

**Widener University
Delaware Law School
Office of Student Affairs Policy Statement
for Student Bar Association (SBA) Organizations
2018 - 2019**

This document sets forth policies of the Widener University Delaware Law School (the “law school”) regarding the activities of student organizations and the use of funds and resources allocated to student organizations. The executive boards of all student organizations shall read and implement this policy statement. The Office of Student Affairs reserves the right to make changes to this policy statement.

If any organization has questions about this policy statement, please contact Susan Goldberg, Associate Dean, or Debra Berry in the Office of Student Affairs before scheduling or conducting any activity, expending funds, or incurring any debt. Dean Goldberg may be reached at 302-477-2173 or at sgoldberg@widener.edu. Debra Berry may be reached at 302-477-2142 or at dlberry@mail.widener.edu.

Table of Contents

- A. Participation in SBA Organizations
 - B. Student Organization Status
 - C. Requirements for SBA Organizations
 - D. Activities On Campus
 - E. Activities Off Campus
 - F. Display, Mailing, or Posting of Notices, Posters, or Signs
 - G. Social Media
 - H. Alcoholic Beverage Policy
 - I. Resources Allocated for Use by Student Organizations/
Reimbursement of Expenditures
- Treasury Amendments**
- J. Alumni Contact
 - K. Proof of Insurance Before Participating in Organized Sports

A. Participation in SBA Organizations

1. Any student enrolled at the law school may participate in SBA organizations and activities.

2. All student organizations and their members must comply with the law school's Student Code of Conduct and the policies governing SBA organizations as set forth in this statement by the Office of Student Affairs ("the Office" or OSA). Failure to abide by these policies may result in the inactivation of a student organization.

3. The Academic Code prohibits any student who is in the Academic Success Program from serving as an officer, board member, or committee chair in any student organization.

B. Student Organization Status

1. No student organization may separately incorporate.

2. Students are neither officers nor agents of the law school corporation and may not enter into contracts on behalf of the law school for the purchase or sale of goods or services. The Office of Student Affairs must approve and sign all contracts for the purchase of goods or services for student organizations.

3. Student organizations are not permitted to hold savings accounts, checking accounts, certificates of deposit or other such accounts without written permission of the Dean of the law school. Permission will be granted only upon a showing of exceptional circumstances, included but not limited to the following: (a) the funds so held do not properly belong to the law school, and (b) the funds are not held in trust for any portion of the student body. Such accounts may not include the law school's name on the account.

4. Students acting as members of an SBA student organization may enter student competitions outside of the law school only with the approval of the organization's faculty advisor or the Office of Student Affairs. Under no circumstances will approval be granted unless a member of the faculty agrees to act as the coach for the competition.

5. **Fundraising:** Student organizations may not engage in any fundraising activities such as auctions, bake sales, car washes, lotteries, book sales, T-shirt sales, raffles, or the like without prior authorization from the Office of Student Affairs. Information, including flyers, must include the name of the organization receiving the funds raised from the activity. Where approval is granted, an accounting must be made to the Office of Student Affairs immediately upon the completion of the fundraising activity. No SBA funds will be allocated to fund a bake sale.

C. Requirements for SBA Organizations

1. All student organizations must have the following: i) an elected executive board, including a president and a treasurer; ii) a current constitution and/or by-laws; iii) a summary page with a mission statement; and iv) a current faculty advisor. Each organization must submit to the Office of Student Affairs the names and contact information (phone number, address, email address, mailbox number) of the board and the name of the current faculty advisor by September 3rd of the academic year. Should the board membership or advisor change at any point during the semester, the organization must immediately notify Debra Berry in the Office of Student Affairs and the SBA Secretary.

2. A faculty advisor should be a full-time member of the Widener faculty or administration. An adjunct member of the faculty may serve as a faculty advisor with the approval of the Office of Student Affairs.

3. Every student organization must make membership available to any student enrolled at the law school.

4. All SBA functions must be open to any student enrolled at the law school.

6. New organizations must complete the appropriate forms and receive the approval of the Office of Student Affairs as well as the SBA before operating as an SBA organization.

