



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](mailto: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 three (3) events per semester.**

Please become familiar with all “Event Funding” provisions of the 2024-2025 Student Organization Handbook as you plan your event efforts for the Fall 2024 semester (and the entire academic year). 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). 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 2024 semester, and one larger event in the Spring 2025 semester.**

### FALL 2024 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](mailto:studentaffairs@law.pace.edu). **Please review all Guest Speaker policies in the 2024-2025 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:

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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:

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

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◇ **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](mailto:studentaffairs@law.pace.edu) to confirm your Chartwells catering order, Ed. Media needs, and details for our Facilities team to set up the event.**

◇ When reaching out regarding any event, your request must (1) include "EVENT REQUEST" in the subject line, (2) state the name of the student organization(s) hosting the event, and (3) provide the name, the date and start/end time of the event.

Example: EVENT REQUEST | SBA | Out of Darkness Walk | 4/6/24 12:30p.m. - 3:00p.m.

◇ **All of these planning details, including the Chartwells order, must be confirmed at least four (4) weeks prior to a student organization event.**

## FALL 2024 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

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](mailto:studentaffairs@law.pace.edu). **Please review all Guest Speaker policies in the 2024-2025 Student Organization Handbook**). **Please be reminded that no guests 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:

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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:

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

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- ◇ **All of these planning details, including the Chartwells order, must be confirmed at least four (4) weeks prior to a student organization event.**

### FALL 2024 OPTIONAL EVENT 3

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*)

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- Tudor Room                                       Student Lounge                                       Moot Courtroom
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11. We intend to use Ed. Media services for this event, such as a 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](mailto:studentaffairs@law.pace.edu). **Please review all Guest Speaker policies in the 2024-2025 Student Organization Handbook**). **Please be reminded that no guests 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:

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

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Example: EVENT REQUEST | SBA | Out of Darkness Walk | 4/6/24 12:30p.m. - 3:00p.m.
- ◇ **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 Fall 2024 semester and have familiarized ourselves with the provisions of the student organization event planning process in the 2024-2025 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](mailto: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 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 up to \$2,500 annual student organization allotment is for event catering expenses only and we have familiarized ourselves with all reimbursement policies in the 2024-2025 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 2024-2025 Student Organization Handbook.  
Yes
7. We understand that we will be required to submit this document again by December 2, 2024, for our Spring 2025 semester planning.  
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](mailto:studentaffairs@law.pace.edu) by **August 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
- ◇ Associate Director Kathy Martins, Associate Director of Student and Campus Affairs