

**American Bar Association
Law Student Division
Lt. Governor Handbook**

ABA Mission, Goals and Structure

The American Bar Association is a voluntary membership association of attorneys dependent on the generous contribution of services by its members for its effectiveness. The Mission of the American Bar Association is to to serve equally our members, our profession and the public by defending liberty and delivering justice as the national representative of the legal profession. The Association has four Goals:

GOAL I: SERVE OUR MEMBERS.

Objective: Provide benefits, programs and services which promote members' professional growth and quality of life.

GOAL II: IMPROVE OUR PROFESSION.

Objectives:

- Promote the highest quality legal education.
- Promote competence, ethical conduct and professionalism.
- Promote pro bono and public service by the legal profession.

GOAL III: ELIMINATE BIAS AND ENHANCE DIVERSITY.

Objectives:

- Promote full and equal participation in the association, our profession, and the justice system by all persons.
- Eliminate bias in the legal profession and the justice system.

GOAL IV: ADVANCE THE RULE OF LAW.

Objectives:

- Increase public understanding of and respect for the rule of law, the legal process, and the role of the legal profession at home and throughout the world.
- Hold governments accountable under law.
- Work for just laws, including human rights, and a fair legal process.
- Assure meaningful access to justice for all persons.
- Preserve the independence of the legal profession and the judiciary.

ABA Structure

The American Bar Association ("Association") is the largest professional organization in the United States. With a membership of over 400,000, it is also the largest organized bar association. The Association is comprised of 34 sections and forums, and more than 70 standing and special committees governed by the House of Delegates and the Board of Governors.

ABA House of Delegates

The control and administration of the American Bar Association is vested by its Constitution and Bylaws in the House of Delegates (*House*), the policy-making body of the Association to which officers, sections, committees, and employees are responsible.

The House of Delegates has the ultimate responsibility for establishing Association policy, both as to the administration of the Association and its positions on professional and public issues. The House elects the officers of the Association and members of the Board of Governors upon receiving nominations from its *Nominating Committee*.

The House has the sole authority to amend the Association's Bylaws. It may amend the Constitution upon a vote of two-thirds or 150, whichever is greater, of the members present and voting. The House authorizes committees and sections of the Association and discontinues them. It sets Association dues upon the recommendation of the Board of Governors.

The House membership consists of 555 members. Delegates are elected by Association members from the entities they represent. Overall, the House includes delegates from every state bar association, the larger local bar associations, affiliated national legal organizations, and each of the ABA's member defined Sections and Divisions. The Law Student Division has three delegates to the House, with full rights and privileges of any other House member.

ABA Board of Governors

The ABA Board of Governors is the administrative agency of the House of Delegates. The Board of Governors has the authority to act and speak for the ABA, consistent with previous action of the House of Delegates, when the House is not in session. The Board usually meets four times a year. It oversees the general operation of the Association and develops specific plans of action.

The Board develops methods and plans for making the Association and its activities useful to the members, administers the facilities and staff of the Association, and formulates and administers the Association's budget and reimbursement policies. In 2005 the Law Student Division achieved a historic accomplishment in gaining a non-voting seat on the Board of Governors. This marks the first time in the Associations history that there is a law student representative on this body.

The ABA Board of Governors is comprised of 38 members.

Officers (6)

President
President-Elect
Chair of the House of Delegates
Immediate Past President
Secretary
Treasurer

District Members (18)

(Similar to our Circuit Governor concept)

Members-at-Large (13)

Young Lawyers (2)
Judicial Division (1)
Section Representative (6)
Minority Members-at-Large (2)
Women Members-at-Large (2)
Law Student Division Representative (1)

Every third year there is a Secretary-Elect and Treasurer-Elect, bringing the Board's membership to 40.

Distinction Between the Various ABA Entity Designations

The ABA is comprised of many entities that offer members practicing in common specialty areas of the law to connect on a national level, learn from each other and experts in their field, and debate issues of mutual concern. Some of these entities are member-based, requiring an additional fee on top of ABA dues to become a member. Members of other entities are appointed by the ABA President. Below is a short overview of the different entities that make up the American Bar Association.

Forums

Forums may be created by the House of Delegates to carry out, in a specified field, a responsibility that is (1) principally to educate its members in that field, (2) within the purposes of the Association, and (3) not otherwise served within the Association. Each forum has a governing committee selected by the forum.

- Affordable Housing and Community Development Law
- Air and Space Law
- Communications Law
- Construction Industry
- Entertainment and Sports Industries
- Franchising

Sections

Sections are semiautonomous entities which Association members may join. Most represent a substantive area of law. All sections operate under bylaws that are approved by the House of Delegates or Board of Governors. Section leadership consists of officers and council members elected by the members of the Section. The Chair of each Section appoints committees within that Section.

Divisions

Entities designated as Divisions are those which heavily depend upon ABA general revenue funding for support of operating expenses.

- Law Student Division
- Young Lawyers Division
- Judicial Division
- Senior Lawyers Division
- Government and Public Sector Lawyers Division
- General Practice Solo and Small Firms Division

Committees

Committees are comprised of Association members appointed by the President. These committees may either be *Standing Committees* or *Special Committees*. The differentiation depends on the duration of the committee's work. Standing Committees have continuing assignments and are created within the Association's Bylaws.

Commissions

A Commission is a special committee whose membership includes non-members of the Association. Some of the more recognized Commissions include the Commission on Women in the Profession and the Commission on Racial and Ethnic Diversity.

