

Student Organization

FIRST ANNUAL

SPRING OFFICERS

MEETING

Wednesday, January 30, 2008

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 Sodexo
 - Only beer and wine
 - Non-alcoholic drinks and substantive food must also be available
- **Events of 100 or more**
 - Sodexo 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

Mid-Year Activity Reports

- 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>
- 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

ORAGANIZATION 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

Funding Continued...

- **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

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