

PACKET TO SEND TO OFFICIALLY RECOGNIZED STUDENT CHAPTER

1. Certificate of Official Recognition as a Student chapter of the J. Reuben Clark Law Society
2. Clip art of the Law Society Logo
3. Copy of the Clark Memorandum (not included)
4. Budget Sheet for Accounting
5. Instructions for Creating a Membership Database
6. Form for Reporting Change in Leadership
7. Instructions regarding Establishing a Website (not included)
8. End of the year form regarding placement of graduating law students
9. LDS Perspectives on the Law course materials

J. Reuben Clark Law Society
Student Chapters
Certificate of Recognition

The _____ Chapter is officially recognized as a student chapter
of the J. Reuben Clark Law Society affiliated with the _____ Chapter of the
society on this __ day of _____, ____.

Chair, J. Reuben Clark Law Society

Chair - Elect



BUDGET SHEET FOR STUDENT CHAPTERS

Unless the local sponsoring professional JRCLS Chapter has funds budgeted to help support a Student Chapter, it is anticipated that all Student Chapters will be self-sufficient. Each Student Chapter is at liberty to raise operating funds commensurate with its needs. Extreme sensitivity should be exercised to avoid straining law students' budgets, and activities should be planned in a way to minimize out-of-pocket expenses. With that in mind, consider use of the following budget form each year to plan your annual needs and resources. Please also keep in mind that, consistent with the 501(c)(3) tax status of the JRCLS, your student chapter may be asked to provide, on an annual basis, an accounting of cash receipts and disbursements.*

Beginning cash balance from prior year (if any): \$_____ (a)

Plus: Annual Receipts:

Membership Dues	\$_____	
Sponsoring Chapter/Firm or other Donations	\$_____	
Local SBA Budgetary Allocation	\$_____	
Fund Raisers:		
_____	\$_____	
_____	\$_____	
Total from Fund Raisers	\$_____	
Events Fees (if any):		
Luncheons	\$_____	
_____	\$_____	
_____	\$_____	
Total from Event Fees	\$_____	
Other Expected Receipts	\$_____	
Total Annual Receipts:		\$_____ (b)
Total Funds Available (a) + (b)		\$_____ (c)

Less: Projected Expenditures:

Event Expenditures:		
Luncheons	\$_____	
_____	\$_____	
_____	\$_____	
_____	\$_____	
Total Event Expenditures	\$_____	
Photocopying	\$_____	
Postage	\$_____	
Physical Facilities	\$_____	
_____	\$_____	
_____	\$_____	
_____	\$_____	
Total Expenditures:		\$_____ (d)
Carryover to Following Year (c) – (d)		\$_____

* **Keep all of your receipts; may be discarded after five (5) years**

INSTRUCTIONS FOR CREATING A MEMBERSHIP DATABASE

Being a law school graduate is one of the essential qualifications for regular membership in the J. Reuben Clark Law Society. Since law students do not yet meet that qualification, their records are not maintained in the Society's central database. As soon as a student member does graduate, a "Notification of Graduation" form should be sent to the JRCLS Executive Director so that a regular membership record can be created and the appropriate local chapter apprised of the potential new member.

Law student chapters are encouraged to maintain records to (1) comply with student organization recognition requirements of their law school or university, (2) prepare a directory that can facilitate fellowship among chapter members, and (3) provide chapter member e-mail addresses to receive communications from the Law Society and the local chapter.

The following data elements have been found to be helpful for use in a number of student chapters:

Name
E-mail Address
Street Address
City, State, Zip
Phone
Law School (if more than one in student chapter)
Anticipated Month and Year of Law School Graduation
Home City and State
Undergraduate Institution
Spouse's name
Children's names (and ages)
Ward
(Dues Payment)

These data elements could be used in a text file, spreadsheet, or database program.

On the reverse side of this sheet is a "Sample Page" (data has been altered to preserve privacy of real persons) taken from a directory maintained by the Student Chapter at Washburn University School of Law in Topeka, Kansas. The directory is distributed as early as possible after school starts to facilitate friendships and interaction among members of the chapter and their families.