7. Each organization is required to conduct a community service activity **each semester**. One community service activity may be replaced by a legal education function. Legal education functions may include, but are not limited to, a speaker presentation, a panel discussion, a competition, or a symposium. Community service activities may include, but are not limited to, volunteering for a nonprofit organization, such as Habitat for Humanity or the Delaware Food Bank, or sponsoring a service project, such as collecting books and supplies for a school. At the end of each semester, each organization must submit a report to the OSA and the SBA's Vice President of Academics and Community Service detailing how it fulfilled this requirement. The report form is included at the end of this document. Organizations that fail to meet this requirement will be placed on inactive status. This status will result in a cut in the next semester's budget.

D. Activities on Campus

1. To ensure that activities of student organizations are available to as many students as possible, programs of general interest such as competitions, debates, lectures, social events, and symposia shall be held at the law school, unless written permission to hold the activity offsite is obtained from the Office of Student Affairs two (2) weeks **prior** to the event.

2. Any and all meetings of an organization and its board must be held on campus unless prior written permission is obtained from the Office of Student Affairs. No alcohol may be served at meetings. The SBA does not fund general meetings.

3. No activity or event may be scheduled on campus by an SBA organization without *prior* notification to the Office of Student Affairs. The Office maintains the right to disapprove of any activity or event which the Office deems is not in the best interest of Delaware Law School and its students. Further, the SBA Executive Board reserves the right to disapprove an event.

4. An Event Approval Checklist, attached as Appendix 1, must be completed for all activities and events other than organization meetings. The checklist must be completed at least **two (2) weeks in advance** of the scheduled activity and returned to the Office of Student Affairs. The same approval time requirement applies to the online approval checklist.

5. All events must be cleared with **Connie Sweeney, Executive Assistant to the Dean**, who is located on the 4th floor. Ms. Sweeney maintains the master calendar for the law school. She may be reached at 302-477-2177.

6. A Room Reservation Form must be completed for all meetings, activities, and events. The Room Reservation request must be approved by the Office of Student Affairs and the Registrar's office **before** the event.

7. No invitations may be extended to speakers without prior notification to and approval of the date by the Dean's Office and the Office of Student Affairs.

8. No commitment for an honorarium may be made without the prior approval of the Office of Student Affairs. The SBA organization sponsoring the event must clearly demonstrate that the funds to pay the honorarium have been budgeted and approved by the SBA Executive Board. Token gifts may be given to speakers, panelists, and other participants. Student Organizations are not permitted to purchase token gifts and seek reimbursement without approval from the SBA Executive Board and the Office of Student Affairs. Approved token gifts may not exceed \$20 per person. Alcohol may not be purchased as a gift to speakers, panelists, and other participants. If an alumnus of Widener Law is attending the event, Judith McLaughlin from Development & Alumni Engagement must be contacted. Ms. McLaughlin may be contacted at 610-499-1090.

E. Activities Off Campus

1. SBA organizations holding activities off campus must ensure that their members and guests conduct themselves professionally at all times. Students attending off-campus events sponsored by an SBA organization are governed by the law school's Student Code of Conduct.

2. SBA organizations seeking to sponsor an event at an off-campus facility must obtain prior written approval from the Office of Student Affairs. Requests for such approval must be submitted at least two (2) weeks in advance of the event. The SBA organization must include in its request a reason for holding the event or activity at an off-campus location. The Office maintains the right to disapprove of any activity or event which the Office deems is not in the best interest of Delaware Law School and its students.

3. All functions sponsored by an SBA organization must be held at locations that operate in a nondiscriminatory manner.

4. To ensure that banquets and dinners held off campus are available to all students, expenses for those activities must be reasonable. As a general matter, expenses must be kept to \$30 per person. If a function requires additional expenditures, up to \$50 per person may be spent only upon the prior approval of the Office of Student Affairs. Students may not be asked to provide additional money to subsidize the amount spent on an event. No discounts should be offered for purchases of tickets for a couple as such a discount discriminates against the person who seeks to attend by herself or himself.

F. Display, Mailing, or Posting of Notices, Posters or Signs

1. Student organizations must obtain a stamp of approval from the Office of Student Affairs before displaying or posting any notice, poster, or sign. Notices, posters, and signs may be in color copy, but cannot be larger than 18 by 24 inches. Such notices, posters, and signs may only be posted on "general information" bulletin boards or on easels located in the atrium of the law building and inside the entrances of Polishook. None shall be posted directly on walls, doors or in the elevator.

