Graduate Student Groups Handbook
2014-2015

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April 2014

Dear Graduate Student Leaders,

Graduate student groups and student leadership are an integral part of Washington University's shared governance tradition and vibrant graduate community. This Handbook is a resource developed for graduate student organizations that are advised by The Graduate School of Arts and Sciences and University-wide graduate student organizations that are registered by the Professional and Graduate Student Coordinating Committee (ProGradS) and the Graduate and Professional Council (GPC) at Washington University in St. Louis. At the request of student leaders, we have compiled important information to help your graduate student group operate effectively within the university structure and develop successful programs for group members and the graduate student community.

The Handbook contains information on key topics: how to register a graduate student organization; how to manage your organization's finances; how to plan group programs and activities, schedule events and rooms, and how to create an email account and website for your group. It also refers you to University and Graduate School policies which your organization needs to be familiar with to plan events or manage accounts.

Please read and keep this Handbook for future reference. It is not exhaustive; procedures and policies are subject to change. You are encouraged to consult your designated advisor and relevant university offices for more detailed information and advice before undertaking new projects or planning major events. We look forward to working with your group!

Elaine Berland, Ph.D
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I. How to Become a Washington University Graduate Student Group

How To Start a New Graduate Group
Graduate and professional students interested in starting a new university-wide graduate student group are encouraged to schedule an informal informational meeting with University Graduate Student Group Advisor (Assistant Dean Kim Curtis) and GPC President.

Graduate student groups and student leadership are an integral part of Washington University’s shared governance tradition and vital graduate community. Graduate students interested in forming a graduate student group or to use the Washington University name in any way to operate on the Washington University campus, must apply to register as a graduate student organization.

Graduate-professional students at Washington University in St. Louis may register their student groups in one of two ways:

1) School-based student groups whose mission and activities cater exclusively (or primarily) to the students of a specific school should register locally in that school through procedures set forth by their school’s Graduate Student Association (GSA) or Dean’s Office.

2) University-wide student groups whose mission and interests are primarily involved in cross-disciplinary activities should register through the Graduate-Professional Council (GPC), which is the university graduate student association, and the Professional and Graduate Student Coordinating Committee (ProGradS), which is the University Standing Committee on graduate student matters.

II. How To Register as a University-Wide Graduate Student Group at Washington University

The following section addresses the process for starting and requesting registration approval as a university-wide Washington University graduate student group through ProGradS and GPC, followed by information to assist your group with start-up logistics and annual registration renewal:

A. New Group Registration Requirements

1) Membership must be open to all graduate and professional students of the University. (See Exhibit A on next page for details.)

2) The name and purpose of the group must be consistent with the mission of Washington University and its policies. (See Exhibit A on next page for details.)

3) There must be at least 15 current and active members.

4) At least 80% of current members must be WU graduate or professional students. No more than 40% of the members may come from any one school.

5) There must be a formal constitution for the group, approved by the members and the leadership of the group. Please see Exhibit B for key points to consider and address when drafting your document. Also, samples of such documents can be found on the GPC website and registered university-wide graduate student groups.

6) All groups approved for Full Status must submit an annual summary including an overview of activities during the previous year and a final budget report by June 1, and a renewal of group registration, including new officer’s names, positions, and contact information and proposed activities plan and budget, before fall classes begin, or by June 15 if university funding is requested. (See Step 2 above).
**Exhibit A: Washington University Mission Statement**

Washington University's mission is to discover and disseminate knowledge, and protect the freedom of inquiry through research, teaching, and learning.

Washington University creates an environment to encourage and support an ethos of wide-ranging exploration. Washington University's faculty and staff strive to enhance the lives and livelihoods of students, the people of the greater St. Louis community, the country, and the world.

Our goals are:

- To welcome students, faculty and staff from all backgrounds to create an inclusive community that is welcoming, nurturing, and intellectually rigorous;
- To foster excellence in our teaching, research, scholarship, and service;
- To prepare students with attitudes, skills, and habits of lifelong learning and leadership thereby enabling them to be productive members of a global society; and
- To be an institution that excels by its accomplishments in our home community, St. Louis, as well as in the nation and the world.

To this end we intend:

- To judge ourselves by the most exacting standards
- To attract people of great ability from diverse backgrounds;
- To encourage faculty and students to be bold, independent, and creative thinkers
- To provide an exemplary, respectful, and responsive environment for living, teaching, learning, and working for present and future generations
- To focus on meaningful measurable results for all of our endeavors

*Approved by the Faculty Senate Council April 10, 2012
Approved by the Board of Trustees May 4, 2012*


**University Non-Discrimination Statement**

Washington University encourages and gives full consideration to all applicants for admission, financial aid, and employment. The University does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. Inquiries about compliance should be addressed to the University's Vice Chancellor for Human Resources, Washington University, Campus Box 1184, One Brookings Drive, St. Louis, MO 63130.

Washington University in St. Louis [http://provost.wustl.edu/non_discrimination_statement](http://provost.wustl.edu/non_discrimination_statement)

**Exhibit B: Guidelines for Drafting Constitution/By-laws**

- Define the organization’s **mission and impact** clearly and succinctly, including primary and ancillary mission identification. Provide examples of the type and nature of expected programs and activities.
- Define the expected **membership** clearly, including both the voting (core) members as well as potential non-voting participants (example: associate members might include post docs, spouses/partners, etc.)
• Define organizational leadership in terms of:
  a. Who qualifies to run for office
  b. How will the election be held (specific election plan and process)
  c. Identify at least two specific leadership positions (president and treasurer) and leave room for others as needed
  d. Define the nomination process, notifications, and necessary lead times
  e. Scope of authority for the leadership team
• Define succession planning for leadership in terms of:
  a. Length of term for elected offices
  b. Limitations on successive terms in office (if any)
  c. Timing of elections (strongly encourage March/April)
  d. Methodology of elections – in-person, on-line, electronic, etc. (all methods should be private)
  e. Define the necessary lead time and notifications process
• Define your organizations operating processes in terms of:
  a. General membership meetings: timing, frequency, notification
  b. Executive leadership meetings: timing frequency, notification, agenda, reporting out the membership
  c. Communication and notification process for group sponsored activities, events, etc.
• Define and identify the specific procedures for changing the Constitution of By-laws of the organization

