

**Student Activity and Service Fee Submission Form  
for  
Trustee Organizations (all campuses)**

Welcome to the 2024-25 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

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Display Name NetID

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Anderson, Haley hra15102

Email

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haley.anderson@uconn.edu

Your Organization:

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Student Bar Association

Organization Website

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[Click to visit](#)

Organization Social Media Information

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Instagram: <https://www.instagram.com/uconnlawsba/#>

Please provide your Organization's Mission and a brief history

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Founded in 1959, the Student Bar Association (SBA) is the student government of the University of Connecticut School of Law. Membership consists of students elected annually by the Day, Evening, and LLM Divisions of the Law School. The SBA manages a budget derived from student activities fees to support various student organizations, fund community activities, and to promote the quality of student life. In addition, the SBA selects students to serve on faculty committees, provides feedback to the administration, and is active in a multitude of issues affecting students at the Law School.

Mission

We, the students of The University of Connecticut School of Law, do hereby establish the Student Bar Association and its governing Board, whose purposes shall include:

The promotion of such activities as may be of interest to the student body;  
The promotion of cordial and effective relations among students, faculty and administration of the Law School, and with the University at large, other law schools and the community; and  
The expression and representation of student opinion on matters pertaining to the law, to the Law School and to the Student Bar Association.

Executive Board 2024-2025

Please upload a PDF of your current Organizational Chart.

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[Screenshot 2024-11-29 at 9.51.45 AM.png](#)

What are your organization's current goals and how do they align with your mission?

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Goals for the UConn Law Student Bar Association (SBA):

1. Foster Student Engagement and Well-being:

Organize diverse social, cultural, and professional events tailored to the varied interests of the student body.

Establish mentorship programs connecting first-year students with upperclassmen and alumni.

Promote wellness initiatives addressing mental health and academic stress management.

2. Strengthen Relationships within the Law School Community:

Host regular town hall meetings to facilitate open communication between students, faculty, and administrators.

Develop faculty-student mixers and networking events to build stronger personal and professional connections.

Collaborate with other student organizations to create inclusive and dynamic programming.

3. Enhance Outreach and Collaboration Beyond Campus:

Initiate partnerships with local law firms, legal aid organizations, and community groups to promote pro bono opportunities.

Engage in joint events and competitions with other law schools to foster inter-institutional relationships.

Encourage student participation in university-wide initiatives, enhancing UConn Law's presence in the broader academic community.

4. Represent and Advocate for Student Interests:

Actively solicit and communicate student concerns to the administration, ensuring transparency and accountability.

Form specialized committees to address key issues such as diversity, academic policies, and campus facilities.

Advocate for curriculum improvements and support initiatives that reflect evolving legal and societal trends.

5. Promote Professional Development and Legal Discourse:

Organize guest lectures, panels, and workshops featuring legal professionals and thought leaders. Support student-led legal publications and encourage participation in moot court and mock trial competitions.

Create forums for discussing contemporary legal issues, and promoting critical thinking and informed opinions.

These goals aim to create a vibrant, inclusive, and proactive SBA that truly embodies UConn Law's mission and enriches the student experience.

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## Activity Participation and Alignment

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1) Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your organization.

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1. Student Events and Social Programming:

Organize social events such as networking mixers, seasonal celebrations, and community service days to foster a strong sense of community among students.

Host professional development workshops, career fairs, and guest speaker panels featuring legal professionals.

Get ABA and CBA representation and involvement early on with student experience.

## 2. Advocacy and Representation:

Act as a liaison between the student body and the administration, advocating for student concerns and academic improvements.

Facilitate open forums and town hall meetings to gather student feedback and communicate institutional updates.

## 3. Academic and Professional Support:

Provide resources such as exam prep sessions, peer tutoring, and mentorship programs to assist students academically.

Support student participation in moot court, mock trial, and legal writing competitions.