2. Other than mailings to the campus mailboxes of an organization's members, all student organizations and students must obtain approval from the Office of Student Affairs for campus-wide mailings to student mailboxes. The letter which accompanies the mailing must also be approved by the Office of Student Affairs. The Office will grant such approval only when warranted by unusual circumstances.

3. Other than e-mailings to an organization's members, all student organizations and students must obtain approval from the Office of Student Affairs for campus-wide e-mails to all students. The Office will grant such approval only when warranted by unusual circumstances. Organizations are encouraged to submit event announcements to the SBA Secretary.

4. Student organizations may use the Electronic Bulletin Board (EBB) to post reminders about events, meetings, and deadlines. Forms for the posting of information on the EBB must be submitted to Debra Berry in the Office of Student Affairs at least fourteen (14) days prior to the event. Ms. Berry may be contacted at 302-477-2142.

5. Organizations must get the approval of the Office of Student Affairs for any posting on CampusCruiser.

G. Social Media

1. Examples of social media include, but are not limited to, Facebook, Twitter, Flickr, LinkedIn, Instagram and YouTube.

2. The creation of any social media account must be approved by the Office of Student Affairs prior to creating the account.

3. Dean Goldberg must be made an administrator on the student organization account. Dean Goldberg's email address is slgoldberg@widener.edu.

4. Posting made on social media accounts are subject to the Student Code of Conduct.

5. Delaware Law School reserves the right to block or remove the content of any post that violates campus policies, including but not limited to, harassing, threatening or profane language aimed at creating a hostile or intimidating environment. Content may be removed at any time without prior notice for any reason deemed to be in the Law School's best interest. Concerns about content within any Delaware Law School social media presence should be reported to the Office of Student Affairs.

6. Best Practices in Social Media

Timeliness: It is important to provide timely responses to questions, comments, etc., posted on social media sites. Content should be maintained regularly. Out-of-date content should be removed as quickly as possible.

Think twice before posting: Consider what could happen if a post becomes widely known and how that may reflect both on the person posting and the Law School. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, contact the Office of Student Affairs.

Strive for accuracy: Get the facts straight before posting them on any social media platforms. Review content for grammatical and spelling errors.

Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the person posting and/or the law school and its institutional voice.

Remember your audience: Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm or provoke any of these groups.

Provide quality content: Content should be short and written in active voice. Remember to consider the audience; the style and tone of content should be direct and student-oriented. In general, the more frequent the content is updated, the more users will visit the sites to access information and participate in the social community.

H. Alcoholic Beverage Policy

1. Alcoholic beverages may only be served on campus after first obtaining the approval of the Office of Student Affairs. Approval must be obtained for each event. Past approval does not constitute approval of a current event. The only approved alcoholic beverages are beer and wine; no liquor or other alcoholic beverage may be served.

2. No alcohol will be served unless an appropriate amount of food and non-alcoholic beverages are served simultaneously. The Office of Student Affairs reserves the right to increase the amount of food ordered for an event or to decrease the amount of alcohol served at an event.

3. Alcohol may not be served at meetings.

4. No student or guest may remove either an opened or unopened container of an alcoholic beverage from the site of the student organization event where the beverage was served. For example, at the conclusion of an event, kegs, bottles of wine, and bottles or cans of beer shall not be drained for students to take the contents from the event.

5. Campus Safety must be informed prior to any function at which alcoholic beverages will be served.

6. Each organization must arrange for at least two (2) designated drivers at each of its functions where alcoholic beverages are served. For events with greater than 100 attendees, each organization must arrange for at least three (3) designated drivers.

9. Any student organization hosting an event must have at least one member of its organization present to supervise the serving and consumption of alcoholic beverages. Each organization must arrange for bartenders to serve alcoholic beverages at any organization event where fifty (50) people or more are expected to attend.

10. The following policies must be followed at any banquet held by a student organization:

(i) The dinner/banquet may include no more than one hour of “open bar” before dinner, and only beer, wine, sodas, water, and coffee/tea may be served during “open bar.”

(ii) No more than two glasses of beer or two glasses of wine or champagne may be served with dinner.

