



Cornell Law School

Lawyers in the Best Sense

Student Leadership Training Part III: Budget Submission and Execution of Events



AUGUST 2018



Welcome and Overview

Leadership Skills

- Strategic Planning
- Fiscal Management & Fiduciary Responsibility
- Team Building

Today

- Brief Review (Goals, Web Site, Registration, Planning)
- Budget Submission
- Meeting Room Manager (MRM)
- Advertising
- Execution



10 Skills for Effective Leadership

- Governance
- Problem-Solving
- Team Building
- Resourcefulness
- Strategic Planning
- Diligent Delegation
- Time Management
- Fiscal Management & Fiduciary Responsibility
- Communication
- Promotion

Mission, Values, Purpose (MVP)

- Constitution and Bylaws
- In the bylaws, what is the organization's mission?
- If changes/edits needed in the bylaws, what are the bylaw procedures for any changes?
- What is the vision of the organization within the context of the MVP?
- Methods of engaging the membership.

Resources

- Student Event Planning Web Page
- <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

- 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
 - All officers have to approve registration

Planning

- Plan for the entire year—start to finish (including end of year dinners, study breaks, etc.)
- Check calendars, MRM, etc. to avoid conflicts
- Must complete ALL activities, programs, etc. with the exception of study breaks by 11:30 p.m. on April 15, 2019
- Checklist--a tool to help remember the details when organizing an event

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

Budget Submission

•OrgSync

- GPSAFC Funding Requests
- Law School Funding Requests
 - [Review Guidelines](#)
 - For events after mid-October
 - Will receive decision by mid-October

•[Actual Budget Submission](#) in OrgSync

•[CLSA Budget Procedures](#) (Scroll down to CLSA)

•Student Travel—funded via DOS

- September 28, 2018 Deadline for the year
- [Procedure](#)

Meeting Room Manager--Room Reservation System

- Still testing new system. In meantime, click [here](#) for instructions and link.

Execution of Events

•Advertising

- [Creating Images](#)
- [University Calendar](#)—for GPSFAC funded events (all or part)
- GPSAFC Language:
 - "Funded by the GPSAFC", "Open to the Graduate Community" and "Please contact (name of event host) at (netID of the host) for any special arrangements you may require in order to attend this event"

•[Food Orders](#)

- Contracted Vendors
- Vendors of your own choosing

•Speaker Arrangements

Execution of Events, cont.

•At Event

- Make Assignments – Delegate to Members
- Someone in charge of food
- Someone in charge of clean-up
- Events with speaker/panelists:
 - Bottled water for speaker(s)/panelists
 - Someone who will introduce program, speakers, gather bios, etc.
 - Someone in charge of outside speaker(s) (making sure arrived, where to go, etc.)
 - Dress---Business
 - Thank you notes (old fashioned kind—written and mailed)
- Greeters at event/program (particularly a formal program)

What's Next

- Finalize registration
- Submit budget requests in OrgSync no later than the September 28 deadline
- Submit Student Event Information Form to Linda same time as September 28 budget deadline
- Set up meeting with Linda as needed