**JD Grants Committee 2024-2025**

**Advisory Budget for Registered Student Organizations**

**that may request $5,000 or more in 2024-2025**

*Form for 2024-2025 posted on the JD Grants webpage in July 2024*

All law school student organizations that request JD Grants funding must be registered with the University by the start of the fall 2024 semester.

Individual students may submit funding requests to the JD Grants Committee without being part of a student organization. Individual students should not submit an Advisory Budget.

\*\*\* Before completing this form, read the JD Grants webpage about eligibility for funding and funding criteria: <https://law.wisc.edu/current/jdgrants/criteria.html> \*\*\*

**Purpose of RSO Advisory Budgets**

The JD Grants Committee will use Advisory Budgets from Registered Student Organizations (RSOs) for planning purposes. The committee has limited funds available for law student events, so it needs to know about the size, variety, and timing of requests that it may receive during the academic year.

NOTE: The committee will *not* approve or deny funding for any events in advance based solely on the information in the Advisory Budget. To receive funding for an event (whether travel or local), the RSO must submit an event funding request form, which requires more detailed information about the planned event. See the JD Grants website for the committee’s deadlines.

**RSOs that must submit Advisory Budgets**

RSOs must submit an Advisory Budget if there is any chance that the organization will request $5,000 or more in total funds in 2024-2025. This form is due to the JD Grants Committee by August 15, 2024. Email the completed budget as a Word document to [jdgrants@law.wisc.edu](mailto:jdgrants@law.wisc.edu).

RSOs that expect to request less than $5,000 should *not* submit an advisory budget. These instructions include information about the types of events that are not funded and therefore should not be considered when estimating total requests for the year. For example, the committee does not fund travel for events that are primarily social or networking, and it does not fund food for student organization meetings or social events.

**Estimating expenses in the Advisory RSO Budget**

Please estimate expenses carefully and realistically. At this point, you do not need to provide detailed information about individual events, but the eventual total cost for each event should correspond as closely as possible to the budget estimate.

**Travel estimates:**

For travel estimates, include both (1) major expenses such as airfare and hotel costs and (2) smaller expenses, such as baggage fees, hotel taxes, parking, tolls, ground transportation (rental cars, Ubers, airport shuttles, mileage for personal cars), etc.

**Local event estimates:**

For local event estimates, include expenses such as venue and equipment rental fees, postage, food (funded only in limited circumstances), etc. The committee can provide funding for speakers to defray some or all of their costs for participating in the event. This includes primarily travel and lodging expenses but not speaker fees.

Note: Costs for copying and printing at the Law School’s CopyShop are no longer charged to student organizations, so do not include these costs in the budget estimates.

**Funding request forms for specific events are due during the year**

The amounts listed in this budget will be compared to the amounts requested on the funding request forms submitted later for specific events. Please estimate event costs in this budget as accurately as possible at this time.

In addition to submitting this budget form, all RSOs must submit a funding request form by the JD Grants deadline for *each* event listed in the budget. The funding request forms require more detailed information about expenses for the particular event.

The individual funding request forms for 2024-2025 are:

* Funding Request for Student Travel Awards
* Funding Request to *Attend* a Virtual Event
* Funding Request to *Sponsor* a Virtual Event
* Local Event Funding Request

These 4 request forms are available here: <http://law.wisc.edu/current/jdgrants/index.html>.

Funding request forms must be submitted by the appropriate deadline, which depends on the date of the event: <https://law.wisc.edu/current/jdgrants/deadlines.html>.

**Considerations for estimating travel expenses**

As part of the budgeting process, read the “Funding Request for Student Travel Awards” form to review the travel award process and to become familiar with federal, state, and university policies, rules, and restrictions on travel funding.

**Financial aid implications of travel awards:**

To comply with federal law, travel awards are processed as scholarships. Travel awards issued to students will not apply toward their outstanding balances, including segregated fee balances.

Federal regulations require that travel awards be included in students’ financial aid packages.

When students receive travel awards, the Office of Student Financial Aid (OSFA) recalculates the students’ financial aid packages for the academic year. Their federal loan eligibility for the year will be reduced by the amount of their travel award.

For students who are currently receiving financial aid (including scholarships, federal loans, grants, etc.) at or near their Cost of Attendance (COA), the travel award may cause their total financial aid to exceed their COA. If that happens, they may see a balance owed on their tuition account equivalent to the amount that they have been over-awarded. They will be responsible for paying any balance.

If students have questions about how a travel award will interact with their financial aid, they should contact Heidi Johnson, Assistant Director of Scholarships and Financial Aid, at [heidi.johnson@wisc.edu](mailto:heidi.johnson@wisc.edu). Students can see any changes to their financial aid packages and tuition accounts in the [Student Center](http://my.wisc.edu).

**Policies limiting RSO travel funding:**

When planning a trip, note that, due to budget constraints, the JD Grants Committee:

* typically funds only one team traveling to an out-of-town competition,
* may not be able to provide funding for student coaches to travel with their team, and
* does not provide funding for events that are primarily social or networking.

