will administer during either the Fall or Spring Semester, whichever is applicable.

B. Forms Required for a Student Organization to be Eligible for Funding

The appendix of this handbook contains all of the forms required for a recognized student organization to request funding for a semester. In addition to the requirements for student organizations set forth in the previous pages, to be considered for funding, each student organization must e-mail the funding request forms (see Page App.11) to SBA@unlv.nevada.edu at least five (5) days before the event.

Student organizations MAY NOT supply their own funding request forms or supplement their funding request unless specifically requested to do so. Funds WILL NOT be available if the student organization: (1) fails to submit the supplied forms when requesting funding, or (2) fails to return them by the written deadline.

In an effort to avoid substantial amounts of student activity fees from remaining unused at the end of the semester due to programs, community service, or events that do not occur, student organizations are strongly encouraged to be as specific as possible when filling out the requisite forms. Student organizations MUST provide dates, room locations (as approved by the Dean), times, and speaker names in as accurate and detailed a manner as possible.

C. Items and Activities for which SBA Board Funds Shall Not be Used

Monies allocated to specific programs, community service, and events SHALL NOT be used to cover gifts (e.g. plaques, mugs, etc.), or private meals between the speaker and one or more student organizations members. Any such expenses must be paid for by monies raised through the student organization's membership dues or fundraising activities.

Additionally, under the SBA Bylaws, the SBA Board shall not serve as the student organization’s primary source of funding. Priority will go to fulfillment of the current community service requirement and/or student organizations that have completed their
community service requirement for the previous semester.

D. Carryover of Unused Funds Allocated in Previous Semester

As the SBA Board has a limited budget from which to fund all student organizations, funds allocated for programs, community service, and/or events during a semester that are not used will be recaptured by the SBA Board for allocation during the next budget allocation cycle. The SBA Board will track actual expenditures and will consider the extent to which a student organization used its allocated funds in the previous cycle when examining that student organization's future funding requests. Therefore, student organizations that request funding for programs, community service, and/or events that do not occur will be at a disadvantage when their subsequent funding requests are considered.

Exceptions may be made for documented circumstances beyond a student organization's control (e.g. last-minute cancellation by speakers, etc.). It behooves student organizations, however, to not seek funds for programs, community service, or events that are unlikely to occur.

The SBA Board will recapture funds immediately after the last day of the Spring semester classes so that they may be reallocated and used before the end of the fiscal year; otherwise, all undistributed funds the SBA Board receives through activity fees (the source of SBA Board’s budget) revert back to the law school administration's general fund. This means that the students do not get the money.
ALCOHOLIC BEVERAGE POLICY

Nevada law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages; therefore, alcoholic beverages are not to be served nor brought into any student organization’s functions or activities at which persons under the age of 21 will be present. The furnishing of alcohol to persons under the age of 21 and the possession or consumption of alcoholic beverages by persons under the age of 21 will subject the violator/violating organization to University disciplinary action and/or arrest.

The sale of alcoholic beverages by an organization is prohibited. The definition of sale includes exchange for money, before, during or after events including but not limited to coupons, admission charged and "donations." No University funds, including Student Activity Funds or those provided through the SBA Board, shall be used to purchase alcoholic beverages.

Advertising of events at which alcoholic beverages will be served cannot include references to alcohol or imply sponsorship by the SBA. If a student organization is hosting an event at a venue where alcohol will be served, the student organization must put “Please Drink Responsibly” or similar language on any advertising or marketing materials promoting this event. Such materials include, but are not limited to, flyers, handbills, posters, signs, social media (i.e., Facebook, twitter, tumblr, etc.), and e-mails to the InfoServe.

Any student organization that fails to comply with this policy may be subject to funding removal and sanctions. Continued violations will result in the student organization's suspension.
STUDENT ORGANIZATION COMMUNICATION ON LIST-SERVE POLICY

An email address will be provided to each student organization. The student organization must use only this email address to advertise information, meetings, and events on the Boyd InfoServe. The SBA Board recommends that student organizations limit their emails to the InfoServe to two (2) emails a week, and no more than three (3) emails about the same event. If student organizations do not follow this guideline, the SBA Board may reduce SBA funding.