Law Student Division Mission, Goals and Structure

The purpose of the Law Student Division of the American Bar Association is to promote the interests of America's law students as follows:

- To further the purposes and goals of the Association, particularly to promote full and equal participation in the profession by minorities, women and persons with disabilities;
- To represent law students in the Association and to represent the Association to law students;
- To help shape the policies and priorities that affect legal education; and
- To create a deliberative forum for the exchange and expression of law student views and a voice to advocate those views.

In promoting law student interests, National Officers, Delegates, Circuit Governors, SBA Presidents, ABA Representatives, Lt. Governors and Liaisons must adhere to the goals and policies of the American Bar Association. Lieutenant Governors are recruited and appointed by the Circuit Governors to assist with the management and administration of their respective circuits. Specific roles and responsibilities may vary from circuit to circuit depending upon the unique needs of the members within that circuit. It is at the Circuit Governor's discretion to determine the Lt. Governor positions offered within his/her circuit and to determine their official duties.

Law Student Division Structure

The Division has a bicameral legislature consisting of the Assembly, which convenes once a year at the Annual Meeting, and the Board of Governors, which meets several times a year. Four national officers are responsible for the overall operations of the Division.

Division policies become effective after approval by the Board and/or the Assembly. Since the Assembly only meets during the Annual Meeting, the Board is authorized to act, not inconsistently with any action taken by the Assembly, between Annual Meetings.

The Chair, Vice Chair, Secretary-Treasurer, and Division Representative to the ABA Board of Governors are all elected during the Division's Spring Board of Governors Meeting. The Vice Chair-SBA and Division Delegates are elected at the Annual Meeting. Circuit Governors are elected during their respective Circuit's Spring Meeting.

Law Student Division Assembly

The Law Student Division Assembly is the highest policy making body in the Law Student Division. Membership in the Assembly is comprised of two official voting delegates from each ABA-approved law school – the SBA President and the ABA Representative (or their official proxies). Voting Assembly Delegates debate and vote on issues in the form of resolutions relating to law students, legal education and the legal profession. The Assembly also elects three Division Delegates to represent the nation's law students in the ABA House of Delegates.

SBA Presidents also meet separately from the Assembly in the "*SBA Conference*." The SBA Conference allows the nation's SBA Presidents to discuss specific goals and challenges of Student Bar Associations. The SBA Conference elects the Vice Chair-SBA, one of the Division's four national officers.

Law Student Division Board of Governors

The Law Student Division Board of Governors consists of 23 voting members and several non-voting affiliates. The Board convenes three times a year: at the Annual Meeting, in the Fall, and in the Spring. The members include:

National Officers (5)

- Chair
- Vice Chair
- Vice Chair-SBA
- Secretary-Treasurer
- Division Representative to the ABA Board of Governors

Division Delegates (3)

- Delegates to the ABA House of Delegates

National Officers-Elect (3) (Non-voting)

- Chair-Elect
- Vice Chair-Elect
- Secretary Treasurer-Elect

Circuit Governors (15)

Elected at Spring Circuit Meetings

Other members of the Board

- Student Editor
- *Student Lawyer Magazine*

Liaisons from ABA Entities (Non-voting)

- ABA Board of Governors
- Senior Lawyers Division
- Young Lawyers Division

Liaisons from Affiliate Organizations (Non-voting)

- National Asian Pacific American Law Students Association (NAPALSA)
- National Black Law Students Association (NBLSA)
- National Hispanic National Bar Association (HNBA)
- National Native American Law Student Association (NNALSA)
- National Lesbian, Gay, Bisexual and Transgender Association (NLGBTA)
- Equal Justice Works