A few general and common sense tips:
• Keep it as simple as possible while achieving your goals
• Do not overly define areas that do not require such definition – leave room for growth and change within the rules as they exist
• For examples, look at the sample sections from constitutions of generally tried and tested constitutions and organization structures at W.U.
• When in doubt – ask for help from the GPC, ProGradS, particularly the Organizational Advisory Committee

TIP: A template of a Constitution is available in the Liberman Graduate Center. Contact Graduate Student Group Advisor (Assistant Dean Kim Curtis).
B. Process to Request Registration Approval for a New Group

1) Provisional Status
   To register as a university graduate student group, interested graduate student group members should initiate an application and review process through the GPC. Applications should be directed to the GPC President, and must be received at least 7-10 days prior to the next general body GPC meeting date in order to be reviewed. Applications will be reviewed by the GPC within two monthly meetings with the understanding that it is preferable to review applications as soon as possible. The GPC (GPC executive board members and school representatives) will vote on the acceptance or denial of each group's registration. A majority vote of those present or voting in absentia will suffice. However, quorum is required for this vote.

Groups approved will be recommended to the ProGradS Committee for Provisional Status registration for a period of time not to exceed one year. Once ProGradS confirms provisional registration, the group may reserve on-campus space, utilize campus facilities, apply for email accounts, and carry on activities, including internal fund raising (example: member dues; not external fundraising) to support their efforts during this period. The leadership of a newly registered group should meet as soon as possible with the Graduate Student Group Advisor (Assistant Dean Kimberly Curtis) to complete registration; during the semester of initial approval, if needed, also plan to meet with the Organizational Advisory Committee (which is comprised of GPC and ProGradS members) to develop additional organizational logistics.

2) Full Status
   After the group has been approved for Provisional Status, has met with the Organizational Advisory Committee, and has operated for at least one semester and presented a group activity report, the GPC will review and recommend the group to the ProGradS Committee for approval of Full Status. If ProGradS votes to approve, the group will be considered fully registered at that time.

   If ProGradS voices concerns over the registration of any group (s), GPC will review the application (s) of said group (s) at their next regular meeting. If GPC votes to resubmit the registration (with or without additional information) ProGradS will reconsider the application at their next regular meeting. Full status registration qualifies groups for access to additional Washington University social networking media, and ability to develop additional funding, including external fundraising (within University guidelines) and university funding through the ProGradS Committee chair. (See Services Section

3) Annual Renewal of Registration
   Group registration must be renewed annually, no later than June 1, by submitting an end-of-the-year annual report of activities and budget report; and a proposed activities plan and budget for the upcoming year. Forms should be submitted to the Graduate Student Group Advisor (Assistant Dean Kim Curtis) who will administer follow-ups with accountant, GPC.

ProGradS Approved: September 14, 2006
GPC Approved: September 11, 2006
C. Logistics to Start Up as a Newly-Approved Graduate Student Group
Schedule time to meet with Graduate Student Group Advisor (Assistant Dean Kim Curtis) to set up group logistics.

☑ Start-up Checklist for Newly Registered Grad Group

D. Annual End-of-Year Reports & Registration Renewal for Upcoming Year
Each year university-wide graduate student groups must renew their group registration. The renewal form requests an annual report and final budget from the completed academic year as well as new officers, proposed events and budget for the upcoming academic year. Please note that there is a limited amount of university funding available to assist registered university-wide graduate-professional groups in sponsoring campus events; requests can be made as part of the renewal process. (See registration renewal form; see the Budget Section for guidelines for submitting budget proposals.) Submit to Graduate Student Group Advisor (Assistant Dean Kim Curtis) If you have questions or need additional information call 935-7355.

Deadline:
May 23: Submit End-of-year Group Events Report and Final Budget (Outgoing President & Treasurer).
June 13 Submit Proposed Events and Budget for Upcoming year, including request for university funding. (Incoming Officers)
III. General Rules, Responsibilities & Privileges for Registered University-Wide Graduate Student Groups

A. Group Responsibilities

Graduate Student Organizations are responsible for abiding by University policies and procedures. Group officers are encouraged to familiarize themselves with policies and procedures and to seek advice from designated university offices and group advisors. Registration of a graduate student group may be rescinded if its activities fail to conform.

1) Abide by University policies and procedures, including those established by the Professional and Graduate Student Coordinating Committee (ProGradS), Graduate Professional Council (GPC) and home Graduate School and those governing use of University facilities (http://www.wustl.edu/policies/). University Policies, including the University Judicial Code, can be found online: http://www.wustl.edu/policies/students.html.

2) Be accountable for financial and organizational matters. The President represents the group. In most situations, it is advisable for the President to work in consultation with elected officers and in accord with the membership. The Treasurer must be familiar with financial policies and procedures, handle group expense requests/transactions accordingly and ensure that the group is aware of all deadlines, notices and policies.

3) Renew annual student group registration by completing the renewal form that includes an annual events report and final budget report from previous year and proposed programming and budget for the upcoming academic year, including group request for university funding.

B. Group Privileges & Benefits

Registered graduate student groups are eligible to request use of a group email account and webspaces; a university account for group funds; and fundraising capacity, advice and support from designated advisors and university offices. Registered graduate student groups may sponsor events for their membership that include the service of alcohol as established in the University policy governing Alcohol Service by Graduate Student Groups, available at http://pages.wustl.edu/prograds/alcohol-service-policy.

1) Shared Office Space in the Liberman Graduate Center. Access to computer, filing cabinets, and printer as well as storage room. Graduate group officers can also arrange for 24/7 card access to the Liberman Graduate Center.

   Graduate Group Office Telephone: 935-3931
   Fax: 935-3929

2) Space Reservation on Campus. Priority in scheduling the spaces within the Liberman Graduate Center at no charge. Eligible to reserve other university spaces through Event Management and other reserving units for university spaces.

