



USC Gould

School of Law

Office of Undergraduate Law

**USC Gould Affiliation 2022-2023: Undergraduate
Student Organization Guide**

Content



-
- Committee Members
 - USC Recognition
 - USC Gould Affiliation
 - Gould Affiliation Application Process
 - Maintaining Affiliation
 - Applying for Gould Funding
 - Gould Funding Guidelines

Committee Members



**Vice Dean
Donald Scotten**

Vice Dean for Administration and
Professor of Practice of Law



Dean Ian Wood

Associate Dean of Finance and
Strategic Planning



Maddy Zamany

Director of Undergraduate Programs



Art Perez

Admissions & Academic Advisor

USC Recognition

- All USC Gould Office of Undergraduate Law Affiliated Organizations must receive recognition from the University.
 - <https://campusactivities.usc.edu/organizations/recognition>
- Annual Recognition is required for all returning Recognized Student Organizations
- Benefits to being recognized by USC
 - Access to funds from Undergraduate Student Government
 - Reserve campus facilities
 - Use of name, logo, or other trademarks of the University
 - Organizational email and web accounts
 - Access banking services at USC Credit Union and/or Campus Activities
 - Receive and post messages on the student organization electronic mailing list

USC Gould Affiliation

- Benefits to being affiliated with USC Gould Office of Undergraduate Law:
 - Opportunity to apply for additional funding from USC Gould Office of Undergraduate Law
 - Ability to promote organization and events in monthly undergraduate newsletter and social media outlets
 - USC Gould staff guidance
 - Access to room reservations in LAW building
 - Collaboration opportunities with USC Gould community
 - Ability to list organization on USC Gould Undergraduate website

Gould Affiliation Application Process

Proposal applications (*Appendix 1*) must include the following items:

- USC Recognized Student Organization letter verifying recognition by USC for the academic year
- Student Organization Constitution
- List of Executive Board Members (include name, position, student ID number, and USC email address)
- Proposed action plan for academic year, this can include a list of proposed events and a description of how these events support the organization's mission

Maintaining Gould Affiliation

Annual recognition is required for all returning Student Organizations who wish to be affiliated with USC Gould. All organizations must meet the below criteria:

- Must be recognized by USC
- Submit annual report by May 1st of the Spring semester (*Appendix 2*)
- Follow regulations and rules for student organizations as established by USC and USC Gould Office of Undergraduate Law

Applying for Gould Funding

- All student organizations applying for Gould funding will submit a proposal application to undergraduate@law.usc.edu. (*Appendix 3*)
- After a proposal is submitted, the USC Gould Undergraduate Student Organization Committee will review and reach out to applicants for additional documents (if necessary).
- The committee will inform the applicant of their funding decision within two weeks and move forward with the funding disbursement process if approved

Gould Funding Guidelines

- Funding applications are handled on a first-come, first-served basis.
- Funding decisions are never guaranteed.
- Failure to properly communicate with USC Gould Undergraduate Student Organization Committee in a timely manner may result in rejection or disqualification of an application.
- Proposals are due at least **four weeks** prior to date of event or due date of payment.
- Receipts must be submitted no later than **two business days** after the final day of the event or payment due date. Failure to do so could result in loss of future funding privileges.
- Organizations can apply for up to \$500 per academic year (August 1st-May 1st)

Gould Funding Guidelines

- What is eligible for funding?
 - Programs that will contribute to developing leadership skills (conferences, seminars, workshops, other academic events)
 - Programs that focus on hands-on community service
 - Food will be considered on a case-by-case basis if it is deemed central to the event
 - Promotional materials, other goods that will promote the brand of the organization and attract members (t-shirts, banners, etc.)
 - Must be approved by USC Gould Undergraduate Student Organization Committee and USC Gould Communications Office
 - T-Shirts funded by USC Gould Undergraduate Student Organization Committee may only be produced by a vendor who is authorized to work with USC Trademarks <https://trademarks.usc.edu/authorized-vendors-student-organizations/>
 - Printing costs (Content design must be approved by USC Gould Undergraduate Student Organization Committee and USC Gould Communications Office)
 - All other requests are reviewed on a case-by-case basis

The following items are **not** eligible for funding:

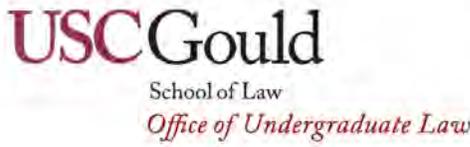


Alcoholic beverages



Deposits or fees pertaining to cleaning/damage

Gould Affiliation Application for Student Organizations



1. Organization Name *

2. Organization Acronym

3. Organization Contact E-mail *

4. Organization Website (can be social media page)

5. Short description of your organization (to be published on website) *

6. Mission of Organization *

Required Documents

Please send documents to undergraduate@law.usc.edu

1. Recognized Student Organization Letter
2. Student Organization Constitution
3. List of Executive Board Members (include name, position, and USC E-mail Address)
4. Proposed Action Plan for Academic Year (list of proposed events and a description of how these events support the organization's mission)

USC Gould Undergraduate Student Organization Annual Report



1. Organization Name *

2. Current Number of Active Members *

3. Next Semester's President's Name *

4. Next Semester's President's USC Email *

5. Have you edited your constitution in the past year? If yes, please submit to undergraduate@law.usc.edu *

Mark only one oval.

- Yes
 No

6. Please briefly describe the events and activities your organization has put on this year. Please include dates, location, and purpose. *



Student Organization Funding Proposal Application

Name of Student Organization:		Contact Name:	
Contact Email:		Contact Phone:	
Student Organization Advisor:		Student Organization Advisor email:	

BUDGET PROPOSAL EXPENSE FORM

Expense	Amount Requested	Date	Explanation of Expense	Amount Approved
TOTAL				

BELOW IS FOR USC GOULD OFFICE ONLY

Office of Undergraduate Law _____ Budget Office _____

Applications must be submitted to undergraduate@law.usc.edu four weeks prior to date of event or due date of payment