



Elisabeth Haub School of Law

2024-2025 HAUB LAW STUDENT ORGANIZATION STRATEGIC PLAN

As indicated in the 2024-2025 Student Organization Handbook, all active student organizations that fall under the Student Bar Association must complete and submit this Strategic Plan by **August 1, 2024** (for the Fall 2024 semester) and by **December 2, 2024** (for the Spring 2025 semester). This plan should describe the organization’s goals and priorities for each semester/the year so that the administration, the organization’s advisor, and the organization itself are all in the best position possible to effectuate them. An organization may not calendar any events or room reservations for meetings until its Strategic Plan has been received and approved. This Strategic Plan should be submitted to the Office of Student and Campus Affairs at studentaffairs@law.pace.edu.

I. E-BOARD INFORMATION AND GOALS

1. Name of Student Organization: _____

2. Names and Positions of E-Board Members Submitting Strategic Plan:

3. Organization Mission Statement:

4. Please describe your organizational goals for the upcoming academic year:

II. STUDENT ORGANIZATION EVENTS

As indicated in the 2024-2025 Student Organization Handbook, to encourage greater attendance and efficiency of planning efforts, **student organizations are allowed to host up to two (2) funded events per semester. This event maximum does not include general body meetings or events that are 100% virtual with no in person option.**

Please become familiar with all “Event Funding” provisions of the 2024-2025 Student Organization Handbook as you plan your event efforts for the Spring 2025 semester. Each active student organization is provided **up to \$2,500 per academic year** to be utilized on event catering. (Any applicable Agency Account funding that a student organization has will be available as well). How you budget your allocation is up to your E-board.

SPRING 2025 OPTIONAL EVENT 1

Please write “N/A” below if you do not intend on hosting this Event 1.

1. Name of Event: _____

2. Description of Event: _____

3. Co-Sponsoring Organization(s) (If Applicable): _____

4. Student Contact Name for Event: _____

5. Student Contact Haub Law Email for Event: _____

6. Student Contact Phone Number for Event: _____

7. Requested Date & Time for Event:

Date: _____ Start Time: _____ End time: _____

Alternative Date & Time for Event (*if the above is unavailable*)

Date: _____ Start Time: _____ End time: _____

Second Alternative Date & Time for Event (*if the above is unavailable*)

Date: _____ Start Time: _____ End time: _____

8. Preferred Room (*rooms are booked based on availability – if your preferred room is not available, we will book the next available option*)

- Ottinger Classroom Preston Hall Classroom Aloysia Hall Classroom
- Tudor Room Student Lounge Moot Courtroom
- Outdoors – Preston Quad

9. Estimated Guest Count: _____

10. We intend to place a catering order through Chartwells for this event: Yes No

11. We intend to use Ed. Media services for this event, such as a speaker, microphones, hosting a Zoom session, etc.: Yes No

12. If you anticipate inviting guest speaker(s) to this event, please provide their names and contact information. (A biography must be provided to studentaffairs@law.pace.edu prior to sending the invitation to the speaker. **Please be reminded that no public official may be invited without prior notice to the Office of Student and Campus Affairs.** Please write "N/A" if this question is not applicable to your event:

13. If you anticipate outside guests (e.g., alumni) to attend your event, please provide the relevant information here and review the "Public Events and RSVP List" provisions of the 2024-2025 Student Organization Handbook. Please write "N/A" if this question is not applicable to your event:

14. If you wish to provide any additional details regarding this event, please do so here:

◇ **Once an event has been approved by the Office of Student and Campus Affairs by email, you must contact the Office of Student and Campus Affairs, at studentaffairs@law.pace.edu to confirm your Chartwells catering order, Ed. Media needs, and details for our Facilities team to set up the event.**

- ◇ All of these planning details, including the Chartwells order, must be confirmed *at least two (2) weeks* prior to a student organization event.

SPRING 2025 OPTIONAL EVENT 2

Please write "N/A" below if you do not intend on hosting this Event 2.

