

Delaware Law School Student Travel Funding Policy

Effective Date: Interim basis starting January 1, 2025; Final effective date February 17, 2025

Purpose: To establish equitable guidelines for students seeking DLS Administration funding for student travel, accommodations, and related expenses for attending national, regional, or affiliated student organization events.

1. Eligibility and Application Process: Students Eligible to Apply for SBA Funding (through an affiliated student organization):

1.1 Eligibility Criteria:

- Members of SBA-approved student organizations representing Delaware Law School at national, regional, or local conferences are eligible to apply for funding.
- Students holding board positions in national, regional, or other relevant organizations seeking funding for travel to such organization's meetings/conferences (national, regional or otherwise) must confer with the President and Vice President of their respective Delaware Law School student organization regarding funding support.
- Prior to requesting funding from the Law School Administration, students:
 - *should exhaust any and all funding options under the current SBA Budget Policy before seeking alternative/additional funding*, notwithstanding any limitations therein.¹ After requesting and pursuing all travel-related funding options under the aforementioned policy, students are permitted to pursue additional funding support from the Delaware Law School Administration following the process delineated below;
 - must clearly establish (i) that they or their representative student organization applied in a timely manner to the SBA for funding and were denied funding or did not receive enough funding to cover reasonable costs; (ii) that the respective student organization President and Vice President support the travel request; and (iii) that the student organization is unable to fund the travel request; and
 - should have a minimum cumulative GPA of 2.4.
- Upon a showing of completion of the above process, the President of the respective student organization affiliate (if existing on campus) may submit a funding request to the Law School Administration on behalf of the student(s) seeking travel funding. For additional steps, refer to the Application Process section below.
- Students receiving funding must coordinate with the affiliated student organization to provide a program or event for the Delaware Law School and Community during the same school year as the conference that builds on and/or highlights the conference attendance (e.g., a relevant debate topic, legal discussion, workshop, seminar, CLE, etc.). Such an

¹ Pursuant to §8.3 of the Delaware Law School SBA 2024-2025 Budget Policy, “[o]nly members of an SBA-approved student organization, who are going to represent that SBA-approved student organization at Delaware Law, shall be considered for funding. No appropriation will be given to fund attendance of a convention by a person who is representing a regional or national organization.”).

event may receive direct support or sponsorship from the Law School Administration, as relevant. The Law School Administration may consider funding support of a student interest in attending a *non-SBA-affiliated* organization on a case-by-case basis, but is under no obligation or commitment to do so.

1.2 Application Process:

- All travel-related funding requests for each student must be submitted through the President and Vice President of the respective student organization (this includes for any student holding a board position in the affiliated national, regional, or local chapter).
- The President, or a student designee affiliated with the respective regional/national student organization with support of the President, will present the collective funding request (with details regarding the event and breakdown of costs) to the Associate Dean for Student Affairs and the Assistant Dean for Diversity, Equity, and Inclusion **at least 2 full weeks before** the funding would be needed (**excluding semester breaks and holidays**; such breaks need to be considered and included in the timing of the initial request to comply with the 2-week requirement to ensure sufficient review and response time).

2. Eligibility and Application Process: Students NOT Eligible to Apply for SBA Funding (through an affiliated student organization):

- The Law School Administration may consider funding support for a student interested in attending a conference for a *non-SBA-affiliated* organization on a case-by-case basis but is under no obligation or commitment to do so.
- Any student requesting funding under this subsection must have a minimum cumulative GPA of 2.4.
- For consideration of requests when there is no applicable Delaware Law School student organization, students should submit the request in writing directly to the Office of Student Affairs (OSA) to the Associate Dean of Student Affairs or the designated OSA representative (as directed) **at least 2 full weeks before** the funding would be needed (**excluding semester breaks and holidays**; such breaks need to be considered and included in the timing of the initial request to comply with the 2-week requirement to ensure sufficient review and response time). The OSA and Law School Administration reserve the right to grant or deny such requests and/or suggest alternative funding options. Funding for these requests will be limited and not to exceed \$500 in the aggregate.
- Students receiving funding must coordinate with the OSA to provide a program or event for the Delaware Law School and Community during the same school year as the conference that builds on and/or highlights the conference attendance (e.g., a relevant debate topic, legal discussion, workshop, seminar, CLE, etc.). The OSA would provide guidance, support and sponsorship in collaboration with the Law School Administration, as relevant.

3. Funding Limits

3.1 General Funding:

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- Upon approval by the law school administration, the law school will fund up to \$1,500 in the aggregate for all expenses (i.e., for all student funding requests per student organization and respective regional/national affiliation), including travel, registration, per diem, and lodging per year.
- Funding requests exceeding \$1,500 per year will be considered on a case-by-case basis and may have additional requirements.

3.2 Special Allocations:

- The Law School Administration reserves the right to allot to student organizations designated as “Organization of the Year” from the previous year up to \$2,500 for their leaders, members and respective affiliates to regional and national organizations to attend relevant events.

4. Submission and Review

4.1 Submission Details:

- Each funding request must include the name, date, and location of the event, as well as a detailed cost estimate and explanation of the reason for the request.
- Requests should be routed through the Office of Student Affairs and **not** directly to the Dean of the Law School.

4.2 Review Process:

- The Associate Dean of Student Affairs and the Assistant Dean of Diversity, Equity, and Inclusion will review and provide initial approval of funding requests before routing through the Dean of the Law School and Budget Manager for final approval.
- The law school administration maintains discretion to provide additional funding beyond the funding limits on a case-by-case basis.

5. Feedback and Revisions

5.1 Interim Policy Feedback:

- Student organizations may provide feedback on the policy through their respective President or Vice President for input, insight, and possible revision.
- Such feedback should be provided no later than 5pm on Thursday, February 6, 2025 and sent via email to both the Associate Dean of Student Affairs and the Assistant Dean of Diversity, Equity, and Inclusion.

5.2 Final Policy Implementation:

- The final policy will be effective on Monday, February 17, 2025, after considering student feedback, if any.

Once approved, this policy will be published on the DLS website, as well as in the SBA Budget Policy, and shared with all student organization presidents and vice presidents.