## 4. Community Engagement and Outreach:

Partner with local organizations to offer volunteer and pro bono opportunities, encouraging community service and practical legal experience.

Collaborate with other law schools and university departments on joint initiatives and events.

## 5. Wellness and Inclusivity Initiatives:

Promote mental health resources and organize wellness-focused events to support student well-being. Foster an inclusive environment through diversity and cultural programming, ensuring all students feel represented and supported.

These programs ensure the SBA serves as a hub for student growth, professional development, and community connection at UConn Law.

Who is eligible to participate in your activities?

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Graduate students of a specific program(s)

Faculty/Staff

Community Members/Guests

Financials

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Please note that items 3-5 should total 100%

2) For what purpose do you spend any portion of your budget on the operations of your organization?

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N/A

3) What percentage of your budget is to support your organization's operations?

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0

Does your Organization pay any elected or appointed student leaders?

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No

Does your Organization pay for any non-student staff?

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No

4)What percentage of your budget is for programs and services for students sponsored by your organization (do not include expenses that are for members only)?

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30

- a) How do you determine if these programs and services meet your organizational goal/priorities?
  - b) How do you know if the program, and services you provide meet the needs/expectations of your constituents?
- 

A board of governors oversees the budget requests from each organization, where then the budget committee meets to review and make their suggestions for fee allocations. The suggestions are then voted on, and the Board of Governors votes on the final budget at a public meeting. Any issues, reallocations, and supplemental requests are then given a period to request money from the CFO and it is then reviewed at their discretion if it is under \$500.

There are bylaws and guidelines with our budget that we follow in order to make sure that groups and programs that need and meet the expectations of the Law school's community have automatic funding or standard applications. Additionally, this Executive board's CFO and President have worked diligently with the Student Affairs, Student Finances, and the DEI office to help alleviate gaps through partnerships with Lexis/Westlaw, and Ignite funds.

5)For groups that fund Tier II student organizations, what percentage of your budget is allocated to them?

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70

6)Please explain significant changes in the overall budget (spending plan) for this fiscal year since starting July 1, 2024, when compared to the previous year's budget and this year's original budget.

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The biggest changes are the ideologies behind allocations of the SBA Budget for student interests/needs and the approach of the Executive Board. The proposed solution to mitigate these fluctuations in budget projections, a new Constitution and By-laws provisions are being proposed to require the CFO and President to have been in the SBA for a full year before their position appointment/election. This will hopefully help to align the individuals in the positions to what the president the prior year was and to help with smoother transitions.

Revenue

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7)What is the current Fee amount per semester/year? [Storrs Undergraduate Fees](#)  
[Regional Undergraduate Fees](#)  
[GSS Graduate Fees](#)  
[Law Graduate Fees](#)  
[SSW Graduate Fees](#)

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8)Does your organization receive income from any source other than student fees?

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Yes

- a) What are the sources of revenue you currently collect and how much is it that you receive?
  - b) Are these sources consistent or variable from year to year?
  - c) How is this revenue reflected in your organization's projected budget? Please explain.
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Sales to Barristers' ball, that offset any additional costs associated with the Ball, that is reflected in our Ball Projections.

## Expenses

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9)What are the top organization operational expenditures?

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0

10) How are these expenses similar to or different from the previous year?

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n.a

11)What are the top organization expenditures for programs and services that you fund?

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Barrister's Ball

12) How are these expenses similar to or different from the previous year?

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Similar to previous year, but inflation and reservations have increased from 400 students to 550 guests.

13)What are the top expenditures for Tier II organizations (if applicable) that you fund?

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Food and Travel

14)How are these expenses similar to or different from the previous year?

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Inflation, ticket prices, we have strategized to be regional, however there are increased fees.

## Future Year Spending Plans

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15)What are your Organizational priorities, as reflected in your projected budgets, for the next two fiscal years?

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spend down our reserve funding in order to all for proper funding for future years.

16) Is your Organization seeking a fee increase?

