**JD Grants Committee 2023-2024**

**Budget for Co-Curricular Activities**

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

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, 2023, at [jdgrants@law.wisc.edu](mailto:jdgrants@law.wisc.edu). Please submit it as a Word document.

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 closely to the budget estimate.

* For travel estimates, include not only major expenses such as airfare and hotel costs, but also smaller expenses, such as baggage fees, hotel taxes, parking, tolls, ground transportation (rental cars, Ubers, airport shuttles), etc.
* For local event estimates, include expenses such as venue and equipment rental fees, speakers’ travel expenses, postage, food (funded only in limited circumstances), etc.

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 your estimates.

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| Name of co-curricular activity: |  |
| Name, title, and email address of the student who completed this form: |  |
| Date this form was completed or 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 on page 3) |  |
| Amount requested from JD Grants: (Subtract funding from other sources from the total budget.) |  |

**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 co-curricular activity’s or event’s webpage.**

In addition to submitting this budget form, all co-curricular activities must submit an individual funding request form for *each* event listed in the budget. In the individual funding request forms, you must provide more detailed information about expenses for the particular event.

The individual funding request forms for 2023-2024 are:

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

These forms are on the committee’s webpage: <http://law.wisc.edu/current/jdgrants/index.html>.

Also, see the webpage for the funding-request deadlines, which depend on the date of the event.

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

**Membership Funds**

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

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| How many credit-earning members will this co-curricular activity have in 2023-2024? |  |

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 or gifts for members.

To spend these funds, you must submit a funding request form in advance and an actual expenses report afterwards. To do this, you may use either the full-length local event forms on the JD Grants webpage or the short forms specifically for membership funds.

Mary Ann Polewski, a committee member, will provide the short forms to each co-curricular activity’s treasurer or business editor. The short forms were created to save time and paper. They are not posted on the committee’s webpage because only co-curricular activities receive membership funds.

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

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| **Name of Event or Expense** | **Was this event or expense listed last year?** | **Location**  (State if location is unknown or tentative.) | **Date(s)**  (State if dates  are unknown or tentative.) | **Number of Students**  **Participating**  (List student coaches, if any, separately.) | **Estimated**  **Cost of this Event or Expense** |
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| **Total Budget for 2023-2024:** |  | | | |  |

Note: Moot Court and Mock Trial already know the total amount available for their 2023-2024 budgets. Likewise, the amounts allocated to the journal symposia have already been determined. Do not exceed the designated amounts in this 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.

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 your planning process, contact Jini Jasti, Associate Dean of Alumni Relations and External Affairs, to discuss your plans. Her email address is [jini.jasti@wisc.edu](mailto:jini.jasti@wisc.edu). You *must* contact Dean Jasti 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.**

**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 JD 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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