



Elisabeth Haub School of Law

2025–2026 Haub Law Student Organization Strategic Plan

As indicated in the Student Organization Handbook, all active student organizations under the Student Bar Association must complete and submit this Strategic Plan by:

- **August 1, 2025** (for the Fall 2025 semester)
- **December 1, 2025** (for the Spring 2026 semester)

Strategic Plans must be submitted to the Office of Student and Campus Affairs at studentaffairs@law.pace.edu.

An organization may not schedule events or reserve rooms until this form has been approved.

I. E-Board Information and Goals

1. Name of Student Organization:

2. Names and Positions of E-Board Members Submitting Strategic Plan (Name | Position):

3. Organization Mission Statement:

4. Organizational Goals for the 2025-2026 Academic Year:

II. General Body Meetings

As per the Student Organization Handbook, all recognized organizations are encouraged to hold regular General Body Meetings (GBMs) to maintain member engagement and provide updates on activities.

Please note: Funding is not available and will not be approved for these types of meetings. Any food or materials purchased for these meetings will not be eligible for reimbursement

Please complete the following:

1. Tentative Meeting Dates/Time(s):

- Date: _____ Time: _____
- Date: _____ Time: _____
- Date: _____ Time: _____

2. Preferred Room(s) for Meetings (Check all that apply):

- ☐ Ottinger Classroom ☐ Preston Hall Classroom ☐ Aloysia Hall Classroom
- ☐ Zoom/Hybrid Option ☐ Other: _____

3. Will you use Ed. Media services (e.g., Zoom, microphones)?

- ☐ Yes ☐ No

II. Student Organization Events

As per the Handbook, student organizations may host up to **one funded, catered event per semester**. Each organization receives up to **\$1,250 annually for catering** through Chartwells. Any existing Agency Account funds may also be used. Events may be structured flexibly (i.e. one large event for the entire academic year, rather than one event per semester.)

Fall 2025 – Funded Event 1

(Write "N/A" if not applicable.)

1. Name of Event:

2. Description of Event:

3. Co-Sponsoring Organization(s) (If Applicable):

4. Student Contact Name for Event:

5. Student Contact Haub Law Email:

6. Student Contact Phone Number:

7. Requested Date & Time for Event:

Date: _____ Start Time: _____ End Time: _____

Alternative Date & Time:

Date: _____ Start Time: _____ End Time: _____

Alternative Date & Time:

Date: _____ Start Time: _____ End Time: _____

8. Preferred Room (check one):

- ☐ Ottinger Classroom ☐ Preston Hall Classroom ☐ Aloysia Hall Classroom
☐ Tudor Room ☐ Student Lounge ☐ Moot Courtroom
☐ Outdoors – Preston Quad

9. Estimated Guest Count:

10. Will you place a catering order through Chartwells?

☐ Yes ☐ No

11. Will you use Ed. Media services (e.g., Zoom, microphones)?

☐ Yes ☐ No

12. Guest Speaker(s) (names and contact info): (*Submit bios to studentaffairs@law.pace.edu PRIOR to extending an invite*)

☐ N/A

13. Outside Guests (e.g., alumni): (*Review “Public Events and RSVP List” policy*)

☐ N/A

14. Additional Event Details (optional):

Spring 2026 – Funded Event 2

(Write "N/A" if not applicable.)

1. Name of Event:

2. Description of Event:

3. Co-Sponsoring Organization(s) (If Applicable):

4. Student Contact Name for Event:

5. Student Contact Haub Law Email:

6. Student Contact Phone Number:

7. Requested Date & Time for Event:

Date: _____ Start Time: _____ End Time: _____

Alternative Date & Time:

Date: _____ Start Time: _____ End Time: _____

Alternative Date & Time:

Date: _____ Start Time: _____ End Time: _____

8. Preferred Room (check one):

- ☐ Ottinger Classroom ☐ Preston Hall Classroom ☐ Aloysia Hall Classroom
☐ Tudor Room ☐ Student Lounge ☐ Moot Courtroom
☐ Outdoors – Preston Quad

9. Estimated Guest Count:

10. Will you place a catering order through Chartwells?

☐ Yes ☐ No

11. Will you use Ed. Media services (e.g., Zoom, microphones)?

☐ Yes ☐ No

12. Guest Speaker(s) (names and contact info): *(Submit bios to studentaffairs@law.pace.edu PRIOR to extending an invite)*

