



New York University School of Law

**OFFICE OF DEVELOPMENT
& ALUMNI RELATIONS**

Student Group Event Guidelines

I. Contact Information:

Sue Anderson

Director of Alumni Relations

Phone: 212-992-7316

Email: sue.anderson@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 Sue and she 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 Sue Anderson and she'll reach out to your group to discuss your options. In addition, we've attached a "gift card" which must be 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 Gift Card



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 the Office of Student Affairs, NYU School of Law
245 Sullivan Street, Room 426, New York, NY 10012. If you have any questions, please write to law.studentaffairs@nyu.edu