



HARVARD LAW SCHOOL ASSOCIATION

Name and Info

Welcome to the 2025 HLSA Club & Shared Interest Group (SIG) Certification survey and Allocation request. This annual process is required to remain a recognized group of the HLSA and be eligible to receive guidance and/or financial support from the HLSA Executive Committee and the HLS Alumni Relations Office.

Please note this survey also includes the annual allocation (funding) request form. All Clubs & SIGs are required to submit the certification by Monday, May 5, 2025.

Survey Outline:

- President & Board Info
- Club/SIG Engagement
- HLSA Council
 - If designating a representative to the HLSA Council, please have their contact info and officer position ready
- Event Listing

- Please note that this section is required for all Clubs/SIGs, not just those requesting funding
- Photo Upload
- Additional Engagement Activities
- [Allocation Request](#)
- [Tax-Exempt Status](#)
- Social Media Links
- Guidelines & Requirements

It is encouraged to gather as much of the above information as possible before starting the survey. Closing your web browser will not save your place in the survey.

The HLS Alumni Relations Office provided the below materials to the Club/SIG President via email:

- A copy of your most recent Certification survey
- Club/SIG Event Listing in AlumniMagnet as of February 26, 2025

If you have any questions about the Certification and Allocation request, please contact the HLS Alumni Relations Office at hlsa@law.harvard.edu.

I am filling out the HLSA Certification on behalf of the following

Club/SIG:

I am authorized to submit the Certification survey and Allocation request on behalf of my Club/SIG.

First Name

Last Name

Class Year

Email

President & Board Info

President & Board Info

Our current Club/SIG President, Chair, Co-Chair, etc. is:

If you do not know the exact term start and end dates, please estimate and round to the beginning of the month and/or year. For example, 2018 would be 01/01/2018.

First Name

Last Name

Class Year

Email

Term start date (mm/dd/yyyy)

Term end date (mm/dd/yyyy)

Term length (ex: 3 years, 1 year, etc.)

Term limits (ex: two terms, one term every 5 years, etc.)

Add a Co-President/Co-Chair?

☐ Yes

☐ No

Additional Co-President/Co-Chair:

If you do not know the exact term start and end dates, please estimate and round to the beginning of the month and/or year. For example, 2018 would be 01/01/2018.

First Name

Last Name

Class Year

Email

Term start date (mm/dd/yyyy)

Term end date (mm/dd/yyyy)

Term length (ex: 3 years, 1 year, etc.)

Term limits (ex: two terms, one term every 5 years, etc.)

Is your current (Co-)President/(Co-)Chair eligible for another term?

- ☐ Yes
- ☐ No

Do you know who your next (Co-)President/(Co-)Chair will be?

- ☐ Yes
- ☐ No

New President/Chair info:

First Name

Last Name

Class year

Email

Term start date
(mm/dd/yyyy)

Have your HLSA Club/SIG bylaws been established or amended in the past year (July 1, 2024 - present)?

- ☐ Yes
- ☐ No

Please upload a copy of your most recent HLSA Club/SIG bylaws.

These are required to be on file with the HLSA and the HLS Alumni Relations Office.

Do you currently have someone managing your Club/SIG AlumniMagnet website?

AlumniMagnet is a website and content management system provided to all registered HLSA Club/SIGs. This platform provides each HLSA organization with a customizable website, a broadcast email tool, and an event registration system.

- ☐ Yes
- ☐ No

How many people do you have managing your Club/SIG AlumniMagnet website?

Please provide the name and email of your AlumniMagnet Web Administrator(s).

First & Last Name, Class Year, Email

Please provide the name and email of your AlumniMagnet Web Administrator(s).

First & Last Name, Class Year, Email

First & Last Name, Class Year, Email

Please provide the name and email of your AlumniMagnet Web Administrator(s).

First & Last Name, Class Year, Email

First & Last Name, Class Year, Email

First & Last Name, Class Year, Email

Please provide the name and email of your AlumniMagnet Web Administrator(s).