1. Name of Event: _____

2. Description of Event: _____

3. Co-Sponsoring Organization(s) (If Applicable): _____

4. Student Contact Name for Event: _____

5. Student Contact Haub Law Email for Event: _____

6. Student Contact Phone Number for Event: _____

7. Requested Date & Time for Event:

Date: _____ Start Time: _____ End time: _____

Alternative Date & Time for Event (*if the above is unavailable*)

Date: _____ Start Time: _____ End time: _____

Second Alternative Date & Time for Event (*if the above is unavailable*)

Date: _____ Start Time: _____ End time: _____

8. Preferred Room (*rooms are booked based on availability – if your preferred room is not available, we will book the next available option*)

Ottinger Classroom

Preston Hall Classroom

Aloysia Hall Classroom

Tudor Room

Student Lounge

Moot Courtroom

Outdoors – Preston Quad

9. Estimated Guest Count: _____

10. We intend to place a catering order through Chartwells for this event: Yes No

11. We intend to use Ed. Media services for this event, such as a speaker, microphones, hosting a Zoom session, etc.: Yes No

15. If you anticipate inviting guest speaker(s) to this event, please provide their names and contact information. (A biography must be provided to studentaffairs@law.pace.edu prior to sending the invitation to the speaker. **Please be reminded that no public official may be invited without prior notice to the Office of Student and Campus Affairs.** Please write "N/A" if this question is not applicable to your event:

12. If you anticipate outside guests (e.g., alumni) to attend your event, please provide the relevant information here and review the "Public Events and RSVP List" provisions of the 2024-2025 Student Organization Handbook. Please write "N/A" if this question is not applicable to your event:

13. If you wish to provide any additional details regarding this event, please do so here:

◇ **Once an event has been approved by the Office of Student and Campus Affairs by email, you must contact the Office of Student and Campus Affairs, at studentaffairs@law.pace.edu to confirm your Chartwells catering order, Ed. Media needs, and details for our Facilities team to set up the event.**

◇ **All of these planning details, including the Chartwells order, must be confirmed *at least two (2) weeks prior to a student organization event.***

III. CERTIFICATIONS

1. We have met with our entire Executive Board to discuss this Strategic Plan:
Yes

2. We certify that the above is our list of event requests for the Spring 2025 semester and have familiarized ourselves with the provisions of the Student Organization event planning process in the 2024-2025 Student Organization Handbook, effective December 1, 2024:
Yes

3. We understand that room reservations for general body meetings (GBM) may be reserved by sending an email request to studentaffairs@law.pace.edu at least three (3) weeks prior to the date/time requested. We understand that the request must include (1) the name of the student organization hosting the meeting and (2) the date and start/end time requested. We further understand that pursuant to the 2024-2025 Student Organization Handbook, funding for food at GBMs will not be approved. For these types of meetings, it is recommended that brown bag luncheons are organized, or cash collected at the meeting to cover the cost of food.
Yes

4. We understand that a student will not be reimbursed for any purchase that was not approved in writing by the Office of Student and Campus Affairs prior to purchase. We acknowledge that the annual student organization allotment of up to \$2,500 is intended for use throughout the academic year, and we have reviewed and understand the reimbursement policies outlined in the 2024-2025 Student Organization Handbook.
Yes

5. We have read our organization's constitution & bylaws.
Yes

6. We have read the 2024-2025 Student Organization Handbook and familiarized ourselves with the updates provisions.
Yes

7. We have consulted with our organization's Faculty Advisor, who has reviewed and approved this document.
Yes

Student Name: _____

Type name to sign: _____

Date: _____

Please submit this document to the Office of Student and Campus Affairs at studentaffairs@law.pace.edu by **December 2, 2024**. Organizations will not be permitted to have any rooms reserved for meetings or host events until their Strategic Plan has been timely received, reviewed, and approved. A member of our office will contact you regarding your submission and event requests.

- ◇ Dean Angie D'Agostino, Dean for Student and Campus Affairs
- ◇ Associate Director Kathy Martins, Associate Director of Student and Campus Affairs
- ◇ Caroline Rosengarden, PT Administrative Assistant, Student and Campus Affairs