(iii) A champagne toast may be served.

(iv) No alcohol is to be served once dinner is completed. Only non-alcoholic beverages can be served after dinner.

11. Any student who fails to adhere to these policies must be reported to the Office of Student Affairs and may be subject to Honor Code proceedings.

12. Student organizations are reminded to govern themselves in accordance with local, state, and federal laws regulating the purchase and consumption of alcohol.

I. Resources Allocated for Use by Student Organizations/Reimbursement of Expenditures

1. The University has no obligation to reimburse student organization expenses that are not in compliance with this policy.

2. Tuition, fees, and gifts received by the law school and appropriated for use by student organizations are received by the officers and members of those organizations in trust for the general benefit of the law school and must be expended in a manner consistent with the reason for their appropriation. Members of the organization and their friends and family may not personally benefit from the appropriation.

3. The offices, equipment, and services provided by the law school for use by a student organization may be used only by members of the organization and for a legitimate purpose of the organization. Students must pay for personal use of office equipment, such as personal telephone calls. Itemized bills may be distributed on a monthly basis. The storage and consumption of alcohol is prohibited in student organization offices.

4. Students will be reimbursed for reasonable travel expenses incurred for a legitimate purpose of the organization. Such expenses generally include transportation costs, hotel bills, parking, conference or competition registration fees, and meals. Unless previously authorized, there will be a \$40.00 per diem limitation on meals per day. Students will not be reimbursed for alcoholic beverages. It is recommended that meals be on a separate bill/receipt from alcohol beverages. Reasonable meal tips (NOT ALCOHOL) will be reimbursed. Reasonable is considered 10%-20% of the cost of the meal. Tips may not exceed 20% of the meal cost.

Reimbursement for use of personal automobile traveling on student organization business will be reimbursed at the current university-approved mileage rate. Reimbursable miles are those driven for student organization business purpose. Reimbursements for mileage must be accompanied by a print out of the driving directions. The print out must include the departure and arrival addresses as well as the mileage. The departure address should be 4601 Concord Pike, Wilmington, DE 19803 unless your actual starting address falls within a shorter distance than the Concord Pike address.

Reimbursements will be made for tolls and parking charges when original receipts showing the exact payment made and date of charges are submitted. Fines for automobile violations or personal misconduct will not be reimbursed.

5. Any student seeking reimbursement must submit an itemized Student Reimbursement Form to the Office of Student Affairs. A Student Reimbursement Form is included at Appendix 3. The form must include contact information for the student, the appropriate signatures, and a detailed statement of purpose. Reimbursement forms submitted with insufficient information will be returned, thus delaying the process for issuance of the refund. To ensure that expenditures are eligible for reimbursement, students should contact Debra Berry in the Office of Student Affairs at 302-477-2142 **prior** to the expenditure of funds.

6. All group/competitions reimbursement requests will be processed as a group. It is recommended that the treasurer or team captain collect and submit all itemized Student Reimbursement Forms and receipts to the Office of Student Affairs. A Student Reimbursement Form is included at Appendix 3.

7. **Original itemized receipts** must be submitted with the Reimbursement Form. Credit card bill statements are not sufficient to obtain reimbursement. Purchases made online must show the specific items purchased, method of payment, and a \$0 balance to receive reimbursement.

8. Supporting Documentation for on-line booking or purchases must be a receipt or confirmation of payment and not a confirmation of a reservation. Detailed below are the minimum requirements for an electronic receipt to be acceptable as proof of purchase:

E-TICKETS:

- Passenger name
- Issue date
- Ticket number or other**proof of payment
- Total payment
- Itinerary or routing
- Payment Type

** A ticket number on the receipt indicates that a ticket has been purchased.

HOTELS

- Name and address of hotel

- Guest name
- Number of guests
- Check in and out dates
- Number of rooms
- Number of nights
- Price per night
- Total Payment
- Proof of payment (credit card statement, receipt or cancelled check)
- Date purchased

REGISTRATIONS:

- Name of attendee
- Name of conference
- Amount paid
- Dates
- Proof of payment (credit card statement, receipt or cancelled check)

OTHER MISCELLANEOUS NON-TRAVEL PURCHASES:

- Name and address of vendor
- Date purchased
- Itemization
- Amount paid
- Proof of payment (credit card statement, receipt or cancelled check)

9. If one student paid for expenses for other Delaware Law School students, the names of all students must be listed on the Student Reimbursement Form along with the expenses incurred for each.

