

**Valparaiso University
School of Law**



**Student Organization Event
Proposal & Funding Request Form**

Article III, Section 5 – Requirements to Receive Student Funds

- A. To be eligible to receive S.B.A. Student Funds a requesting organization must:
1. Be a law student organization, recognized by the S.B.A. as a currently active group.
 2. Timely submit a budget proposal as required to the S.B.A. Treasurer within the time specified by the Treasurer. Such an announcement will be distributed either through electronic communications, paper posting outside of the S.B.A. office, or during the President's meeting.
 3. Make an oral presentation to the S.B.A. Budget Committee during the allotted time unless otherwise permitted to be in non-compliance with this requirement by the S.B.A. Treasurer.
 4. Have on file with the S.B.A. President and Director of Student Relations, a current constitution setting forth the procedures for the organization's decision making, allocation of funds, voting procedures, and its overall mission.
 5. Be in full compliance with any other requirements as set-forth within this Constitution, bylaws, or any other S.B.A. created policy agreement.
- B. Non-Compliance Sanctions
1. Failure to comply with these above requirements may result in the allocated funds being withheld from disbursement until the non-complying organization satisfactorily completes the stated requirements.

I. General Event Information:

1. Provide the name and a brief description of the event:

2. When will the event take place?

- Fall Semester
- Spring Semester

3. Is this event specific to a particular month?

- Yes
If yes, which month and why? _____
- No
If no, what is the preferred month for the event? _____

4. Is this event required to occur on a specific day?

- Yes
If yes, which day and why? _____
- No

II. Co-sponsoring of the Event:

1. Is the event going to be co-sponsored with any other organizations?¹

- Yes
If yes, list co-sponsors _____
- No
If no, are there any similar events that could allow co-sponsoring?

III. Charitable Donations:

1. Will there be any donations collected during this event?

- Yes
If yes, what charity will receive the donations?

- No

Continue only if the purposed event will require funding

¹ Article III, Section 4

A. The Budget Committee shall consider the following factors when determining the proper allocation for the respective student group.

5. Group's willingness to co-sponsor event with another student funded organization.

IV. Event History:

1. Has this event been previously held within the last five academic years? Check all that apply:

- | | | |
|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> 2010-2011 | <input type="checkbox"/> 2011-2012 | <input type="checkbox"/> 2012-2013 |
| <input type="checkbox"/> 2013-2014 | <input type="checkbox"/> 2014-2015 | <input type="checkbox"/> New Event |

2. Have records been kept for this event?²

- Yes

If yes, how will the records be used to aid in the preparation or to improve the event? (Include a comparison of projected and actual amount spent on each activity with proposal): _____

- No/New Event

If no/new event, how will records of this event be maintained to improve the preparation and accuracy of financial requests in the future? _____

V. Law School Community:

1. Will the event be applying for any of the following certifications?³

- Professionalism Series⁴
 CLE Accreditation⁵
 CORE Fifth Hour Approved⁶
 Other: _____
 N/A

² Article III, Section 6 – Requirements for Student Funding Proposals

A. A Proper Budget Proposal Must Contain:

4. The amount requested by the organization, with a breakdown of estimated expenditures for the academic year. This should include as specific as possible line item detail per event, including purpose for event (i.e., amount on food, beverages, speakers, etc.)

7. Comparison of the previous academic year's activities and actual amount spend on each activity.

³ Bylaws, Section Three: Budgets

F. Criteria for Allocation is weighed, but not limited to, the following factors:

d. Educational focus of the event to be held
e. Networking with professionals/educators

⁴ General topics for these programs will include, but not be limited to: legal ethics, professional judgment, the practice of law, wellness, substance abuse, diversity, communication skills, and networking.

2014-2015 Bulletin (p.20): <http://www.valpo.edu/law/wp-content/uploads/2011/12/2014-2015-Bulletin.pdf>

⁵ Information of CLE Accreditation: <http://www.in.gov/judiciary/cle/2338.htm>

Application for CLE Accreditation: <http://www.in.gov/judiciary/cle/files/cleaccredit.pdf>

⁶ Information on Core events: http://www.valpo.edu/valpocore/fifth_hour.php

How to get Core approval: <https://blogs.valpo.edu/fifthhour/how-can-i-get-core-approval-for-an-event/>

2. How will this event benefit or encourage participation of the law school community?⁷ _____

3. Will this event have a preferred dress code for law students?

- Business Professional
- Business Casual
- Casual

VI. Target Audience:

1. Will the event be open to member outside of the law school?⁸

- Yes

If yes, who will the event be open to? Check all that apply:

- Valparaiso undergrad students
- The community
- Practicing lawyers/judges
- Other: _____

- No

VII. Marketing & Advertising:

1. What methods of advertising will be utilized to increase awareness and attendance of the event? (Check all that apply)⁹

- | | | |
|---|----------------------------------|--|
| <input type="checkbox"/> E-mails | <input type="checkbox"/> Posters | <input type="checkbox"/> Table toppers |
| <input type="checkbox"/> Large board posters | <input type="checkbox"/> Banners | <input type="checkbox"/> Tabling in the atrium |
| <input type="checkbox"/> Dormitory flyers ¹⁰ | <input type="checkbox"/> RSVPs | <input type="checkbox"/> Other |

If other, briefly specify: _____

⁷ Article III, Section 4 – Criteria for Allocation of Student Funds

A. The Budget Committee shall consider the following factors when determining the proper allocation for the respective student group.