3) Interaction/Collaboration with Graduate Professional Council & Other University-Wide Graduate Student Groups

4) Administration Liaison and Staff Advising through the Liberman Graduate Center

5) University Email Account, Website space, and social media for group use on the University gradpages.wustl.edu server.
C. Guidelines for Group Communication and Outreach

Effective communication is essential for a graduate student group to have a presence in the Washington University graduate community, develop its membership, and publicize events. A major component will be your online presence. A Registered Washington University Graduate Student Group should create and maintain its primary web page for the group on the Washington University web server (grad.wustl.edu). This is to provide easy, consistent access to the group both within the Washington University community and beyond. Student groups identifying themselves as a Washington University group should not post their group website on a non-university site; officers should not use individual or non-university email for their university group email address or group email lists.

Groups may use Social Media sites (Facebook, etc) as secondary web pages to supplement publicity for their group. If you plan to create a Facebook page, please notify the Liberman Graduate Center and add the Graduate Student Group Advisor (Assistant Dean Kim Curtis) as an administrator of the Facebook page to ensure continuity for group use, particularly because of transition of officers. All use of the WU resources as well as group use of other social networking tools must be in accordance with University and A&S computer use policies. Please visit the following WU websites that provide important information about development and use of the university web resources:

- WU Social Media Policy: [http://www.wustl.edu/policies/socialmedia.html](http://www.wustl.edu/policies/socialmedia.html)

These sites provide information about use of University logos, graphics, images (note: partial use is not permitted) and restrictions (for examples, copyrights and prohibition of use of University systems or networks for commercial purposes, except where explicitly approved).

1) Process to Request a Email Account Registered Graduate Group Washington University

A registered graduate student group can obtain an email account by completing a group email account request form and returning it to Graduate Student Group Advisor (Assistant Dean Kim Curtis) for approval.

The ProGradS Committee is the University sponsor and owner of the grad.wustl.edu server. Arts & Sciences Computing Center maintains the server. Each graduate student group is responsible for managing its website and social networking tools.

2) Process to Request a Website for Groups (Grad Pages)

A registered graduate student can obtain a university-hosted Grad Pages website by contacting the Graduate Student Group Advisor (Assistant Dean Kim Curtis). Once approved, group will be informed to work with Arts & Sciences Computing to create a Grad Pages website for the group.

3) Best Practices and Guidelines for Web Manager

a. For security purposes, group account access should be limited to one person from the group who serves as Web Manager. All group sites are supported by the Drupal format. Web Manager should plan to meet with Graduate Student Group Advisor (Assistant Dean Kim Curtis) to receive information and suggestions about web content. Group will be responsible for maintaining & updating content. Arrangements should be made through the Liberman Graduate Center.
a. The password for your group's account should be changed each time the designated group Web Manager with account access changes. For example: change of officers. Reminder: keep a record of your student group account information, including password that can be passed along to and changed by the new student group contact for next year. Forward a copy of any changes in group status and or student contact information to Graduate Student Group Advisor (Assistant Dean Kim Curtis).

4) **WU Networking Media**

A registered graduate student group that already has an approved group email account and website may request use of WU social networking media, such a moderated group mailing list (Group Listserv) or moderated forum on the grad.wustl.edu server, to enable group members to communicate by email or forum about group events, programs and information/discussions of interest to members and consistent with group mission.

**Process to Request/Set-up Tools**

Registered graduate student groups can request specific WU Social Networking tools using the following process:

1. The president of the student organization should email a written request for a group mailing list to the Graduate Student Group Advisor (Assistant Dean Kim Curtis.). Include the following information: Name of graduate student organization; group email account name; name and contact information of the designated group officer who will be responsible for moderating and administering the group listserv. This liaison must also be a group officer or designated board member of that student organization.

2. Approved requests will be forwarded to Arts & Sciences Computing to set up the social networking tool for the student group. (Allow 7 working days for set-up). Approval information will be sent to the group officer designated to serve as the Group moderator with a copy to the President of the group.

3. Designated group officer is responsible for populating the list or forum with group member email addresses and updating/auditing the addresses regularly.

5) **Best Practices for Group List**

a. The designated group moderator will be responsible for approving members and/or posting member messages on the social networking tools and for general use. In the event of unresolved complaint or concern about use of the group’s social media, the Designated moderator should inform The Graduate School Office.

b. Group should be used primarily to communicate group events, programs and information of interest to members and consistent with group mission.

c. Group list should not be used for commercial purposes, advertising, or to promote events outside the University that do not further the group mission.
6) **Approval of Members to Post/Receive/Read Messages**

Grad Group social networking tool use must adhere to the following requirements:

a. Group members who are enrolled as graduate students at Washington University are eligible to be added. Individuals not affiliated with Washington University are not eligible to be added to the Group Listserv or forum without prior approval of Group officers in consultation with The Graduate School Office; registration process should include criteria for identifying and approving non-wustl.edu users.

b. Group members added to the Group social networking tools must have the option of opting out of receiving future messages if they wish. (Note: A Group Listserv will be set-up with automatic student opt-out. Information on how to opt out of the list must appear at the bottom of every email message that is posted on the Group Listserv.

For example: You are currently subscribed to (this is your group name @grad.wustl.edu) Listserv moderated by the (your group name) and administered by the ProGradS Committee and managed by GPC of Washington University in St. Louis.

c. To unsubscribe, email listserve@grad.wustl.edu with "unsubscribe (your group computer name)” in the body of email.

(Note: Group approval of a new user to a Group Forum should include details about whether the forum is private (read and post available only to approved members) or public (read messages is open to anyone using the web while posting is open only to approved members;) and any additional information that may assist members in carefully deciding whether to post personal information, including cell phone numbers, email addresses, etc.)

7) **Security and Privacy**

Group will make every effort to keep student user information available only to the designated group moderator and officers designated to moderate and administer the Group social media. Emails sent using the mailing list must not reveal information about the other members of the list. In addition, it should not be possible for any member of the list to respond to the entire list simply by hitting “Reply.”

