New York University School of Law

O F F I C E O F D E V E L O P M E N T
& A L U M N I R E L A T I O N S

Student Group Event Guidelines

I. **Contact Information**:

Betsy Brown
Director for Development
Phone: 212-998-6701
Email: betsy.brown@nyu.edu

Nick Vagelatos
Director for Alumni Relations
Phone: 212-998-6007
Email: nick.vagelatos@nyu.edu

II. **Important Questions**:

How do student groups involve alumni as speakers and/or guests to their programs/events?

We are always happy to facilitate involvement between our students and alumni. If you would like to invite alumni to participate in your program or event, please contact Nick Vagelatos and he will assist with your request. Please reach out to us 6-8 weeks in advance, in order to better coordinate our outreach and communications to alumni.

What are student group fundraising guidelines?

We ask for the following information **before** student groups are cleared to reach out to various firms, individuals, etc.:

1. A copy of your solicitation letter;
2. A budget for the semester/year;
3. A list of who will receive the solicitation, (see attached template).

Please email this information to Betsy Brown and she'll reach out to your group to discuss your options. In addition, we've attached a "gift card" which has been sent with the solicitations so donors know how to actually make their gift.

Why is it important to involve the Office of Development and Alumni Relations?

We want to make sure that we get the best possible result for the School and the Student Groups. Between the Dean's Office, the Office of Development and Alumni Relations and all the other offices here at the Law School, there are many ongoing conversations with Law Firms and individual alumni. We want to guarantee that everyone is on the same page, working toward the same goals. We are committed to providing excellent opportunities for students and student groups to interact and network with our firms and graduates.

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Sample Solicitation Register

Name	Title	Company	Phone	Email	Solicitation Amount	Use of Funding
Sara Rubin	Asst. Dean for Development & Alumni Relations	NYU Law	212.992.8184	Sara.rubin2@nyu.edu	$450.00	End of Semester Dinner
Betsy Brown	Director of Development	NYU Law	212.998.6701	betsy.brown@nyu.edu	$500.00	End of Semester Dinner

Sample Gift Card

NYU LAW
New York University School of Law

Student Organization _____

Event Title and Date _____

Firm Name _____

Gift Amount _____ **Does the firm require a tax receipt?** ☐ **Yes** ☐ **No**

ALL CHECKS SHOULD BE MADE PAYABLE TO NYU SCHOOL OF LAW

Please note the student organization name in the memo portion of the check.

Please mail your contribution, together with this form to Sue Anderson, Assistant Director of Student Activities, NYU School of Law, 245 Sullivan Street, Room 426, New York, NY 10012. If you have any questions, please write to sue.anderson@nyu