At the conclusion of the 2015-2016 school year, the student organization should give the email account information to the student organization’s executive board for the following year.
STUDENT ORGANIZATION ADVERTISING POLICY

The University oversees and monitors the distribution of printed materials and posting of notices on UNLV's campus. The SBA Board reserves the right to remove outdated or unauthorized materials. The distribution and posting of notices is permitted with the following guidelines:

1. Student organizations may:
   a. Post in classrooms on the right hand side of the whiteboards.
   b. Post on bulletin boards in the locker room and the student lounge.
   c. Post in restrooms on the tile walls only.
   d. Post in e-mails, if using the student organization’s designated email address.
   e. Post your sign on the signboard or on an easel (available in administrative suite).
   f. Remove announcements when the event is over.

2. Do NOT:
   a. Tape announcements to walls.
   b. Tape announcements to wood benches and wood doors.
   c. Tape announcements to entryway doors.

3. Do NOT put anything about alcohol specials on law school front doors.

4. Written notices are permitted in classrooms on designated boards. Professors reserve the right to remove all written materials that interfere with classroom space or decrease the overall educational environment.

5. Banners may be hung at designated places in the law school during orientation and further scheduled periods. Additionally, student organizations may post their banner and hand out printed materials during their meetings or at events for which they have secured table space, provided they have met the procedural requirements for reserving the time and location. Student banners may not be left hanging inside the law school for an extended time. All such banners will be removed and are considered forfeited by the organization.

6. Student organizations may send mailers approved by the Dean of Student Affairs and the SBA President. Student organizations are responsible for postage and materials.
OFFICE SUPPLIES, PHOTOCOPIES, ETC.

All needed office supplies can be obtained from Kerry Martinez (in the law school administration office). To obtain supplies from Kerry, an approval form signed by the SBA President and Dean Smith is required. If the law school does not have the office supplies that you need or cannot get them in a timely manner, please let Kerry know so that she can instruct you on where and how to get the supplies.

Note that the SBA Board has pre-paid office supplies for use by student organizations. You can obtain office supplies from the law school administration office for legitimate purposes. Make sure to sign out for the supplies under the appropriate tab in the student organization binder, available at the front desk.
REPORT OF STUDENT ORGANIZATION

Student Organizations must submit the Report of Student Organization Goals, Activities, and Accomplishments (App. 6-8) one (1) time doing the 2015-2016 school year. In the Spring 2016 Semester, the student organization must submit the Report by Sunday, May 22, 2016. If the Report is not submitted to SBA@unlv.nevada.edu by the listed deadlines, student organizations risk losing SBA funding for the following semester.
GROUP TRAVEL

Qualified groups are eligible for Travel Funding through the University and by special request to the Dean. All or a portion of travel costs may be approved, and your student organization should expect to be reimbursed only for those items for which you have received prior approval. Funds are limited; therefore, priority is given to organizations that "declare" their intentions to attend conferences or other events on the Organization Registration/Re-Registration Forms.

The SBA Board cannot fund group travel. If your student organization is planning a trip, however, please contact the SBA Board as soon as possible (at least 6 weeks prior to the trip) and the SBA Board will get you in touch with the appropriate person.
PROCEDURE FOR RECEIVING ALLOTTED FUNDS

A. Generally

The way UNLV allotment works is based upon a reimbursement system. This means that a member or members of your student organization will have to pay "up front," and then be reimbursed upon successful completion of the event.

If a student organization fails to complete the requirements below, the student organization will not be reimbursed.

B. Reimbursement Procedures

Student organizations MUST submit the “Funding Disbursement and Reimbursement Form” (Page App. 12) and original receipts to Kerry Martinez before the end of business on the Friday following the last day of finals each semester. Any submission received after this date will not be honored and any unused semester funds will be forfeited. For example, if the last Fall semester final ends on Saturday, December 12, 2015, then the “Funding Disbursement and Reimbursement Form” must be submitted to Kerry Martinez by the end of business in Friday, December 18, 2015.