IV. **How To Manage Your Group Budget & Other Useful Financial Information**

A. **Financial Accountability For Groups**

ProGradS and GPC place a great deal of emphasis on student group responsibility and autonomy. Once funds are allocated to your group, it is your responsibility to spend them properly according to the approval line item allocations. The Graduate Student Group Advisor (Assistant Dean Kim Curtis) can provide periodic spreadsheets with your group’s expenses paid and account balances to assist your treasurer. Use of funds for reasons other than those approved in the line item budget, or re-allocations of funding without prior approval, may result in a suspension of funding privileges for the group(s) involved. The intentional misuse of funds or use of funds for personal benefit will result in the filing of a suit with the university judicial administrator and may subject your group members or your group to disciplinary action or expulsion. You may be held personally accountable for the repayment of misused funds. Group budget accounts will be reviewed annually or as needed.
B. How To Request University Funds For Your Group

Registered groups may submit group request for limited university funds available to assist with expenses of approved planned events or programs; requests should be made to Pro-GradS Committee Chair as part of the annual renewal/updating process (use Registration Renewal Form).

1) Guidelines for Submitting Budget Proposals:
   - All budget proposals must include:
     - Group name
     - Names of the President and Treasurer along with contact information (email and phone number)
     - Number of student members
     - A list of events (or other types of expenses) which includes projected number of attendees, purpose, and detailed list of anticipated expenditures for each proposed event
     - Report of previous year with expenditure and income summaries
     - Note: There is a budget template available that Groups are encouraged to use.
   
   - PLEASE NOTE:
     - Groups with detailed budget requests are much more likely to obtain funding than groups that do not.
     - Groups whose events were successful in the past are more likely to obtain similar amounts of funding for repeated events.
     - Groups submitting budget requests by the required deadline are more likely to obtain funding than groups that do not.

2) Factors Typically Considered in Determining Level of Funding
   - Detailed budget proposal: be as specific as possible. Be sure to identify each specific event and itemize expenditures needed for that event. Include all other anticipated sources of income for the year.
   - Description of programming: what number of WU graduate students will benefit from the program? Does the student group make a legitimate effort to involve the entire campus? In what ways does it contribute to the mission and purpose of your group? Is its implementation reasonable and feasible?
   - Membership: University funding will be dispersed in consideration of the group size.
   - Previous budget reports: Historical budget reports are considered to determine the spending and fundraising habits of your group. These reports should include the amount & source of financial support, success of programs, responsible use of funds, adherence to requirements and the number of people involved in events.

C. How To Set Up Your Group Budget: Types of Group Accounts

1) University Operating Account
   
   NOTE: No Outside Bank Accounts
   
   - Registered groups, upon approval, should contact the Accounting Coordinator to make arrangements to transfer any group funds held in an outside bank account to
a University account. Evidence of an outside bank account will result in a freeze placed on the student group’s account and possible denial of funding in the future.

- Registered graduate student groups may request limited University funds during the annual registration renewal process. Once University funds are approved by Pro-GradS Committee Chair, they will be placed in a university operating account for your group. Payment of expenses and deposits will be made by The Graduate School Office Accounting Coordinator.
- These funds cover itemized expenses for approved planned events and budgeted programs as described in approved proposal. Changes in use of line items require prior authorization; requests for changes should be emailed to Graduate Student Group Advisor (Assistant Dean Kim Curtis) prior to event. Unused operating funds are recollected at the end of each academic year (June 30).
- Registered groups request for reimbursement for approved itemized expenses should be made through the Graduate School Offices located in the Liberman Graduate Center.
- Fiscal year runs from July 1-June 30. (May 23rd is the deadline to finalize expenses in this account)

2) Fundraising Account

- Fundraising may be undertaken by registered graduate student groups to fund approved planned events or to supplement budgeted programs. Specifics about fundraising options must be arranged in advance with Graduate Student Group Advisor (Kim Curtis) to avoid potential conflicts with other university policies.
- A separate fundraising/external fund account will be created for a registered student group for deposit of funds generated by membership dues or other donations from non-university sources. Groups should consider fundraising funds as income source in their annual budget proposal, and use for line item expenses approved by Graduate Student Group Advisor (Assistant Dean Kim Curtis). New projects or non-budget items require approval by ProGradS Liaison Associate Dean Elaine Berland.
- Only deposits of cash or checks earned from fundraising or other external sources can be deposited in this account; University funds must remain in the group university operating account.
- All non-university funds given to WU registered graduate groups must be processed through the group’s fundraising account. For accountability, this includes individual student membership dues and donations.
- Checks for donations must be made payable to Washington University and the graduate student group name, not to individual students. Donor requests and requests for tax deductions must be handled through Graduate Student Group Advisor (Assistant Dean Kim Curtis).

D. How To Access and Use Group Funds in Your Account

Money to cover the cost of your group event must be in your graduate student group account (University and/or fundraising) before you spend it. Use the Social Expense Reimbursement Form to process your requests for reimbursements of funds from your group accounts.

1) How To Track Balance of Account

It is the responsibility of the group Treasurer to keep track of their accounts. The Graduate School Office can assist group treasurer with questions and periodically provide updates about the account.
2) How To Submit Deposits

Money collected from membership dues, event guests, contributions, sponsors, etc. must be deposited into your group’s fundraising. All deposits should be delivered in person within 1-2 days of events to the Accounting Coordinator, Louise Neeley in Cupples II. If no one in the Cupples II office is available to accept deposits, arrangements may be made at the Graduate School office located in the Liberman Graduate Center. Group representatives should request a receipt indicating amount of deposit, account name, and date. Group representative should also notify Graduate Student Group Advisor (Assistant Dean Kim Curtis) of the date and amount of the deposit. The deposits are generally available for group use within 2 working days.

3) How to Pay Vendors & Request Reimbursements

Vendors may be paid in one of three ways: by Purchase Order (PO), Check Request (CR) or Interdepartmental Order (IDO).

