



Harvard Law School Association Certification & Allocation 2022

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 Staff have the most up to date contact and board information
- Serves as an exchange of information to partner in the next academic year 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?

- Assists staff in delegating time and resources for the upcoming year
- Guides the work of the HLSA Executive Committee
- Produces an overview of data and metrics of all HLSA Club and SIGs
- Ensures Club/SIG is receiving the appropriate allocation the Club/SIG is eligible for



How do I prepare for Certification?

- Page 1 of the Certification lists out the information that will be asked throughout the survey
 - AR staff recommends gathering this info before beginning, as closing your browser will not save your place in the survey
- AR Staff sent the Club/SIG president the following resources on Monday, March 7, 2022
 - Copy of your Club/SIG's most recent Certification
 - Event report from AlumniMagnet
 - If you wish to receive an additional copy of these resources, please email hlsa@law.harvard.edu



How do I receive my allocation?

- The Certification survey serves as the Allocation request for those who wish to receive it
 - For more information please review the [Allocation Model](#)
- Allocations will be evaluated and processed on a rolling basis
- Once your Certification has been accepted by AR staff, you will receive a confirmation email with the allocation amount for the next fiscal year
- Please allow for several weeks between submission and receiving your allocation



Resources & Contacts

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

