

applicable rental fees. Again, payment for these costs cannot be made with any funds from any VLS or SBA-related account.

Absolutely no fund-raising may occur during the event. The political candidate or political organization may charge as an admission fee only the amount necessary to cover reasonable costs of the event. Promotional materials advertising the event may not state that VLS or the SBA endorse the invited political candidate or political organization. The promotional material must disclose the event's sponsor. At the beginning of the event, the following disclaimer should be read: "This event is sponsored by _____. The use of VLS's facilities for this event does not constitute an endorsement. VLS does not endorse or oppose any political candidate or organization in connection with any campaign or election." Partisan registration activities during the event must occur within the space rented for the event. Setting tables or boards elsewhere on the VLS campus is not permitted. Organizers are responsible for communicating with the political candidates or their organizations to ensure awareness of and compliance with VLS guidelines.

VLS and SBA- Supported Publications

Political editorials in *The Forum* or other VLS and SBA-supported publications are not restricted. Faculty and staff must clearly state that the views expressed are their own, and not those of VLS. Bulletin boards for political expression are available on an equal basis to all political groups recognized by the SBA. The policies of VLS and SBA-supported publications regarding political advertising must be nonpartisan: either advertising is made available to all candidates on an equal basis, or is made unavailable to all. Voter guides are documents or charts intended to help voters compare candidates on a set of issues. Because these guides carry a high risk of noncompliance with federal rules, the use of VLS or SBA funds or facilities in the preparation and distribution of voter guides requires previous approval by the Associate Dean of Student Affairs and Diversity.

Lobbying

Lobbying or attempting to influence federal, state, or local legislative action or a legislative or administrative official or staff member by using VLS's name may only be authorized by VLS's President or his designee. Permission from the Office of the President is necessary to ensure that any lobbying activity is conducted in compliance with applicable law. This policy should not be interpreted as hindering VLS's faculty, staff or students' efforts to individually attempt to influence the legislative process and use their VLS titles for identification so long as each such action is accompanied by a statement that the person is speaking as an individual and not as a VLS representative.

PUBLIC SAFETY POLICY AND SAFETY INFORMATION

We encourage everyone to be mindful of the need to exercise prudence with respect to your personal safety at all times on and off campus. Faculty, staff and students must complete a Campus Incident Report Form if a victim of theft, assault, or property damage on campus, or witness a crime on campus. Questions related to campus public safety can be addressed to the Vice President for Finance and Administration.

VLS Safety Committee

Vermont Law School has a Safety Committee comprised of staff, faculty, and student representatives. The Committee's primary mission is to assist the Administration to develop programs, policies, and procedures to address safety and security concerns. The Committee posts emergency evacuation plans and ensures first-aid boxes are placed in every building on campus. All members of the VLS community are encouraged to share your safety or security concerns or requests with any member of the Safety Committee. Students interested in joining the Committee should contact Shirley Jefferson, Associate Dean for Student Affairs and Diversity.

Campus Safety Tips

Please refer to www.vermontlaw.edu/students/policies for Campus Safety Tips and further information.

Calling 911

When calling 911 or the Royalton Police Department at 763-7776, use the following building numbers and street address to allow the police to arrive at the proper on-campus location.

Building	Street Name
Abbott House	168 Chelsea Street
Anderson House	38 North Windsor Street
Chase Center	166 Chelsea Street
Cornell Library	68 North Windsor Street
Curtis House	40 North Windsor Street
Debevoise Hall	164 Chelsea Street
Dearing House	182 Chelsea Street
Eaton House	153 Chelsea Street
Eaton House Barn	153 Chelsea Street
Fitness Center	180 North Windsor Street
Jacobs House	150 Chelsea Street
Law Review	66A North Windsor Street
Kirsch House	118 Chelsea Street
Pierce House	159 Chelsea Street
Davis House	114 North Windsor Street (Magic Mountain Children's Center)
Oakes Hall	162 Chelsea Street
Old Schoolhouse	22 North Windsor Street
Rogers House	66 North Windsor Street
Waterman Hall	158 Chelsea Street
Center for Legal Services	190 Chelsea Street

Please remember that VLS is our community and we can all help make the campus safer. If you have concerns or questions, feel free to contact the Vice President for Administration and Finance.

RECYCLABLE PAPER POLICY

The Vermont Law School Community is committed to reducing the amount of waste generated on campus and to protecting the integrity of the recycling program by eliminating nonrecyclable materials from the recycling containers. To achieve these goals, the law school has established the following policy: Materials generated within VLS for distribution to faculty, staff, or students should be produced only on recyclable paper (i.e., nonglossy white paper and Vermont Law School letterhead). Materials on nonrecyclable paper may be placed in a container near student mailboxes in the Chase Center and must be removed after 10 calendar days by a representative of the organization generating the materials. Everyone is strongly encouraged to reduce the amount of paper distributed by using the smallest size paper sufficient to convey the necessary information and by placing notices of events on the campus calendar and on the bulletin boards rather than in student mailboxes.

Paper Use

As a progressive institution, Vermont Law School is deeply committed to the ideals of social justice, public health, and a clean, sustainable environment. As part of our community, we request that you actively employ the following guidelines in your daily paper use:

Reduce

Double Side by Default: Always double side printed and copied documents unless it is specifically requested or absolutely necessary to single-side. *Use Technology:* Fully utilize and keep up to date on the growing number of electronic resources available through Technology Services. Try to abide by a policy of never printing what can be done online. Communicate through email and voice mail. Include frequently requested information on your website. Archive documents online or on disk rather than file folders. *Think Before you Print:* So much of printing is completely unnecessary. Try to avoid printing online materials, revise, and review drafts on screen before printing. *Reduce Image Size:* Using slightly smaller fonts, single spacing, reducing margin size, and cutting the length of your