- A “vendor” is any person or business who provides goods or services which they are paid for; this includes graduate group members who make purchases on behalf of the group.
- Some vendors (typically caterers) may request a 50% deposit via Check Request prior to events with a signed contract. Balance will be paid upon conclusion of event and receipt of final invoice which shows amount of contract, less 50% deposit paid, with remaining balance due.
- All reimbursements for expenditures made on behalf of the group must be accompanied by documentation. Proper reimbursement documentation must show itemization and proof of payment.

- Schnucks, Campus Bookstore & Office Max – Groups may make purchases from these vendors which require no out-of-pocket expenditure; there is a corporate charge card which can be checked out for Schnucks (proper documentation for payment must be submitted when charge card is checked back in), and purchases from the Campus Bookstore and/or Office Max can be arranged through Dean Curtis’ office. All charges will automatically be billed to the group University account.
- Additional information for reimbursement procedures is available online at http://gradcenter.wustl.edu/groups/reimbursement. Any questions may be directed to Assistant Dean Kim Curtis or to Nancy Bauman.

NOTE: Washington University is a sales tax exempt institution. All WU registered university-wide graduate student groups should present a copy of WU’s tax exempt letter when purchasing items for approved graduate student group events to avoid paying sales tax. Most St. Louis companies will accept this exemption. Group representatives may obtain a copy of the letter from Nancy Bauman in the Liberman Graduate Center Office.

4) Fundraising

Registered graduate student groups may request donations to cover approved events. Groups interested in engaging in this or other new fundraising activities should obtain prior approval from the ProGradS Liaison. Student groups may NOT fundraise outside the University without prior approval of the ProGradS Chair, who may involve Alumni and Development Office. Note: There may be sales tax implications for monies raised by ticket sales, donations or other methods. Prior approval is needed before starting to avoid tax and other complications.
5) **Tax-Deductible Contributions**

Donations from outside organizations, companies or individuals to student groups are not tax deductible because **student groups themselves are not tax-exempt organizations**. Graduate student groups may receive tax-deductible donations according to specific guidelines: review with the Graduate Student Group Advisor (Assistant Dean Kim Curtis) before accepting offers. Tax-deductible donations must be deposited in the group’s University account; this money is automatically carried forward from semester to semester. Once this money is received a gift letter will be sent to the donors for tax purposes. Arrangements should be made through the Graduate Student Group Advisor (Assistant Dean Kim Curtis). Note that donations may not be fully tax-deductible if group services are provided. Student groups may recognize donors in their group’s publicity but may not post business logo or advertising on the group’s university website.

6) **How To Submit End-of-Year Budget Report**

Each group must submit a report as part of its registration renewal process in addition to the Annual End-of-Year Report.

7) **Request Carry-forwards and extensions**

As University funds are allocated on an academic year (July 1-June 30) basis, your spring semester budget will be closed out at the conclusion of the semester. The last day to spend your funds will be June 1st. With the exception of registered group fundraising allocation account, funds do not carry forward from year to year. If your group has unusual circumstances that may require funds beyond the spending deadline, the group should request an extension from the Graduate Student Group Advisor (Assistant Dean Kim Curtis) in writing prior to the deadline.

E. **Awards, Prizes**

1) **Prizes, Awards**

University funds cannot be used to purchase individual gifts; such gift expenses will be charged to the group’s fundraising account. Requests for graduate group use of funds must be approved in advance by Graduate Student Group Advisor (Assistant Dean Kim Curtis).

Occasionally student groups consider the use of a recognition award or prize at an event. Groups should first carefully consider the following: Gifts and gift certificates have tax implications and may require special forms. **Group officers must contact The Graduate School Office in advance; failure to obtain prior approval may result in non-reimbursement.** Gifts costing $75.00 or more and gift certificates of $1.00 or more are considered taxable; a student or staff member will see an additional deduction of taxes for this in their payroll check. Gifts under $75.00 (not in the form of gift cards or certificates) are not considered taxable income to the recipient.

V. **How to Schedule and Plan Events**

An “event” refers to any programming your group does, ranging from general body meetings to lectures, singing competitions, movie nights, karaoke nights, panel discussions, parties, performances, exhibits, or information sessions. Since the opening of the Liberman Graduate Center and the great leadership and enthusiasm of our student leaders, there has been a rise in the number and types of events graduate student groups host.

A. **Submit an Event Planning Form Online**

Your group should submit an Event Planning Form at [http://gradcenter.wustl.edu/groups](http://gradcenter.wustl.edu/groups)
for all events in spaces outside of Liberman Graduate Center. Click Event Planning Form on the webpage sidebar. The online form is designed to help with event logistics and to help you navigate University policies. At least 3 weeks before your event, please submit the online form; Assistant Dean Kim Curtis will send a follow-up email confirming receipt of your webform and providing additional assistance as needed. For large or complex events—especially those with 100+ attendance, contracts, new locations, or off-campus spaces—allow 4 weeks as additional planning and lead time will be needed for approval by The Graduate School Dean’s Office.

✓ Event Planning Form

B. Tips for Success: Event Planning Guide for Graduate Groups

1) Fill out and submit an Event Planning Form. To start the process, you can come in and meet with Graduate Student Group Advisor (Assistant Dean Kim Curtis) who can help your group navigate university policies and logistics to plan your event. Please submit the Event Planning Form online as soon as you have scheduled your event. For large or complex events—especially those in new locations or off-campus spaces—contact your advisor 4-6 weeks in advance as planning may require contact with other university offices including campus security to facilitate logistics.

2) Pick a date early: The university calendar fills up quickly. The earlier you can decide on dates for your signature events, the more lead time you will have to prepare and the more chance you will have that you will have your desired venue. Also, try to avoid scheduling events during other large university events. Post your event date on the GPC online calendar.

3) Choose an appropriate venue. We recommend your group start with the Liberman Graduate Center, which provides priority reservation with no rental fee for graduate student groups. Event Management also maintains a list of other spaces available on campus. Make sure you take note of any cleaning, rental, or security charges.

Note: Special arrangements and advanced planning with Graduate Group Advisor may be
necessary for new events or those with 100+ attendance, alcohol service, and/or new spaces your group has not previously held the event in.

