

MEMORANDUM

To: Penn Law Student Group Leaders
From: Felicia Lin, Dean of Students, on behalf of Student Affairs
Date: January 12, 2021
RE: Law School Spring 2021 Guidelines for Student Group Activities

Dear Student Group Leaders,

As we enter the spring semester with the COVID-19 pandemic still very much present in our daily lives, I write to share the Law School's guidance on student group's activities for this semester. Although we will continually revisit these rules as the semester progresses, our first priority is always the health of our community.

To that end, several restrictions from the Fall 2020 semester remain, including:

- **Travel Restriction.** The University will not fund any student travel unless it has been approved by the Provost's Office.
- **Food Purchases.** Organizational funds cannot be used to purchase communal food or drink, defined as any in-person eating with others. Food delivery is still acceptable so long as food is not delivered to the Law School for pickup. Student groups who wish to have food delivered for a virtual event should use this [form](#) to make sure the use conforms to University requirements.
- **Care Packages.** As in the fall, we strongly encourage groups interested in sending care packages to use a full-service vendor that can mail care packages on behalf of a group. Students that use this type of vendor do not need administrative approval for these purchases. Students that seek Student Affairs help in putting together and mailing care packages should email Melissa Clerval at mclerval@law.upenn.edu before planning any care packages so that she can help from the start. Student groups will not be able to order individual items sent from a vendor (like Amazon.com) directly to students' homes.
- **Off-campus Activities.** The use of student group funding for off-campus, in-person activities must be approved by Campus Heath and Student Affairs. Student groups can petition for approval [here](#).

However, although we still encourage student groups to plan virtual events when possible, student groups will be able to reserve classrooms this semester for in-person meetings and or to stream a virtual event beginning February 1. All on-campus activities must adhere to COVID-19 protocols, including:



- Limiting total in-room attendance to 25 people or fewer;
- Using only designated seats in a classroom;
- No eating in the classroom
- Maintaining social distance from others at all times, including entering and exiting rooms; and
- Sanitizing personal space before use.

Student groups can [request a room online](#). Room availability will be limited and may change over the course of the semester. Please submit your room request at least two weeks in advance.

For a helpful guide to planning events and financing student group activities, please refer to the [Student Affairs' Event Planning Page](#). This website lists types of funding available and has useful tips on hosting group events. Finally, for your convenience, attached is an outline of standard Business Affairs policies that are always applicable.

I know this is not how you envisioned planning your group's work for the semester. But all of us in both Student and Business Affairs value the tremendous contributions you make to our community and are here to support your group's mission. Thank you for your creativity and responsibility as we navigate this continuing challenge.



Penn Law Business Affairs Policies for Student Groups (Applicable at All Times)

The Business Affairs team works closely with the Penn Law and University communities to ensure compliance and alignment with the overall goals and mission of the Law School. Our team will support the recipients needs and ensure that all financial activities comply with Penn and IRS policies. **Please note that you are responsible for the appropriate management of your budget.** You are welcome to schedule a meeting at the start of the year with [Ian Semmler](#) to review and discuss Penn policies and procedures and ensure you have a successful event.

In particular, student group leaders should be aware of the following policies:

- Students will not be reimbursed for Student Group related services/items procured with personal funds. Please contact [Business Affairs](#) **ASAP** to discuss procurement options. Do not use your own money to pay for student group expenses.
- Law School policy does not allow student groups to offer speakers an honoraria or speaker fee.
- University funds cannot be used to purchase gift cards or to reimburse the purchase of food, served on or off-campus.
- Concur reports submitted **182 days** after the conclusion of a trip will not be reimbursed.
- Concur reports will not be processed unless a copy of your Dean's Speaker Fund (or other administrative grant) award letter is attached as a receipt.

Purchasing Goods. Goods, for care packages or otherwise, should be purchased through an approved Penn vendor via Purchase Order. A list of PO vendors can be found on the [University's Purchasing website](#). To place an order:

- Contact vendor and ask for a quote.
- Request a PO by emailing quote to businesshelp@law.upenn.edu.
- Email vendor their PO number.
- Once the event has been completed the vendor should send the final invoice directly to the University's central Accounts Payable office. If they send you the invoice, please forward a copy to Business Affairs.