Important Info for Law School Student Orgs

Fall 2020
Agenda

1. General Student Org Matters
2. University Event Guidance
3. Tools for Hosting Remote Events
4. Use of Licensed Images/Logos; Fundraising
5. JD Grants
6. Financial Guide for Students (and Student Orgs)
General Student Org Matters

• You **must** be registered with the University
• Check in with your membership
• Reach out to Law School Departments for cooperative programming
  • OCPD
  • Counselor
  • External Affairs
University Event Guidance

• You should not be hosting any in-person events during this two-week pause in in-person instruction.

• You are strongly urged to keep all events remote even if in-person instruction resumes.
University Event Guidance

• As of now, we are not allowing space reservations in the Law Building
• If you plan off-campus events, they must comply with Dane County Order
  • Indoor mass gatherings are limited to 10 people or less with physical distancing and masks
  • Outdoor mass gatherings are limited to 25 people or less, with physical distancing and masks if in enclosed space
University Event Guidance

If you plan in-person event, on or off campus, you must:

1. Follow campus policy, the PHMDC Current Order, and CDC guidelines.
2. Provide and require face coverings, hand sanitizer and cleaning supplies at each event.
3. Develop, either directly or with venue guidelines, a plan for flow of traffic.
4. Register attendees and take attendance through an electronic or manual system.
   1. Event host must collect the name, e-mail, primary phone number, and current address of all attendees and send it to the Wisconsin Involvement Network (preferred), or events@union.wisc.edu, in case contact tracing is necessary.
   2. The university encourages RSOs to use WIN, which is free and provides enhanced ease of use for students to collect registration information.
5. Communicate with potential attendees: event safety measures; expectations of health related behaviors; the reporting mechanism for non-compliance by event host or attendees.
6. Familiarize yourself with the complete student org guidance. The most recent guidance is available here:

Non-compliance can be subject to disciplinary action through the University's conduct office.
Tools for Hosting Remote Events

Recommended platforms supported by the University:

- Microsoft Teams
- Zoom
- Blackboard Collaborate

You can contact HELP@Law IT (help@law.wisc.edu) with assistance about the recommended tools for your student org event.

All campus options can be found at: https://it.wisc.edu/learn/guides/web-conferencing-tools-simplified//
Guidance for Use of Licensed Images/Logos and Fundraising

• Images/Logos
  • Pre-approval required
• Advice for Fundraising
JD Grants 2020-2021

Examples of funded events (either in-person or virtual):

• Competitions (moot court, mock trial, arbitration)
• Law journal symposia
• Speakers at the law school
• Student organization-hosted conferences
• Pro bono service projects and trips
JD Grants 2020-2021

Key factors influencing funding:

• Educational value
• Number of students who benefit
• Larger value to the Law School
• Cost and location
• Complete, accurate, and timely application
JD Grants 2020-2021

Two new forms for this year:

• Funding Request to Attend a Virtual Event
• Funding Request to Sponsor a Virtual Event

Forms due after all events:

• Actual Expenses Report (always required)
• UW Law School Business Office JD Grants Reimbursement Form
  • Required only when someone needs to be reimbursed
JD Grants 2020-2021

Deadlines

- Requests are due by the deadline that is at least five weeks before the event.
- If you have a problem with meeting a deadline or missing a deadline, contact the committee chair, Mary Ann Polewski at maryann.polewski@wisc.edu.

<table>
<thead>
<tr>
<th>JD Grants Deadline:</th>
<th>Applies to events on or after:</th>
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<tbody>
<tr>
<td>October 15, 2020</td>
<td>November 19, 2020</td>
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<tr>
<td>December 1, 2020</td>
<td>January 5, 2021</td>
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<tr>
<td>February 1, 2021</td>
<td>March 8, 2021</td>
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<td>March 1, 2021</td>
<td>April 5, 2021</td>
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JD Grants 2020-2021

Forms available at:

https://law.wisc.edu/current/jdgrants/index.html
Travel Suspension

*** As university sponsored travel has been suspended indefinitely, we will omit outlining Law School guidelines for today’s presentation on the following categories:

- General Travel rules
- Airfare
- Lodging
- Fleet or Personal Vehicles
- Driver Authorization

However, detailed information on these protocols are available in the [JD Grants Financial Planning Guide for Students](#). We strongly encourage Student Orgs and Co-curricular representatives who are responsible for coordinating travel to retain and read through the guide should the suspension be lifted.
Financial Guide for Students (and Student Orgs)

Registration/Event Fees

- **REGISTRATION FEES can be paid directly by the Law School in most cases.** Please contact Myra Sun after your funding request has been approved by the JD Grants Committee.
  - Event documentation required before payment by Law School (i.e. JD Grants funding approval; event website, schedule, or program)
- If you are hosting an event, *some expenses* can also be paid directly by the Law School, e.g. venue, marketing, equipment rental, etc. Please consult Myra Sun in the early stages of your planning to minimize the need for paying upfront and requesting reimbursement after the event.
Reimbursement

We will only process reimbursements to individuals!