First & Last Name, Class Year, Email

First & Last Name, Class Year, Email

First & Last Name, Class Year, Email

First & Last Name, Class Year, Email

Please provide the name(s), class year(s) and email(s) of the person(s) you would like trained to be your AlumniMagnet Web Administrator.

The HLS Alumni Relations Office will follow up with them to schedule a training session.

First Name(s)

Last Name(s)

Class Year(s)

Email(s)

Do you currently have someone managing your Club/SIG Gmail account (info@CLUB/SIG.hlsa.org)?

☐ Yes

☐ No

If you do not have someone managing your Club/SIG Gmail account and would like a volunteer to have access to it, please list their name(s), class year(s), and email(s).

The HLS Alumni Relations Office will follow-up with the volunteer(s) to provide access.

Name(s)

Class year(s)

Email(s)

How many current Club/SIG Officers and/or Board Members do you have?

Please list your current Club/SIG Officers and/or Board Members (name, class year, position).

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members

(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members

(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Please list your current Club/SIG Officers and/or Board Members
(name, class year, position).

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Name, Class Year, Position

Would you like assistance in updating the Officers and Board Members webpage on your Club/SIG website?

- ☐ Yes
- ☐ No

All Officer and Board Member webpage update requests will be completed on a rolling basis during Summer 2025.

An Alumni Relations staff member will be in touch with collecting volunteer information for the Officer and Board Member webpage. Should the Club/SIG wish to include volunteer headshots and brief bios, the staff can assist with publishing that information on your Officer and Board Member webpage.

Does your Club/SIG have individual chapters? For example, HLSA Women's Alliance of New York City

- ☐ Yes
- ☐ No

Please upload a list of your individual chapters, with chapter Chair/Co-Chair names, class years, and email addresses.

Engagement

Club/SIG Engagement

How would you describe the level of alumni engagement and activity of your Club/SIG this past year?

1 - Strongly disengaged 2 - Somewhat disengaged 3 - Neither engaged nor disengaged 4 - Somewhat engaged 5 - Strongly engaged

How would you describe the level of alumni engagement and activity of your Club/SIG this past year?

☐☐☐☐☐

Please sort and rank all of the below activities and initiatives into the three category boxes.

Select an item on the left and drag it to the corresponding category box.

Items	Things We Do Successfully
Social Events	
Academic/Panel/Lecture Events	
Emails/Newsletters	
Social Media	
Virtual Events	Things We would Like to Improve upon
In-Person Events	
Collaboration with other Clubs/SIGs	
Diversity, Equity, Inclusion & Belonging	
Young Alumni Engagement	Non-applicable
Non-Event Engagement	
Board Member/Volunteer Engagement	

Are there any other activities and initiatives you think your Club/SIG does well that are not on the above list?

- ☐ Yes
- ☐ No

If yes, please list them below.

Are there any other activities and initiatives you think your Club/SIG does not do well that are not on the above list?

- ☐ Yes
- ☐ No

If yes, please list them below.

HLSA Council

HLSA Council

*Per the Constitution of the Harvard Law School Association, Article IV
Section 4.2 (b):*

The General Membership of the Council shall consist of delegates from each active HLSA Club and HLSA SIG, as chosen by that HLSA Club or HLSA SIG, where “active” shall be determined in accordance with the provisions of Article VI, Section 2.

Each active HLSA Club and HLSA SIG with fewer than one thousand HLSA Members may select one delegate. Each active HLSA Club or HLSA SIG with more than one thousand HLSA Members may select one delegate for every one thousand HLSA Members or portion thereof up to a total of three delegates (e.g., an active HLSA Club or HLSA SIG with one thousand five hundred HLSA Members would be able to select two delegates; an active HLSA Club or HLSA SIG with two thousand three hundred HLSA Members would be able to select a total of three delegates; an active HLSA Club or HLSA SIG with three thousand or more HLSA Members would be able to select a total of three delegates; etc.)

