**JD Grants Committee 2023-2024**

**Local Event Funding Request**

*Form for 2023-2024 posted on the JD Grants webpage in June 2023*

Student organizations *and* co-curricular activities (law journals, Mock Trial, and Moot Court) should use this form to request funding for events that they are sponsoring or hosting in the Madison area.

Before planning a local event, review section 18.6, Event Planning, in the Student Handbook, <https://www.law.wisc.edu/studenthandbook/18.0.html>. Section 18.6 includes important information not mentioned here.

**Limitations on Use of the Law School Building**

Advance permission is not needed for meetings scheduled for members of a particular student organization or co-curricular activity, as well as for students interested in that particular group.

**Permission for hosted events during regular business hours:** You must obtain permission from Kira Stewart, the DEI and Student Services Coordinator, at [kira.stewart@wisc.edu](mailto:kira.stewart@wisc.edu) before hosting an event in the Law School or on Law School grounds (1) held during regular business hours and (2) for members of the general public or the entire student body. You may reserve room(s) for the event after you receive permission to schedule it.

**Permission for hosted events in the evening or on weekends:** You must obtain permission from Jini Jasti, the Associate Dean for External Affairs and Alumni Relations, at [jini.jasti@wisc.edu](mailto:jini.jasti@wisc.edu) before hosting an event in the Law School or on Law School grounds (1) held outside regular business hours in the evening or on the weekend and (2) for members of the general public or the entire student body. Access to the Law School is limited outside regular business hours because of limited security and custodial services. You may reserve room(s) for the event after you receive permission to schedule it.

**Financial Rules and Requirements**

**Attribution of funding:** When the JD Grants Committee provides funding for an event, the source of the funds must be attributed to the Law School or to the JD Grants Committee. This attribution must appear in all advertising and on the webpage for the event, the student organization, and/or the co-curricular activity.

**Financial contracts:** Students *cannot* sign financial contracts. Contact the External Affairs Office at [events@law.wisc.edu](mailto:events@law.wisc.edu) concerning any contracts related to your event.

**Reimbursement for individuals only:** The Law School cannot reimburse student organizations because of significant federal tax implications. Therefore, expenses incurred on behalf of a student organization must be paid by individual members who can then request reimbursement.

**Wisconsin sales tax:** Wisconsin sales tax *cannot* be reimbursed. Before making any purchases at a store or paying for restaurant food, contact Adam Bushcott, the Main Office Manager, at [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu) to get the Law School’s tax-exempt number. This restriction on sales tax also applies to online purchases such as on Amazon.com. Some vendors will not accept the tax-exempt number, so you or your organization will have to pay the sales tax.

**Purchase documentation:** Purchases cannot be reimbursed without proper documentation. Be sure to get a dated, itemized receipt for all purchases that are not prepaid and will not be billed to the Law School. Credit card receipts are not adequate. If you have questions, contact Adam Bushcott at the address above.

**Cancellation:** If the event is canceled for any reason, the Law School will likely lose any money that it has already paid for the event. This loss may have a negative impact on the student organization’s or co-curricular activity’s future requests for funding**.**

**Rules for Purchasing Food with JD Grants Funds**

All University of Wisconsin rules for food purchases apply to JD Grants funding, which is university money. JD Grants funding *cannot* be used to purchase alcoholic beverages.

**Methods for purchasing food and/or non-alcoholic beverages with JD Grants funds:**

Food and beverages may be sourced in three ways.

* Hire a caterer to prepare, deliver, set up, and serve the food. The UW Housing Catering Office and the UW Memorial Union have the right of first refusal for events held on university property. You can hire an off-campus caterer to prepare, deliver, set up, and serve the food on campus only if *both* university caterers *decline* the event.
* Order food to be delivered by a restaurant or off-campus caterer. They can prepare and deliver the food, but the students must accept delivery, set up the food, and serve it.
* Buy prepared food from a grocery store or restaurant and bring it to campus, where students set up and serve it. No one can buy food and prepare it for a university event. The food must be pre-packaged or prepared by a commercial entity.

Many purchases from restaurants or caterers can be paid in advance by contacting Adam Bushcott, the Main Office Manager, at [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu). We strongly encourage prepayment when possible.

Currently, the university’s the maximum cost per person per meal is:

breakfast $20, lunch $21, dinner $35, and breaks $12.

**Required sign-in sheet:** When food is purchased using JD Grants funds, the university requires a list of attendees’ names and affiliations (e.g., student, faculty, speaker, general public).

* This list should be generated during the event. Attendees should sign the list before receiving their food (e.g., as they enter the room or as they go through the buffet line).
* This list is required whether the food service is prepaid by the Law School, being billed to the Law School, or will be paid by an individual who will request reimbursement after the event.
* For an example of the list, see the document posted on the JD Grants webpage under the link “Hosted Meal Sign-in Sheet.” The posted document is not required. If you do not have this document, a list written on any paper is acceptable.

