

**Santa Clara University School of Law Student Bar Association**  
***The Grapevine* Advertisement Policy 2011-2012**

**Section 1. Guidelines**

1. Advertisements (Ads) may come from
  - a. Any SCU Law Student Organization;
  - b. Any SCU Law Department; or,
  - c. Any commercial bar preparation company, private tutor, or other business.
2. Organizations that do not fall within the above categories must submit their ad to be approved by the Student Bar Association (SBA) Executive Board before the ad will be run in *The Grapevine*.
3. All ads must promote the academic, profession, social or community interest of SCU Law students.
4. The printing of any ad is subject to the discretion of the SBA Secretary and the SBA Executive Board.

**Section 2. Submission**

1. Ads may be ¼, ½, or a full page (8.5" x 11"); submissions should specify the size.
2. Ads must be submitted as a JPEG or PDF file.
3. Ads must be sent via e-mail to SBA Secretary Molly Sundstrom at scu.sba.grapevine@gmail.com.
4. Ads from Section 1.1 must be submitted and received by 5 p.m. on the Thursday prior to publication. Late ads will not be included unless prior arrangements have been made.
5. Any ad from Section 1.2 must be submitted two weeks prior to publication to SBA President Christian Cornejo at scu.sba.president@gmail.com, for SBA Executive Board Approval.

**Section 3. Price**

1. SCU Law Departments and Law Student Organizations shall pay for ad space as follows:
  - a. ¼ page: free
  - b. ½ page: \$10
  - c. Full page: \$25
2. Organizations from Section 1.1(c) and 1.2 shall pay for ad space as follows:
  - a. ¼ page: \$10
  - b. ½ page: \$25
  - c. Full page: \$40
3. SCU Law Departments and Law Student Organizations:
  - a. Must provide their fund string numbers with their submission; and,
  - b. Will be invoiced and their strings will be charged at the end of each month.
4. Organizations from Section 1.1(c) and 1.2:
  - a. Will be invoiced at the end of each month;
  - b. Must submit payment within 30 days of receipt of invoice; and,
  - c. Any payment which has been returned because of incomplete or insufficient funds will be fined double and no subsequent ad will be placed in *The Grapevine* until payment has been settled.
5. All payments will be processed by Law Fiscal Operations. Please allow 2-4 weeks for

processing.

**All questions and comments should be directed toward Molly Sundstrom at  
msundstrom@scu.edu or scu.sba.grapevine@gmail.com.**

(This policy is effective as of September 2011)