TPIC Student Pro Bono Project Budget Guidelines
Revised 10/12/2012

The TPIC team has engaged in a comprehensive review and overhaul of the student pro bono project funding guidelines and budget allocation process. Feedback we have received from student leaders has influenced our decisionmaking, as has our desire to support all aspects of the important work our pro bono projects do. Accordingly, we will be implementing a two-tier funding system, which is outlined below. Tier One focuses on funding service, and Tier Two focuses on funding Penn Law community building and education.

Please note that when making budget requests to TPIC, our priority is to support your service work. Our fiscal priority is to support your clients, your supervisors and trainers, and your volunteers as it impacts your group’s pro bono work. Please use the guidelines below to plan for the year and anticipate covered expenses.

As the number of student pro bono projects continues to grow, we are no longer able to fund food for every project event. However, we recognize that certain events provide a great service to the Penn Law community by raising awareness about important issues and exposing students to leaders in a variety of fields. Accordingly, we have dedicated a limited funding stream to create a TPIC Speaker Fund (similar to the Dean’s Speaker Fund). Through the proposal process described below, TPIC will select proposals based on the outlined criteria and on a first come, first served basis. Co-sponsored events will be given priority. Proposals will not be accepted less than a month in advance of the proposed event date.

All questions about pro bono budget guidelines should be directed to Joanna Visser at jvisser@law.upenn.edu.
Tier 1: Service-Related Expenses

1. What Will TPIC Pay For?

a. Pre-Approved Court or Administrative Agency Costs

b. Necessary Office Supplies
   i. All office supplies MUST be ordered through our office unless it is an emergency. To order, select your item from www.officedepot.com, give the item description, business purpose (e.g. “Pencils will be used for PEAP’s prison visits”) and quantity to Nichole Jackson (njackso1@law.upenn.edu). Please submit your request two weeks before you plan to use the supplies, so that we can have them here in time.

c. Transportation
   i. Students are expected to avail themselves of public transportation options for travel throughout the city of Philadelphia.
   ii. When service sites are not readily accessible by public transportation, TPIC will consider funding requests for alternative transportation on a case by case basis. You must discuss these concerns with TPIC and receive approval before making alternate arrangements.
   iii. For service in remote areas, TPIC encourages group travel. While we will not fund the cost of a Zipcar or Philly Car Share membership, we will reimburse for pre-approved hourly fees and/or mileage.

d. Training Sessions
   i. Food: TPIC will fund pizza and drinks at one training session per semester. The training session must be member-only and should be led or facilitated by the group’s supervising attorney and/or faculty advisor.
   ii. Request: To make your per-semester request, complete the “Pro Bono Project Training Session Food Request” form, available in the TPIC office. The form must be submitted at least one month in advance of the training and should include the anticipated number of attendees.
      1. Please note: Even if you are not doing a training session in the spring semester, you will only be allocated one pizza order in the fall.
   iii. Attendance & Receipt: Penn Law’s Business Office requires that a sign-in sheet be kept for training events where TPIC has funded food. One leader must be designated to return the original food receipt and the full sign-in sheet to TPIC immediately after the event (or the next business day if the office is closed). Blank sign-in sheets are available in the TPIC office.
e. Note on Additional Costs
   i. Student Pro Bono Projects are required to anticipate their expenses and submit accurate budget proposals in the fall for the entire academic year. We understand that in certain limited circumstances, costs cannot be foreseen. If additional costs essential to the provision of high quality pro bono services arise in the course of the academic year, please consult with TPIC staff immediately.

2. What will TPIC not pay for?
   a. Snacks & Drinks for General Meetings: Based on your feedback, we will no longer provide snacks and drinks for general membership meetings and subsequent training sessions. Instead, we will fund pizza and drinks for each group once per semester (see section 1(d) above);
   b. Events not approved by the TPIC Speaker Fund: TPIC will only fund food and travel expenses for events submitted through the TPIC Speaker Fund (see Tier 2, below);
   c. Gifts for speakers, trainers, or attorney supervisors: Your attorney supervisors and/or faculty advisors will receive a small gift at the end of the academic year during the TPIC Recognition Event. If you would like to show your appreciation for another practitioner’s assistance to your project, TPIC will provide a standard Penn Law gift (such gifts must be requested at least one month in advance);
   d. Prizes or gifts for Penn Law student volunteers: ‘Thank You’ notes are available for you in bulk in the TPIC office. We encourage you to use them;
   e. Prizes or gifts for students at pro bono sites: For those projects working in classrooms, certificates can be ordered and printed through TPIC. Requests for certificates must be made at least one month in advance;
   f. Promotional materials: TPIC will not fund materials other than flyers or posters reproduced at the law school;
   g. Printing and copying: TPIC will not pay for printing and copying done outside of the law school. Printing and copying is available for student projects in the TPIC office.
Tier 2: TPIC Speaker Fund & Event Requests

1. **Purpose:** To support student pro bono projects in inviting mission-related and awareness-raising speakers to Penn Law, TPIC will provide funding for food and travel on a limited, first-come, first-served basis.

