

LSA Funding Request Training

Fall 2016

LSA Contact Info 2016-2017

- ▶ LSA Treasurer
 - ▶ Jason Heath
 - ▶ DavisLsaTreasurer@gmail.com 858-335-2067
 - ▶ Contact for anything relating to funding
- ▶ LSA Vice President
 - ▶ Kelly Healy
 - ▶ KAHEALY@ucdavis.edu
 - ▶ Contact for student organizations
- ▶ LSA President
 - ▶ Alistair Shaw
 - ▶ ADSHAW@ucdavis.edu
 - ▶ Contact for announcements and miscellaneous issues

General Guidelines

- ▶ Requests need to be itemized
- ▶ Please include as much details as possible on your funding requests. Less is NOT more. MORE IS MORE.
- ▶ Submit your requests as early as possible
- ▶ If your event is unique and might fall outside of our guidelines, contact Jason Heath before submitting a funding request
- ▶ Funding request documents will be online on the LSA website in the next few weeks and I will additionally email them to you all of you in the next few days



Here is a picture of Roger Moore to help you remember more is better.

Request Examples

GOOD

- ▶ 2 trays of Togos sandwiches (\$26 each x 2 = \$52)
- ▶ Plates (pack of 100 from safeway = \$4)
- ▶ Napkins (pack of 100 from safeway = \$4)
- ▶ Total: $\$52 + \$4 + \$4 = \60

BAD

- 5 pizzas from Woodstocks = 100\$

Procedures

- ▶ Mandatory training sessions once per semester for anyone who plans to request funds
- ▶ Any group whose culture week funding is being voted on **MUST** send a representative to attend the meeting at which the vote occurs
- ▶ Funding requests must be submitted by midnight the night before the meeting preceding the event, **and** the event must take place at least the Monday following the meeting.
- ▶ After your request is voted on, you will receive instructions from me via email on how to fill out reimbursement requests
- ▶ After you submit your reimbursement requests, you must send me an email to inform LSA it has been submitted, and to inform us how much money was used.
- ▶ When you receive a reimbursement, or when any direct payments from the school have been completed, you must again send me an email so that LSA knows it has been taken care of
- ▶ ANY deviations from the procedures will be noted for the 2017-2018 LSA, and may or may not affect your organization's ability to secure their preferred culture week.

Calendar and Room Reservations

- ▶ Only 2 events are funded at any given time slot:
 - ▶ So for instance LSA will only fund 2 lunch, and 2 evening events on any given day
- ▶ Cows- How to reserve a room for your event
 - ▶ <http://cows.ucdavis.edu/>
- ▶ I have shared the calendar for the year. You will be able to view it but not edit it
- ▶ To request a time slot please email me and I will change the calendar as soon as I receive the email
- ▶ Preference is given first to the culture week and then to events in the order in which emails are received.
 - ▶ While funding requests are not always approved, banking on having another group's request denied if you are the third group asking for funding is not a great idea. You are better off moving the date of your event to an open day or time slot

September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Events voted on at 8/25 meeting			1 LSA MEETING	2 Events voted on at 8/25 meeting	3
4 Voted on 8/25	Events voted on at 9/1 meeting			8 LSA MEETING	9 Events voted on at 9/1 meeting	10
11 Voted on 9/1	Events voted on at 9/8 meeting			15 LSA MEETING	16 Events voted on at 9/8 meeting	17
18 Voted on 9/8	Events voted on at 9/15 meeting			22 LSA MEETING	23 Events voted on at 9/15 meeting	24
25 Voted on 9/15	Events voted on at 9/22 meeting			29 LSA MEETING	30 Events voted on at 9/22 meeting	

2016-2017 Guidelines

Attendance	(1) Workshops, general meetings	(2) Panel, external speaker, professor speaker	(3) Cultural celebrations, mixers, class parties
1-15	\$50	\$80	\$70
16-30	\$75	\$110	\$100
31-45	\$100	\$145	\$150
46-60	\$125	\$175	\$200
61-75	\$150	\$220	\$250
75+			\$325

