

## **Up-Front Funding**

Apply to the administrative assistant in the Dean's Office, Chase Hall, Room 103, at least two (2) weeks in advance, if you need up-front funding for a student activity for which revenue or support of some kind is expected. It may be possible to provide a short-term, no-interest loan through the Law School Foundation's Program and Activity Fund. When you receive the reimbursement check or other expected revenue, you must cash or endorse over the check and repay the loan to the Program and Activity Fund immediately. Alternatively, the SBA is authorized to make short-term loans to students. See the SBA Chief Financial Officer regarding short-term loans to students.

## **Private Funding and Budgeting**

The dean has directed that all fund raising for the School, including for student activities, be coordinated through the Development Office in Starr Hall, Room 220. Staff is available by appointment to discuss with any student or student group: all fund raising from corporations, foundations or individuals and special event (revenue producing) ideas; to help with budgets; and to coordinate uses of private and public funds, to benefit student organizations. Failure to coordinate these activities through this office could result in unpleasantness between both the Dean's Office and the Development Office and the errant student and/or student group. Donations are recognized for tax purposes by The University of Connecticut Law School Foundation, Inc. which is a 501(c)(3) charitable organization.

The 1986 audit of the Law School reported that donations resulting from fund raising had been deposited directly into student activity funds. The president of the University at that time gave assurances to the state auditors that "provision has been made to ensure The University of Connecticut Law School Foundation, Inc., is the sole depository for all Law School gifts and contributions." Failure to comply with this promise could result in unpleasantness between a student organization and the state auditors and considerable aggravation for the School as well. Therefore, it is imperative that any gifts to support activities of the Law School are made payable to "The University of Connecticut Law School Foundation, Inc." and are deposited directly to the Foundation through the Law School Development Office. Alternatively, any student organization who receives any form of outside funding should see the business manager, who will direct the funds via the Foundation. The Foundation will pay expenses of the student organization with this money or will transfer the money to the S.B.A. for management.

***No Student organization is permitted to use the University's tax identification number. If your organization is receiving tax deductible donations from individuals or businesses you must contact the School of Law Development Office in Starr Hall.***