



STUDENT ORG REMINDERS

STUDENT MEETING AND EVENT PLANNING FORM

&

SPARTAN LAW DOCKET SUBMISSION FORM

<https://www.law.msu.edu/studentaffairs/sld.html>

Spartan Law Docket

The Spartan Law Docket is an email publication sent to the MSU Law community that includes important event details and announcements from MSU Law College departments and student organizations. If you want to request that an event, meeting, or announcement be posted in the Spartan Law Docket, please fill out the [Submission Form](#). Submission deadlines are posted on the Submission Deadlines & Publication Dates [Fall](#) and [Spring](#) pages. For any questions, contact the Office of Communications at lawcomms@law.msu.edu.

- [Student Meeting and Event Planning Form](#) — This form is **only for MSU Law student organizations**. Submit this form before booking any speakers or alumni.
- [Spartan Law Docket Submission Form](#)
- [Submission Deadlines & Publication Dates Fall 2024](#)
- [Submission Deadlines & Publication Dates Spring 2025](#)

TWO FORMS, TWO DIFFERENT OFFICES

- The Center for Academics, Resources and Engagement handles:
 - [Student Meeting and Event Planning Form](#)
- If you have any questions pertaining to this form, contact CARE, care@law.msu.edu
- The Office of Communication handles:
 - [Spartan Law Docket Submission Form](#)
- If you have any questions pertaining to the docket, reach out to Law Communications, lawcomms@law.msu.edu

IN WHICH ORDER SHOULD I SUBMIT THE FORMS?

- First, fill out the [Student Meeting and Event Planning Form](#). This is where you also request funding from CARE, there is a space in the form with that specific question. CARE will email you a room confirmation if your event is approved or will send questions if something is not clear in the request. If the event is NOT in the LAW building, but is on campus, you must receive approval from involve@state and you should forward the approval to CARE.
- Second, once you have your room confirmation, you submit the Spartan Law Docket form for the docket using the [Spartan Law Docket Submission Form](#). You may not advertise an event in the docket or social media until you receive a room confirmation from CARE.
- If you do not submit one of the forms, it will not appear on the Docket
- The SLD deadlines and publication dates can be found on the SLD [webpage](#)

STUDENT MEETING AND EVENT PLANNING FORM

- After receiving room confirmation from CARE, you must complete a Spartan Law Docket Submission Form, so it appears in the docket

FUNDING OPTIONS FOR STUDENT ORGS

- On the Student Organization Leaders [webpage](#), you can find the CARE funding guideline, as well as other sources for sponsorship funds

Funding Options for Student Groups

As you prepare to host events and need additional funding, you should prepare a detailed budget to find out what your needs are. Then, review your options for obtaining funds. Options include

- [Center for Academics, Resources, and Engagement \(CARE\) Funding](#)
- [Council of Graduate Students \(COGS\) Event Funding Request Form](#)
- [Kelley Institute of Ethics](#)

REQUESTING CO-SPONSORSHIP FROM CARE

- Within the Student Meeting and Event Planning Form, you request funding from CARE
- CARE can co-sponsor up to \$400 for events open to the student body per academic year
- Please follow this [guideline](#)

— REQUESTING FUNDING FROM —

- [Center for Academics, Resources, and Engagement \(CARE\) Funding \(PDF\)](#)
- [Council of Graduate Students \(COGS\) Event Funding Request Form](#)
- [Kelley Institute of Ethics](#)

MSU LAW Registered Student Organizations Requesting Funding Guide from the Center for Academics, Resources and Engagement

Requests should be submitted three weeks in advance. We do not fund all requests up to a certain dollar amount just by default. The maximum we can fund for any given org in any given year is \$400. However, that does not mean that if you bring us a request for \$400 worth of items that it will automatically be funded. It is typically the case that we will fund some portion of that. Other sources of funding can be found [here](#).

- 1) Within the form select all the sources of funding you will be using, including CARE, if you wish to request funding from us.

— REQUESTING FUNDING FROM —

- [Center for Academics, Resources, and Engagement \(CARE\) Funding \(PDF\)](#)
- [Council of Graduate Students \(COGS\) Event Funding Request Form](#)
- [Kelley Institute of Ethics](#)

- 2) As instructed above, send an itemized budget to care@law.msu.edu once the Meeting and Event Planning form has been approved. Usually, you will know the event (not the funding) has been approved when a room is assigned to you for your meeting/event.

- 3) If your funding is approved by CARE, you should call the venue, place the order, and ask them to send the itemized invoice to care@law.msu.edu for payment. You can also place the order over the phone, get a contact person and number and forward that information to us so that we can call and make payment. **We will not pay for food at venues that refuse to accept advance order placements. All orders should be tax exempt. When you place the order, request for tax to be removed from the bill.**

CARE will let you know once the order has been paid, the **final receipt** must be sent to care@law.msu.edu or rakiete1@law.msu.edu.

REQUESTING CO-SPONSORSHIP FROM CARE

- If you followed the CARE funding [guideline](#), after submitting the student meeting/event form, you need to send an itemized receipt to CARE, care@law.msu.edu, or to Shayna, rakieta1@law.msu.edu
- If you do not have an itemized receipt yet, let Shayna know and she will work with you **if the itemized receipt gets to her at least a week prior to the event**

IF YOUR CARE CO-SPONSORSHIP FOR FOOD IS APPROVED

- The vendor must allow orders to be placed prior to payment being made. Once the order is placed, CARE will be able to call and pay for the order over the phone
- When placing the order, you must indicate that MSU Law is tax exempt
- If tipping, only tip 10%
- Shayna will let you know when the order has been paid for and what the remaining amount of funding your org is. All orgs receive \$400 for the academic year.

⚠ DO NOT PAY FOR ORDERS WITH A PERSONAL CARD, REIMBURSEMENTS WILL NOT BE MADE

On-Campus RSO Financial Accounts

Registered Student Organizations have the option to have an on-campus RSO financial account. This account is managed through a partnership of the RSO and the RSO Business and Financial Services (RSOBFS). Upon request any RSO may create an on-campus account. **Accounts must be renewed annually.**

If planning to use your orgs funds, check out this [webpage](#) (pictured in the next slide). Please review this webpage for **any questions** related to your RSO financial account. CARE cannot help with RSO financial accounts.

- On this webpage, one of the most helpful dropdowns may be the **Spending Funds from an On-Campus Account**
- Monthly Financial Statements will be emailed to the **responsible parties** and the **adviser** of all RSOs that have renewed their on-campus account
- RSO On-Campus Accounts are charged a **monthly service fee** of \$5.00. This monthly fee covers the costs of services by the University.

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Definitions	+
What is an On-Campus Account	+
Creating an On-Campus Account	+
Responsible Parties & Updating Signers	+
RSO Finance Tool on Involve@State	+
Deposit of Funds	+
Spending Funds from an On-Campus Account	+