

HLS Student Group Fundraising—Alumni Center Policies and Procedures

Effective August 29, 2019

As a private institution, Harvard Law School is 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 from HLS are coordinated.

The contact office at the Alumni Center is the Annual 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 Annual Fund's role is to:

- 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 for contact.
- Ensure timing of requests is appropriate.

General Guidelines:

- 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 14 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 (sbell@law.harvard.edu). The email should include:
 - Brief background on group/journal and description of fundraising purpose (i.e. event, 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.
- 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 student group/journal has emailed Sarah the aforementioned materials, they can request a meeting if necessary. It is best to provide Sarah with all materials in advance of a meeting.
 - *The Alumni Center will only review and provide support and feedback for those organizations raising funds for specific events or programs. Solicitations for general support will not be reviewed due to the fact that the Annual Fund is responsible for raising unrestricted funds for operating support for HLS at large.*
 - *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.

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 Annual Fund office before proceeding with fundraising activities.