CHECKLIST FOR PROGRAM EVENTS

☐ Figure out program purposes, target, date, etc.—discuss with Advisor.

☐ Check the Cornell Law School calendar and make sure there are no conflicts (http://www.lawschool.cornell.edu/news-center/events.cfm)

☐ Request (also double check events for your day/hour) a room using the Meeting Room Management (MRM) System, if in MTH. Fill out all sections of the MRM, i.e. facilities, communication, IT (AV support) as well as posting to Law School web based calendar.

☐ Fill out Student Activity Funding Request Form by the 15th of month for following month and attach a detailed budget—itemized expenses as well as funding amounts and sources. See Linda for assistance.

☐ Under—“Specific Expenditures Ineligible for GPSAFC Funding”:
  “Honorariums, travel expenses, and accommodation for alumni whose last degree from Cornell University was received within the last 5 years. Exceptions may be granted with the inclusion of a letter of support from the organization’s advisor” (taken from http://assembly.cornell.edu/GPSAFC/Guidelines?from=GPSAFC.FundingGuidelines#toc2).

☐ Once budget is completed and if expenses exceed student orgs initial budget allocations, discuss additional funding options with Linda. Options include: Special Funding Request via GPSAFC, Dean Miner, other student groups, CLSA, Law School Departments, etc.—.

☐ Once budget is complete and all funding sources identified—invite speakers.

☐ If inviting a speaker(s) from any private sector employers (firms/corporations) notify Jamie Canfield (JC2666) or Lyndsey Bullock (LDB27) in Career Services. If inviting speakers from public sector (public interest/government) contact Karen Comstock (KVC2). If speaker(s) is a law school alumnus, contact Kristine Hoffmeister in Alumni Affairs (KSH54)

☐ Linda will assist/advise with hotel and restaurant reservations, catering for receptions, assist speakers with travel, etc.—in some cases can make direct billing arrangements, in others will need to reimburse---will explain options when meeting with student leader.

☐ Make sure that all advertisements, e-mails, etc. has the name of your student organization along with this line: “Co-sponsored by GPSAFC (list all other funding sources as well) and Open to the Graduate Community”. All advertisements MUST include this phrase.

☐ Forward advertising e-mail/flyer to Linda as this document is needed to access GPSAFC funds.

☐ Events for MTH: Must contact the Facilities Office Mike Pado (mjp20) and/or Karen Bailey (kmn6) and confirm arrangements.

☐ AV support is requested via the MRM reservation process. An e-mail is generated--follow instructions to complete the AV request for any event/program held at Law School.

☐ Event Registration Form (http://www.activities.cornell.edu/EventReg/) must be filled out 3 weeks prior to start date IF you can say “yes” to any of these statements: 1) event is being held outdoors; 2) has over 200 people—or over 50 if using GPSFAC funding; 3) is serving alcohol (see http://www.lawschool.cornell.edu/studentlife/eventplanning/Alcohol-Policy.cfm) Student organizations may be fined for late filing, or lack of filing an Event Registration Form.
STUDENT ACTIVITY FUNDING REQUEST FORM

All requests must be completed and turned in by the 15th of every month for following month (example any events in November this form should be submitted by October 15).

NAME _________________________________________ POSITION _________________________________
E-MAIL ______________________________________ CELL PH: _______________________________________
STUDENT GROUP (spell out) ________________________________________________________________
DATE OF ACTIVITY_________ TIME OF ACTIVITY_________ LOCATION___________________
EXP. ATTENDANCE _____ TIME FOR DELIVERY OF FOOD (if applicable)_______________________
EVENT DESCRIPTION: ___________________________________________________________________

PROGRAM OR SOCIAL (circle one)

PROPOSED TOTAL EXPENSES: ____________________________

A. FOOD: (Circle one)  FUNDING SOURCE(s) (i.e. GPSAFC, CLSA, Deans’ Acct., etc.)

□ Brkfst/lunch/dinner $ Amt ____________ ____________________________________________

□ Reception $ Amt ____________ ____________________________________________

□ Snack/food for mtg $ Amt ____________ ____________________________________________

□ Bar Tab $ Amt ____________ ____________________________________________

B. OUTSIDE SPEAKER(s): (Attach a detailed description, i.e. topic, how many guest speakers, schedule, budget—expenses along with funding sources, etc.)

Pls note: Under----“Specific Expenditures Ineligible for GPSAFC Funding”:
“Honorariums, travel expenses, and accommodation for alumni whose last degree from Cornell University was received within the last 5 years. Exceptions may be granted with the inclusion of a letter of support from the organization’s advisor” (taken from http://assembly.cornell.edu/GPSAFC/Guidelines?from=GPSAFC.FundingGuidelines#toc2).

C. STUDENT ORGANIZATION OFFICERS—please print carefully:

President __________________________________________  Net ID ___________________
Treasurer ___________________________________________  Net ID ___________________
Advisor _____________________________________________  Net ID ___________________

Signature ___________________________________________  Date __________________________
(person completing the form)
Example of Budget for Small Event--One or Two Speakers

At the Top of the Page List:

NAME OF GROUP i.e. Environmental Law Society, etc.
SPEAKER: Professor John Doe, Harvard Law School, Cambridge, MA
DATE of EVENT: November 9, 2015

INCOME and SOURCES--EXAMPLES:

GPSAFC:
- Travel $500.00 (From the Program Line Item)
- Dinner $200—spkr plus 5 students (From the Social Line Item)
- Publicity $ 30.00 (From the Program Line Item)

Dean of Student Office (see Dean Markeisha Miner)
- $500 (Reception/Speaker Travel)

CLSA
- $250 (Hotel Cost)

Co-Sponsor
- $200.00 (Women's Law Coalition, From their GPSAFC Program Line Item)
- $150.00 (Cornell Advocates for Human Rights from their GPSAFC Program Line Item)

TOTAL INCOME: $1830.00

PROJECTED EXPENSES:
- 1 Airfare $600.00 ($500 GPSAFC, $100 from WLC)
- Ground Transp.$ 150.00 (CAHR)
- Misc. Speaker (food in transit, tips, etc.) $ 100.00 (Dean of Students)
- Dinner $200.00 (5 people @ $40 per person, GPSAFC Social)
- Reception $350 (Dean of Students)
- Hotel $250.00 (CLSA)
- Flyer copies $ 15.00 (GPSAFC)

TOTAL PROJECTED EXPENSES: $1665.00

Pls note: Under----“Specific Expenditures Ineligible for GPSAFC Funding”:
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