

The background of the slide is a vibrant gold color, featuring a dense, repeating pattern of various international currency symbols. These symbols, including the dollar sign (\$), euro (€), pound sterling (£), and yen (¥), are rendered in a three-dimensional, embossed style that creates a textured, metallic appearance. The symbols are scattered across the entire background, with some appearing larger and more prominent than others.

J.D. Grants Funding Process

2024-2025

Announcements from Dean Devine

- Update leadership information via Google Form.
 - If your org has any leadership changes in the future, please notify Student Life & Engagement Manager (see below).
- Review and update all bank account signatories and information, EIN information, Google Drives, email addresses, social media, etc. with outgoing leadership.
- Review org locker contents with outgoing leadership and dispose of items as needed.
- Update your required contacts information in Wisconsin Involvement Network (WIN). Do not list the Law School's contact information!
- Update your student org registration in July.
- Update bulletin board by August 23.
- Check mailbox occasionally throughout the summer.
- Dates TBD: student org fair during Orientation (likely August 29) & Fall semester student org leadership training.
- Student Life & Engagement Manager, Carlie Wiseley, begins June 3rd – she will be your point of contact for all student org related matters going forward!

Announcements from Dean Kite

OCPD would love to partner with student organizations in planning career-related events by:

- Helping recruit panelists
- Presenting to orgs on career-related topics specific to your organization's interests
- Co-sponsoring Pizza with Professionals and other panels with student orgs
 - OCPD will be setting its fall calendar in May, so please let Dean Kite know if there's a particular panel you are interested in co-hosting as soon as possible!

NOTE: OCPD is not a separate funding source for student org events. JD Grants is the primary internal source of funding for student organizations.

Announcements from Dean Jasti

You must contact Dean Jasti before:

- Doing any fundraising - asking individuals, businesses, law firms, etc. for funding support
- Dean Jasti's email is jini.jasti@wisc.edu
- For next year - Student Life & Engagement Manager will be the point of contact for the following:
 - Selling any merchandise
 - The University has very strict rules regarding fundraising and trademarks. You must make sure that your plans do not violate any of these rules.

JD Grants Updates for 2024-2025

- The JD Grants Committee will have a limited budget next year.
- This will be the third year that funding for student travel will be distributed via Travel Awards, which are required by federal policy.
- Be sure to check with Lori Hickman, Law School Financial Aid, at lori.hickman@wisc.edu if you have any concerns about the financial aid implications of travel awards.
 - Travel award recipients whose financial aid is at or near their total Cost of Attendance may qualify for a Budget Adjustment.
- The committee has adjusted a few of its deadlines to fit better in the academic year.



Scope of the Committee's Work

- **Co-Curricular Activities**
 - Law Journals
 - Moot Court
 - Mock Trial
- **Student Organizations (other than the SBA)**
- **Individual Students**



Key Factors Influencing Funding

- Educational value for students
- Number of students who benefit
- Larger value to the Law School
- Cost and location
- Student fundraising efforts (with important limits)
- Complete, accurate, and timely application



Examples of funded events

- Competitions (moot court, mock trial, arbitration)
- Law journal symposia
- Speakers at the law school
- Pro bono service projects and trips
- Law conferences
- Wellness events

Deadlines for *Fall* Funding Requests

- July 15, 2024 – Budgets for Co-curricular Activities & Requests for events on or after Aug. 25, 2024
- Aug. 15, 2024 – Advisory Budgets for RSOs that may request \$5K or more & Requests for events on or after Sept. 30, 2024
- Sept. 15, 2024 – Requests for events on or after Oct. 30, 2024
- Oct. 15, 2024 – Requests for events on or after Nov. 30, 2024



Deadlines for *Spring* Funding Requests

- Dec. 1, 2024 - Requests for events on or after Jan. 10, 2025
- Jan. 15, 2025- Requests for events on or after Feb. 28, 2025
- Feb. 15, 2025– Requests for events on or after Mar. 30, 2025
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Applying for Funding – Co-Curricular Activities & Some Student Orgs.

