Be it decided by the Assembly of Elected Delegates,

The 5th Annual Criminal Justice Reform Conference
Funding for food-related expenses, gifts, decoration
(Decided: [ Y / N / A ])

Nature of the Situation:

The Graduate and Professional Student Association is responsible for enriching graduate life in and outside of academic settings by offering resources and funding various events. The 5th Annual Criminal Justice Reform Conference (CJRC) hosted by the Criminal Law Society (CLS) is returning after last year’s was cancelled due to the Covid-19 pandemic. This event is much-anticipated by Penn State Law students. As a new tradition, the CJRC is opening the conference to graduates, professionals, alumni, and undergraduates. The intention and purpose are to collectively bring students from different backgrounds, upbringings, and perspectives together for a day to discuss and contemplate the criminal justice reform efforts of our legal scholars, attorneys, and other legal minds. The criminal justice system impacts each student at Penn State. CLS believes it is their responsibility to provide further access and a safe platform to deliberate different principles of criminal law on five various topics: the death penalty, police reform, immigration, mental health/disability, and juveniles.

The CJRC is an entirely student-initiated and organized effort that will end with its first-ever, one-of-its-kind banquet at the Penn Stater Hotel & Conference Center. The banquet will provide space for individuals unfairly impacted by the criminal justice system to share their stories. Additionally, the night will end with social networking and an awards ceremony honoring students, PSL faculty, and alumni for their advocacy and educational achievements toward the betterment of our society. Other graduate schools will also have the opportunity to honor their criminal law-affiliated faculty and students as well.
Recommended Course of Action:

The Graduate and Professional Student Association agree to co-sponsor the 5th Annual Criminal Justice Reform Conference on February 12, 2022, in an amount proportional to the number of students attending, up to the total amount of $3,538.82. This sum will cover students’ food-related expenses from the Penn Stater Hotel Banquet. Other expenses, such as breakfast and lunch, will be covered by Penn State Law’s Student Bar Association. The Conference will also receive funding from UPAC for honorariums for panelists.

The Graduate and Professional Student Association authorizes the banquet committee to purchase the items named below as part of the 2022 CJRC, which will be held at Penn State Law and Penn Stater Hotel. Attendees will be charged a $20-$30 registration ticket to recoup some of the event's costs and fund a Fellowship. The ticket fee will depend on the time of purchase, as the day of the event grows nearer. The event is anticipated to gather around 50 to 100 attendees. Therefore, $500-$3,000 from registrations will be returned to the CLS budget for next year's conference. The CLS will estimate costs for 100 attendees but there is no confirmed number of attendees until registration begins and ends. The final count for each caterer varies, but CLS does not anticipate more than 100 attendees. There will be a cash bar present during the banquet, but no alcohol will be paid for by any University funds; therefore, no liability.

If approved, CLS requests that GPSA display the event on the website calendar to promote all graduate and professional students.

- Expenses to be covered by GPSA
  - Banquet Dinner - $3,538.82 ($29.99/per person x 100 students = $2,999 +18% gratuity = $539.82)
    - Tentative Menu
      - Includes dietary restrictions for speakers.

- Expenses to be covered by UPAC
  - LCD Projector- $250.00
  - Audio Patch- $35.00
  - Banquet Decorations- $337.91
  - Bus Service- $250.00
  - Speaker Honorariums- $5,750.00
  - Speaker Lodging- $4,295.70
  - Speaker Travel Expenses- $5,183.87

- Expenses to be covered by Women’s Law Caucus
  - Education Recognition Awards- $481.00

- Expenses to be Covered by SBA
  - Conference Breakfast- $464.40
  - Conference Lunch- $1,150.00

- Additional Expenses
  - Penn Stater Hotel- venue feed waived
  - Speaker Mugs- $468.00
  - Attendee Pens- $200.00
  - Notepads- $120.42

Total: $22,457.20
Total Requested from GPSA: $3,538.82
Respectfully submitted,

Eli Fields
Delegate, School of Law

President ___________________________________________________  Affirm  Veto

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The Graduate and Professional Student Association
The Penn State Graduate and Professional Student Association (GPSA) must follow certain rules when providing funding for co-sponsorships for events or other items. Please make sure to read these guidelines carefully before requesting GPSA funding.

- **The GPSA must be given one week’s notice of collaboration with any external organization.** The purpose is to ensure that the organization is in compliance with the University’s Core Values including diversity, inclusion, and equity.
- A GPSA Delegate must submit a funding bill to the Assembly, and the GPSA must be involved in planning the event. Visit [gpsa.psu.edu/assembly](http://gpsa.psu.edu/assembly) to find contact information for current Assembly Delegates.
- A budget breakdown of event costs must be submitted with this form.
- The event must be open to all students (undergraduate, graduate, professional).
- The GPSA will only fund specific line items (i.e. food, room rentals, speaker fees, etc.); preference will be given to payments made directly by the GPSA to vendors via invoice, and transfers to a student organization account or reimbursements to an individual for payments made are strongly discouraged.
- Because the GPSA’s funding comes from the University Park Student Fee Board, at most up to 90% of the event cost can be funded from the GPSA for co-sponsorships.

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**Request Information**

**Request Date:** October 20, 2021  
**Organization Name:** The Criminal Law Society: Penn State Law  
**Organization Contact Person:** Christopher Wright and Michelle Miles  
**Email:** ckw5496@psu.edu and mdm6334@psu.edu  
**GPSA Representative Sponsoring Request:**  
**Email:** Eli Fields
Event Details

**Event Name:** The 5th Annual Criminal Justice Reform Conference  
**Date and Time of Event:** February 12, 2022, at 9:00 a.m. - 10:00 p.m.  
**Event Location:** Penn State Law, Lewis Katz Building and Penn Stater Hotel & Conference Center  
**Estimated Total Attendance:** 100  
  - Graduate/Professional Students: 50  
**Ticket or Pre-Registration Required:** Yes  
**Cost to Attend Event:** Early registration: $20, late registration: $25, and at the door: $30  
**Brief Event Description:**  
**How Event Will Be Advertised:** PSL Marketing: website, posters/banners, digital signs, tabling, student body emails, alumni outreach, contacting bar associations and contacting graduate schools (offering opportunity to present faculty honors).  
PSU Marketing: radio, press release, posters, newspapers, social media, contacting criminal-law related student organizations/faculty etc.

Funding Details

**Total Requested from GPSA:** $3,538.82  
**Total Cost of Event:** estimated $5,538.82 (food-related expenses); Overall cost: estimated $22,500  
Please also submit a budget breakdown of event costs with this form  
**Funding Amount Requested From Other Sources (By Source):**  
1. University Park Allocation Committee (UPAC): $16,000  
2. Penn State Law: Student Bar Association (SBA): $2,000  
3. Women’s Law Caucus of Penn State Law: $600  
4. Criminal Law Society of Penn State Law: $300  

**Vendors Being Used:**  
1. Penn Stater Hotel (Banquet):  
2. Dog Brown Catering (Breakfast & lunch):  

Vendors Accept Penn State Purchase Orders (Yes/No):  
Vendor Willing to Invoice GPSA (Yes/No):  
If you answered no to both of the above questions, you will need to discuss payment options with the GPSA treasurer at least one month before your event

For GPSA Treasurer Use

**Bill Number:**  
**Total Approved:**  
**Total Paid:**  
**Bill Close Date:**