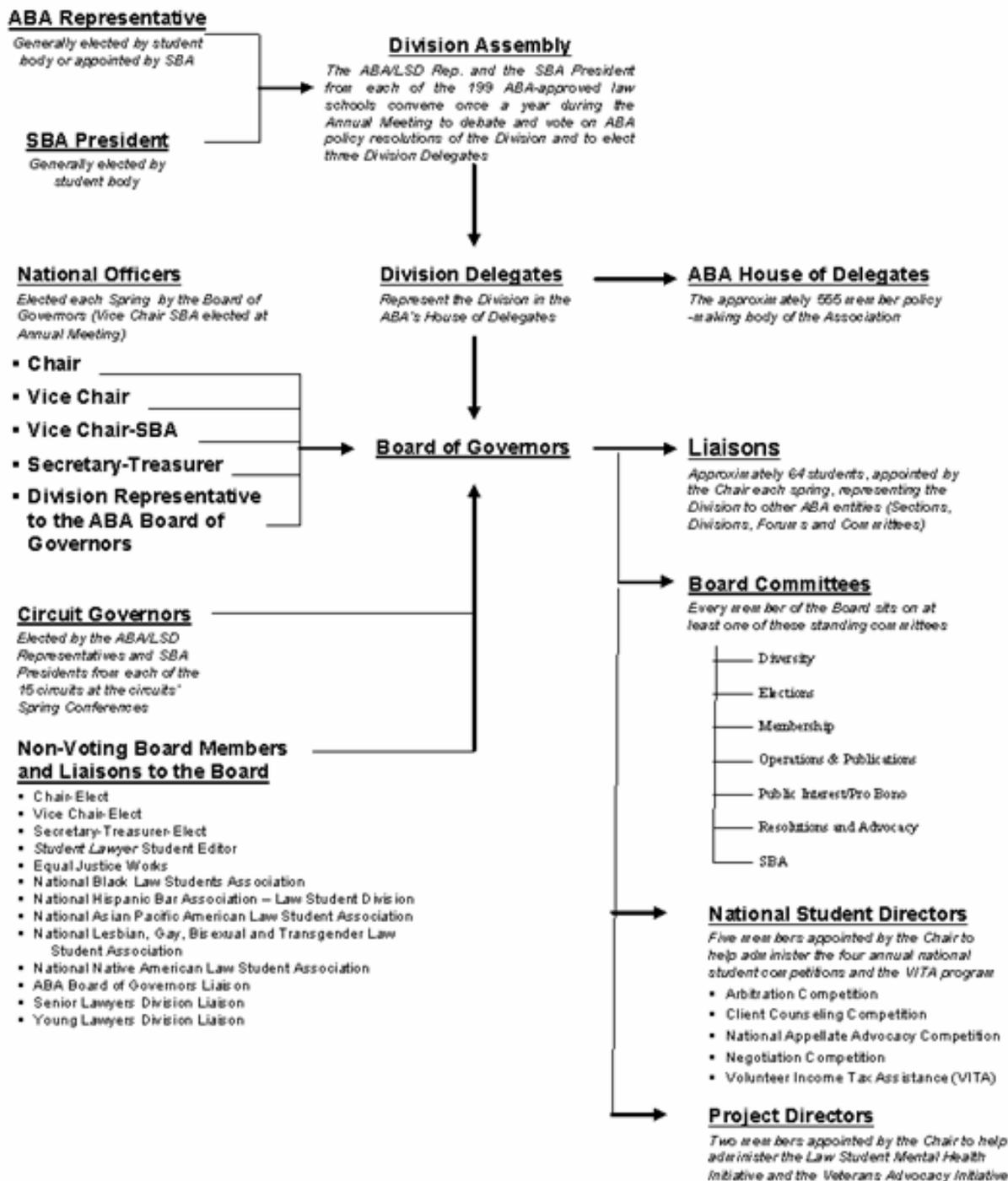
Circuit Structure

The Law Student Division is comprised of 15 circuits (not to be confused with the Federal Circuit system). Each Circuit elected a Governor who sits on the Division Board of Governors. That Governor also appoints members from the circuit to assist in the management and operation of Circuit business. Such cabinet appointees are determined by the Circuit Governor through an application process and the positions made available are based on the current needs and issues facing the Division, Circuit and law students in that region.

First	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.
Second	New York.
Third	Delaware, Maryland, New Jersey, and Pennsylvania.
Fourth	North Carolina, South Carolina, Virginia (except George Mason University), and West Virginia.
Fifth	Alabama, Florida, Georgia, Mississippi, Puerto Rico, and Tennessee.
Sixth	Kentucky, Michigan, and Ohio.
Seventh	Illinois, Indiana, and Wisconsin.
Eighth	Iowa, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota.
Ninth	Southern California and Hawaii.
Tenth	Arkansas, Kansas, and Oklahoma.
Eleventh	District of Columbia and George Mason University.
Twelfth	Alaska, Idaho, Montana, Oregon, and Washington.
Thirteenth	Louisiana and Texas.
Fourteenth	Northern California and Nevada.
Fifteenth	Arizona, Colorado, New Mexico, Utah, and Wyoming.

Structure of the American Bar Association Law Student Division

Pursuant to the Constitution and Bylaws



Division Leadership Positions and Descriptions

Division Chair

- Represents the Law Student Division and speaks on its behalf.
- Executes the Division's mission and goals.
- Executes the Division's legislative agenda within the Association including transmitting resolutions to the ABA House of Delegates and other ABA entities, identifying other entities which may support and/or co-sponsor a resolution, utilizing liaisons to gain support within other entities, and reporting to the membership.
- Chairs the Law Student Division Board of Governors, the Executive Board and the Assembly.
- Establishes, maintains, and furthers the Division's relationships and contacts with ABA entities, ABA professional staff and other organizations.
- Serves as a voting representative on the Young Lawyers Division Executive Council.
- Appoints law student liaisons to 65+ ABA entities.

Division Vice Chair

- Maintains and develops Division membership programs, plans, and activities.
- Serves as Division liaison to the ABA Standing Committee on Membership (SCOM).
- Works with SCOM and Division Director on the development of membership benefits for law students.
- Promotes the Division's programs, activities and national competitions through regular communications with the ABA representatives, SBA Presidents, liaisons, project directors and national student directors.
- Develops membership initiatives and activities for ABA Representatives' membership campaigns. Encourages, motivates and supports ABA Representatives in their ABA activities.

Secretary-Treasurer

- Serves as secretary to the Division's Board of Governors and Assembly. Prepares, records and timely submits official minutes of both governing bodies.
- Submits in proper form, in conjunction with the Resolutions Committee Chair, resolutions passed by the Board and Assembly.
- Implements and communicates the Division and Association policies and procedures relating to financial management.
- In conjunction with the Division Director, reviews and approves funding requests for the membership fund, representatives' fund, grant fund, division/circuit meeting expenditures.
- Works with circuit governors in developing/maintaining circuit budgets and circuit meeting planning.