4) Check policies and guidelines that may apply to your event. For example, if your graduate student group would like to serve wine or beer at your event, there is a University policy that governs graduate student organizations university-wide: [http://prograds.wustl.edu/alcohol-service-policy](http://prograds.wustl.edu/alcohol-service-policy).

**Note:** For events with 100+ attendance, more extensive and advanced planning with your Graduate Group Advisor will be necessary to comply with the University Alcohol Policy and the University’s guidelines for student group events with alcohol service.

5) Estimate all fees and charges for catering, decorations, DJ’s, B&D Security, etc. in advance and submit a budget. The budget does not have to be exact, but should reflect what you expect to spend. This will also help with the reimbursement process after your event.

6) When working with outside vendors who require contracts, such as DJ’s and caterers, **please remember that students are not allowed to sign contracts**. Submit contracts to Graduate Student Group Advisor (Assistant Dean Kim Curtis) for Dean’s signature. Allow 7-10 days for processing.

7) Turn in receipts for reimbursements within a week after your event. This will help keep your university budget up to date, as well as allow the Treasurer to keep accurate records and students to be reimbursed.

C. How To Reserve University Spaces for Group Events & Meetings

There are many university spaces registered graduate student groups may reserve. Contact the appropriate space scheduling offices on the Danforth and Medical campuses. Be sure to plan and schedule in advance. The rules and costs associated with reserving each space vary, so it is very important to complete an Event Planning Form to make sure all of your group needs (capacity, third-party vendors, budget) are taken into consideration.

Familiarize your group with the policies and procedures for use of University space and facilities so your event can run smoothly. In addition, individual room spaces may have additional guidelines, particularly when serving food, alcohol or large groups. There may be rental, set-up and cleaning charges for rooms. Ask the appropriate room reservation office about specific requirements and schedule in advance.

Factors to consider:

- What sort of space would be the best fit for the event and available to my group?
- Who do I contact to reserve space?
- What are the rules associated with using the space?
- How much does it cost to reserve space and what are associated cleaning, and set-up expenses?

**RESERVABLE LOCATIONS ON CAMPUS:**

1) **Liberman Graduate Center**

**Location**

If you would like to hold an event on the Danforth campus, your first stop should be The Liberman Graduate Center. It is a dedicated space for graduate and professional stu-
Students across the eight schools. Priority is given to graduate student groups in reserving space in the Liberman Graduate Center (no charge). This space is unique in that graduate and professional students across the eight graduate schools at Washington University can meet, socialize, and work collaboratively. The Center is ADA accessible and located on the third floor of the Danforth University Center with direct access from the South elevator in Room 300. For more information, visit the website at: gradcenter.wustl.edu.

Rooms within the Liberman Graduate Center

The following spaces can be reserved for graduate student events:

- Thach Commons Area for studying, relaxing, or lunch meetings; can also be set up for receptions or auditorium-style seating (60 seats)
- Friedman Conference Room (20 seats)
- Small meeting room (6-8 seats)
- Kitchen
- All of the above for large events

Amenities

- Kitchen w/Microwave & Refrigerator
- Wireless Internet Access
- Bulletin Board w/info & events of interest
- Coffee & Tea Service
- Email Access Stations
- Dishes, glasses, flatware, etc.

Check website for specific A/V equipment available.

How to Reserve

Registered graduate groups can work with Liberman Center staff to reserve space during open hours as well as on evenings and weekends. To request space for meetings, receptions or for other events for graduate students, visit http://gradcenter.wustl.edu/reservations to submit an online Reservation Request or contact the Front Desk at 935-3923. You will receive follow-up email confirmation from Liberman Graduate Center Staff when your request is approved.

✓ Liberman Graduate Center Reservation
2) **Rooms Reserved through Graduate & Professional Schools**
There are also spaces within the 7 Graduate-Professional Schools. Check with the Scheduling Office of each School (Law, Business, Social Work, Engineering, Architecture, Art, and Medicine) Schools about availability and reservations. Usually it is most effective to ask a student member who is enrolled in that School to make the reservation.

3) **Medical Campus Space**
The Shell Café and the Farrell Teaching and Learning Center are popular venues for graduate student events held on the Medical School campus. For information about it and other spaces, go to: fltc.wustl.edu, click on Request a Room.

4) **Danforth Campus University Space/Event Management**
The Events Management Office can assist in locating and reserving space on the Danforth Campus such as:
- Common Spaces (Gargoyle (no charge), McMillan Cafe)
- Premiere Spaces (DUC, Holmes Lounge, Women's Building Formal Lounge are all 100-person venues with $$$ rental fees)
- Classrooms (can be reserved after the second week of each semester)
- Outside Spaces (Women's Building Lawn, McMillan Courtyard)

Contact: Event Management Office Danforth Campus
Website: http://eventmanagement.wustl.edu
Email: events@wustl.edu
322 Danforth University Center, phone - 935-5234

Visit Reserve a Space on the Event Management website (see previous) to check space availability and to request a reservation. Requests will be processed in the order received. Please allow two business days for the Event Management staff to process your request and issue a confirmation. Although an auto-reply email will be sent to the requester upon submission, the reservation should not be considered final until a confirmation is received from Event Management.

D. **Off-Campus Spaces**

Note that University Policies apply to graduate student groups and their events.

E. **How to Manage Events with Food, Beverages, Performers, or Contracts**

These types of events require extra thought and planning. Remember to complete a Pre-Event Form with Assistant Dean Kimberly Curtis to ensure a successful gathering as well as timely reimbursement.