Category 1: Workshops and General Meetings

- ▶ **Workshops** are conducted by students for the benefit of other students or by non-students to teach a specific skill. Workshops also include “practice sessions” such as networking practice, interview practice, etc. Workshops do not include mandatory training sessions for activities.
- ▶ **General Meetings** are introductory and serve a recruitment purpose. General meetings must be open to the entire KH population. General meetings do not encompass meetings conducted exclusively for established members of an organization

Category 2: Panels, External Speakers, Professor Speakers

- ▶ **Panels** are comprised of professionals in a given area speaking or debating on a subject. Panels entirely comprised of students fall into the *workshops* category.
- ▶ **External Speakers** involve a legal or other professional speaking at KH on a subject related to the legal field. Recruitment events for a company, agency, or other employment opportunity are not considered external speakers
- ▶ **Professor Speakers** involve a professor presenting legal information to students on new areas of law, research he or she has done, or previous legal experience he or she has had. Events or talks directly related to a specific class are not considered professor speaker events.

Category 3: Cultural Celebrations, Mixers, Class Parties

- ▶ **Cultural Celebrations** highlight a culture event and seek to showcase specific aspects of a culture, religion, or region from which the activity derives. Events of this nature must be open to the entire KH student body. These events encourage diversity at King Hall.
- ▶ **Mixers** are gatherings where students are able to converse with practitioners and alumni. They must be professional in nature. They may be held off-campus in certain circumstances, but must be accessible to all KH students.
- ▶ **Class Parties** are non-academic celebrations related to the study of the law or experience of being a law student.

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Banquets

- ▶ Banquets may receive a maximum of \$500
- ▶ Banquets celebrate the achievements of King Hall students and bring students together with a particular segment of the professional legal community. This segment may be related to cultural identity, shared experience, or other non-academic affiliation. It is not based on a shared interest in a practice area. Banquets are attended by students, faculty, staff, and practitioners. While banquets are an opportunity for students to network, their primary focus is a scheduled program that enhances the bonds between students and their legal community. These programs are at the group's discretion, but must add qualitatively to the students' experience as law students and members of their legal community. Examples of qualitative programming are speeches, addresses, or the presentations of awards; however, qualitative programming is not necessarily limited to those examples. In order to receive banquet funding from LSA, requesting groups must demonstrate that the production of their banquet will cost \$500 or more and the event must be open and reasonably accessible to all King Hall students

Culture Week

- ▶ Maximum of \$1000 per week
- ▶ You must request funding for at least 2 events
- ▶ Any group whose culture week funding is being voted on **MUST** send a representative to attend the meeting at which the vote occurs

Parking Passes

- ▶ We will fund parking passes for speakers to park for your events. Just let us know how many in your submitted funding request.

LSA Does NOT fund

- ▶ Honorariums
- ▶ National Registrations
- ▶ Conferences
- ▶ Movie Nights with no speaker/qualitative discussion element

Decorations

- ▶ LSA does approve funding for decorations, but only as part of the existing guidelines for events. So, basically if you really want decorations, you'll have to lower your food costs.

RROC

- ▶ What is RROC?
 - ▶ Recruitment: Engagement of prospective students for the purpose of encouraging their application to the law school or their acceptance of an offer of admission
 - ▶ Retention: Promoting all students in their endeavor towards academic and future career success and in their need to experience law school community support
 - ▶ Outreach: Extension of the law school's educational mission into campus and surrounding community
- ▶ How to apply for RROC funds
 - ▶ Submit application to Jason Heath 24 hours before the next RROC meeting
 - ▶ Meetings Tentatively set for every other Monday at noon starting 9/12/16
 - ▶ Funding will be given to proposals that focus on student communities that are most likely to be severely affected by low recruitment and retention rates
 - ▶ Events must be programmatic in nature
- ▶ Contacts: Renate Fessler and Gavin Deeb
 - ▶ GTDEEB@ucdavis.edu
 - ▶ RBFESSLER@ucdavis.edu

LSA Meetings, Fall 2015

- ▶ Subject to change
- ▶ Thursdays, 12-1, every week, room TBD

Office Hours

- ▶ Subject to change
- ▶ Mondays from 12-1 in the student lounge