Vice Chair-Student Bar Associations

- Oversees relationships between the SBA and ABA organizations at the local, regional and national levels.
- Promotes SBA participation and membership in the Division and the ABA.
- Regularly communicates with SBA Presidents at each ABA-approved law school via list serves and web boards. Facilitates discussion on law student issues among the SBA Presidents.
- Assists with the drafting/filing of policy recommendations on behalf of the SBA Presidents. Serves as the SBA Presidents' liaison to the Division.
- Communicates with leadership of national organizations committed to representing interests of student bar associations.
- Develops copy for posting on the SBA Presidents webpage of the Division website.
- Responsible for securing and updating the contact info for the SBA Presidents in each of the ABA-approved law schools.

Division Representative to the ABA Board of Governors

- As directed by the Division leadership, advocate Law Student Division positions to the ABA Board of Governors.
- Work for ABA Board of Governors adoption of Division initiatives, co-sponsored initiatives and initiatives directly affecting law students filed with the Board of Governors.
- Inform the Division Board of Governors of actions pending before the Board, as well as any action taken by the Board, at the conclusion of each of the ABA Board of Governors meetings.
- Communicate regularly with Division Board of Governors in order to assess the voice of law students on issues of concern to law students across the county.

Division Delegates to ABA House of Delegates

- Attend and represent the Division to the ABA House of Delegates sessions at the Midyear and Annual Meetings. Vote as member of the ABA House of Delegates
- Advocate Division positions to other ABA entities.
- Work for ABA House of Delegates adoption of Division resolutions, co-sponsored resolutions, and resolutions directly affecting law students filed with the House.
- Inform the national officers and circuit governors of actions pending before the House, as well as action taken by the House, at the conclusion of the Midyear and Annual meetings.
- Communicate regularly with Division officers, circuit governors, ABA Representatives, SBA Presidents, and liaisons in order to assess the voice of law students on issues of concern to law students across the country.
- Serve as the primary contacts to the 65+ Law Student Division Liaisons to other ABA entities.

Circuit Governors - 15 Circuits

- Oversight of ABA Law Student Division regional activities at every ABA-approved law school within the circuit.
- Represent the interests and communicate the needs of students at ABA-approved law schools in circuit.
- Communicate information to circuit about the national concerns, interests and activities of the Division's Board of Governors, Division programs, activities, leadership positions, and encourage participation in the same.
- Develop a plan of action for circuit including public interest, programming, membership outreach, etc.
- Communicate regularly with ABA Reps, SBA Presidents, and Liaisons at each law school in the circuit.
- Plan and develop programming, training, and social activities for the fall and spring circuit meeting.
- Facilitate communications among circuit members using circuit list serves and webboards.

Lieutenant Governors

Lieutenant Governors are recruited and appointed by the Circuit Governors to assist with the management and administration of the circuit. Specific roles and responsibilities may vary from circuit to circuit depending upon the unique needs of the members within that circuit. It is at the Circuit Governor's discretion to determine the Lt. Governor positions offered within his/her circuit and to determine their official duties.

Circuit Governors may also assign additional duties to Lt. Governors at any time during their term as necessary based on the circumstances facing the circuit or Division at that time. Periodically, activity reports are requested by the Circuit Governor and Lt. Governors should establish a method of maintaining archive records of activities within the circuit for future reference. All Lt. Governors should be prepared to write an article for the Circuit newsletter and at least one article for the *Student Lawyer* magazine.

Applications for Lt. Governors are generally solicited in April by Circuit Governors via the circuit list serve and appointments are announced in mid-May. Circuit members should be advised shortly after election of the Circuit Governor to monitor the circuit website for details as they become available.

Student Editor - Student Lawyer Magazine

- Works closely with the staff editor and the chair of the Operations and Publications Committee that officially oversees production of the magazine.
- Responsible for generating (through writing or assigning/editing) about 2,500-4,000 words per month for Student Lawyer's Division Dialogue section.
- Seeks out, reports, and writes on Law Student Division news for the magazine's Division Dialogue section-and filing articles on deadline as established by the staff editor
- Assigns articles to student writers as deemed appropriate by the student editor and staff editor, and ensures their timely filing and editing

Liaisons to ABA Entities

- Represent the Law Student Division to ABA entities and represent the ABA entities to the Law Student Division to keep each other informed of the other's activities.
- Update Division leadership on status of entity resolutions that relate to the Division.
- Provide insight to the entity leadership on issues relating to law students and legal education.
- Consult with the *Student Lawyer* editor on writing a brief article for *Student Lawyer* describing the purposes/activities of their respective entity.
- Actively promote law student membership and involvement in the ABA entity.
- Work with entity leaders to produce a law student section newsletter column or student specific webpage on entity website.

National Student Directors – Competitions

The Law Student Division has four Competition National Student Directors:

- Arbitration Competition
- Client Counseling Competition
- National Appellate Advocacy Competition (NAAC)
- Negotiation Competition

The National Student Director (NSD) participates in activities and performs specific tasks assigned by the Competitions Committee to build and improve the overall quality of the American Bar Association's law student competitions.

National Student Director – Volunteer Income Tax Assistance (VITA) Programs

- Serves as a link between the Division and independent VITA sites at ABA-approved law schools.
- Provides guidance and serves as a VITA information clearing house to participating VITA sites.
- Researches innovative tools law students can use to prepare tax returns and provides updates in tax laws.
- Updates and researches information for the VITA Handbook distributed at the Annual Meeting.
- Communicates with VITA participants via the Law Student Division VITA Webboard.

