



Harvard Law School Association Certification & Allocation 2024

Overview & FAQ's

What is the Certification?

- Annual registration of your Club/SIG as an official HLSA organization
- Ensures the Club/SIG, HLSA, and HLS Alumni Relations staff have the most up to date volunteer and engagement information
- Serves as an exchange of information to partner in the next fiscal year (July 1, 2024 - June 30, 2025) effectively
- Annual review and agreement of guidelines expected by HLS and HLSA
- Serves as the request form for the Allocation



What is the information used for?

- Guides the work of the HLSA Executive Committee to support the global network of alumni communities and volunteers
- Assists the Alumni Relations Office in delegating time and resources for the upcoming fiscal year
- Produces an engagement report of data and metrics of all HLSA Club and SIGs
- Ensures a Club/SIG is receiving the appropriate Allocation it is eligible for



How do I prepare for the Certification?

- Page 1 of the Certification is a summary of the information that will be asked throughout the survey. Please compile all of this data before beginning the survey.
- **Ensure all eligible events are posted on your Club/SIG online event calendar (AlumniMagnet), including past and future events in this fiscal year (July 1, 2023 - June 30, 2024)**
- Alumni Relations staff will send the Club/SIG President the following resources via email when the Certification process begins
 - Copy of your Club/SIGs most recent Certification
 - Event listing of the Club/SIGs AlumniMagnet website that have been posted in this fiscal year (as 2/26/04)



How do I request an Allocation for my Club/SIG?

- The Certification survey serves as the Allocation request for those organizations who wish to receive it; the [Allocation Model](#) can be found here
 - *Please ensure all eligible events are posted on the Club/SIG online event calendar (AlumniMagnet), including past and future in this year (July 1, 2023 - June 30, 2024) before submitting Certification*
- Allocation requests will be evaluated and processed on a rolling basis following the Certification submission
- In the Allocation request, you will be asked to submit the name and address of the individual who will be responsible for receiving the funding on behalf of the Club/SIG. This is required information.



How do I receive the requested Allocation for my Club/SIG?

- Once your Certification has been accepted by Alumni Relations staff, the Club/SIG President will receive an acknowledgment letter via email with the Allocation amount to support events for the next fiscal year
- Please allow for several weeks between Certification submission and receipt of your Allocation
 - If your Club/SIG is located in the United States and its territories, the Allocation funding will be administered via check
 - If your Club/SIG is located outside of the United States, the Allocation funding will be administered via wire transfer.



Resources & Contacts

- [Certification Directions & Submission Link](#)
- [HLSA Clubs/SIGs Annual Allocation Model](#)
- [Club & SIG Resources](#)
- Additional questions? Please email hlsa@law.harvard.edu