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No

## Fund Balance

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17) If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

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10,000 over the next 3 years, we would like to adhere to our bylaws, but spend down the reserves that students are paying yearly.

18) If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

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The ideal minimum for the SBA is \$10,000 as it is written in our by-laws. However, the plan is to spend down the excess balance in the account to help facilitate a more efficient means of using the revenue derived from the student fees. Additionally, there are specific events, activities, and organizations that require more allocations of funds than other organizations, however, to be fair and equitable, we allocate fairly across our 50 groups.

Include what your projected balance will be at the end of this year as well as the next two projected years.

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2025- \$44,778.18 2026-\$22,678.18 2027-\$10,078.18

Other

Is there any additional information that the Committee should be aware of when reviewing your Organization's budget documentation?

Every year there is a turnover of the SBA executive board, which is why YoY there are fluctuations in the projected budget allocations.

Financials

Please upload the SASFAC Excel Sheet

[Final SBA SASFAC report FY 2025 - Updated.xlsx](#)

Advisor & FO Review and Commentary

1.Is the financial document (specifically the columns 'FY24 Actuals' and 'FY25 Updated', including the fund balance), as presented, an accurate record of the organization's financial status?

Additional Documentation Upload

No Response

Yes

2.Do you have comments regarding the FY26 Updated or FY27 Projected Budgets?

No

3.Please provide a narrative on the advising and compliance discussions you have had to date with the Org leadership regarding their finances.

The Student Bar Association's financial advisor and I have met regular with the President and the CFO to discuss their finances and to ensure their practices are in compliance with university policy and state law. The CFO and FO meet regularly on Mondays to ensure budget practices are consistent and for the FO to provide additional guidance as necessary. I meet regularly with the President to discuss process and procedure, ensuring they are remaining compliant with relevant policies.

Advisor/FO signature

Electronically Signed by Torres, Julian M (julian.torres@uconn.edu) - December 5, 2024 at 2:44 PM (America/New\_York)

Organization Review and Vote

You've got through and made any necessary edits:

Date of formal Organization Budget approval

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

Yes

December 6, 2024

[SASFAC Minutes 12.4.24.docx](#)



## Form Submission - Proposer

Submitted for Approval | Proposer

Anderson, Haley - December 4, 2024 at 8:10 PM (America/New\_York)

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Task

Task Completed

Torres, Julian M - December 5, 2024 at 2:45 PM (America/New\_York)

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Task

Task Completed

Anderson, Haley - December 6, 2024 at 2:23 PM (America/New\_York)

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Notification

Notification Sent

Clokey, David - December 6, 2024 at 2:23 PM (America/New\_York)

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Notification

Generating PDF

O'Brien, Krista

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2024-2025 SBA Executive Board,

*Haley Anderson*, **President**

haley.anderson@uconn.edu

*Maurice Maitland*, **Vice-President**

maurice.maitland@uconn.edu

*Deven Pierre*, **Chief Administrative Officer**

deven.pierre@uconn.edu

*Jase Olavarria*, **Chief Financial Officer**

jase.r.olavarria@uconn.edu

*Lallane Guiao-Seng*, **Parliamentarian**

lallane.guiao-seng@uconn.edu

*Nayeli Contreras*, **ABA Representative**

nayeli.contreras@uconn.edu

SBA

[KFS Expense Object Code Descriptions - Finance, Payroll, and Budget - UConn Knowledge Base](#)