Project Director – Mental Health Initiative

- Serves as the link between the ABA Law Student Division, law schools and law school leaders implementing mental health training and prevention programs.
- Maintains a communication pipeline regarding the Mental Health program with the Law Student Division Liaisons to the ABA Commission on Lawyer Assistance Programs and the ABA Standing Committee on Substance Abuse.
- Update and research information for the Mental Health web portal and toolkit.
- Ensure the continuity of and focus of the Mental Health program from year to year.

Project Director – Veterans Advocacy Initiative

- Serves as the link between the ABA Law Student Division and our veteran organization partners.
- Updates and researches information for the *Duty Bound* web portal and toolkit.
- Maintains a communication pipeline regarding initiative with the Law Student Division Liaisons to the ABA Standing Committee on Legal Assistance for Military Personnel and the Standing Committee on Pro Bono and Public Service and the Division's Circuit Lt. Governors for Veterans Advocacy.
- Ensure the continuity of and focus on the *Duty Bound* program from year to year.

ABA Representatives

- Advocates on behalf of ABA Law Student Division members at their school
- Serves as the school's point person for the ABA and the Law Student Division
- Promotes the ABA and Law Student Division activities, programs and offerings
- Communicates the member benefits and value of ABA membership at their school
- Assists the Division's Board of Governors in the development of membership activities and ABA programs and disseminates ABA information to law students at their schools

The selection process and term for ABA Reps varies from school to school. At some law schools, the Student Bar Association President appoints the representative, while at others, an election is held. The responsibilities of the ABA Representative may be delegated or shared by multiple representatives; however, for Division purposes, a **primary** representative must be declared, who is a member in good standing of the ABA - for voting in the Assembly and to serve as the Division's principal contact. It is at the discretion of the individual representative(s) based on their school's policies to determine how they wish to accomplish their responsibilities during their term.

SBA Presidents

- Help to improve the relationship between law school administrations and students, and to develop programs and events that benefit law students and the local community.
- Keep the ABA Law Student Division abreast of current student issues, concerns and needs
- Act as the voice of law students on a national level through the ABA Law Student Division
- Help shape national policies through their membership and participation in the Division Assembly
- Serve as one of their school's two official voting delegates in the election of the Division's Circuit Governors, Division Delegates and Vice Chair-SBA.
- Serve as one of their school's two official voting delegates to the ABA Law Student Division Assembly (policy making body).

Division Board of Governors Standing Committees

Each member of the Law Student Division Board of Governors is appointed by the Division Chair to serve on two committees as follows:

Diversity

This committee is charged with encouraging the SBAs and all law students across the country to hold programs and events focused on increasing diversity and acceptance in the legal profession. This committee encourages the law schools to create Diversity Day events, usually targeted for the Spring semester. However, similar to public service, the committee encourages programs to be held throughout the year. The committee also creates a Diversity toolkit, designed to help students come up with new ideas for programs, or gives instructions on how to create programs. The committee should encourage schools to report their programs so the Division leaders can choose exemplary programs to display on the website.

Elections

This committee reviews election procedures and acts as the body that reviews and discusses potential election violations and other issues. The committee members should be the most well versed members on election procedures and guidelines and should be able to be used as a resource when questions arise. All meetings and discussions about election issues are kept confidential and should not be discussed outside of the committee members.

Membership

Membership is the cornerstone of the Law Student Division. This committee is charged with exploring ideas for new membership benefits and finding ways to add value to being a member of the law student division. This committee also reviews our methods and strategies for recruiting members, and finds ways to expand on that and reach out to a broader audience in a more effective manner.

Operations & Publications

This committee reviews the articles in the *Student Lawyer* magazine prior to publication. The committee also discusses the operations of the Division, including such things as grants awards and representative fund awards given by the Division.

Public Interest/Work-A-Day

This committee is charged with encouraging the SBAs and all law students across the country to become involved in public service activities. Each year this committee coordinates the Division's Work-A-Day Program, including the development of a tool kit of resources for use by law school organizations and the marketing of the program to law schools. The Work-A-Day program occurs in the fall, usually in early October; however, the committee should encourage schools to take on multiple programs throughout the year, and should offer their assistance on creating new programs and ideas.

Resolutions/Advocacy

This committee reviews all proposed Division resolutions prior to each Board meeting. This committee must make sure the form and content of the resolution conforms to Law Student Division standards. The committee must make sure resolutions are complete, well researched, well drafted, and accurately cited.

Student Bar Associations

This committee is charged with increasing the communication and interaction between the ABA Law Student Division and the SBAs around the country. They manage the certificate program, work with the Lt. Governors of SBAs, and with the Vice Chair-SBA to facilitate a more cooperative relationship between all parties. This committee should constantly look for more ways to make SBAs involvement in ABA Law Student Division activities valuable and almost irreplaceable for the SBAs.

Lt. Governor Position Descriptions

Overview

Lt. Governor positions are offered by each of the 15 Division circuits. Specific roles and responsibilities may vary from circuit to circuit depending upon the unique needs of the members within that circuit. It is at the Circuit Governor's discretion to determine the Lt. Governor positions offered within his/her circuit and to determine their official duties.

Circuit Governors may also assign additional duties to Lt. Governors at any time during their term as necessary based on the circumstances facing the circuit or Division at that time. Lt. Governors should establish a method of maintaining archive records of activities within the circuit for future reference. All Lt. Governors should be prepared to write an article for the Circuit newsletter (where applicable) and at least one article for the *Student Lawyer* magazine.