Example:

- 1-999 members = one delegate to the HLSA Council
- 1,000-1,999 members = two delegates to the HLSA Council
- 2,000+ members = three delegates to the HLSA Council

Each delegate must be, at time of appointment, either a current or past officer of the active HLSA Club or HLSA SIG by which the officer is delegated. Provided notice is given to the Association, any active HLSA Club or HLSA SIG may replace its own delegate at any time and through any process, so long as the process is consistent with

the approved bylaws of that HLSA Club or HLSA SIG.

The HLSA council traditionally gathers once a year in May to vote on Executive Committee Members for the upcoming fiscal year.

For more information, please see the [HLSA Constitution](#).

In the next section, please provide your appointee(s) to the HLSA Council for Fiscal Year 2026 (July 1, 2025 - June 30, 2026) which will convene for elections in May 2026.

HLSA Council Delegate #1

First Name

Last Name

Class Year

Email Address

HLSA Club/SIG Officer
Position (current or most
recently held)

HLSA Council Delegate #2

First Name

Last Name

Class Year

Email Address

HLSA Club/SIG Officer
Position (current or most
recently held)

HLSA Council Delegate #3

First Name

Last Name

Class Year

Email Address

HLSA Club/SIG Officer
Position (current or most
recently held)

Additional Engagement

Additional Engagement

Please describe additional engagement activities that your Club/SIG may have hosted this year (July 1, 2024 - June 30, 2025) that were not traditional events.

Examples can include: Instagram photo contest, circulating recommended reading lists, etc.

Events

Events

Please provide details on the events your Club/SIG hosted this past year (July 1, 2024 - June 30, 2025). It is asked that you include all of the events (up to 15) as it assists the HLSA Executive Committee and the HLS Alumni Relations Office in analyzing the engagement and outreach efforts of the HLSA.

Events that were hosted or co-sponsored by multiple Club/SIGs are eligible for submission. Events that were cross-promoted by the Club or SIG are not eligible.

- **Co-sponsoring:** HLSA Club/SIGs that jointly execute an event together, with each organization having ownership in the event production. Clubs/SIGs that co-sponsor events are both eligible to receive credit for having an event and submitting it in their 2024 – 2025 HLSA Certification.
- **Cross-promotion:** HLSA Club/SIGs are welcome to promote another Club/SIGs event with the hosting Club/SIG's permission. Only the Club/SIG who curated the content, hosted, and has ownership of the event is eligible to receive credit in their 2024 – 2025 HLSA Certification.

Please note this section is required for both the Certification survey and Allocation request. Please fill in all fields for each event held. Attachments and links will not be accepted in place of completing this section of the survey.

Events

	Event Title	Event Date (mm/dd/year)	Event attendance (enter approximate numerical value)	Event Co-Sponsor (if applicable)	This v
Event 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Event 14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

2/27/25, 11:14 AM

Qualtrics Survey Software

	Event Title	Event Date (mm/dd/year)	Event attendance (enter approximate numerical value)	Event Co-Sponsor (if applicable)	This v
Event 15					

Photos

Photo Upload

Please share event photos from the past year with the HLSA Executive Committee and HLS Alumni Relations Office. You can upload up to three images.

Note: These photos may be posted on the HLSA website, social media channels or in future HLSA marketing efforts.

Upload photo

Add another photo?

- ☐ Yes
- ☐ No

Upload photo

Add another photo?

- ☐ Yes
- ☐ No

Upload photo

Allocation

Annual Allocation Request

Per the [HLSA Allocation Policy](#) - **A Club/SIGs eligibility to receive the allocation and/or performance bonus will be determined by the number of events scheduled and posted to the Club/SIG's online event calendar (AlumniMagnet) at the time of this form's submission. Past and upcoming events for the year, July 1, 2024 - June 30, 2025, will be counted.**

For example: If your Club/SIG requests the annual allocation at a time when you've hosted one event (past) and have two upcoming events scheduled and posted (future) on the online event calendar, a total of three events will be considered for the corresponding tiered bonus.

The event(s) that apply to the above criteria have to be addressed to alumni. A Club/SIG Committee and/or Board meeting will not qualify for the fund allocation.

