



Elisabeth Haub School of Law

2023-2024 HAUB LAW STUDENT ORGANIZATION STRATEGIC PLAN

As indicated in the 2023-2024 Student Organization Handbook, all active student organizations that fall under the Student Bar Association must complete and submit this Strategic Plan by **August 1, 2023** (for the Fall 2023 semester) and by **December 1, 2024** (for the Spring 2024 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 2023-2024 Student Organization Handbook, to encourage greater attendance and efficiency of planning efforts, student organizations may host up to two (2) events each semester that require event catering funding. (Please see the 2023-2024 Student Organization Handbook for information about an organization's provided event catering funding). Students may request up to one (1) additional event each semester that does not require event catering funding.

Please become familiar with all "Event Funding" provisions of the 2023-2024 Student Organization Handbook as you plan your event efforts for the Spring 2024 semester (and the entire academic year). Each active student organization is provided \$1,500 **per academic year** to be utilized on event catering. (Any applicable Agency Account funding that a student organization has will be available as well). Please note that such funds are for event catering expenses **only**. How you budget your allocation is up to your E-board. As an example, you **do not** need to host two funded events and one non-funded event each semester. Instead, as an example, you can use your funding for one larger event in the Fall 2023 semester, and one larger event in the Spring 2024 semester.

SPRING 2024 OPTIONAL EVENT 1 (EVENT CATERING FUNDING PERMITTED)

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 Hyflex station, speaker, microphones, 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. **Please review all Guest Speaker policies in the 2023-2024 Student Organization Handbook**). 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 2023-2024 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 Isabella Masucci, PT Administrative Assistant, at imasucci@law.pace.edu to confirm your Chartwells catering

order and Ed Media needs, and Renee Brown-Cheng, Assistant Director of Marketing and Communications, at rbrowncheng@law.pace.edu to confirm your details for our Facilities team to set up the event. All of these planning details, including the Chartwells order, must be confirmed at least four (4) weeks prior to a student organization event.

SPEING 2024 OPTIONAL EVENT 2 (EVENT CATERING FUNDING PERMITTED)

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 Hyflex station, speaker, microphones, 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. **Please review all Guest Speaker policies in the 2023-2024 Student Organization Handbook**). 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 2023-2024 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 Isabella Masucci, PT Administrative Assistant, at imasucci@law.pace.edu to confirm your Chartwells catering order and Ed Media needs, and Renee Brown-Cheng, Assistant Director of Marketing and Communications, at rbrowncheng@law.pace.edu to confirm your details for our Facilities team to set up the event. All of these planning details, including the Chartwells order, must be confirmed at least four (4) weeks prior to a student organization event.

Spring 2024 OPTIONAL EVENT 3 (NO EVENT CATERING FUNDING)

Please write "N/A" below if you do not intend on hosting this Event 3.

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 use Ed. Media services for this event, such as a Hyflex station, speaker, microphones, etc.:

Yes No

11. 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. **Please review all Guest Speaker policies in the 2023-2024 Student Organization Handbook**). 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 2023-2024 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 Isabella Masucci, PT Administrative Assistant, at imasucci@law.pace.edu to confirm your Chartwells catering order and Ed Media needs, and Renee Brown-Cheng, Assistant Director of Marketing and Communications, at rbrowncheng@law.pace.edu to confirm your details for our Facilities team to set up the event. All of these planning details, including the Chartwells order, must be confirmed at least four (4) 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 2024 semester and have familiarized ourselves with the provisions of the student organization event planning process in the 2023-2024 Student Organization Handbook:
Yes

- 3. We understand that room reservations for general body meetings 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 2023-2024 Student Organization Handbook, funding for food at these types of meetings 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 understand that the \$1,500 annual student organization allotment is for event catering expenses only and we have familiarized ourselves with all reimbursement policies in the 2023-2024 Student Organization Handbook.
Yes

5. We have met with our outgoing leadership to transition and have read our organization's constitution & bylaws.
Yes

6. We have read the 2023-2024 Student Organization Handbook.
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 1, 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
- ◇ Director Natalie A. Panzera, Director of Student and Campus Affairs
- ◇ Ms. Isabella Masucci, Administrative Assistant to the Office of Student and Campus Affairs