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

AUGUST 2019
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](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/CampusGroups
Registration

• Log on to CampusGroups and find your Student Org. portal
  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

• If you wish to request Law School funds, we ask that you plan for the entire year—start to finish (including end of year dinners, study breaks, etc.) by one of the two deadlines, September 27 or November 29, 2019
• 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, 2020
• 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

• CampusGroups
  • GPSAFC Funding Requests
  • Law School Funding Requests
    • Review Guidelines
    • Deadline September 27 For events after October 21, 2019 (All GPSAFC Tier cap must have been requested)
    • Deadline November 27 For Events after December 15, 2019 (All GPSAFC Tier cap must have been requested)

• Actual Budget Submission in CampusGroups

• CLSA Budget Procedures (Scroll down to CLSA)

• Student Travel—funded via DOS
  • One deadline--September 27, 2019 Deadline for the year
Meeting Room Manager---Room Reservation System

• [Link 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 CampusGroups
• Submit Student Event Information Form to Linda same time as budget requests
• Set up meeting with Linda in e-mail signature