1) **Use of Third-Party Vendors**

For Large Events (100+ people) or events held in certain spaces on the Danforth Campus where wine or beer is being served, the University requires groups to have a licensed, third-party vendor pouring and serving the wine or beer. The third-party vendor must be licensed to serve alcohol in the state of Missouri. If you have questions, please refer to the Policy Governing Alcohol Service at Events Sponsored by Graduate Student Organizations. A contract is required when a third-party vendor, a caterer or a performer is used.
2) **Contracts for Vendors, Caterers, and Performers**

A contract is required when a student group invites a vendor or individual to campus to perform a service; this includes third party vendors, caterers, DJs, speakers, musical performers, etc. **Students are not legal signatories of the University and may not sign contracts or agreements, or enter into any verbal agreements, on behalf of their group.** This requirement is for the protection of the student group who is booking the performer, as well as the university. **Contact The Graduate School Office for details; be aware it may take at least 2-3 weeks prior to the planned engagement to obtain approvals and signatures.**

To process a contract:

a. Ask the vendor to complete and sign the contract. You may use a Washington University standard contract or the vendor’s contract. (Washington University contract may be required for groups and performers).

b. Groups must submit the contract to the Dean’s Office for review and approval. Students should never sign contracts.

c. The Dean's office will fax a copy of the signed contract to the vendor and inform student groups that contract has been completed.

3) **Ways to Pay for Food and Other Purchased Items for Events**

For smaller events, groups are welcome to purchase food and beverages themselves.

a. **Schnucks Card** – Designated group representative(s) can arrange pick-up of the card from staff at The Liberman Graduate Center (Krystal London or Rachel Pepe) with 3 days advance notice; at that time you will need to provide group name, event, and allocated amount of purchase. Be sure to turn in the Schnucks receipt when you return the card and complete a Social Expense Reimbursement Form.

b. **Purchase Order (PO)** – A PO is the authorization for a student group to reserve a specified amount of money for the purchase of certain goods or services from a selected outside vendor or company. The vendor will request a copy of the PO to be faxed, mailed, or delivered on or before the date the services are rendered. Most St. Louis companies will accept a Washington University P.O. To ensure timely processing of PO request:

   - Check with the company ahead of time to make sure they will accept a P.O. from the University. A P.O. authorizes payment 30 days from the date of the invoice.
   - Email a description of the items, including dollar amounts for each item, the vendor’s name, address, telephone number, and Federal Identification number to Nancy Bauman.
   - Turn in the PO request at least 2 weeks in advance of your event.
   - Arrangement to request PO shall be made through the Graduate School Office who will notify your group when the PO has been sent to the vendor.

   **PAYMENT NOTE:** Vendor cannot be paid until you turn in the actual invoice/bill. The invoice is generally provided by vendor at time of delivery of food or service.

c. **Check Request (CR)** - If a company will not accept a P.O. from the University and an organization member pays for the purchase, a check request may be made to reimburse the individual.
d. **Interdepartmental Order (IDO)** – If you are being billed by another University Department or student group and are asked for our department number, use #1011 and tell the billing department to put your student group’s name in the description of the ID. Make sure to let the Accounting Coordinator know who is billing you, and the event name and date.

F. **After the Event: How to Get Reimbursed**

After your event, you will need to submit Social Expense Reimbursement forms to reimburse individuals who have used their own money and to pay vendors.

1) Submit a completed SERF, making sure all fields are filled in, including payee name, address, Student number, (or Federal ID number, if business) to the Graduate Student Group Advisor (Assistant Dean Kim Curtis) or directly to Nancy Bauman in the Liberman Graduate Center.

2) Attach an original, itemized receipt and/or invoice to the Social Expense Reimbursement Form. The receipt must clearly show an itemized list of purchases as well as proof of payment.

3) If the receipt is receipt that does not show proof of payment, a credit card or bank statement must be included to show proof of payment. NOTE: Often a receipt from a web purchase will not show proof of payment.

4) Be sure that your group’s treasurer has approved the reimbursement and signed the form or emailed their approval.

G. **Publicity**

1) Registered University-wide Graduate Student Groups are listed on the Liberman Graduate Center site, and linked from other University sites

2) GPC online calendar (URL) [http://gpc.wustl.edu/events](http://gpc.wustl.edu/events). Registered graduate student
groups can make online requests to post their events on the GPC online calendar if the event is open to the university-wide graduate student community.

3) GPC Weekly Listserv email announcement. Group events posted on the online calendar will automatically be listed on the GPC Weekly Events Listserv. It is sent out every Monday to 6000+ graduate and professional student subscribers.

4) Your own group website, group listserv or email, and calendar.

5) The Liberman Graduate Center; post on [http://gradcenter.wustl.edu](http://gradcenter.wustl.edu) and bulletin boards.

6) The University encourages the use of social media as a supplementary way to promote events and your group. University Social Media Policy: [http://www.wustl.edu/policies/socialmedia.html](http://www.wustl.edu/policies/socialmedia.html)

7) Best promotion is often word of mouth and members encouraging other members to attend.

VI. Selected University Policies

A. University Judicial Code
   [http://www.wustl.edu/policies/judicial.html](http://www.wustl.edu/policies/judicial.html)

B. Policy Governing Alcohol Service at Events sponsored by Graduate Student Organizations.
   [http://prograds.wustl.edu/alcohol-service-policy](http://prograds.wustl.edu/alcohol-service-policy)

Philosophy on Alcohol Service at Washington University in St. Louis

The Washington University in St. Louis Drug and Alcohol Policy affords recognized student groups the privilege of serving alcohol at certain events. As adults, students are expected to know and abide by all applicable state and federal laws and University policies and procedures. Ultimately, students are responsible for their own behavior; however, if a student group provides alcohol as part of their event they share in the responsibility to provide a safe environment for all attendees. If your group has questions, contact the Dean of your School or the Office of the Graduate School of Arts and Sciences.

Any on or off campus event sponsored by a recognized graduate-professional student group (registered by ProGradS or recognized by one of the eight Schools) must comply with the Drug and Alcohol Policy of Washington University in St. Louis if it involves alcohol. This Policy is available online at: [http://www.wustl.edu/policies/drugandalcohol.html](http://www.wustl.edu/policies/drugandalcohol.html) Any on-campus event involving alcohol must have a recognized Sponsoring Group.

Distribution of Alcohol

In compliance with Missouri’s Liquor Control Law*, alcohol must be served in a controlled manner and not freely accessible. No one who is under the age of 21 or visibly intoxicated may be served. Alcohol must not leave the confines of the event.

Options Regarding Serving Alcohol

1) Third Party Vendor – Student Groups may contract with a third-party vendor, such as Bon Appetit, to acquire and serve alcohol. The third party vendor uses its own liquor license and provides bartenders.

