

Guidance to Accompany Speaker's Trust Grant Request Form

Guidance for Question 4:

The Speakers Trust does not require that groups requesting money seek out co-sponsoring organizations. However, Trustees tend to view more favorably requests for funds which indicate that the group has found a co-sponsor to help defray some of the expenses. Therefore, the Trustees encourage requestors to make a good faith effort to secure a co-sponsor. Possible co-sponsoring organizations could include:

- National umbrella organizations of which the Dickinson organization is a member or branch. For example, Dickinson's Phi Alpha Delta is the Burr chapter of the Phi Alpha Delta national organization.
- Similarly aligned undergraduate groups in the Penn State system. Especially with our new building and ever-increasing presence in University Park, requestors are encouraged to seek out co-sponsorship opportunities with undergraduate groups.
- Ideologically diverse groups within the law school for the purpose of setting up a scholarly debate. For example, the Democrat and Republican groups might join in requesting funds to bring in speakers to debate an issue of statewide or national importance. Even though there is no outside money being brought in to defray the expense of the event, the Trustees may tend to respond more positively because the requested funds will advance the objectives of more than one group.

Guidance for Question 6:

The theme or topic of the speaker or the event for which funds are requested must be law related. The best way to satisfy this requirement is to ensure that the speaker him- or herself can speak about the applicable law or legal issue. Another way is to have a law professor interpret or craft a discussion around the speaker's message. Whether this second method will satisfy this requirement is a fact specific determination that the Trustees will make on a case by case basis.

Guidance for Question 7:

State the primary purpose(s) for holding the event, i.e. to strengthen PSU-DSL community (for a cohort, program group, interest group, the whole PSU-DSL student body), to build relationships (with other DSL student groups, alumni, others), to inform, to broaden/reinforce the legal concepts/ educational experience, networking, celebrating achievements, social gathering etc.

Guidance for Question 10:

Instead of giving a total number of estimated attendees, please indicate the number of attendees you expect at each campus. Also, if you anticipate non-DSL or non-PSU attendees, please indicate those expectations as well. Furthermore, please provide the Trustees with an explanation of how you arrived at your estimated attendance numbers.

Guidance for Question 11:

Generally:

Please provide the Trustees with as much detailed cost information and itemization as possible, and please substantiate that information to the best of your ability with

contracts, estimates, or other relevant evidence. If you are unable to provide the Trustees a contract or written estimate, please provide as much information as possible. The Trustees are looking for, at minimum, proof that you have made a reasonable investigation of the costs.

Travel:

Unless there are extenuating circumstances, speakers who are traveling will be expected to speak at the campus closest to their business location.

Gifts:

Please note that you may be able to get a free Dickinson School of Law-branded gift from the bookstore.

Private Dinners:

On certain occasions, it may be appropriate to take the speaker out to dinner after the event (especially if the speaker will be spending the night in Carlisle or State College). On such occasions, please consider the speaker's status and prominence when selecting a restaurant. Once you have a restaurant selected, try to obtain a copy of a menu to provide to the Trustees. If your group is going to take the speaker out to dinner, you are permitted and encouraged to send more than one person to dinner. At the same time, do not view this as an invitation to feel the entire group; select a reasonable number of people for the dinner.

Reception Costs:

Describe what food and drink will be provided at the reception or event. The reception costs should be itemized (i.e. what food will you be having how much is each item). Please note that there is an expectation of parity in quality and price per head as between the two campuses.

Marketing and Advertising:

The school provides free marketing support in the form of color posters; see the intranet for more information. In addition, you are expected to take advantage of e-mail to publicize your event. If you intend to go beyond these measures to publicize the event, itemize your costs under subsection C and expect to justify this request when you come before the Trustees.