

Student Organization Guidelines for Applying for Law School Funding

**2018-2019 Deadline to Request Law School Funds: Friday, September 28
(Law School funding requests submitted after this deadline will not be considered*)**

Beginning with the 2018-19 academic year, all Law School funds, regardless of source (Dean's Office, Career Officer, Berger, etc.), will be granted through an application process. Student organizations will use their respective OrgSync portal to apply for all *Law School funds* needed throughout the academic year by the September 28th deadline. This portal is also used to submit Graduate and Professional Student Assembly Finance Commission (GPSAFC) budget requests.

The administrative leadership team will review all timely submitted requests from organizations that comply with the guidelines outlined below and will be notified of the outcome by mid-October and will be able to use allocated funds for approved events thereafter. We hope this streamlined process will be more efficient and will help facilitate student organizations' advanced planning.

Law School funding is limited. Therefore, not all requests may be approved or, if approved, might be reduced from the requested amount. Please request only that which is needed.

Guidelines:

Student organizations seeking to apply for Law School Funds:

1. Must be fully registered with and approved by the Campus Activities Office.
2. Must have already applied (or apply at the same time) for full Tier of GPSAFC Funding.
3. Must outline events/programs that fulfill the student organization's mission statement and yearly goals.
4. Must comply with the [University's Office of Risk Management](#) Policies---when in doubt, their office will be consulted.
5. Must comply with [University and Law School alcohol policies](#). For example, alcohol may not be purchased using Law School funds (other than what is allowed under #C3 below) but related expenses (food, rental, music) are permissible.
6. Must e-mail [Linda Majeroni](#), Student Events Coordinator, a completed and signed [Student Event Information Form](#) for each activity at the same time as funding request. All details may not be finalized, but include as much information as possible. If this form is not completed and turned in prior to the start of review period, the requested Law School funds for that activity will not be approved.

Other Considerations:

- A. Events using Law School funds do not have to be open to graduate community. However, if combined with GPSAFC funds, then the event must be advertised that it is open to graduate community and put on the University event calendar.
- B. Events using Law School funds can be held off campus. However, if combined with GPSAFC funds, then the GPSAFC requirement that all events must be held on campus supersedes.
- C. Keep in mind the following when calculating expenses to cover food costs using Law School funds:
 1. Snacks served during bar tab: ~ \$2 per person
 2. End of year dinners: up to \$35 per person or \$1000 whichever is less (no alcohol)
 3. Dinner with speaker following event: ~ \$55 per person, attendance limited to 4-6 members plus speaker(s), one glass of wine/beer allowed.

*Each year student organizations have opportunities to host unanticipated events, that arise after the budget review period, due to speaker availability or departmental (Berger, Clarke, etc.) requests. To that end, student organizations may submit a [Special Funding Request](#) to the DOS office. Such requests will only be considered for unforeseeable events and based on remaining available funds.