**Requirement for first-year students who want to *participate* in a competition:**

First-year students may participate in competitions funded by the JD Grants Committee if they first discuss the effect of participation on their law school coursework with both (1) Lauren Devine, the Assistant Dean for Student Affairs, and (2) the RSO’s faculty advisor, if any. First-year students must have these discussions before the funding request form is submitted to the JD Grants Committee.

**Considerations for estimating local event expenses**

As part of the budgeting process, read the “Local Event Funding Request” form for help with estimating expenses for local events. This form provides detailed information about planning local events, including (1) limitations on using the Law School building, (2) financial rules and requirements, (3) rules for purchasing food, and (4) post-event requirements.

**Limitations on funding for food:**

Because the JD Grants Committee works within a limited budget, it cannot pay for food at all local events. The committee usually provides funding for food only for events that (1) last most of the day and (2) include outside participants. The committee is not likely to fund food for an event in which a speaker or panel gives a presentation over the noon hour for 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.

**Financial contracts:**

Students *cannot* sign financial contracts. If an event involves a contract with any entity, you must inform the Law School and discuss feasibility and process. Contact either (1) the External Affairs Office at [events@law.wisc.edu](mailto:events@law.wisc.edu) or (2) Carlie Wiseley, the Student Life & Engagement Manager, at [carlie.wiseley@wisc.edu](mailto:carlie.wiseley@wisc.edu).

**Alcohol:**

The University and Law School do not pay for alcohol at student-sponsored events. For more information, view the [University’s Alcohol Policy Page for Registered Student Organizations](https://alcoholanddruginfo.students.wisc.edu/registered-student-organizations/) and the [UW-Madison Alcohol Beverage Regulations (PDF)](https://policy.wisc.edu/library/UW-6003).

**Attribution:**

When the JD Grants Committee provides funding for an event that will be advertised to people who are not members of the RSO, 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 student organization’s or event’s webpage.

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

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**\*\* Email completed budget as a Word document**

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

**Overview**

|  |  |
| --- | --- |
| Name of student organization: |  |
| Name, title, and email address of the student who completed this form: |  |
| Date this form was submitted: |  |
| Names of the organization’s president and treasurer and their email addresses, if not provided above: |  |
| Name of faculty advisor (if any) and email address: |  |
| Total budget for all events:  (from the table on the last page) |  |
| Amount requested from JD Grants:  (Subtract funding from other sources from the total budget.) |  |

**Other Sources of Funding, including Selling Merchandise**

For some local events, the JD Grants Committee encourages organizers to seek funding from additional sources. These events include symposia, conferences, seminars, and other events that may cost more than the committee can fund on its own. Occasionally, it is possible to find outside funding for travel, particularly to provide pro bono services.

UW-Madison has very strict rules regarding fundraising and the use of UW trademarks. Student organizations must follow state laws regarding fundraising and charitable activities. If your organization is considering a fundraising activity, including selling merchandise or approaching law firms or other non-campus organizations/entities for support, you must consult *in advance* with the following staff for guidance and approval.

* Law firm and non-campus organization funding requests:

Jini Jasti, Associate Dean for External Affairs, at [jini.jasti@wisc.edu](mailto:jini.jasti@wisc.edu)

* All other fundraising activities, including selling branded merchandise or other items: Carlie Wiseley, Student Life & Engagement Manager, at [carlie.wiseley@wisc.edu](mailto:carlie.wiseley@wisc.edu)

You can review some of the UW System policies and applicable state laws on the [Student Organization Resource & Policy Guide.](https://guide.cfli.wisc.edu/finances/) Please note that this guide is not comprehensive, and students should still consult one of the staff members listed above.

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>.

Complete the following table if your student organization will not receive all of its funding from the JD Grants Committee. Show that the RSO will seek enough additional funding to cover the difference between the student organization’s total budget and the funding requested from the JD Grants Committee. Make contingency plans in case the RSO does not receive all requested funding, or it does not receive the funding in a timely manner.

|  |  |
| --- | --- |
| From what other sources *will the RSO request*, or *has it requested* but not yet received, funding?  List each possible source of funding and the amount the RSO will request or has requested from it. Also list any limitations on use of the funding. |  |
| *If the RSO has 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. |  |

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

**List the events for the coming year and their approximate cost. Add rows if necessary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Event** | **Location**  (if known) | **Month**  **or Date**  (if known) | **Number**  **of Students**  (List student coaches, if any, separately.) | **Estimated Cost of this Event** |
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|  |  |  |  |  |
| **Total Budget for 2024-2025:** |  | | |  |

**Purpose and Educational Value**

Briefly describe the registered student organization’s mission, including how the events listed above relate to that mission. Then provide the purpose of each event and describe how the event will enhance the law students’ educational experience and add value to both the RSO and the Law School community.

Events that fall in the same category, such as similar types of competitions, may be grouped when answering this question. Add pages as needed.

Thank you for completing this budget, which is informational only. It does not constitute a request for funding that the committee will decide at this time. As noted above, separate JD Grants funding request forms must be submitted by the relevant deadlines.

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