10. Students should seek a check request when an invoice has been submitted by a third party. The invoice must include the name and address of the third party as well as a description of the services. The check will be issued by Accounts Payable to the third party. A Check Request Form is included at Appendix 4.

11. Once approved by the Office of Student Affairs, all check requests, reimbursement, and purchase orders will be submitted to Accounts Payable on the Chester campus by the Office. Because of the turnaround time involved in issuing checks, students are encouraged to submit their requests in a timely manner. Requests for checks cannot be expedited, so please plan accordingly.

12. All airline arrangements or reservations must be financially cleared through the Office of Student Affairs prior to travel. University policy is not to pay for rental cars if reasonably priced and convenient airport shuttle services are available.

13. Members of student organizations, their families, and their friends may not receive reimbursement for personal expenses. Examples of non-reimbursable expenses include, but are not limited to:

- snacks and beverages for office consumption;
- food at meetings;
- personal telephone calls and movies viewed in hotel rooms;
- charges from hotel service bars;
- personal clothing items and toiletries, even if needed away from home at a national competition or meeting;
- movie tickets, theater tickets, sporting event tickets, sightseeing tours, excursion boat rides, or other entertainment expenses;
- travel, hotel, and meal expenses for spouses, family members, significant others, or friends accompanying a student for authorized travel in furtherance of the organization's purpose;
- personal gifts, such as flowers, greetings cards, dinners, etc.;
- books, tuition, or living expenses;
- copies of notebooks or personal material;
- any other expense item which does not reasonably further a legitimate purpose of the organization and the law school.
- Gasoline costs of mileage reimbursement is requested
- Electronic devices/services- including flash drives and other devices for individual use. The purchase of electronic devices/services is NOT reimbursable unless approved in advance by the OSA.

14. No organization may expend funds purely for recreational purposes, except for SBA functions approved by the SBA Executive Board and the Office of Student Affairs.

15. Student organizations may not expend SBA funds or receive reimbursement for expenditures on flowers, cards or gifts for births, deaths, illnesses, or anything of a similar nature.

16. To decrease the need for replacement expenses on sports equipment, books, supplies, and other items used by SBA organizations, each organization shall develop a "sign-out" procedure for organization supplies, equipment, and books to ensure their return. A secure location must be selected in which to store the equipment, books or supplies. The SBA will not reimburse for property that is replaced due to the negligence of a student organization or its members.

Delaware Law School SBA Treasury Policy for the 2018-2019 Academic Year

- Budget allocations for each event or purpose should be considered to be for that event or purpose alone. The practice of transferring funds from one event to another within the organizations' own budget is prohibited.
- If there are remaining funds at the conclusion of an event, or if an event/activity fails to transpire, those funds will revert back to the SBA. If those monies allocated are wished to be used for another event, a supplementary budget request must be submitted.

- Budgets are bifurcated into halves; Fall and Spring. Fall budgets are frozen at the conclusion of the Fall semester. Funds may be carried over to the Spring for individual events, but only for substantially similar events or purposes, and if it can be shown that said event was not held or purpose fulfilled for good cause.
- If an event/activity is going to cost more than initially planned for and will exceed the amount allocated for it in the organizations' budget, or if an organization would like to host an event not initially planned for at the time of annual budget requests, a Supplemental Budget Request form should be filled out immediately. These are available on the SBA TWEN website for download. Within this form, the amount of funds needed should be included, along with a detailed description of the event or reason that more funds should be dispersed. It is imperative that this form be filled out PRIOR to the pertinent event or purpose. Organizations that spend beyond the allocated amount without notice to the SBA or who turn in Supplemental Budget Requests for past events risk denial of reimbursement. Mid-year decisions on Supplemental Budget Requests are left to the SBA Treasurer and/or SBA Budget Committee.
- Fundraising and SBA Advances – While it has long been SBA policy to advance student organizations funds to partake in charitable and fundraising activities, fundraising events and campaigns should be just that; fund-raising. Therefore, for every student organization-run event that seeks SBA funds, there should be a proportionate return on that money going to a worthy charity or cause. The following are some examples:

1. Organization A holds a trivia game event and seeks \$200 in SBA funds to promote and hold the event. Participating teams are charged \$40 to compete, and there are 6 teams, yielding \$240, or a \$40 profit. The \$240 is donated to oil cleanup on the Gulf Coast.