A webpage for Lt. Governors is available at <http://www.abanet.org/lzd/leadership/lzgovs/home.html>. This website provides generic guidelines and resources specific to Lt. Governors.

Overall Responsibilities

Because the Governor is ultimately accountable for the activities and actions of all Circuit leaders, Lt. Governors should work closely with their Circuit Governor on projects and assignments.

- Maintain regular communication with the Circuit Governor to provide updates and counsel to accomplish assignments and projects.
- Lt. Governors should never speak on behalf of the Circuit. Just as the Division Chair is the primary source of communication to Division members as a whole, the Circuit Governor should serve as the primary source of communication to Circuit members.
- Communication (oral, written or electronic) regarding Circuit, Division or ABA business should be funneled through the Circuit Governor for appropriate distribution to circuit members or Division leadership. By the same token, Division business for distribution to ABA leaders or members should be forwarded by the Circuit Governor to the Division Chair for appropriate dissemination.

Executive Lt. Governor

The Executive Lt. Governor is the second ranking officer of the Circuit. Should the Circuit Governor not be able to fulfill his/her duties (<http://www.abanet.org/lzd/elections/#govs>), the Executive Lt. Governor assumes primary responsibility. This person:

- Serves as a liaison between the Circuit Governor and Lt. Governors.
- Provides project coordination support to the Governor including, coaching assistance and oversees the progress and completion of Lt. Governor projects and assignments.

ABA Representatives and Membership

- Increases membership and promotes ABA Law Student Division member benefits. (<http://www.abanet.org/lzd/membership/benefits/home.html>) within the Circuit.
- Works with the Governor to plan and coordinate resources and information for the ABA Representatives workshop at the Circuit's Fall and Spring Meetings.
- Reaches out to first year law student to cultivate a strong ABA and Law Student Division relationship from the start of law school.
- Seeks out creative and innovative ways to encourage first year students to take advantage of the ABA's invaluable benefits (<http://www.abanet.org/lzd/membership/benefits/home.html>) (i.e. seminars, workshops, luncheons) and promotes attendance at the ABA Annual Meeting.
- Maintains and develops circuit membership programs, plans, and activities for promoting Division programs, activities and national competitions (<http://www.abanet.org/lzd/competitions/>) through regular communications with Circuit ABA Representatives (<http://www.abanet.org/lzd/schoolreps/home.html>).
- Works in cooperation with the Lt. Governor of SBA Presidents to recommend and prepare Circuit membership initiatives and activities for membership campaigns for use by reps in an effort to encourage, motivate and support ABA Representatives in their activities.
- Maintains regular communication with each of the Circuit's ABA Representatives, monitor their activities and programs, provide coaching and support systems to those in need, and report any concerns or difficulties to the Circuit Governor.
- Secures and updates the election/appointment results and contact information for ABA Representatives (<http://www.abanet.org/lzd/schoolreps/reporting.html>) at each of the Circuit's ABA-approved law schools on a continuous basis.

Circuit Relations and Communications

- Basically, this Lt. Governor serves as the Circuit's communications hub!!!
- Publishes the Circuit newsletter including the development of articles, editing contributions from circuit members, and provides information on current opportunities and activities within the circuit, the ABA and the Law Student Division. (<http://www.abanet.org/lisd/membership/benefits/home.html>).
- Submits monthly announcements to the Circuit Governor for submission to the editors of *Student Lawyer* magazine (<http://www.abanet.org/lisd/studentlawyer/>).
- Coordinates information in cooperation with the Circuit Governor and other Lt. Governors to develop and disseminate promotional announcements regarding Circuit and Division activities and programs. (<http://www.abanet.org/lisd/programming/>).
- Submits announcements and updates to the Circuit Governor for posting to the circuit list serve and/or Circuit page of the ABA Law Student Division website.
- Maintains an archive record of circuit meeting minutes including conference calls.
- Ensures that a copy of all circuit correspondence is provided to the Circuit Governor and maintained in an archive database for future records and reference.

Diversity

- Leads and promotes diversity initiatives at ABA-approved law schools.
- Serves as a liaison to school organizations within the circuit, this person works closely with law schools to encourage the sponsorship of educational programs and events that teach and foster respect for different races, genders, religions, sexual orientations and individuals with disabilities.
- Takes a leading role in developing and creating opportunities and plans for law schools to participate in the Division's March 2 Diversity Day events (<http://www.abanet.org/lisd/diversity/home.html>).
- Serve as a coach, mentor and consultant for other independently school-sponsored activities such as Diversity Weeks as called upon by student organizations at law schools within the Circuit.
- Periodically, prepares reports outlining circuit activities addressing diversity to the Circuit Governor
- Establish a method to maintain archive records of activities within the circuit for future reference.
- It may be possible that this person will be called upon to coordinate a program on Diversity during the Circuit's Fall and/or Spring Meeting.