☐ N/A

13. Outside Guests (e.g., alumni): *(Review “Public Events and RSVP List” policy)*

☐ N/A

14. Additional Event Details (optional):

Optional Event 3

Please note: This program is **not eligible** for funding approval but can be held at any time throughout the academic year. *(Write "N/A" if not applicable.)*

1. Name of Event:

2. Description of Event:

3. Co-Sponsoring Organization(s) (If Applicable):

4. Student Contact Name for Event:

5. Student Contact Haub Law Email:

6. Student Contact Phone Number:

7. Requested Date & Time for Event:

Date: _____ Start Time: _____ End Time: _____

Alternative Date & Time:

Date: _____ Start Time: _____ End Time: _____

Alternative Date & Time:

Date: _____ Start Time: _____ End Time: _____

8. Preferred Room (check one):

- | | | |
|--|---|---|
| <input type="checkbox"/> Ottinger Classroom | <input type="checkbox"/> Preston Hall Classroom | <input type="checkbox"/> Aloysia Hall Classroom |
| <input type="checkbox"/> Tudor Room | <input type="checkbox"/> Student Lounge | <input type="checkbox"/> Moot Courtroom |
| <input type="checkbox"/> Outdoors – Preston Quad | | |

9. Estimated Guest Count:

10. Will you use Ed. Media services (e.g., Zoom, microphones)?

☐ Yes ☐ No

11. Guest Speaker(s) (names and contact info): *(Submit bios to studentaffairs@law.pace.edu PRIOR to extending an invite)*

☐ N/A

12. Outside Guests (e.g., alumni): *(Review “Public Events and RSVP List” policy)*

☐ N/A

13. Additional Event Details (optional):

- ◇ Once your Strategic Plan has been approved by the Office of Student and Campus Affairs by email, you must contact the Office of Student and Campus Affairs, at studentaffairs@law.pace.edu to confirm your Chartwells catering order, Ed. Media needs, and details for our Facilities team to set up the event.
- ◇ All of these planning details, including the Chartwells order, **must be confirmed at least four (4) weeks prior to a student organization event.**

III. Certifications

1. We have met with our entire Executive Board to discuss this Strategic Plan and have sent a copy to our Faculty Advisor:
Yes ☐
2. We certify that the above is our list of event requests for the Fall 2025 semester and have familiarized ourselves with the provisions of the student organization event planning process in the Student Organization Handbook:
Yes ☐
3. We understand general body meeting reservations may be reserved by completing the form, or sending an email request to studentaffairs@law.pace.edu at least **three (3) weeks** prior to the date/time requested. We understand that the request must include (1) the name of the student organization hosting the meeting and (2) the date and start/end time requested. We further understand that pursuant to the Student Organization Handbook, funding for food at these types of meetings **will not** be approved. For these types of meetings, it is recommended that brown bag luncheons are organized, or cash collected at the meeting to cover the cost of food.
Yes ☐
4. We understand that a student will not be reimbursed for any purchase that was not pre-approved in writing by the Office of Student and Campus Affairs prior to purchase. We understand that the up to \$1,250 annual student organization allotment is for event catering expenses only and we have familiarized ourselves with all reimbursement policies in the Student Organization Handbook.
Yes ☐
5. We have met with our outgoing leadership to transition and have read our organization's constitution & bylaws.
Yes ☐

6. We have read the 2024–2025 Student Organization Handbook and understand that it is a living document subject to change. We will review and familiarize ourselves with any new provisions set forth in the 2025-2026 Student Organization Handbook.

Yes ☐

7. We understand that we will be required to submit this document again by December 1, 2025, for our Spring 2026 semester planning.

Yes ☐

Student Name: _____

Type name to sign: _____

Date: _____

Please submit this document to the Office of Student and Campus Affairs at studentaffairs@law.pace.edu by **August 1, 2025**. Organizations will not be permitted to have any rooms reserved for meetings or host events until their Strategic Plan has been timely received, reviewed, and approved. A member of our office will contact you regarding your submission and event requests.

- ◇ Dean Angie D’Agostino, Dean for Student and Campus Affairs
- ◇ Associate Director Kathy Martins, Associate Director of Student and Campus Affairs
- ◇ Caroline Rosengarden, PT Administrative Assistant, Student and Campus Affairs