- 1. Budgets required from all Co-Curricular Activities and any Registered Student Organization that anticipates requesting more than \$5,000**
 - Co-curricular activity budgets are due July 15. RSO budgets are due August 15.
- 2. Forms to fund the events listed in budget – submit in advance of the event**
 - Funding Request for Student Travel Awards
 - Local Event Funding Request
 - Funding Request to Attend a Virtual Event
 - Funding Request to Sponsor a Virtual Event
- 3. Forms to report on events – submit afterwards**
 - Attendance Report for Student Travel Awards
 - Local Event Actual Expenses Report – or – Virtual Event Actual Expenses Report
 - Business Office Meal Payment Form – and/or – Reimbursement Requests (if any)

Applying for Funding – Other Student Organizations & Individuals

1. Forms to fund events – submit in advance

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

2. Forms to report on events – submit afterwards

- Attendance Report for Student Travel Awards
- Local Event Actual Expenses Report – or – Virtual Event Actual Expenses Report
- Business Office Meal Payment Form – and/or – Reimbursement Requests (if any)

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For a Successful Application

- Know and meet deadlines.
- Estimate costs realistically.
- Submit accurate information – check your math!
- Pursue other funding sources (within rule limits).
- Explain the event's educational value thoughtfully.

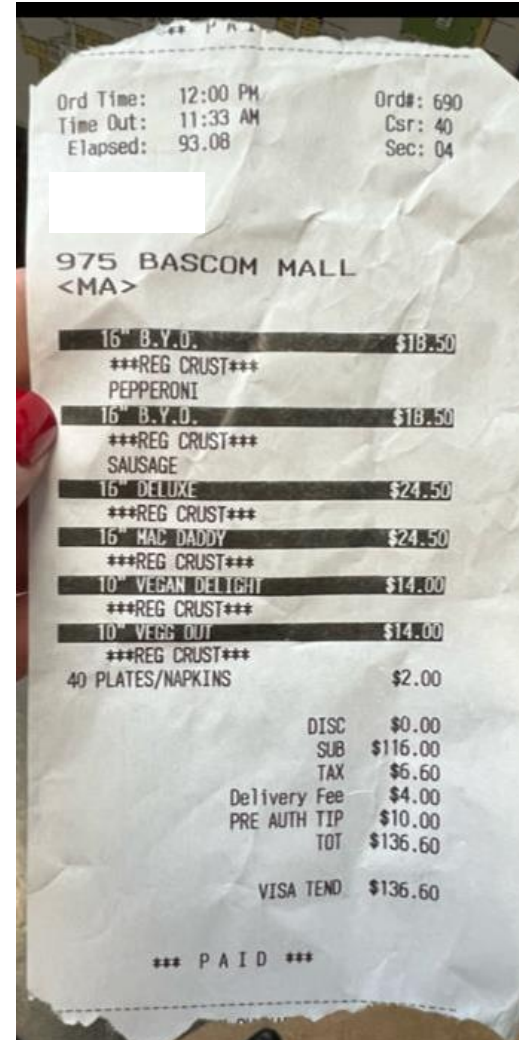
Reimbursement

Items needed for reimbursement or P-Card Prepay:

- Meal Payment Form (Food)
- Attendance List
 - If you are serving food, you **MUST** take attendance or have a sign-in sheet - Make sure to include those working the event
- Agenda and/or Event Announcement
 - email to students (SBA Announcement counts)
 - Flyer, etc.

Reimbursement

- Receipt
 - Must include:
 - Business Name
 - Date
 - Itemized Purchases
 - Not a credit card receipt
 - CC receipt can be used for showing the tip



Reimbursement

- Not acceptable:
 - Lunch during 7+ hour training event for new members.
- Acceptable:
 - The Wisconsin Law Review held its New Member Orientation on August 25th. This orientation was a full day and included a provided lunch break for the students. During the orientation, the new members learned about the WLR, introduced themselves to the Board and associates, and were trained on how things work in the WLR office. After the orientation, new and current members met at the Memorial Union Terrace and had a Meet & Greet.



JD Grants Webpage

The webpage will be updated by June 17, 2024.

Information on the JD Grants webpage:
<https://law.wisc.edu/current/jdgrants/>

- Overview
- Funding Criteria
- Deadlines
- Forms

Questions?

Get help to avoid problems

- After June 17, consult the JD Grants webpage, <https://law.wisc.edu/current/jdgrants/>
- For JD Grants questions, contact Ryan Poe-Gavlinski, Committee Chair, at ryan.poegavlinski@wisc.edu or Mary Ann Polewski at maryann.polewski@wisc.edu
- For Business Office questions, contact Jennifer Gardner-Brokmeier, Accountant, at jennifer.gardner@wisc.edu