Welcome and Overview

Leadership Skills
• Strategic Planning
• Fiscal Management & Fiduciary Responsibility

Today
• Registration
• Calendaring
• Planning
• Room Reservation System (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

• The first of August you will receive a notice that CAO is opening up the registration.

• I will e-mail with specific instructions as the University is moving from OrgSync to CampusGroups.

• You will need to have on hand, the following information:
  • President (does not recognize co-presidents) and NET ID
  • Treasurer and NET ID
  • One other officer and NET ID
  • Advisor and NET ID
  • Any updates to your Constitution/By-Laws that have been approved by membership according to By-Laws.
Calendaring

• Brainstorming
  • Ideas for programs/events keeping in mind MVP: Mission, Values, Purpose
  • Past events—keep, eliminate
    • Plan with a purpose
    • Less is more—use resources wisely.
    • Keep in mind other commitments and responsibilities—In additional to your academics and other Law School Commitments, keep in mind a student orgs larger programing such as Career Days, Symposia, Conferences, etc.).
  • Select Possible Dates—keep in mind alternative dates
    • You will receive an e-mail with a list of dates for large events held at law school for the year.
• Big Picture—avoiding conflicts
  • ALL programs/events must be completed by 11:30 p.m., April 15, 2020
  • 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, 2019 to May 31, 2020. 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

• [https://www.lawschool.cornell.edu/studentlife/eventplanning/Room-Reservations-Instructions.cfm](https://www.lawschool.cornell.edu/studentlife/eventplanning/Room-Reservations-Instructions.cfm)
Budgeting
Break Down Expenses

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 to confirm estimate of expenses for later budget submissions

- No Outside Speaker Expenses
  - Food costs---what, for how many
  - Gather back-up to confirm estimate of expenses for later budget submissions

Social & Support (Community Building)

- Location (GPSA on campus only, other funding can be on or off)
- Food costs---what, for how many
- Gather back-up to confirm estimate of expenses for later budget submissions
• Alcohol
  • While all funding sources allow alcohol---GPSA and Law School Funds are restricted, capped and limited. Regardless of funding source, all events serving alcohol **MUST** abide by Law School and University Alcohol Policies.
    • GPSA restricts to 10% of tier cap for the year and beer/wine only.
    • Law School Funds restricts to 1 glass beer/wine for dinner following a program with outside speaker(s) who are staying overnight. Attendees are limited to 2 or 3 student leaders, speaker(s) and advisor/faculty members.

• Student Travel
  • Conferences sponsored by national organizations
  • Funds come from Law School DOS office
Funding Sources

• University: Graduate and Professional Student Assembly Finance Commission (GPSAFC)—main funding source generated by University student activity fees. Managed by the Graduate Professional Student Assembly (GPSA).
• 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
Details of Funding Sources

Cornell Law Student Association--CLSA

- Budget Application—Use Student Event Info Form
- Monthly Deadlines—for events the FOLLOWING month
- Can be closed but if used in conjunction with GPSA must be open to graduate community and advertised on University Event Calendar.

Law School Funds Administered by Dean Of Students for Programs and Student Travel

- If submitting requests for Law School funds, must have completed GPSAFC budget submission. If you don’t intend to submit request for Law School funds, then can submit GPSA budget requests by their monthly deadlines.
- Events can be closed but if using with GPSA must be open.
- Budget Application Process—Instructions sent this summer
  - Two Annual Budget Submission Deadlines (same as GPSA deadlines)
    - 4:00 p.m., Friday, September 27, 2019 (for events after October 15)
    - 4:00 p.m., Friday, November 29, 2019 (for events after December 15)
- Instructions for Student Travel sent via e-mail to L. Majeroni
  - One Annual Student Travel Budget Submission Deadline for travel between now and August 2020
    - 4:00 p.m., Friday, September 28, 2018
Co-sponsor with Law School Programs

• Berger, Clarke, Death Penalty, etc.
• Determine budget needs and divide/assign accordingly and if applicable. If co-sponsoring with GPSA funds, must abide by all GPSA requirements.
• 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—Main Funding Source

• All events/programs MUST be held on campus and open to the graduate community.

• Funding Guidelines 2019—in process of being amended
  • When finalized, will be posed to: https://www.lawschool.cornell.edu/studentlife/eventplanning/GPSAFC-and-CAO-Information-Documents-and-Links.cfm

• Tier Funding, i.e. Program
  • Your Student Organization Tier for 2018-19
  • Tier Assignments for 2019-20 will replace above document when they come out sometime in July
  • How an organization moves down
  • How org moves up

• Graduate and Professional Community Initiative—GPCI
  • Up to $200 once a semester or twice a year. Updated in new guidelines.
On-Line 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 will be updated to incorporate new software. Will e-mail this summer with link.

• 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](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---Retreat
  • Monday, August 26 (day before classes), Time, Location, TBD
  • Review budget submission for GPSAFC and go over budget submissions for Law School.
  • Details of Event Execution (room reservations, food orders, arranging speaker travel/accommodations, etc.)