NOTE: FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN FORFEITURE OF REIMBURSEMENT.
APPEALS PROCEDURE

Any student organization not receiving funds due to failing to submit a timely funding request and/or disbursement/reimbursement form may submit an appeal to the SBA Board. Also, any student organization not receiving funds for particular programs, community service and/or events that were requested in their initial, timely filed funding request may submit an Appeal to the SBA Board for those funds. Each appeal will be considered by the SBA Board and may be awarded ONLY out of remaining funds not already allocated for other programs, community service, and/or events.

Appeals may not be hand-written and must be mailed and addressed to the SBA Board setting forth, in detail, the specific reasons(s) for the appeal. Please mail appeals to the address below:

Student Bar Association – Appeals
William S. Boyd School of Law, University of Nevada-Las Vegas
4505 S. Maryland Pkwy.
#451003
Las Vegas, NV 89154

Appeals sent by e-mail WILL NOT be considered.

Note: Submitting a request does not guarantee that the appeal will be granted or additional funding approved; this process is available to provide student organizations a means to further state a claim for the receipt of funds.
<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015 Late Community Service Written Evidence Form</td>
<td>September 1, 2015</td>
</tr>
<tr>
<td>Submit a copy of your Bylaws and/or Constitution to <a href="mailto:sba@unlv.nevada.edu">sba@unlv.nevada.edu</a></td>
<td>September 6, 2015</td>
</tr>
<tr>
<td>Submit Membership Numbers to <a href="mailto:sba@unlv.nevada.edu">sba@unlv.nevada.edu</a></td>
<td>4th Friday of each Fall and Spring Semester</td>
</tr>
<tr>
<td>Submit Community Service Approval Form to <a href="mailto:sba@unlv.nevada.edu">sba@unlv.nevada.edu</a></td>
<td>At least five (5) days before the event occurs</td>
</tr>
<tr>
<td>Complete Fall Community Service Hours</td>
<td>November 25, 2015</td>
</tr>
<tr>
<td>Submit Fall Written Evidence Forms to <a href="mailto:sba@unlv.nevada.edu">sba@unlv.nevada.edu</a></td>
<td>December 12, 2015</td>
</tr>
<tr>
<td>Complete Spring Community Service Hours</td>
<td>April 26, 2016</td>
</tr>
<tr>
<td>Submit Spring Written Evidence Forms to <a href="mailto:sba@unlv.nevada.edu">sba@unlv.nevada.edu</a></td>
<td>May 12, 2016</td>
</tr>
<tr>
<td>Submit Report of Student Organization to <a href="mailto:sba@unlv.nevada.edu">sba@unlv.nevada.edu</a></td>
<td>May 22, 2016</td>
</tr>
<tr>
<td>Submit “Student Organization Funding Request Form” to <a href="mailto:sba@unlv.nevada.edu">sba@unlv.nevada.edu</a></td>
<td>At least five (5) days before your event</td>
</tr>
<tr>
<td>Submit “Funding Disbursement and Reimbursement Form” to Kerry Martinez</td>
<td>Thursday, May 12, 2016 (Fall Semester)</td>
</tr>
<tr>
<td></td>
<td>Friday, May 13, 2016 (Spring Semester)</td>
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</table>
BYLAW I
SBA BUDGET

I. Purpose
The purpose of this Bylaw is to establish the Student Bar Association ("SBA") Budget ("Budget"). The purpose of the SBA Budget shall be to:

1. Fund the annual Banisters' Ball
2. Support SBA recognized student organizations;
3. Support SBA Committees;
4. Support Special Requests; and
5. Fund SBA miscellaneous needs.

II. Source
The Budget shall consist of a percentage of the fees generated each year from the "Law Fee", previously known as the "Student Activity Fee," paid by student members of the SBA. The budget year shall run concurrently with the William S. Boyd School of Law academic year. At the end of each budget year, the remaining balance of the SBA Budget shall not "roll over" into the new academic year, unless authorized by the administration.

III. Statement of Autonomy
A. The SBA Board of Governors shall have sole responsibility and autonomy to allocate funds from its Budget.
B. Funds allocated by the Board of Governors shall be expended in accordance with guidelines maintained by the Board of Regents, University of Nevada, Las Vegas, William S. Boyd School of Law, and the SBA Constitution and Bylaws.
C. The Board of Governors shall seek input regarding its Budget from the administration, student organization leaders, and/or students-at-large, but the final decision-making power for SBA Budget allocations shall lie with the Board of Governors.

