**JD Grants Committee 2024-2025**

**Budget for Co-Curricular Activities**

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

Co-curricular activities—law journals, Moot Court Board, Mock Trial Program—must submit a projected budget for the coming year. This form is due to the JD Grants Committee by July 15, 2024, at [jdgrants@law.wisc.edu](mailto:jdgrants@law.wisc.edu). Please submit the budget as a Word document.

Moot Court and Mock Trial already know the total amount available for their 2024-2025 budgets. Likewise, the amounts allocated to the journal symposia have already been determined. Do not exceed the designated amounts in this budget.

**Estimating expenses in the Co-Curricular 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 co-curricular activities, 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 co-curricular activities 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>.

Note: In addition to these forms, the co-curricular activities have separate forms for journal symposia and member events. See information on page 3.

**Considerations for estimating travel expenses**

When planning a trip, note that, due to budget constraints, the JD Grants Committee is not likely to provide funding for student coaches to travel with their team and does not provide funding for events that are primarily social or networking.

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. Students on Mock Trial and Moot Court whose financial aid is at or near their total COA may qualify for a Budget Adjustment.

If students need to request a Budget Adjustment or 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).

**Considerations for estimating local event expenses**

For co-curricular activities, two of the three types of local events have set budget amounts. Funds for member events are limited to $10 per student per year, and funding for journal symposia is set by the Law School administration.

**Planning member events:**

Co-curricular activities receive membership funds because they cannot charge dues to their members. The JD Grants Committee provides up to $10 per member per year, which can be used for co-curricular activities’ member events, including training sessions, election meetings, and end-of-year events.

Membership funds may be used to buy food, beverages, and supplies (e.g., paper plates, napkins). Membership funds may *not* be used to purchase alcoholic beverages, graduation cords, or gifts for members.

To spend these funds, you must submit a funding request form in advance and an actual expenses report afterwards. Forms specifically for membership funds will be provided to each co-curricular activity’s treasurer or business editor. The forms for membership funds are not posted on the committee’s webpage because only co-curricular activities receive these funds.

**Planning a symposium:**

The Event Planning staff in the External Affairs Office helps with planning symposia. Because of this, the JD Grants Committee provides less oversight of event planning. To provide External Affairs and the journal with optimal flexibility, the symposium planners need to complete only the shorter and more general “Event Planning Form” instead of the “Local Event Funding Request” form. The “Event Planning Form” will be provided directly to the symposium planners.

**Planning other local events:**

If your co-curricular activity plans to hold any local events other than member events or symposia, 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 co-curricular activity, 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 co-curricular activity’s or event’s webpage.

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

**JD Grants Committee 2024-2025**

**Budget for Co-Curricular Activities**

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

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

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

**Overview**

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

**Membership Funds**

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| --- | --- |
| How many credit-earning members will this co-curricular activity have in 2024-2025?  (See instructions for information.) |  |

**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.

The university has very strict rules regarding fundraising and trademarks. If your co-curricular activity is considering a fundraising activity, including selling merchandise, you must make sure that your plans do not violate any of the university’s rules. At the beginning of the planning process, discuss your plans with either (1) Jini Jasti, Associate Dean of Alumni Relations and External Affairs, [jini.jasti@wisc.edu](mailto:jini.jasti@wisc.edu), or (2) Carlie Wiseley, the Student Life & Engagement Manager, [carlie.wiseley@wisc.edu](mailto:carlie.wiseley@wisc.edu). You *must* contact one of them before doing any fundraising or ordering any merchandise.

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 co-curricular activity 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 co-curricular activity’s total budget and the funding requested from the JD Grants Committee. Make contingency plans in case you do not receive all requested funding, or you do not receive it in a timely manner.

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| From what other sources *will you request*, or *have you requested* but not yet received, funding?  List each possible source of funding and the amount you will request or have requested from it. Also 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. |  |

**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.**

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

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| --- | --- | --- | --- | --- | --- |
| **Name of Event** | **Was this event listed last year?** | **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:** |  | | | |  |

Note: Moot Court and Mock Trial already know the total amount available for their 2024-2025 budgets. Likewise, the amounts allocated to the journal symposia have already been determined. Do not exceed the designated amounts in this budget.

**Purpose and Educational Value**

Briefly describe the co-curricular activity’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 co-curricular activity 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.

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