2. **Process:** TPIC staff will coordinate the distribution of these funds to groups based on the proper completion of the application form. The TPIC Speaker Fund does not guarantee funding for all groups, and will fund up to 4 events per project, per academic year. Priority will be given to co-sponsored events. Funding is not guaranteed, and partial funding may be awarded at times. We will only consider complete and timely applications. Questions about the process are always welcome and can be submitted to jvisser@law.upenn.edu.

3. **Timing:** Requests must be submitted at least one month in advance of the intended speaker’s appearance – note that funding requests may be submitted as far in advance as the group wishes to apply during the academic year. TPIC will begin accepting applications in August for the upcoming academic year.

4. **Application:** The application form will be available in the TPIC office. The necessary information includes:
   a. The relationship between the event and the project’s mission;
      i. How does the event further the project’s programmatic goals?
      ii. How will students benefit from the event?
      iii. How have you worked with other groups, departments, or projects to bring this event to fruition?
   b. Brief written biography of the speaker(s);
   c. The intended audience for the event and number of anticipated attendees;
   d. Date and time of the event;
   e. Exactly what expenses are anticipated.
Budget Allocation & Processing Payment

1. How will TPIC allocate budgets and process payment?
   a. **Plan, plan, plan** - Project expenses should be pre-determined through the budget submission and approval process. Budgets submitted by the deadline will be reviewed and approved (with potential amendments) within two weeks of submission. Student leaders will receive a budget determination, detailing approved expenses.

   b. **Don’t pay for things out-of-pocket!** Our goal is to avoid the need for project leader reimbursements at all costs. Good planning can circumvent the need for reimbursements. TPIC will endeavor to use Purchase Order Numbers and Penn Law’s “ProCard” whenever possible.
      i. Purchase Order Numbers are reference numbers given by our business office to your vendor. PO numbers mean that you do NOT have to pay or be reimbursed. The business office will pay directly. All you need to do is:
         1. Use Penn Law approved vendors (TPIC can provide this information, upon request);
         2. Order at least a month in advance; and
         3. Coordinate with TPIC.
      ii. Once you and TPIC have placed the order, you will
         1. Get a contract/receipt,
         2. Send that to the business office, and then
         3. Send the vendor the PO number from the business office.
         4. Once you receive your order, use the final invoice to update your budget balance.

   c. **Reimbursements** - In the rare instance that personal expenses or reimbursements are unavoidable, you are required to obtain pre-approval from TPIC (using the reimbursement request form available on the leader only section of the TPIC website). Reimbursements will not be issued without pre-approval from TPIC. To be reimbursed, the following steps must be followed:
      i. Submit the signed reimbursement form along with original itemized receipts and completed statement of business connection;
      ii. The forms must be completed within 10 days of the event, but not more than 30 days after the event;
      iii. If you are not a US citizen, please see someone in the Business Affairs office for additional paperwork that would need to be completed;
      iv. Because Penn Law is tax exempt, we cannot reimburse for tax. Accordingly, reimbursement will not be fully reflective of the total expenditure;
v. Please note: reimbursement payments will be processed electronically and not through paper checks;
vi. The reimbursement form and the statement of business connection can each be found at: https://goat.law.upenn.edu/studentaffairs/WebPages/EventPlanning.aspx

Leveraging Other Resources

1. We are a collaborative school within a collaborative University. We have shared our updated guidelines with CSR, CPP, and Student Affairs/Dean’s Speaker Fund so that they may understand what TPIC funds. Below are other sources of funding you may wish to explore, if appropriate:
   a. **CSR**: Provides blanket funding of between $200-600 for Penn Law student groups. Contact Student Affairs for how to sign up to be a Student Activity. CSR funding requirements are usually posted in the announcements and emailed out and then due within the first couple weeks of the fall semester. You do not have to become a student group, but some pro bono projects have chosen to do so.
   b. **GAPSA**: The Graduate Group funding is similar to CSR. Check with GAPSA for more details.
   c. **The Dean’s Speaker Fund**: To pay travel and expenses for a great speaker (for events open to the whole school). It should be done two weeks in advance, but check with Student Affairs for more information.
   d. **Member Dues/Happy Hour**: A great way to raise funds for your members from your members. Modest member dues ($5-10) have worked for other groups in the past and fund pizza, snacks, etc., for all member meetings. Consider doing a happy hour where your group walks away with a little extra cash and members get great drink specials and a chance to socialize.