IV. Budget Process
A. The Board of Governors shall automatically be allocated its Budget each budget year by the law school administration.
B. The SBA President with the advice and consent of the Board of Governors shall schedule funding meetings.
C. The Board of Governors shall make available Funding Request Forms student organizations interested in submitting such requests at the beginning of the semester through the Student Organization Handbook. All applicants shall submit funding Request Forms to SBA@unlv.nevada.edu no later than five (5) days prior to their event.
D. The SBA Treasurer shall allocate funds according to the purposes of the SBA and the SBA Budget.
F. In order to maintain structure and open communication, ALL student funding requests shall be submitted to and approved by the SBA Board of Governors, student representative body, prior to approval by any other decision-making body with authority over the SBA.
G. Although the SBA has the autonomy to allocate funds from its budget, all allocations must be reviewed by the law school administration prior to incurring expenses only to determine whether the expense is consistent with guidelines of the University of Nevada, Las Vegas.
and the law school. The law school administration shall not change the funding priorities set forth in the SBA allocation.

H. No expense shall be incurred with the expectation of reimbursement unless the SBA has authorized such reimbursement in advance.

V. Expenditure Limitations

A. Budget allocations SHALL NOT serve as a student organization's primary source of funding.

B. SBA allocations SHALL NOT be permitted to pay or reimburse for alcohol.

C. Student Organization and SBA Committee allocations shall be limited in the following manner:
   1. SBA funded events must be open to all Boyd law students.
   2. Budget allocations MUST be spent in accordance with the approved Funding Request pertaining to that expenditure.
   3. In the event that a funding request deals with allocations that are limited to a certain number of positions, the selection criteria for those positions must allow a non-member of the student organization to be considered for selection.
   4. Budget allocations shall not account for the national or local dues of the student organization or an affiliate of any student organization.
   5. Funds allocated to a specific event which are not used, may not be rolled into or combined with funds allocated to a different event, unless the organization receives prior special approval by the SBA Board of Governors.
   6. Each organization is allowed a reasonable margin of error, not to exceed 25%, on each line item expenditure provided that organization's total budget allocation is not exceeded.

D. In addition to normal funding requests, there shall exist two (2) types of Special Requests.
   1. Budget Special Requests shall be considered from the defined SBA Budget in this Bylaw.
      a. Student organizations may make Budget Special Requests at a regularly scheduled meeting of the Board of Governors by appearing before the Board of Governors and presenting information regarding the special request.
      b. Funds granted pursuant to a Budget Special Request must be used for the purpose for which the funds were intended and granted.
      c. While the Board of Governors may apply criteria analogous to that which it would apply to Student Organization and SBA Committee allocations, the Board of Governors reserves the right to consider special requests on other criteria it finds pertinent.
   2. Law Fee Special Requests (e.g., conference attendance) shall be considered from the portion of the Law Fee not designated as the SBA Budget.
      a. Law Fee Special Requests shall be heard by the Board of Governors on a case by case basis.
      b. While the Board of Governors may apply criteria analogous to that which it would apply to Student Organization and SBA Committee allocations, the Board of Governors reserves the right to consider Law Fee Special Requests grants based on other criteria it finds pertinent.
      c. Law Fee Special Requests shall be subject to approval by the law school administration.
E. Budget allocations for the SBA's own purposes shall be considered and approved by the Board of Governors according to the general purposes set forth in Section I of this Bylaw.

VI. All SBA Funding Request decisions shall be subject to the appeals process adopted by the SBA Constitution, Article 16, Section 3.
APPENDIX
Forms

Student Organization Registration (Re-Registration) Form..........................App.1
Statement of Student Organizational Privileges and Benefits...................... App.3
Statement of Presidential Responsibilities.................................................. App.4
Equal Opportunity Statement - Acknowledgement..................................... App.5
Report of Student Organization Activities and Accomplishments...............App.6
Community Service Requirement Approval Form.......................................App.9
Written Evidence for the Successful Completion of the Community Service
Requirement Form ..................................................................................App.10
Event Requirement Fulfillment Form..........................................................App.11
Student Organization Funding Request Form.............................................App.12
Funding Disbursement and Reimbursement Form.......................................App.12
STUDENT ORGANIZATION REGISTRATION (RE-REGISTRATION) FORM

(Please e-mail this form to SBA@unlv.nevada.edu. Hardcopies will not be accepted.)