Law Student Mental Health Initiative

- Reaches out to the leaders at each law school in the circuit to discuss the implementation of a Law Student Mental Health Initiative (<http://www.abanet.org/lisd/probono/home.html>) on their campus.
- If a law school has a similar program addressing Law Student Mental Health, this person should ask for a description of the program including how it is set up and managed, and should immediately transmit the summary to the Circuit Governor for submission to the Division's Chair.
- Familiarizes yourself with the ABA Commission on Lawyer Assistance Programs for valuable resources available to law students in need to refer any interested students or groups to the ABA for more information on the law student mental health issues.
- Serve as a law student mental health coach, mentor and consultant for independently school-sponsored activities as called upon by student organizations at Circuit ABA-approved law schools.
- It may be possible that this person will be called upon to coordinate a program on Law Student Mental Health during the Fall and/or Spring Circuit Meeting.

Non-Traditional Law Student Relations

Non-traditional students are a very important part of the law school community, but all too often the unique needs and concerns of these students are overlooked. The Lt. Governor of Part-Time Students serves as an advocate for students returning to academic life after a long or short-term absence, evening students, those with dependent families, part-time students, etc. This Lt. Governor serves as:

- A voice of non-traditional students within the Circuit to establish recognition for the unique needs and concerns.
- Recognizes that one approach does not fit all, this individual must be creative in developing strategies for bringing the circuit and ABA to the forefront of these students' attention in an effort to build a more durable link between this group and the goals of the ABA Law Student Division.
- It is the responsibility of this Lt. Governor to coordinate initiatives, programs and activities of interest to non-traditional students with other student leaders throughout the region who represent non-traditional students.

Regional Affairs Coordinators

Individuals selected to serve as Lt. Governors to Coordinate Regional Affairs reside in large circuits or circuits that cover large geographic areas (such as the 5th, 12th and 15th circuits). These individuals serve as the liaison between each of the law schools in a specified region within the Circuit.

- Work with the Lt. Governors of Communication, Membership/ABA Representatives and SBA Presidents, to provide specialized support to the Circuit's law schools in their assigned region.
- Establish a Circuit presence and relationship with school leaders within their assigned region
- Primarily this person must develop creative methods and initiatives to foster a stronger law student/law school community within that region and ultimately create a sturdy foundation that will bridge students at those law schools with the Circuit and the Division.

Programming

- Develops the Fall and Spring Circuit Meeting programs to include confirming a law school host, securing sponsors, coordinating the logistics, soliciting guest speakers, and compiling a list of host city points of interest.
- Solicits topic and event suggestions from circuit members, SBA presidents and ABA representatives in an effort to ensure that the Circuit meetings are academically, professionally and personally rewarding for attendees.

Public Interest / Work-A-Day

- Organizes Circuit public interest projects and promotes campus public interest programs. (<http://www.abanet.org/lsd/publicinterest.html>).
- Promotes the Work-A-Day programs (<http://www.abanet.org/lsd/work-a-day/home.html>) in the Circuit and assists schools in maintaining and developing their own Work-A-Day programs.
- It may be possible that this person will be called upon to coordinate a program or activity during the Circuit's Fall of Spring Meeting.
- Communicates with the Circuit Governor, keeping the Circuit informed of what Public Interest and Work-A-Day events are taking place in the Circuit.
- As the Circuit's primary contact for Public Interest, this person should familiarize themselves with ABA's Law Day (<http://www.abanet.org/publiced/lawday/2009/home.shtml>), VITA Program (<http://www.abanet.org/lsd/vita/home.html>) and the ABA Standing Committee on Pro Bono and Public Service (<http://www.abanet.org/legalservices/probono/home.html>).
- Promotes ABA and Division funding assistance available to law schools, such as the Division's Grant Program (<http://www.abanet.org/lsd/grant/home.html>), for public interest events and programs.

Student Bar Associations

- Works with the Circuit Governor to plan and coordinate resources and information for the SBA President's workshop at the Circuit's Fall and Spring Meetings.
- Maintains regular communication with each of the Circuit's SBA Presidents, monitoring their activities and programs, providing coaching and support systems to those in need, and working with the Lt. Governor of Communication to ensure proper dissemination of publicity and reporting for SBA events and activities at each of the Circuit's ABA-approved law schools.
- Serves as a liaison between the SBA organizations, the Circuit and the Division by encouraging inactive schools to establish a presence in the ABA Law Student Division.
- Secures and updates the election results and contact information for the SBA Presidents at each of the Circuit's ABA-approved law schools on a continuous basis. (<http://www.abanet.org/lsd/schoolreps/reg.html>).

Volunteer Income Tax Assistance Programs (VITA)

The Lt. Governor for Volunteer Income Tax Assistant Programs (VITA) (<http://www.abanet.org/lsd/vita/>) is responsible for:

- Assists law schools within the circuit develop and maintain their own VITA program.
- Serves as a coach and mentor to those law schools in the circuit that have not sponsored a previous VITA site.

Visit <http://www.abanet.org/lsd/vita/home.html> for information on this program. Planning for the implementation of a school's VITA program should be done in the Summer and Fall for the following tax filing deadline. Any experience in accounting or tax would be helpful to successfully satisfy these job responsibilities, but such experience is not required.

Lt. Governor Time-Lines

In order to provide Lt. Governors with some guidelines as to what commitment these positions require of their time, the following generic timeline is provided online at <http://www.abanet.org/ltd/leadership/lsgovs/time.html>.

ABA Representatives and Membership

ABA Representatives provide the vital link between the Division and each ABA-approved law school. The Lt. Governor of ABA Reps are primarily responsible for disseminating information about Division and circuit programs and activities to ABA Representatives in their circuit and serves as a liaison between the reps, circuit and Division.