2) Group Purchases the Alcohol- Student Group members may order, set up, and control distribution of the alcohol at the event independently in compliance with this Policy. See Responsible Contact section. Some University common spaces require a third party vendor; check Guidelines in advance with the appropriate reserving office, Danforth Campus Event Management, or School Dean’s Office.
Location
Student Groups should check in advance with Events Management, School Dean’s office, or the appropriate reserving office for specific location guidelines. When alcohol is permitted, the space must be secured (or roped off as is necessary for outdoor locations) to ensure that proper admittance and alcohol distribution can be regulated easily and effectively.

Advertising
Alcohol may be mentioned or implied in campus advertising of the event to graduate students, using conventional phrases such as “happy hour,” “beer & pizza,” “wine and cheese,” etc. But alcohol may not be the primary focus of an event. Events open to the general public and/or advertised off campus are not permitted to include alcohol.

Security
School Deans or the ProGradS Chair or their designees must be notified at least one week in advance of the event. At the discretion of Dean or Dean’s designee, University Police may be notified, and private security guards may be required, to assist with safety of participants and security of facility, when total attendance involves more than 100 students. The cost of private security guards is the responsibility of the sponsoring Student Group. The guards or designated Group members are required to verify the age of each participant with identification that lists date of birth. If the event is held outside, or in an unsecured area, distinct identification (such as wristband or stamp) is required to identify attendees 21 years and over; this is to ensure that those passing through an event do not receive alcohol.

Responsible Contacts
At least one person (preferably two) from the Sponsoring Group must be designated as the Responsible Contact(s) for the event. Responsible contacts should not consume alcohol immediately prior to or during the event. The Contacts are responsible for overseeing and ensuring the safety of the event, the distribution of alcohol, and the implementation of this Policy. Contacts are to introduce themselves to the University Police as well as any security guards and serve as the point persons with these agencies. Responsible Contacts, with the assistance of University Police and security guards as needed, must be able to shut down an event if this policy is not being implemented effectively or if other problems arise.

Food and Beverages
Food must be provided at all events where alcohol is served. Among the food there should be non-salty options readily available, free and displayed in an attractive manner. Non-alcoholic beverages also should be readily available and free. Water should be one of the non-alcoholic beverages provided. The food and non-alcoholic beverages should be replenished several times throughout the program so that they are constantly available.

Sanctions
The Sponsoring Group will be held accountable for any and all violations of this Policy. Sanctions for a violation may include, but are not limited to, loss of space reservation privileges, loss of University student group registration, or other sanctions pursuant to the University Judicial Code (www.wustl.edu/policies/judicial.html#V)

Addendum
There may be more specific guidelines and restrictions for the use of specific spaces on both Danforth and Medical Campuses. Be sure to check in advance with the appropriate space
reserving office. For the Danforth campus, contact Event Management (third floor of Danforth University Center - 935-5234) for an updated list.

1. “Missouri’s Liquor Control Law makes it illegal for a person under the age of twenty-one years to purchase, attempt to purchase, or possess any intoxicating liquor. Section 311.325 RSMo. Violation of this provision can subject one to a fine between $50 and $1000 and/or imprisonment for a maximum term of one year. County and municipality ordinances contain similar prohibitions and sanctions.” To review specific provisions of applicable ordinances and statutes, contact the Office of the General Counsel (935-5152). Washington University Policies and Procedures, Drug and Alcohol Policy: www.wustl.edu/policies/drugandalcohol.html --Section III B.

Policy approved by the University Council 1/26/04: effective immediately.

(This policy was also reviewed and approved by Professional and Graduate Student Coordinating Committee; the Deans and graduate student associations of the eight Graduate Schools; an ad hoc committee of the Professional and Graduate Student Coordinating Committee drafted the original proposal 2002-2003.) http://prograds.wustl.edu/alcohol-service-policy

C. Gambling Policy

Gambling, with only a few highly regulated exceptions, is illegal in Missouri (RSMo § 527). Illegal gambling of any form is not allowed at Washington University in St. Louis.

Groups wishing to reserve University space for fundraising events involving games, including poker tournaments, “casino nights,” and other games commonly played in a casino must abide by the following Guidelines.

1. Games may not include all three of the following elements.
   a) Consideration – The exchange of something of value for the opportunity to participate in the game. Consideration includes donations that are “requested” but not “required”.
   b) Chance – The winner is chosen by “luck” with little or no skill or ability. In Missouri, poker is considered a game of luck.
   c) Prize – Any benefit, cash or property awarded to a winner.

2. Game rules must be clearly described to participants before play begins.

3. Alcohol may not be served or consumed during the event.

4. Events may only be open to University students, faculty or staff.

5. Examples of acceptable gaming events:
   a) Ex. #1: Poker Night with admission fee (i.e. consideration), but no prizes. Admission fee and “winnings” must go to recognized 501c (3) charitable organization. Participants and non-charitable hosting organizations may not profit or win prizes.
   b) Ex. #2: Casino Night without admission fee/exchange of money (i.e. Consideration). Prizes may be awarded to winners.

Questions about this statement or your planned event should be directed to the Assistant Vice Chancellor/Director of Campus Life.
D. Policy Regarding Outside Immigration Attorneys Speaking On-Campus

- Information about the lawyer who will be presenting should be submitted to OISS. We need to know if they are a member of the American Immigration Lawyer Association (AILA) and where they went to law school.
- The powerpoint that will be used is to be submitted to OISS for review.
- Representative from OISS must be in attendance at the event. If the presenter will be presenting in a language other than English, then translators will need to be made available for OISS staff.

At least one month in advance, The Office for International Students and Scholars (OISS) must be consulted in order to approve the event.
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The Graduate Student Group Handbook was originally created in 2007 by Associate Dean Elaine Berland and GPC President Laura Engle, with help from Louise Neeley and Martha Vicente. We acknowledge Washington University School of Law (Associate Dean Janet Laybold) and Yale University Graduate School (Assistant Dean Lisa Brandes) for providing useful handbook models.