1. ________________________ wishes to register for the ________ academic year.
   (student organization name)

2. The officers for the above term are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>E-mail</th>
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</table>

3. University Advisor(s): (name, phone number)

   Name: ___________________________________________ Phone: ____________________
   Advisor Signature: ________________________________

   Name: ___________________________________________ Phone: ____________________
   Advisor Signature: ________________________________

4. Please attach an updated copy of the student organization's Constitution and/or Bylaws.

5. To the best of my knowledge and the above-listed officer's knowledge, all of the following statements are correct: Attached is a copy of our most current constitution. Our members are part-time or full-time University of Nevada, Las Vegas William S. Boyd School of Law students.

6. To be best of my knowledge, I hereby certify that the student organization has five or more active members at the time this information is submitted. A roster or list of members has been attached for verification.

7. To the best of my knowledge, the student organization's purposes and its activities are not in
conflict with University purposes, regulations and policies, or with State and/or Federal laws and regulations. With this signature, I hereby give permission for the above information to be made public upon request.

___________________________________________
Signature of President/Chairperson

______________________
Date
STATEMENT OF STUDENT ORGANIZATIONAL PRIVILEGES AND BENEFITS

(Please e-mail this form to SBA@unlv.nevada.edu. Hardcopies will not be accepted.)

As President/Chairperson of
I hereby acknowledge that I understand the privileges of student organizations recognized by the Student Bar Association Board of Governors as stated below:

1. Use of campus Publications and Printing (fees may be charged for services that have not been prepaid by the SBA);

2. Use of campus bulletin boards, chalkboards, whiteboards;

3. Use of campus mail services (charges may apply);

4. Use of audio-visual equipment (on-campus use only);

5. Solicitation of members on campus under the organization name, when in accordance with the Student Bar Association Board of Governors Solicitation policy (see below);

6. Use of University facilities for its meetings and activities, after academic needs of the University have been met, and at reduced rates where they apply;

7. Use of University vehicles according to availability (student must be employed by the university and comply with University requirements);

8. A locker in the Student Locker Room (subject to availability);

9. Access to special services for student organizations, such as the student organizations workshops, and any and all other services and activities that may be available to and developed for the benefit of registered and recognized student organizations.

__________________________________________________________
Signature of President/Chairperson

__________________________________________________________
Date
STATEMENT OF PRESIDENTIAL RESPONSIBILITIES
(Please e-mail this form to SBA@unlv.nevada.edu. Hardcopies will not be accepted.)

I understand that as President/Chairperson I have the responsibilities stated below:

1. To inform student organization members of the policies and guidelines outlined in the Student Organization Handbook, including Funding and Allocation Procedures;

2. To complete and submit fund request forms in accordance with the deadlines and procedures stated in the Student Organization Handbook. All student organizations must have the signature and approval of all relevant University and Student Bar Association Board officials as stated in the Student Organization Handbook;

3. To appear before the Student Bar Association Board of Governors to present organizational purpose and goal information in the event that this organization is new or its registration has been suspended;

4. To appear before the Student Bar Association Board of Governors to present budget request and event funding;

5. To inform all members of the student organization that they shall be responsible for conforming to University, local, community, state or federal laws and regulations. As President/Chairperson, I may be responsible for the actions of the members of the student organization;

6. To insure that student fees allocated to the student organization are expended appropriately. Funds may be revoked if there is a violation of the University, community, state or federal laws or regulations;

7. To sign any paperwork/forms upon which the President's or Chairperson's signature is required;

8. To insure that payment is made for any bill incurred by the organization and be held individually responsible for making payment;

9. To inform the Student Bar Association Board of Governors of any changes in the student organizations officers, advisors, etc. and their addresses or phone numbers;

_________________________________________  __________________
Signature of President/Chairperson             Date
EQUAL OPPORTUNITY STATEMENT
-ACKNOWLEDGEMENT-

(Please e-mail this form to SBA@unlv.nevada.edu. Hardcopies will not be accepted.)

