

# **Social Justice Tuesdays (SJT) at UW Law**

*October-April, 12:30-1:20 pm in room 127*

Throughout the school year, the Center for Public Service Law teams up with a different [student organization](#) to host this innovative weekly programming series. Any UW Law student organization can host an SJT. Programming includes a wide range of events such as talks by nationally recognized practitioners and community organizers, films with related discussions, discussions facilitated by professors (including non-law professors), as well as debates between professors and/or practitioners and much more.

## **How Can Student Organizations Host an SJT?**

The Center for Public Service Law usually hosts an SJT on the second Tuesday of each month. Remaining SJTs are hosted by student organizations. The following outlines the procedure necessary to host an SJT run by a student organization.

### **Signing up for SJT**

Any UW Law student organization can sign up to host an SJT. Please contact the Center for Public Service Law's Program Assistant, Ann Spangler [spangler@uw.edu](mailto:spangler@uw.edu) or 206-616-3753 to set the date and topic for the SJT you are hosting. Slots fill up fast so be sure to contact Ann as soon as your student organization plans to host an SJT.

### **Running an SJT**

After setting a date and topic, the student organization is responsible for hosting the event. Ann will handle certain logistics including room reservation, setting up RSVPs in Symplicity, advertising through student announcements and the [Common Good Blog](#).

### **Funding SJT's**

Funding for the student sessions currently comes from:

- SBA Budget
- PILA (contributes funds to SBA in support of SJTs)
- Gates Public Service Law Program (pays for additional student sponsored SJTs each quarter)
- Fundraising (alum donations and fundraising events, like BBQ).

The SJT food budget is set at \$275 per event; student organizations are reimbursed for their expenses by the SBA. If the organization exceeds the \$275 budget they must provide the remainder from their own organization's budget.

### **Student Organization Checklist**

1. **As soon as possible after confirming your SJT date:**

- Arrange for the topic and a speaker
  - Email [Ann Spangler](#) with the topic and the speaker information
- 2. At least 2 weeks before the event**
- Ann will Contact Multimedia/Classroom Support Services
  - Make sure Ann so she can place an announcement in the weekly and daily announcements.
  - Email Ann complete information for your SJT including: title, speaker names and their titles, brief description of event and/or brief speaker(s) bios
  - Ann will use this information to create an SJT flyer and make and post color copies throughout the law school bulletin boards.
- 3. Friday before the SJT**
- Email Ann Spangler for an RSVP count
  - Order food for the event<sup>i</sup>; it is good to get grab and go food, so that the time is not taken by people getting food. Below are some ideas of the restaurants that have common choices for food that can feed 60-80 people on the \$275 budget they include:
    - Jimmy Johns sandwiches (206) 548-9500
    - Thanh Vi (206) 633-7867
    - Subway 206-547-0375
    - Chipotle (206) 547-4644
- 4. The Day of the SJT**
- Call the vendor in the morning to confirm food will be ready
  - Borrow serving utensils from the SBA office, if needed
  - Set up food as soon as room is available after 12 pm
  - Ann will contact Multimedia/Classroom Support Services to confirm that all audio/visual needs will be covered
  - Have speaker sign a UW Video Release Form (Ann will provide). Since we are recording all SJT's the speaker must sign the release form, so they know they are being recorded.

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<sup>i</sup> If your student organization has been told that the food will be paid by Gates PSL please coordinate with Ann Spangler on the food ordering.