	FY24 Actual	FY25 Original	FY25 Updated	FY26 Original	FY26 Updated	FY27 Projection
<b>L9/Fund Reserve</b>	\$ 72,878.18	\$63,228.18	\$44,778.18	\$50,078.18	\$22,678.18	\$10,078.18
BEG BAL BROUGHT FORWARD	\$ 78,678.17	\$ 72,878.18	\$72,878.18	\$ 63,228.18	\$44,778.18	\$22,678.18
L4 Reimbursement	\$ (94,687.99)	\$ (91,650.00)	-\$114,100.00	\$ (95,150.00)	\$106,100.00	\$94,600.00
StuFees	\$ 88,888.00	\$ 82,000.00	\$86,000.00	\$ 82,000.00	\$84,000.00	\$82,000.00
<b>4171250</b>	\$ (100,893.56)	\$ (91,650.00)	-\$114,100.00	\$ (95,150.00)	\$ (106,100.00)	\$ (94,600.00)
Org Programming	\$ (23,688.58)	\$ (32,850.00)	-\$43,600.00	\$ (36,350.00)	\$ (43,100.00)	\$ (43,100.00)
<b>Expense</b>						
Fees	\$ (193.95)		-\$7,500.00		-\$7,500.00	-\$7,500.00
Refreshments	\$ (840.74)	\$ (1,800.00)	-\$1,000.00	\$ (1,800.00)	-\$1,000.00	-\$1,000.00
Services	\$ (31,094.80)	\$ (36,500.00)	-\$44,000.00	\$ (40,000.00)	-\$45,000.00	-\$45,000.00
Supplies	\$ (179.09)	\$ (50.00)	-\$100.00	\$ (50.00)	-\$100.00	-\$100.00
<b>Income</b>						
Sales & Services Of Educational Ac	\$ 8,620.00	\$ 5,500.00	\$9,000.00	\$ 5,500.00	\$10,500.00	\$10,500.00
Funding Others	\$ (77,204.98)	\$ (58,800.00)	-\$70,500.00	\$ (58,800.00)	\$ (63,000.00)	\$ (51,500.00)
<b>Expense</b>						
Fees	\$ (10,464.94)	\$ (8,000.00)	-\$10,000.00	\$ (8,000.00)	-\$10,000.00	-\$10,000.00
Refreshments	\$ (14,187.33)	\$ (20,000.00)	-\$15,000.00	\$ (20,000.00)	-\$12,500.00	-\$10,000.00
Services	\$ (1,392.10)		-\$2,500.00		-\$2,500.00	-\$2,500.00
Supplies	\$ (34,125.48)	\$ (1,800.00)	-\$25,000.00	\$ (1,800.00)	-\$20,000.00	-\$15,000.00
Transportation / Motor Vehicles	\$ (750.02)		-\$1,000.00		-\$1,000.00	-\$1,000.00
Travel	\$ (18,717.10)	\$ (30,000.00)	-\$19,000.00	\$ (30,000.00)	-\$19,000.00	-\$15,000.00
<b>Income</b>						
Sales & Services Of Educational Ac	\$ 2,431.99	\$ 1,000.00	\$2,000.00	\$ 1,000.00	\$2,000.00	\$2,000.00
Operational Expenses	\$ -	\$ -	\$0.00	\$ -	\$ -	\$ -
<b>Expense</b>						

**University of Connecticut School of Law Student Bar Association**  
**Executive Board Meeting**

5:00PM PM, December 3, 2024, Online

**Agenda**

- **Approval of SASFAC Fee Proposal**
  - o Motion To Approve the Proposal. **Passed by 2/3 vote**
- **President's Report**
  - o No Updates
- **Vice President's Report**
  - o No Updates
- **CAO's Report**
  - o No Updates
- **CFO's Report**
  - o No Updates
- **ABA Representative Report**
  - o No Updates
- **Committee Updates**
  - o Budget Committee ▪ No Updates
  - o Elections Committee ▪ No Updates
  - o Constitution and Bylaws Committee ▪ No Updates
  - o Facilities Committee ▪ No Updates
  - o Faculty Governance & Oversight Committee ▪ No Updates
  - o Outreach Committee ▪ No Updates
  - o Social Committee
    - No Updates
- Open Forum for Student Comment**
  - **Old Business**
    - o no Updates
  - **New Business**
    - o No Updates
- Adjournment: 8:10 PM**
  - o No Updates



