



## **Lakehead Law Students' Society Funding Request Guidelines & Criteria**

### **Introduction**

Lakehead University Law Students' Society provides financial support to Lakehead Law students, groups or clubs through funding requests.

### **Eligibility**

Those who can apply are:

- (a) Lakehead Law Students looking to host an event/conference
- (b) Lakehead Law Students who are members/representatives of a ratified Law Students Society club/society/group
- (c) Lakehead Law Students looking to build skills and expand knowledge in an area of law
- (d) Lakehead Law Students who are representing the applicant's club, faculty or group at an academic based competition

### **Criteria**

- (a) Funding is available to full time students of the Bora Laskin Faculty of Law who are looking to participate in the aforementioned
- (b) Lakehead Law Students must submit funding request forms prior to the fall or winter deadlines (*Fall 2025 - October 1, 2025, Winter 2026 - February 1, 2026*)
- (c) All clubs/societies/groups applying must be ratified or have renewed their club status before date of submitting the request
- (d) Individual Lakehead Law Students are eligible for up to \$100.00 per academic year
- (e) Each club/group/society can receive a maximum of \$400.00 per academic year; however if a club/group/society wishes to make a request in excess of \$400.00 the request must be brought to the Law Students Society Board. A representative from the group/club/society has the option of attending the next Board meeting to present their application

\* Funding is limited as it is open to all Lakehead Law Students and may be exhausted before the end of the academic year. To ensure funding, applications should be submitted at one of the bi-annual opportunities of October 1 or February 1. Social events that are limited to club members only are limited to a maximum of \$75.00 per year. Preferential funding will be provided to events which are open to all students.

### **Application Information**

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| <b>TWO PRELIMINARY NOTES:</b> |
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- (1) Requests to external funding sources must be approved by external affairs *before* you make them

*Please work with VP Finance to ensure you are cleared to approach local law firms*

- (2) Most off campus events (and some on campus events) require a risk management form, to be submitted and approved by Dr. Shaw at main campus

*Please work with the VP Operations to complete and submit your risk management paperwork*

When submitting a funding request, the following information must be included in the application:

*The application form can be located on the LSS Website*

- (a) A list of all club members and other participants if applicable: names, student numbers and email address
- (b) Budget, detailing all expected forms of income and expenses: fundraising, whether proceeds will be kept or donated, supplies, decorations, accommodations, food, etc.
- (c) Detailed statement of all funding sources sought out (even if no funding is received)
- (d) Purpose and date of the event or conference the participants will be attending
- (e) How the event/conference will benefit:
  - (i) The participants
  - (ii) The club/group/society or faculty
  - (iii) The students of the Bora Laskin Faculty of Law

### **Upon Receiving Funding**

- (a) Approved funds will be held by VP Finance
- (b) Funds will be used solely for the purpose of which the funding was provided, as indicated in the funding application form
- (c) Funds must never be used to purchase alcohol of any kind
- (d) Receipts must be provided to the VP finance using the appropriate form at which point the club/group/society will be reimbursed for the expense
- (e) In the event of a lost receipt, individuals must fill out a lost receipt form
- (f) If the recipient does not comply with the terms and conditions on which funding was made, or if the information provided by the recipient to obtain the fund is determined by the Law Students' Society to be false, misleading or inaccurate, the Law Students' Society may require the recipient to repay all of the funds remitted to them