Some events may be co-sponsored between multiple Club/SIGs. In such case, each Club and SIG who were actively involved in the organization of the event would be entitled to count the event for the application of the above criteria

All HLSA Club/SIGs must have established a bank account and provide the necessary information to the HLS Alumni Relations Office to receive the Allocation funding.

HLSA funding will not be sent to personal bank accounts. All Clubs/SIGs will be responsible for paying vendors for all expenses

incurred. The HLS Alumni Relations Office will not process payments directly to vendors on behalf of the HLSA Clubs/SIGs.

Please make sure you have completed the following before advancing to the Allocation request:

- **Submitted all eligible Club/SIG event information in the previous section**
- **Ensured all eligible events are posted on the Club/SIG online event calendar (AlumniMagnet), including past and future in this year (July 1, 2024 - June 30, 2025)**

Are you requesting an allocation in this year's Certification survey?

- ☐ Yes
- ☐ No

If no, please clarify why you are not requesting funding this year.

If eligible for the Allocation funding, the HLSA President and the HLS Alumni Relations Office will communicate the amount in an acknowledgment letter emailed to the Club/SIG President.

Note:

- 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 the United States, the Allocation funding will be administered via wire transfer.

Please contact the HLS Alumni Relations Office
(hlsa@law.harvard.edu) with any further questions.

To administer the funding, the HLS Alumni Relations Office does require the name and address of the individual who will be responsible for receiving the funding on behalf of the Club/SIG. Please provide this information below.

Club/SIG Name

Attn:

Address Line 1

Address Line 2

City

State

Zip-code

Country

Have your banking details changed within the past year?

- ☐ No, my banking details are the same as last year.
- ☐ Yes, my banking details have changed.
- ☐ My Club/SIG has never received an allocation and needs to register our banking details with the Alumni Relations Office.

HLS Alumni Relations Office (hlsa@law.harvard.edu) will be in touch with you soon regarding your banking details.

For Domestic Clubs and SIGs please agree to the following:

I understand that a check issued to my Club/SIG is valid for six

months from the date of issue and agree to deposit the check to my Club/SIG bank account in this time frame.

☐ I agree

Tax Exempt Status

Tax Exempt Status

Does your Club/SIG currently have 501(c)3 or 501(c)7 tax-exempt status (or other US tax-exempt status or the international equivalent)?

For more info please review the [HLSA 501\(c\)3 Policy](#).

☐ Yes

☐ No

Are you planning to file for tax exempt status in the next year?

☐ Yes

☐ No

If you are planning to file for tax-exempt status, please provide an explanation of why you are planning to file.

Social Media

Social Media

Does your Club/SIG have a social media account(s)?

- ☐ Yes
- ☐ No

If yes, please provide links to the specific accounts:

Facebook

X/Twitter

Instagram

LinkedIn

Other (please specify)

Thoughts/Reflections

Please provide any additional comments for the HLSA Executive Committee and HLS Alumni Relations Office, including thoughts/reflections on alumni engagement, operations, etc.

Guidelines & Requirements

Guidelines & Requirements

Please read and review the [HLSA Club and SIG Operating Guidelines](#) (a new window will open).

☐ I have read and agree.

Please read and review the [HLSA Policy on Issuing Statements](#) (a new window will open).

☐ I have read and agree.

Please review the [Harvard University and HLS Logo/Trademark Guidelines](#) (a new window will open).

☐ I have read and my Club/SIG is in compliance.

Please review the [HLSA Partnership Guidelines](#) (a new window will open).

☐ I have read and agree.

I understand that all information submitted in the Certification survey is shared with HLSA Executive Committee and the HLS Alumni Relations Office, and the data gathered may be shared with other alumni volunteers.

☐ I understand and agree.

If you need to change any answers, please go back and do so now.
To submit the Certification, please click the button below.
Unsubmitted Certifications will not be recorded and evaluated. Once you click submit, you will be provided with a summary of your responses for your records.

The HLS Alumni Relations Office will review the submissions on a rolling basis and will contact you if there are any questions. A formal acknowledgment letter will be sent to the HLSA Club/SIG President to confirm the Certification receipt and recognition of the Club/SIG for the next year.

Powered by Qualtrics