J. Reuben Clark Law Society
Student Chapter
Washburn University School of Law, Topeka, KS

DIRECTORY
Fall 2004

President: Steven Barlow
Vice-President: Tom Trumbell
Sec-Treas: Mike Moyer
Adviser: John Christensen

Ashton, John email john.ashton@washburn.edu
3301 SW Chelsea Dr #205 spouse Jamie
Topeka, KS 66614 ch Emma (2)
(785) 273-4550
grad 12-04 ward Colly Creek
home Phoenix, AZ undergrad Arizona State

Atkin, Daniel email daniel.atkin@washburn.edu
5401 SW 34th #1003 spouse Melca
Topeka, KS 66614 ch Gabby (8), Suzy (7),
(785) 271-6529 Sophia (5), Tatiana (3),
grad 5-06 ward Colly Creek
home Boston, MA undergrad BYU

Balford, Sharon email balshar87@yahoo.com
3615 SW Mission Ave
Topeka, KS 66614
(785) 969-7179 (cell)
grad 5-06 ward Colly Creek
home Orem, UT undergrad Utah State

Balford, Matt email matthew.balford@washburn.edu
2844 SW Villa West Dr #58 spouse Alina
Topeka, KS 66614 ch Anabelle (2), Katelyn (7 mo)
(785) 228-1645
grad 5-07 ward Sherwood
home Ogden, UT undergrad Weber State

Barlow, Steven email steven.barlow@washburn.edu
6941 SW 23rd St spouse Milena
Topeka, KS 66614 ch Yochabelle(3), Hannah(6 mo)
(785) 478-1259
grad 12-05 ward Sherwood
home Seattle, WA undergrad Washington

**REPORT OF CHANGE IN LEADERSHIP
J. REUBEN CLARK LAW SOCIETY STUDENT CHAPTER**

Date Submitted: _____

Official Name of the Student Chapter: _____

Law School (include city, state, country): _____

Sponsoring JRCLS Chapter: _____

Attorney Liaison: Name: _____
E-mail: _____ Phone: _____
Address: _____

President: Name: _____
E-mail: _____ Phone: _____
Address: _____

President-elect: Name: _____
E-mail: _____ Phone: _____
Address: _____

Secretary/Treasurer: Name: _____
E-mail: _____ Phone: _____
Address: _____

Other Officers, if any (include name, e-mail, phone and address. Attach additional sheet, if necessary): _____

Has the chapter been recognized as a student organization on campus? _____
Number of current student members _____

Faculty Advisor: Name: _____
E-mail: _____ Phone: _____
Address: _____

Submitted by: Name: _____
E-mail: _____ Phone: _____
Address: _____

Mail to: SCOTT CAMERON, J. Reuben Clark Law Society, 404 JRCB, Provo, Utah 84602
CAMERONS@lawgate.byu.edu (Please return updated form by Sept. 15 each year)

**J. REUBEN CLARK LAW SOCIETY
STUDENT CHAPTER - NOTIFICATION OF GRADUATION**

The purpose of this notification is to alert the Executive Director of the J. Reuben Clark Law Society of your interest in and eligibility for membership as a regular member of the Society. The information will also be forwarded to the Chair of the JRCLS Chapter in your area so that you can be invited to join the Chapter and receive notification of local activities and events. Information requested below will be used only for Law Society purposes.

Name of Graduating Student _____

Law School _____ Graduation Month/Year _____

If known, please provide your contact information as it will be six months following graduation. Recent law graduates often have not finalized employment or permanent housing arrangements. If you are in that category, please provide contact information of a parent or other individual who will always know how to contact you.

Name _____ Relationship _____

Home address _____

City, State _____

Home phone _____

Please provide an e-mail address that may be used to contact you following graduation (law school account may not continue) _____

Please provide the city and state in which you intend to work:

City, State _____

If known, please provide your professional employment contact information:

Name of firm or organization _____

City, State _____

Phone _____ E-mail _____

Please mail or fax this sheet to:

(for Society use – form date 9/04)

Scott Cameron, Executive Director
J. Reuben Clark Law Society
404 JRCB
Provo, UT 84602
Fax 801 422-0390
camerons@lawgate.byu.edu

Chapter _____

Chair _____

Date notification sent _____

Note: The President-Elect of each student chapter is requested to collect the information on this form from a graduating student chapter member and forward it to the JRCLS Executive Director as soon as practical after graduation and preferably no later than September 15.