Student Transition Leadership Meeting, Part II
Welcome and Overview

Leadership Skills
• Strategic Planning
• Fiscal Management & Fiduciary Responsibility

Today
• Registration
• Calendaring
• Planning
• Meeting Room Manager (MRM)
• Budgeting
• Advertising
• What’s Next
Resources

- Student Event Planning Web Page
  - [http://www.lawschool.cornell.edu/studentlife/eventplanning/Index.cfm](http://www.lawschool.cornell.edu/studentlife/eventplanning/Index.cfm)

  - Overview of Event Planning
  - Forms
  - Alcohol Policy
  - Guidelines for Bringing in Judges not for Moot Court
  - Student Travel Guidelines
  - Room Reservation System
  - GPSAFC Documents and links to Campus Activity Office/OrgSync
Registration

• Campus Activities Office (CAO)—Student Org Handbook

• Sometime in July (you will receive a notice) CAO will open up the registration.

• Log on to OrgSync and find your Student Org. portal will see an orange “Update Now” notification box.
  • Insert the 3 new officers and keep advisor or insert new if other arrangements have been made:
    • President
    • Treasurer
    • One other officer
    • Advisor
Calendaring

• Brainstorming
  • Ideas for programs/events keeping in mind MVP: Mission, Values, Purpose
  • Past events—keep, eliminate
  • Select Possible Dates— keep in mind alternative dates

• Big Picture
  • ALL programs/events must be completed by Midnight, April 15, 2019
  • Law School Academic Calendar
  • University Academic Calendar
  • Religious Holidays
  • National Holidays
  • Law School Annual Programs
  • Student Organization Annual Programs
Planning

Reminder: Current Board operates from June 1 to May 31. Incoming board shadows but does not plan or execute any of the events until they take over June 1.
Meeting Room Manager---Room Reservation System

• Ignore all instructions from previous board
• New system in place this summer.
Budgeting

• Identify Funding Sources
  • University: Graduate and Professional Student Assembly Finance Commission (GPSAFC)
  • National Organization Umbrella (such as Federalist, ACS, Reproductive Justice, etc.)
  • Cornell Law Student Association
  • Law School—Distributed by Dean of Student
  • Co-sponsored Events w/ Law School Programs
  • Firms, BarBri, Lexis, Bloomberg
Break Down Expenses & Assign Funding Source

• Programs (Academic, Educational, Career):
  • With Outside Speakers:
    • Travel, Hotel, Ground Transportation, Food while Traveling Estimates
    • Dinner/Lunch with the Speaker—estimate
    • Reception Costs—what type of food, how much, how many people, etc.
    • Gather Back-up for later budget submissions
  • No Speakers
    • Food costs—what, for how many
    • Gather Back-up

• Social & Support (Community Building)
  • Location (on or off campus)
  • Food costs—what, for how many
  • Gather Back-up

• Student Travel
  • Conferences sponsored by national organizations
  • Funds would come from Law School submitted in annual budget
Funding Sources

Cornell Law Student Association
• Budget Application
• Deadlines
• Student Event Information Form to L. Majeroni

Law School Funds Administered by Dean Of Students for Programs and Student Travel
• Must have completed GPSAFC budget submission
• Budget Application Process—Instructions sent this summer
  • One Annual Budget Submission Deadline
    • 4:00 p.m., Friday, October 19, 2018
• Instructions for Student Travel sent via e-mail
  • Annual Student Travel Budget Submission Deadline: 4:00 p.m., Wednesday, August 1, 2018

Co-sponsor with Law School Programs
• Berger, Clarke, Death Penalty, etc.
• Determine budget needs and divide/assign accordingly and if applicable
• Student Event Information Form to L. Majeroni
Outside (Non-Cornell) Funds

- **National Organizations**
  - Follow their respective procedures
  - Include in funding source for specific event

- **Firms**
  - Discuss with Linda Majeroni prior to contact and/or submitting letter(s)

- **BarBri, Lexis, Bloomberg**
  - Notify Linda Majeroni of allocation
  - Check should be sent to Linda Majeroni’s business address
University Funding: Graduate and Professional Student Assembly Finance Commission—GPSAFC—Beth Yarze

• Funding Source
• Funding Guidelines 2017-18:
  

• Tier Funding, i.e. Program
  • Your Student Organization Tier for 2017-18
  • Tier Assignments for 2018-19 will replace above document when they come out.
  • How an organization moves down (see p. 9 Funding Guidelines)
  • How org moves up (see p. 9 Funding Guidelines)

• Graduate and Professional Community Initiative—GPCI
  • Up to $200 per event/program
  • Must be used in conjunction with Tier/Program Funding
  • Cannot exceed the program requested funds
Submission Process for GPSAFC

• First requirement is to be fully registered and receive all approvals

• Monthly Deadlines
  • Calendar will come out in July
  • Even though have monthly deadlines, the commission prefers student orgs submit for entire year all in one budget cycle or at very most once each semester.
  • Everything that GPSAFC requires in the budget submission must be completed by the deadline.

• All events/programs must be held ON CAMPUS or seek an exception in writing

• How to submit a GPSAFC Budget Submission Tutorial can be found at: http://www.lawschool.cornell.edu/studentlife/eventplanning/upload/GPSAFC-budget-submission.pdf

• After budget is completed, the President, Treasurer and Advisor of the respective organization must leave in the comment section: “I am the [insert officer position] and I approve this budget”.

• Student Activity Information Form submitted to L. Majeroni same time as budget request(s).
  • http://www.lawschool.cornell.edu/studentlife/eventplanning/Forms.cfm
Advertising

• **GPSAFC Requirements**
  • Co-sponsored by GPSAFC. Open to the graduate community. Please contact [insert name and e-mail address] for any special arrangements you may require in order to attend this event.
  
  • Required to post in University Event Calendar: [http://events.cornell.edu](http://events.cornell.edu)

• **Creating Images**
  • Templates: [http://www.lawschool.cornell.edu/studentlife/eventplanning/Index.cfm](http://www.lawschool.cornell.edu/studentlife/eventplanning/Index.cfm)
What’s Next

• Arrange with e-board how to communicate in summer
• Digest the Event Planning Website
• Digest the GPSAFC “Funding Guidelines”
• Receive/Send E-mail L. Majeroni
• Follow-up Meeting
  • Monday, August 27, 5:00 p.m. Location TBD
  • Review budget submission for GPSAFC and go over budget submissions for Law School.
  • Details of Event Execution (room reservations, food orders, arranging spkr travel/accommodations, etc.)