- In the past, we did process reimbursements directly to student orgs
- However, the labor-hours in this process are prohibitive, and the IRS would need to be involved (so tax implications are too great)
Financial Guide for Students (and Student Orgs)

Reimbursement

Actual Expenses Report form
- Fill out the Actual Expenses Report form.
- This form is due to Mary Ann Polewski two weeks after the end of the event.
- This report is required even if the Law School prepaid all expenses and no reimbursement is requested.

JD Grants Reimbursement Form
- Fill out the JD Grants Reimbursement Form
- if multiple people are being reimbursed for one event, complete one form per person.
Financial Guide for Students (and Student Orgs)

Reimbursement

If you **are** currently employed by the university, then you have an existing reimbursement profile

- Myra Sun will send you a request to be an alternate via the e-Reimbursement system
  - an email will be sent to your wisc.edu email
  - reimbursement will be direct deposit, like your paycheck

If you **are not** currently employed by the university

- Myra Sun will request some info from you in order to set up a profile before processing the reimbursement
  - You’ll need to provide the last four digits of your US taxpayer identification (SSN, ITIN, or EIN) or nonresident alien information
  - reimbursement will be a check mailed to the address you provided on the Reimbursement Form
Financial Guide for Students (and Student Orgs)

Reimbursement

Receipts

- Provide any necessary original, itemized receipts, such as:
  - taxis more than $25.00
  - internet fees
  - car rental & gas
  - Google map (for mileage)
  - flight cost comparison (applicable to visitors)
  - flight itinerary
  - original hotel folio/check-out sheet (ASAP)

- Digital copies are required

Documentation

- JD Grants Committee decision letter or email message from the Committee approving funding for the event
- Event documentation such as event website, program, schedule, or agenda

All documentation should be submitted electronically to Myra Sun; please make sure original receipts are clearly scanned or photographed.
Financial Guide for Students (and Student Orgs)

Reimbursement

If waiting for a reimbursement is causing you any financial hardship, please reach out to our Financial Aid team!
• Short-term, interest free emergency loans
Financial Guide for Students (and Student Orgs)

Local Events

Event Planning Guide

For local events, please consult the Law School’s Event Planning Guide.

Of particular note…
Financial Guide for Students (and Student Orgs)

Local Events

*** All event logistics are subject to university policy and restrictions on travel and facilities, especially during periods of exceptional circumstances (e.g. COVID-19 Response & Smart Restart Planning). Please monitor campus updates closely.

- To host an event at the Law School, reserve space through Calendar: https://law.wisc.edu/calendar/ (reservations not currently available)
- University protocols and requirements for events involving food and alcohol—*not applicable due to COVID*, but see page 12 of JD Grants Financial Planning Guide for Students for more information.
- Alcoholic beverage service requires its own protocol. Cont Dean Kite.
- Visit the Digital Print Center on the 2nd floor for copying of flyers, signs, brochures, name cards, etc. The design of original materials is up to you. If the Print Center can’t meet your needs, please contact Myra Sun for assistance.
Other sources of funding

• Student Bar Association (SBA)
• Associated Students of Madison (ASM)
  • https://asm.wisc.edu/grants/
• State Bar of Wisconsin
• Multicultural Student Center
• Wisconsin Experience Grant
• Other UW Madison departments or programs (e.g., the Innovation Grant from the Office of the Vice-Provost and Chief Diversity Officer)

And consider co-sponsoring with relevant Law School Departments (e.g., OCPD)!
People to Know

- **Student Org Policies:** Emily Kite (Assistant Dean for Student Affairs)
- **Technology Questions:** Help Desk (help@law.wisc.edu)
- **UW Image Use/Fundraising:** Jini Jasti (Associate Dean for External Affairs & Alumni Relations)
- **JD Grants:** Mary Ann Polewski (JD Grants Committee chair)
- **Travel, Expenses, & Reimbursements:**
  - Myra Sun (Law School faculty assistant)
  - Jennifer Gardner (Law School accountant)
  - Adam Bushcott (Law School main office manager)
- **Emergency Loans:** Financial Aid Office (admissions@law.wisc.edu)