**Documentation for food purchases:** Three types of documentation are required for food purchases. Email electronic documents as attachments to Jennifer Gardner-Brokmeier and Adam Bushcott at [jennifer.gardner@wisc.edu](mailto:jennifer.gardner@wisc.edu) and [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu). For print documents, either scan and attach them to the email *or* deliver them to the Law School’s Main Office on fifth floor.

* Event documentation: The documentation must include who, what, when, and where. Examples include an agenda, program, schedule, or email sent to members.
* List of the people who attended the event: See the information above under “Required sign-in sheet.”
* Law School Business Office – Events – Meal Payment Form: This form is available on the JD Grants website at <https://law.wisc.edu/current/jdgrants/forms.html>. The “Business Purpose” must explain how the event supports or advances the goals, objectives, and/or mission of the organization. Be sure to include sufficient detail.
* In addition, if one or more people need to be reimbursed for food purchases, attach their names, their email addresses, and itemized receipts when submitting the Meal Payment form. In the email, list the amount of the reimbursement request for each person.

**Post-Event Requirements**

**Actual Expenses Report:** W*ithin two weeks* after the event ends, a member of the student organization or co-curricular activity must fill out and submit a Local Event Actual Expenses Report. See the report form, which is available on the JD Grants webpage, for instructions.

Read the report form when planning the event so that you know what information you need to provide. The report must list *all* expenses associated with the event for all participants, including expenses paid by the Law School, expenses that the Law School will be asked to reimburse, and expenses that will be paid by other funding sources.

**Reimbursement for non-food purchases:** Contact Adam Bushcott at [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu) about these expenses, and he will tell you what documentation is needed for reimbursement. Reimbursement requests are time sensitive. Submit them within two weeks after the event ends.

**\*\* Please delete these instructions before submitting this form. \*\***

**JD Grants Committee 2023-2024**

**Local Event Funding Request**

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**\*\* Email the completed funding request form as a Word document**

**to** [**jdgrants@law.wisc.edu**](mailto:jdgrants@law.wisc.edu)**. \*\***

|  |  |
| --- | --- |
| Name of event: |  |
| Name of student organization or  co-curricular activity and faculty advisor, if any: |  |
| Total cost of this event: |  |
| Amount requested from the JD Grants Committee for this event if different: |  |
| Date(s) of event: |  |
| Location of event: |  |
| Link to the event’s website, if any: |  |
| Number expected to attend: |  |
| Name and email address of student who completed this form: |  |
| Name and email address of a second student contact for this event: |  |
| Date form was completed or submitted: |  |

Attach a copy of the event’s agenda. The agenda must include the event’s starting and ending times. Please indicate if the agenda is tentative; if it is, send a final agenda when it is completed.

**The total cost of this event must equal the total of all expenses listed on this form.**

**Be sure to double-check all math calculations.**

**Location and Equipment**

\*\* Before choosing the location, read the information about limitations on use

of the Law School building at the beginning of this form. \*\*

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| --- | --- |
| What will the location cost to rent? |  |
| Will any audio/visual or other equipment be needed? What will it cost to rent? Also, include the cost of any needed technical support. |  |

**Food Served during the Event**

\*\* Before completing this section, read the detailed instructions

for food purchases at the beginning of this form. \*\*

The JD Grants Committee usually provides funding for food *only* for events that (1) last most of the day and (2) include outside participants. For example:

* The committee is *not* likely to fund food for an event at which a speaker gives a presentation over the noon hour primarily to UW law students.
* The committee may fund food, such as a noon meal or an evening reception, for participants at an all-day conference or symposium that includes people from outside the Law School.

|  |  |
| --- | --- |
| For each time food will be served at the event, list the following information:  (1) meal type (e.g., break, lunch, reception);  (2) number of people to be served;  (3) cost per person; and  (4) total cost for that meal. |  |
| What restaurant or caterer is providing the food? If more than one is providing food, identify which meals each will provide. |  |
| **What is the total cost for food served during the event?** |  |

**Marketing the Event**

The university requires that printing be done on campus. Therefore, work directly with the Law School’s Copy Shop for *all* materials you want to print for your event. The Copy Shop is located in room 2115 (with the IT Help Desk), or email [copyshop@law.wisc.edu](mailto:copyshop@law.wisc.edu). Student organizations and co-curricular activities can make copies in the Copy Shop at no cost.

If the Law School Copy Shop cannot meet your printing needs, contact DoIT Printing at [printing@doit.wisc.edu](mailto:printing@doit.wisc.edu). You will not be reimbursed for printing done in other places.

