As a private institution, Harvard Law School is very dependent on fundraising. The three primary sources of revenue for the Law School are tuition, gifts, and endowment income (prior gifts which generate interest). Fundraising results have a direct impact on the School’s budget and require vigorous efforts every year to minimize tuition increases as well as to continually improve life at HLS. As such, all alumni, as well as numerous law firms, foundations, corporations, and friends are asked every year to support HLS financially. In order to avoid mutually self-defeating requests for support, it is imperative that all fundraising activities emanating from HLS are coordinated.

The contact office at the Alumni Center is the HLS Fund (please contact Sarah Bell by email at sbell@law.harvard.edu and by phone at 617-384-8160). All student groups and journals should send fundraising requests to Sarah’s attention.

The Alumni Center is the clearinghouse for all HLS alumni and development outreach. Student groups and journals are asked to coordinate their messages with the Development Office. In addition, the Law School is currently in a $400 million comprehensive campaign. Thus, it is extremely important that certain alumni and law firms are not contacted multiple times by different parts of HLS. In all cases, the Alumni Center will do its best to accommodate student group/journal fundraising requests, but the review and approval of fundraising-related items is essential.

- Alumni Center staff will:
  - Suggest strategies for success.
  - Offer suggestions/input for all written solicitation materials.
  - Review all individual/firm/company/foundation names in advance of solicitations, and approve or (not approve) these names.
  - Ensure timing of requests is appropriate.

- Groups/journals can contact the Alumni Center from January–April and from July–mid-November. They are asked not to request help in May, June, mid-November, and December, due to the business at the ends of fiscal and calendar years.
• Requests for assistance should be sent at least 30 days prior to individual/firm/company/foundation phone and mail solicitations. Ideally, groups and journals should plan all fundraising activities in advance for all events, trips, and symposiums.

• Groups/journals should contact the Fund office by email. The email should include:
  ▪ Brief background on group/journal and description of fundraising purpose (i.e. event, journal, trip, etc.)
  ▪ All potential solicitation materials. Any letters/pledge forms/written materials should be attached to this email.
  ▪ A list of suggested individuals/firms/companies/foundations (as appropriate) to be solicited by the group or journal. This last step is extremely important, and the Alumni Center needs to approve all names.

• Unless otherwise noted, student groups/journals should use normal channels of communication (i.e. marketing office, human resources office, main reception number) when contacting law firms/companies/foundations (once the Alumni Center has approved contacting these places).

• Once the student group/journal has emailed the Fund the aforementioned materials, they can request a meeting if necessary. It is best to provide the Fund office with all materials in advance of a meeting.

• Since it sometimes takes time to respond and approve all student group/journal fundraising requests, the Alumni Center asks for 30 days notice (as mentioned above). As always, the Fund office will do its best to respond as quickly as possible.

• Since it is especially important not to “over-solicit” firms and companies, there will be a limit of three solicitations per firm/company a semester (fall and spring). The Alumni Center will track these solicitations. In addition, student groups will be able to contact these firms and companies on a first-come, first-serve basis.

• Lists of alumni will not be released to create ongoing data bases. All alumni information will be given in hard copy format (electronic copies will not be distributed).

If a student group/journal knows certain individuals at law firms, foundations, companies, etc., or if a group/journal is contacted by a firm/foundation/company, it is requested that they contact the Fund office before proceeding with fundraising activities. Again, it is imperative that all fundraising requests emanating from HLS are coordinated.