



Cornell Law School

Lawyers in the Best Sense

Student Transition Leadership Meeting, Part II



SPRING 2018



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>
 - 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
 - <http://www.lawschool.cornell.edu/studentlife/eventplanning/GPSA-FC-and-CAO-Information-Documents-and-Links.cfm>
- 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:

<http://www.lawschool.cornell.edu/studentlife/eventplanning/GPSAFC-and-CAO-Information-Documents-and-Links.cfm>

- Tier Funding, i.e. Program

- Your Student Organization Tier for 2017-18

<http://www.lawschool.cornell.edu/studentlife/eventplanning/GPSAFC-and-CAO-Information-Documents-and-Links.cfm>

- 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

<http://www.lawschool.cornell.edu/studentlife/eventplanning/upload/Graduate-and-Professional-Community-Initiative-2013-GPCI-Funding.pdf>

- 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>

•Creating Images

- Templates: <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.)