1. Activities intended to benefit or encourage participation by the entire law student community

⁸ Article III, Section 4 – Criteria for Allocation of Student Funds

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⁹ Article III, Section 4 – Criteria for Allocation of Student Funds

A. The Budget Committee shall consider the following factors when determining the proper allocation for the respective student group.

6. Proportional relation of the money requested to the anticipated attendance for the event.

¹⁰ Contact reslife@valpo.edu for information on posting flyers within the undergrad dorms.

2. Will there be efforts to directly invite faculty members and/or the organizations faculty advisor?

- Yes
- No

3. Will methods of social media be utilized to increase awareness and attendance of the event?

- Yes

If yes, check all social media methods that apply:

- Facebook events page
- Class pages on Facebook
- Other

If other, briefly specify: _____

- No

VIII. Admission & Event Fees:

1. Will any methods be implemented to mitigate expenses of the event? (The methods could be, but are not limited to: Presale tickets, gate charges, or funding from the undergrad).¹¹

- Yes
- No

If yes, briefly specify: _____

¹¹ Article III, Section 6 – Requirements for Student Funding Proposals

A. A Proper Budget Proposal Must Contain:

5. Whether activity will generate gate receipts or matching funds to mitigate expenses.

Article III, Section 4 – Criteria for Allocation of Student Funds

A. The Budget Committee shall consider the following factors when determining the proper allocation for the respective student group.

3. Whether the group charges admission or other related fees to attend its events

Bylaws, Section Three: Budgets

F. Criteria for Allocation is weighed, but not limited to, the following factors:

c. Whether the group charges admission or other related fees to attend the event

IX. Fundraising Plan:

1. Will there be any fundraising collected during, or as the focus of the event?¹²

Yes

If yes, briefly describe how funds will be raised: _____

No

X. Projected Attendance:

1. What is the estimated attendance for this event?¹³

2. How was this projected attendance calculated? Briefly specify:

3. Is the projected attendance number reflected in any estimated food costs?

Yes

No

N/A

4. Will the event have a maximum number for attendance? (For example: Plated meals, limited seating)

Yes

If yes, what is the limit? _____

No

¹² Article III, Section 4 – Criteria for Allocation of Student Funds

A. The Budget Committee shall consider the following factors when determining the proper allocation for the respective student group.

2. Outside funding the group generates either through dues or fundraising events

Bylaws, Section Three: Budgets

F. Criteria for Allocation is weighed, but not limited to, the following factors:

f. Charitable Events

Bylaws, Section Seven: Fundraising/Solicitation

The Student Bar Association must approve all fundraising activities sponsored by student organizations in accordance with the guidelines within this section. (A)-(D)

¹³ Article III, Section 4 – Criteria for Allocation of Student Funds

A. The Budget Committee shall consider the following factors when determining the proper allocation for the respective student group.

6. Proportional relation of the money requested to the anticipated attendance for the event.

XI. Membership of Organization:

1. How much were the individual dues charged to members of the organization?¹⁴

2. What is the total number of active members within the organization?¹⁵

Factors to aid in determining the number of active members:

- Total number of members that paid dues
- Total number of students on the e-mail list
- Members that regularly attend meetings

¹⁴ Article III, Section 6 – Requirements for Student Funding Proposals

A. A Proper Budget Proposal Must Contain:

6. Amount of dues charged to members.

¹⁵ Article III, Section 6 – Requirements for Student Funding Proposals

A. A Proper Budget Proposal Must Contain:

2. The total active membership and initiatives to increase current membership.

Article III, Section 4 – Criteria for Allocation of Student Funds

A. The Budget Committee shall consider the following factors when determining the proper allocation for the respective student group.

7. Currently active membership of the group itself

Article III, Section 6 – Requirements for Student Funding Proposals

A. A Proper Budget Proposal Must Contain:

1. The name of the organization and the total membership.

Bylaws, Section Three: Budgets

F. Criteria for Allocation is weighed, but not limited to, the following factors:

h. Proportional relation of the money requested to the anticipated attendance for the event

i. Currently active membership of the group itself