

Procedure for Obtaining SLA Outreach Event Funding

The SLA Outreach Committee encourages Sports Lawyers Association (“SLA”) members to organize local events that benefit existing members, help increase its membership base, and provide current and future members of the sports law profession with additional benefits through the SLA. Each member that is organizing an event *may* be reimbursed for costs associated with the event by completing the attached application, receiving pre-approval from the Outreach Committee chairs, and submitting supporting documentation (in accordance with the attached reimbursement checklist). Reimbursement is limited to a maximum of \$500 per event. Exceptions may be made upon request. Costs eligible for reimbursement include hall/party/conference room rentals, event ticket subsidies, and food and non-alcoholic beverages for attendees.

For an event to be considered for reimbursement, the member organizing the SLA Outreach Event must:

- (1) Contact a local board member and request the board member’s support for the event. This board member will act as a liaison between the event organizer and the board. If a board member is not responsive or there is no board member in the area, the event reimbursement committee will assist in connecting the event organizer with a board member liaison; and
- (2) Complete and submit the attached application for funding, providing details of the event, how the event will benefit SLA and its members, and what expenses the reimbursement will be used to cover.

Once the application is submitted, the event reimbursement committee - which includes the SLA Outreach Committee chairs and one committee member - will review the application. The event reimbursement committee will inform the organizing member whether reimbursement is approved and the amount of maximum reimbursement for the event. **Whether a member may receive such reimbursement is in the sole discretion of the event reimbursement committee.** The member must submit receipts for all amounts requested for reimbursement within thirty (30) days after the event. The member will not receive a reimbursement that is greater than the amount pre-approved by the event reimbursement committee.

Examples of what will be reimbursed:

- Subsidizing a block of tickets for a sporting event;
- Buying food or non-alcoholic beverages for a networking event;
- Providing parking passes for event attendees;
- Covering a minimum guaranty to extent the minimum is not obtained;
- Matching a sponsor’s financial support of the event.

Examples of what will **not** be reimbursed:

- Subsidizing alcoholic beverages;
- Administrative expenses when planning the event.

SLA Outreach Event Funding Application

Member Name:

Member Email:

Member Phone:

Member Address:

Board Liaison:

Board Liaison Email:

Event Date:

Event Time:

Location:

Type of Event (brief description):

Expected Attendance:

Fee or Cost to Members (if any): \$____; Non-members: \$_____

Amount of requested funding: \$

Are there any other sources of funding for the event? From where? How much?

Will any groups or organizations other than SLA be affiliated with the event (e.g., law school student organization, law firm, local bar association etc.)?

Outreach Committee
January 2018

How will this event benefit SLA and its members?

How will the funding be used? (Please be as detailed as possible.)

Will the event be advertised/promoted other than through the SLA? If so, how?

Have you ever planned an SLA Outreach Event before? What, when and where was the event? How many people attended?