This is fine, as it brought students together for a charitable cause, and used a judicious amount of money to do so.

2. Organization B holds a party with nominal entrance fee and seeks \$200 to promote it and buy food. The event is held at the Barristers' Club on a Sunday night and 6 people show up, yielding \$40, or a \$160 loss.

This is not acceptable. The purpose of holding a fundraiser is just that - to end up with more, or at least the same, amount of money that you started with. In this example, poor planning and execution leads to a waste of SBA funds, and more charitable work could have been accomplished by not holding the event at all.

3. Organization C has a fundraiser where they sell customized diploma frames to recent graduates. The frames are \$75 a piece to order, and Organization C seeks \$1,350 in SBA funds to pre-order 18 frames, which they plan to sell for \$100 apiece.

This is not acceptable. Though if the frames all sell there will be a \$450 profit, the \$1,350 advance is simply too much, and poses an inordinate financial risk to the SBA in case the frames don't sell. If they don't, the SBA has to swallow the cost. Furthermore, a fundraising activity of this type does little to promote school unity (through an event or activity that students and/or faculty partake in) or to make Widener Law visible within the community. It represents a purely monetary interest. Finally, even if all of the items did sell, the SBA essentially gave away \$1,350 to a single charity in one shot. That isn't acceptable either. There would need to be a substantial sum of money given back to the SBA and the amount donated tempered to a more realistic number.

- As per the SBA Policy Statement §B(5), all fundraisers must be cleared by the Office of Student Affairs, and the legitimacy of community service events must first be signed off on by the SBA VP of Academics and Community Service.

J. Alumni Contact

1. Student organizations must notify the Office of Student Affairs and the Office of Development and Alumni Relations before inviting alumni to speak or to participate on panels, symposium, and other such events. Contact Judith McLaughlin, Donor Relations Coordinator, at 610-499-1090 to coordinate events. Ms. McLaughlin should also be contacted if an organization is in need of alumni contacts for events.

2. No organization or its members may solicit monetary contributions or in-kind donations from any alumni or from any outside organization, group, or entity without the prior approval of the Office of Development & Alumni Engagement and the Office of Student Affairs. Contact Judith McLaughlin, Donor Relations Coordinator, at 610-499-1090.

3. No mass e-mails may be sent to alumni on behalf of any SBA organization. Mass e-mails may only be sent through the Office of Development and Alumni Engagement. Contact Judith McLaughlin, Donor Relations Coordinator, at 610-499-1090 for assistance.

4. No bulk mailings may be sent to alumni on behalf of any SBA organization without express permission from the SBA, Vice-President for Alumni Relations, the Office of Student Affairs, **and** the Office of Development and Alumni Engagement.

5. Should an organization receive permission to mail alumni, the bulk mailings to alumni must be submitted to the Office of Student Affairs for distribution instructions. Students may not purchase stamps and then seek reimbursement.

K. Proof of Insurance Before Participating in Organized Sports

Any law student who participates in sports organized by a student organization at

the law school must provide proof of primary health insurance coverage. Each student must demonstrate that he or she has personal health insurance coverage beyond any secondary policy carried by the team, league, or student organization. Each student must submit proof of insurance to the organization's president. The organization must photocopy the proof of insurance and submit the copy to the Office of Student Affairs. Proof of insurance is required for a student to become and remain a member of a team. Such proof must be provided before a student participates in a sports event.

2018-2019 SBA Organization Report

Please submit the following information to Debra Berry in the Office of Student Affairs and the SBA Vice President of Academics and Community Service by the end of each semester.

Organization:

--

Activities for Fall 2018:

Description of the activity	Legal education or community service?	Date	Time	Location

Activities for Spring 2019:

Description of the activity	Legal education or community service?	Date	Time	Location

Submitted by: _____

Position in Organization: _____

Faculty Advisor: _____

Date of Submission: _____