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| --- | --- |
| Who is responsible for marketing the event? Include name(s) and at least one email address. |  |
| Describe the marketing plan for this event, including when it will begin, what methods will be used, and the cost of each method. |  |
| **What is the total cost for marketing?** |  |

**Honoraria for Speakers**

With the committee’s approval, the Law School can give honoraria to speakers to defray some or all of the cost of participating in the event. Use the tables below to provide an estimate of each speaker’s travel and accommodations expenses, if applicable.

* For **transportation** expenses, list likely mode(s) of transportation to Madison (e.g., plane, train, rental car, or some combination thereof) and give an estimated total.
* For **lodging**, determine the room rate for the hotel and multiply the rate by the number of nights. Do not exceed the Madison hotel reimbursement rate for the reservation dates. Determine the room rate by using the [UW Lodging and Per Diem Calculator](https://portal.sfs.wisconsin.edu/psc/sfs/EMPLOYEE/ERP/c/UW_EX_CUSTOM.UW_EX_PDCALC.GBL). You must log in with your university ID to access the calculator.
* For **incidentals**, list miscellaneous expenses that can be reasonably expected. For example: in-town taxis or Ubers, luggage fees, airport or hotel parking, highway tolls, cost of meals not provided by the event, etc. *This list does not need to be exhaustive; a ballpark estimate will be sufficient.*

|  |  |
| --- | --- |
| **Name of Speaker #1:** | |
| **Originating Location:** | |
| **Expense Descriptions** | **Cost** |
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|  |  |
|  |  |
|  |  |
| **Total honorarium for this speaker:** |  |

|  |  |
| --- | --- |
| **Name of Speaker #2:** | |
| **Originating Location:** | |
| **Expense Descriptions** | **Cost** |
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| **Total honorarium for this speaker:** |  |

**\*\* Add additional tables if needed, either here or at the end of the document. \*\***

* If your funding request is approved, contact Jennifer Gardner-Brokmeier, the Law School Accountant, at [jennifer.gardner@wisc.edu](mailto:jennifer.gardner@wisc.edu) to get a copy of the W-9 form for the speakers who are receiving honoraria.
* Email the W-9 form separately to each speaker *and* copy Jennifer on the message(s). Ask the speaker(s) to complete the form and send it back to Jennifer. Each person who accepts an honorarium is required to provide a completed W-9 to receive the funds.
* The speakers will then use the honoraria to make their own travel arrangements.

**Other Event Expenses**

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| --- | --- |
| **Estimate all other costs for which you request funding.** | **Cost** |
| Description (be specific): |  |
| Description (be specific): |  |
| **Total of all “other” expenses:** |  |

**The total cost listed on the first page of this form must equal the total of all expenses listed in the subcategories on the form. Be sure to double-check all math calculations.**

**Other Sources of Funding**

Complete the following table if this event will not receive all of its funding from the JD Grants Committee. Show that you will seek enough additional funding to cover the difference between the total cost of the event and the amount requested from the committee. Make contingency plans in case you do not receive all the funding you request from various sources or you do not receive it in a timely manner.

If the JD Grants Committee does not provide all of the funding necessary for your event, then you must get funding from other source(s), reduce the cost of the event, pay the balance yourself, or pay with your organization’s or co-curricular activity’s funds. When planning how to allocate funds for expenses, remember that the Law School cannot reimburse student organizations for expenses they pay. Only individuals may be reimbursed for event expenses.

The JD Grants Committee is the only funding source within the Law School for student events except for the Student Bar Association and other law student organizations. Do not seek additional funding from Law School programs, departments, faculty, or administrators. Any amount received from these other Law School sources will be subtracted from the grant approved by the committee. For a list of other possible funding sources, see the document titled “Other Funding Sources for Student Events” posted on the committee’s “Overview” webpage: <https://law.wisc.edu/current/jdgrants/overview.html>.

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| --- | --- |
| From what other sources *will you request* or *have you requested* funding for this event?  List each possible source of funding and the amount you will request or have requested. List any limitations on use of the funding. |  |
| *If you have already received funding* from other source(s), list each source of funding, the amount it is providing, and any limitations on use of the funding. |  |
| Will you be selling tickets or charging a registration fee to anyone who will be attending this event? What is/are the ticket or fee price(s)? What expenses are ticket sales or registration fees expected to cover? |  |

**After you submit this form, you must notify the JD Grants Committee promptly of other funding you receive that may reduce the amount requested from the committee.**

**Purpose and Educational Value**

When deciding among competing funding requests, the committee members look closely at the answers to the following questions.

|  |  |
| --- | --- |
| What is the purpose of this event? How does it relate to the student organization’s or co-curricular activity’s mission? |  |
| What is the target audience?  Estimate the percentages for attendance by  (1) UW law students,  (2) UW law faculty and staff, and  (3) all other attendees. |  |
| Describe the educational value of this event. How will this event benefit  (1) participating students,  (2) the student organization or co-curricular activity and  (3) the Law School community? |  |

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