**JD Grants Committee 2024-2025**

**Funding Request to *Attend* a Virtual Event**

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

Individual law students, student organizations, and co-curricular activities (law journals, Mock Trial, and Moot Court) should use this form to request funding for virtual events, such as attending a conference or participating in a competition.

**Financial Rules and Requirements**

**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).

**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, 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 or 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**.**

**Post-Event Requirements**

**Actual Expenses Report:** W*ithin one week* after the event ends, a participant must fill out and submit a Virtual Event Actual Expenses Report. If more than one person participated, then one person should submit the report on behalf of the entire group. See the report form, which is available on the JD Grants webpage, <https://law.wisc.edu/current/jdgrants/forms.html>, for instructions and to see what information you are required to provide.

**Reimbursement for non-food purchases:** Reimbursement requests are time sensitive. Submit them *within one week* after the event ends. The Actual Expenses Report includes a list of the most common documentation requirements, but additional items or forms may be needed for some purchases. Contact Adam Bushcott at [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu) if you have questions about documentation for particular purchases.

**Post-event presentation:** If the JD Grants Committee funds attendance at a conference or similar educational event, then the participants must give a presentation about what they learned at the event. This presentation must be given *within four weeks* of the event. The presentation may be part of a regular meeting of a student organization or co-curricular activity, or it may be a separate meeting or event.

The presentation may be either in-person or virtual. For in-person events, the presentation shall be open to all members of the Law School community. For virtual events, it shall be open to all members of the Law School community to the extent possible. Include the date of the presentation on the Virtual Event Actual Expenses Report.

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

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

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

|  |  |
| --- | --- |
| Name of event: |  |
| If you are attending on behalf of a registered student organization or co-curricular activity, list the group’s name and faculty advisor, if any: |  |
| Total cost of this event: |  |
| Amount requested from the JD Grants Committee for this event if different: |  |
| If you have received or will receive funding from other sources, list the source(s) and the amount(s): |  |
| Date(s) of event: |  |
| Link to the event’s website: |  |
| Students who will be attending this event (names, year in school, and email addresses):  (Also, identify anyone who is a coach.) |  |
| If students are receiving academic credit, provide the name of the course, the instructor, and the number of credits: |  |
| Name of person who completed this form (and email address if not listed above): |  |
| Date form was submitted: |  |

**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.**

**Registration**

* If the registration fee must be paid by check, contact Jennifer Gardner-Brokmeier, Law School Accountant, at [jennifer.gardner@wisc.edu](mailto:jennifer.gardner@wisc.edu) *at least six (6) weeks* before it is due to allow time for processing and mailing.
* If the fee can be paid by university credit card, contact Adam Bushcott, Main Office Manager, at [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu) *at least four (4) weeks* before it is due.
* Contact Jennifer or Adam to find out what documentation is required for paying the registration fee.
* Request funding for competitions as early as possible because most of them have room for a limited number of teams. Register for a competition as soon as you have funding.

|  |  |
| --- | --- |
| Registration deadline:  Has the fee already been paid? |  |
| Registration fee:  Is it per person or for the whole group/team? |  |
| If there is an early registration deadline that qualifies for a discount, what is the early deadline and what is the discount? |  |
| **Total cost of registration:** |  |

**Other Event Expenses**

|  |  |
| --- | --- |
| **Estimate all other costs for which you request funding.**  **(Food and drink are never funded.)** | **Cost** |
| Description (be specific): |  |
| Description (be specific): |  |
| Description (be specific): |  |
| **Total of all “other” expenses:** |  |

**Contracts, Equipment, and Technical Support**

You should contact the Law School’s IT Department at [help@law.wisc.edu](mailto:help@law.wisc.edu) when you begin making plans to attend this event so that you are aware of all technical needs that might arise in preparing for and participating in the event. Event participants are generally responsible for all software and equipment, although the IT Department may be able to offer some assistance.

**Purpose and Educational Value**

When deciding among competing funding requests, the committee members look closely at the answers to the following questions. If this event is for a co-curricular activity, you do not need to fill out this section because this information was provided in the activity’s budget.

|  |  |
| --- | --- |
| What is the purpose of this event? |  |
| If the participants are representing a student organization, how does the event relate to the organization’s mission? |  |
| Describe the educational value of this event. How will this event benefit  (1) the student participant(s),  (2) the student organization (if any), and  (3) the Law School community? |  |
| If the event is a conference, will the students be participating in the event beyond attending? (e.g., representing a student organization in an official capacity? presenting at the conference? participating in a panel?)  If “yes,” list the names of students and what each one will be doing. |  |

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