



New York University School of Law

20th Annual Public Service Auction 1L Information Sheet

Welcome to NYU Law! Every year, NYU Law hosts a fundraising auction to provide *guaranteed* summer funding for 1L and 2L students who do public interest internships. 1L students play a critical role in the design and implementation of the Auction, and we're counting on you to make this year's Auction a success! Although Auction participation is mandatory for PILC summer funding, the auction is also an opportunity to develop fundraising and event planning skills while making an enormous contribution to public service at NYU Law.

1L Roles in the Auction:

If you plan to receive PILC funding for a public interest internship this summer, you are required to volunteer for the auction. 1Ls have two auction-related responsibilities:

- 1) Auction Planning Responsibilities** – before (or sometimes after) the Auction, 1Ls will be required to *either* canvass for donations *or* participate in an auction committee.
- 2) Day-of-Auction Responsibilities** – on the day of the Auction, 1Ls will *also* be required to complete one volunteer shift (setting up, cleaning up, or staffing the auction).

Key Dates and Requirements:

- Sign up for the auction at <http://tinyurl.com/1LAuctionSurvey> by 11:59 PM on Monday, September 23.**
- In late September, you will receive your canvassing routes or committee assignments.
- **Canvassing** will take place in October and early November.
- **Committees** will be active throughout the year, both before and after the Auction (specific time commitments vary by committee).
- The Auction is scheduled for **Thursday, February 27th**. All 1Ls receiving summer funding are required to volunteer on the day of the auction.
- If you have any questions, contact nyupilcauction@gmail.com.

Canvassing

Canvassing is a major way we obtain auction items. Teams of 3 students each spend a few hours canvassing throughout the city to solicit donations from local businesses. Donations include restaurant gift cards, spa packages, comedy show tickets, and much more!

The majority of 1Ls will be assigned to canvassing. If you canvass, you will be assigned to one canvassing "route" in a small section of the city. Canvassers are asked to complete their routes, report all donations to the Canvassing Chairs, and deliver the items you've received to the Auction office.

Committees

We also need a dedicated group of volunteers to serve on Auction Committees. Committee work is diverse in both substance and time commitment. Some committees will be most active in Fall Semester, others in early Spring Semester, and others after the auction. Committees of 3 – 15 1L students are led by 2L Committee Chairs. See the reverse side of this handout for committee descriptions.

Committee Descriptions

Alumni Relations Committee

The Alumni Relations Committee works closely with the Law School's Office of Alumni Relations and Development to encourage alumni to attend the auction and to solicit and track donations from alumni.

Corporate Donations Committee

The Corporate Donations Committee solicits donations from corporate businesses. Historically, our three biggest contributors are LexisNexis, Barbri, and Westlaw. This year, the Corporate Donations Committee is expanding its outreach to include a more diverse range of businesses such as electronics stores and high-end restaurants.

Dean's Cup Committee

The Dean's Cup is an annual charity basketball game between law students at NYU and Columbia. A game between the faculty members of both schools is held during halftime. The Dean's Cup Committee is in charge of organizing, advertising, and selling tickets for the Dean's Cup, which takes place in Spring Semester.

Donations Committee

The Donations Committee is in charge of tracking, pricing, and categorizing all auction donations. This is an excellent committee for a highly organized person with great attention to detail.

Events Committee

The Events Committee plans the live and silent auction. They work mostly through the law school's Office of Special Events and are responsible for getting food and beverages, decorations, and entertainment. They are also in charge of set-up on the day of the auction.

Faculty Outreach Committee

The Faculty Outreach Committee is in charge of reaching out to faculty members to encourage them to donate to, attend, and otherwise contribute to the auction.

Law Firm Donations Committee

The Law Firm Donations Committee solicits in-kind and monetary donations from New York and regional law firms.

Law School Community Committee

The Law School Community Committee solicits donations from students and staff and encourages members of the law school community to attend the auction. Each 1L Committee member also acts as a liaison between his/her 1L section and the Auction.

Liquidations Committee

The Liquidations Committee is in charge of holding a "garage sale" of items leftover from last year's auction. The sale will take place in Golding Lounge from 11am – 5pm on October 1st through 3rd. Liquidations Committee volunteers will be required to help sell items for a few hours on these dates.

Program Committee

The Program Committee creates the program/pamphlet for the auction, which lists all of the items up for bids at the auction.

Publicity Committee

The Publicity Committee advertises the auction to the law school community and designs the auction t-shirt.

Redemptions Committee

The Redemptions Committee registers everyone who attends the Auction so that they may bid on items. After the auction is over, the Redemptions Committee distributes all of the auction items to the winning bidders.

Website Committee

The Website Committee designs and updates the Auction website. Web design/coding experience is a plus, but absolutely NOT necessary. The Auction website is edited with a user-friendly program that works like a blogging platform. Anyone can do it – we just need creative, committed volunteers who are willing to update it on a regular basis.

1L Committee

Assists PILC Co-Chairs as needed, from assisting other committees to helping brainstorm the auction itself.