AGENDA

- Spring Events
- Policy recap
- Admitted Students Weekends
- Mid-year activity reporting
- Holding elections
- Institutional memory
- Applying for funding for next year
- End of fiscal year 2008
SPRING EVENT PLANNING

Conferences

- Make arrangements ahead of time including:
  - Reserving space at HLS for the event
  - Travel arrangements for speakers or guests
  - Ordering Catering and AV

- Contact our office with questions:
  - We can provide orgs billing code
  - We can put a credit card down to make arrangements

Fundraising

- Talk to Sarah Bell (sbell@law.harvard.edu) if you have fundraising questions or have a conference planned that you have not yet begun fundraising for
SPRING EVENT PLANNING

- Additional events in the Spring
  - Plan early
    - Room reservations
    - Catering
    - AV
  - Contact me with questions
    - For assistance with logistics
    - If you have questions about any potential date conflicts
SPRING EVENT PLANNING
Alcohol Policy Reminder

- **All Events** where Alcohol is served or sold on campus
  - Alcohol must be purchased through Sodexho
  - Only beer and wine
  - Non-alcoholic drinks and substantive food must also be available

- **Events of 100 or more**
  - Sodexho bartender must serve the alcohol
  - A Police Detail must be hired
SPRING EVENT PLANNING
Food Policy for Harkness Commons

- Policy background

- Sodexho Services has to provide food and beverages to all events taking place in the Hark. Areas include:
  - **First Floor**: Tables in Main Hallway, North Terrace Lounge, South Terrace Lounge (pub/café), Terrace Patio, Jarvis Field
  - **Second Floor**: Main Dining Room, South Dining Room (Hark South), and the Game Room (with the TV, pool table, lounge area)

- This applies to all events occurring at any time that the Harkness Cafeteria and Café/Pub are open for business.
Admitted Students Weekends

Dates

- March 16-17 (Sun.-Mon.)
- April 11-12 (Fri.-Sat.).

Spring Student Organization Fairs:

- Sun., March 16, from 5pm to 6:30pm., April TBA
- More details to come from Admissions on these

Questions

- Phil Lee (plee@law.harvard.edu) in Admissions
All organizations need to submit a mid-year activity report to our office.

Form can be found: [http://www.law.harvard.edu/students/orgs/midyear.doc](http://www.law.harvard.edu/students/orgs/midyear.doc)

Document should include details about the events held in Fall 2007 and what is being planned for the Spring.

Please email this form to kchipman@law.harvard.edu by February 19, 2008.
ORGANIZATION ELECTIONS

- Hold elections as early as possible

- Each organization should have their group’s election process outlined in their individual constitution

- Contact me if you have not yet seen your group’s constitution or would like to review election procedures

- Consider switching to mid-year elections
Institutional Memory for Student Organizations

- Outgoing leaders should meet with incoming leadership.
- Leave written information for incoming Officers—both with incoming officers and our office.
- Take steps early in the Spring to educate new officers about their roles, and about how the group is being run.
- Let incoming officers know to contact our office with questions.
Fun Information

- **Yearbook**
  - Upload a photo of your org directly to the Jostens site by 2/15/08
  - Find a time and place on campus that works well for your org and email me and we can arrange to get a group shot taken and uploaded
  - McGrath will be on site next week (2/4-2/8) to take portraits

- **Wii, Board games**

- **Student Org Handbook...coming soon**
OTHER INFORMATION

Student Organization Website

- Helpful information for student org leaders:
  - www.law.harvard.edu/students/orgs/orginfo.php

- Questions—come see me!
  - Kristen Chipman, Pound 310
  - kchipman@law.harvard.edu
  - 496-2471
Applying for Funding for Next Year

- Application will be available online as of February 15
  Consists of:
  Projected FY09 Expenses
  Explanation of Expenses
  Org Statement of Purpose

- Applications are reviewed by the Student Funding Board
Application deadline: Friday, March 21st
A midyear report must be submitted for an application to be eligible for review

Allocation notification e-mails will be sent on Monday, April 28th
End of Year
Financial Information

Fiscal Year ends on June 30, 2008

- Turn in reimbursements early
- Use all of your allocation
- Final quarterly expense report will be e-mailed on April 11, 2008

FY08 expense totals will be provided to new officers at the start of the next academic year
Contact Information

William Howell
whowell@law.harvard.edu
617-495-1880
Pound Hall 310