All student organizations seeking recognition by and/or wishing to receive funds from the Student Bar Association Board of Governors must comply with the Equal Opportunity policy of the University of Nevada, Las Vegas; the policy is provided below. Please read the statement, sign, and return with your other materials.

It has been and will continue to be the policy of the University of Nevada, Las Vegas, to be an equal opportunity institution. All decisions of admissions and employment are based on objective standards that will further the goal of equal opportunity.

The university is committed to assuring that all programs and activities are readily accessible to all eligible persons without regard to race, color, religion, gender, national origin, ancestry age, disability, Vietnam-Era and/or disabled veteran status, any protected class under relevant state and federal laws, and, in accordance with university policy, sexual orientation.

Persons having questions regarding university policies relating to nondiscrimination law are encouraged to contact the director of Diversity Initiatives, Flora Dungan Humanities Building, room 560 or call 895-3891.

My signature below indicates that I have read, understood, and agree to adhere to UNLVs Equal Opportunity policy. I understand that failure to do so may result in the loss of Student Bar Association Board of Governors recognition and funding.

___________________________________________  __________________
Signature of President/Chairperson  Date
REPORT OF STUDENT ORGANIZATION GOALS, ACTIVITIES, AND ACCOMPLISHMENTS

(Please e-mail this form to SBA@unlv.nevada.edu. Hardcopies will not be accepted.)

Student Organization Name:________________________________________________________

1. Please provide a listing of activities and programs your organization sponsored during the past academic year. Please be as specific as possible.

2. What are your student organization’s short and long term goals for the coming academic year? Please be as specific as possible.
REPORT OF STUDENT ORGANIZATION GOALS, ACTIVITIES, AND ACCOMPLISHMENTS (CONT.)

3. Is the Student Bar Association Board of Governors your student organization's only source of funding for this school year? Please provide a detailed explanation of your answer.

4. In what ways did your student organization fulfill your short and long term goals for the student organization? Specifically, what attempts were made during the past academic year to meet the needs and/or expectations of your members?

5. Has your student organization or its members received any special recognition during the past academic year? If so please describe. If applicable and available, please attach any press releases or certification of this commendation.
6. Has your student organization been subject to disciplinary sanctions or hearings this past academic year? If so, please describe.

7. How many active members are currently in your student organization?

8. Please describe how your student organization completed the community service and event requirements as stated in the 2015-2016 Student Organization Handbook (Note: If you are a new organization or applying for reinstatement, the 2015-2016 Student Organization Handbook Requirements do not apply). If your student organization did not complete the 2015-2016 Student Organization Handbook requirements, please describe the reasons for your student organization’s failure to comply with the requirements.

________________________  _______________________
Signature of President/Chairperson             Date
COMMUNITY SERVICE REQUIREMENT APPROVAL FORM
(Please e-mail this form to SBA@unlv.nevada.edu. Hardcopies will not be accepted.)

The ____________________________

(student organization name)

will fulfill the community service requirement as described below:

• WHAT:

__________________________________________________

• WHERE:

__________________________________________________

• WHEN:

__________________________________________________

• DESCRIPTION OF SERVICE (e.g. number of volunteers; what student volunteers will be doing, etc.): [Please attach additional sheets if necessary]

__________________________________________________

ANTICIPATED COMMUNITY SERVICE HOURS TO BE COMPLETED: _________________

THESE HOURS SHOULD BE APPLIED TO THE (please check at least one of the following):

☐ Fall 2015 Semester Hours requirement

☐ Spring 2016 Semester Hours requirement

As Board Member of this student organization, I understand the following:

• The above-described community service must be pre-approved by the SBA Board of Governors.

• Each semester (Fall and Spring), my student organization must perform a predetermined amount of community service hours as stated in the Student Organization Handbook.

• This form must be submitted before community service is performed.

__________________________________________________
Signature of Student Organization Board Member

__________________________________________________
Date
WRITTEN EVIDENCE FOR THE SUCCESSFUL COMPLETION OF THE COMMUNITY SERVICE REQUIREMENT FORM
(Please e-mail this form to SBA@unlv.nevada.edu. Hardcopies will not be accepted.)

