



New York University School of Law

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**OFFICE OF DEVELOPMENT  
& ALUMNI RELATIONS**

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## Student Group Event Guidelines

### 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 Jamila 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.

Contact: **Jamila Humphrie**  
Assistant Director of Alumni Relations  
Phone: 212-992-8158  
Email: [jamila.humphrie@nyu.edu](mailto:jamila.humphrie@nyu.edu)

### 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.

Please email this information to Michele Eddie and/or Kelley Spencer and they will 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.

Contact(s):	<b>Michele Eddie</b> Director of Annual Fund & Reunion Programs Phone: 212-992-8877 Email: <a href="mailto:michele.eddie@nyu.edu">michele.eddie@nyu.edu</a>	<b>Kelley Spencer</b> Associate Director of Alumni Relations Phone: 212-992-7357 Email: <a href="mailto:kelley.spencer@nyu.edu">kelley.spencer@nyu.edu</a>
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### 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](mailto:law.studentaffairs@nyu.edu)