_____________________________ hereby certifies that the following

(student organization President/Chairperson name)

named William S. Boyd School of Law student(s) volunteered the corresponding hours towards

____________________________________

(student organization name)

community service hours requirement on ________________:

(date community service took place)

NOTE TO STUDENT VOLUNTEERS: Do not sign this sheet if you want your volunteer hours applied towards another student organization’s community service hours requirement.

<table>
<thead>
<tr>
<th>William S. Boyd School of Law Student Name</th>
<th>Student Signature</th>
<th>Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>9.</td>
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<td>10.</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</tbody>
</table>

*Please attach additional sheets, if necessary.

Please describe the Community Service Information (What/Where/etc.):

_____________________________                ____________
Signature of President/Chairperson/Board Member    Date
WILLIAM S. BOYD SCHOOL OF LAW STUDENT BAR ASSOCIATION
BOARD OF GOVERNORS STUDENT ORGANIZATION FUNDING REQUEST
FORM
(Please e-mail this form to SBA@unlv.nevada.edu. Hardcopies will not be accepted.)

<table>
<thead>
<tr>
<th>Student Organization</th>
<th>Student Organization’s President’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today’s Date (date turned in)</td>
<td>Faculty Advisor’s Name</td>
</tr>
<tr>
<td>Title of Program/Community Service/Event/Item (one per form)</td>
<td>Location, Time, and Date of Event</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Category</th>
<th>Detailed Description</th>
<th>Contribution to BSL / Projected Attendance</th>
<th>Org Contribution/Co-Sponsorship</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker Cost</td>
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<td>$</td>
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<tr>
<td>Community Service Administration Cost</td>
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<tr>
<td>Advertising Cost</td>
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<td>Other Cost</td>
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<td>Food</td>
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<td>Total Requested</td>
</tr>
</tbody>
</table>

I certify that the above requested event/item funds approved by the Student Bar Association Board of Governors will be conducted/spent as described in the request, in accordance with the policies described in the Student Bar Association's Student Organization Handbook, and in compliance with any other policy that may apply.

Print Name
Position within Organization

Signature
Date

For SBA Use Only:
Amount Approved: _________________________ Date: ______________________
READ THE FOLLOWING INSTRUCTIONS CAREFULLY. FAILURE TO DO SO WILL RESULT IN YOUR DISBURSEMENT/REIMBURSEMENT BEING DELAYED OR DENIED.

1. Everyone must fill out PART A and PART B, below, to receive reimbursement.

2. You will only receive disbursement or reimbursement for items already approved by the SBA Board as part of your budget. Your request may not exceed the amount approved by SBA Board. List your items for disbursement/reimbursement with specificity; if these items cannot be correlated to a line item on your student organization's SBA Board-approved budget, you will not receive funds.

3. Attach all ORIGINAL receipts to this form. Receipts for reimbursement must show a zero balance (the receipt must show that payment was made in full). If the receipt you get from the vendor does not indicate this, you must have the vendor place this on the receipt.

PART A (attach additional sheets as needed)

<table>
<thead>
<tr>
<th>DESCRIPTION OF PROGRAM, COMMUNITY SERVICE, OR EVENT (Who, What, Where, When)</th>
<th>PERSON AND STUDENT ORGANIZATION REQUESTING FUNDS (Contact # &amp; Email)</th>
<th>DESCRIPTION AND QUANTITY OF ITEM(S) BEING ORDERED</th>
<th>AMOUNT REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

PART B
Name of person to be reimbursed: __________________________________________ NSHE ID: ______________________
(Please note: ONLY individuals can be reimbursed, not organizations)

Address:

_________________________________________________________  __________________________________________________
Street  Unit (if applicable)  City  State  Zip Code

Phone Number: ___________________________  E-mail: ___________________________

Form of Payment Made (write "Cash," "Check," "Credit Card," or "Debit" here):
(Please note: Reimbursements will be by check ONLY; not other form of reimbursement is possible)

APPROVALS:

__________________________________________________________  __________________________
Associate Dean, Administration and Student Affairs  Date

__________________________________________________________  __________________________
Administration Disbursement  Date