April/May

- Work with the Circuit Governor to promote attendance by first year law students at the ABA Annual Meeting.
- Formulate methods of connecting with Circuit 1Ls in an effort to welcome them into the Division and invite them to take an active part in the activities of the Circuit.

July/August

- Attend the ABA Annual Meeting and Career Fair (July 29-August 4)
- August – We must make our fiscal year-end numbers by August 31 – so start recruiting!
- Identify the schools in your circuit that do not have an ABA Representative.
- Notify your circuit governor and work with her or him as well as the Lt. Governor of SBAs to encourage those schools to appoint an ABA Representative.
- Make sure that the student orientation at each school includes a presentation by the ABA representative or someone else promoting membership to the ABA.
- For those schools that do not have a presentation planned, develop a strategy for incorporating the ABA into their orientation.
- Create flyers to promote membership for different types of law students – flyers that may be posted on school bulletin boards.
- Coordinate representation at law school student orientation throughout the circuit to include a presentation by promoting ABA membership and the benefits of membership to 1Ls.
- Promote the free study aids to first year students, discounts to bar review courses for third year students, etc.
- Examine the membership numbers from each school and determine which school may need the most support in increasing membership.
- Formulate other methods of connecting with Circuit law schools to increase membership, either through ABA Reps or SBA members and work with the Lt. Governor of Membership to formulate an effective approach.
- Promote current Rep Rewards Program for membership events to ABA Representatives.
- Endorse Rep Fund and Membership Fund to ABA Reps for events that promote ABA membership.
- Coordinate with other appropriate Lt. Governors to prepare and disseminate promotional materials for ABA Representatives to promote Work-A-Day, VITA and other ABA opportunities available to law students.

September/October

- Promote Rep Rewards Program for membership drives events to ABA representatives.
- Work with the Circuit Governor in securing and updating the contact information for ABA Representatives at each of the Circuit's ABA-approved law schools.
- Coordinate with Lt. Governor of SBAs to consolidate efforts to encourage ABA Reps to attend Circuit Fall Leadership Summit.

January/February

- Promote current Rep Rewards Program for membership events to ABA representatives.
- Endorse Rep Fund and Membership Fund to Student Representatives for events that promote ABA membership.
- Coordinate with other appropriate Lt. Governors to prepare and disseminate promotional materials for ABA Representatives to promote Diversity Day, Spring Meeting and Elections, Nominations for Leadership Positions, Nominations for Awards.
- Coordinate with Lt. Governor of SBAs to consolidate efforts to encourage ABA Representative to attend the Circuit Spring Meeting.
- Submit report on year's activities.

Circuit Relations and Communications

The first order of business for this Lt. Governor will be to formulate ideas to include in the first circuit newsletter of the new academic year, including meetings, a recap of the Annual Meeting, upcoming programming, events and plans for the coming year. The first issue should highlight public interest activities and preparing for Work-a-Day in October. The newsletter should be released in early to mid-September as a stepping-stone to connect with new members. The newsletter should also contain information regarding the Fall Leadership Summit by highlighting programs, speakers, themes and location specifics. This Lt. Governor should also work in cooperation with the Circuit Governor to provide monthly announcements highlighting activities by school within the circuit to *Student Lawyer* magazine.

May/June

- Review the ABA and Law Student Division website for information and materials you can use that will be of interest to law students in your circuit.
- Prepare strategic plan for coming year based on Circuit Governor's objectives for the Circuit.
- Coordinate efforts and methods with the Circuit Governor for creating a newsletter and communicating with the circuit membership.
- Coordinate with Circuit Governor strategy for submitting updates and maintaining current information on circuit website to include news and activities of schools throughout the circuit
- Prepare newsletter blueprint to include standard columns such as the Feature Article, Governor's Corner, Lt. Governor's Corner, News from Schools in the Circuit, etc.
- Coordinate with other Lt. Governors strategy for soliciting contributions for Circuit Newsletter.
- *Announcements/Promotions:* Annual Meeting, Career Fair, Leadership Opportunities.

June/July

Announcements/Promotions: Annual Meeting, Work-A-Day, Membership Recruitment, Law Student Competition Entry Deadlines.

August/September

Announcements/Promotions: Annual Meeting Recap, VITA, Work-A-Day, Grant Program, *Student Lawyer* magazine contributions, Fall Meeting "Save the Date"/details, Law Student Competition Entry Deadlines, ABA Writing Contest, Bar-Bri scholarship and Kaplan-PMBR discounts.

October/November

Announcements/Promotions: Fall Meeting Recap, VITA, Grant Program, *Student Lawyer* magazine contribution solicitation, Diversity Day "Save the Date", ABA Writing Contest, Bar-Bri scholarship and Kaplan-PMBR discounts, Spring Meeting and Election "Save the Date" announcement.

January/February

Announcements/Promotions: Contributions from Entity Liaisons in Circuit, Diversity Day Reminder, Begin Planning Your Law Day Event, Award Nominations Solicitation , Leadership Opportunities, Circuit Spring Meeting and Election Announcement.

Diversity

The Law Student Division is committed to promoting diversity in the profession and ensuring equal opportunities and inclusion of all law students in the membership, leadership and activities of the ABA Law Student Division regardless of race, religion, disability, sexual orientation or gender. The Lt. Governor of Diversity is responsible for promoting activities and events within the Circuit that foster and encourage law school groups to provide programs and activities that encourage respect and understanding of individuals from other cultures and backgrounds.

April/May

- Visit the ABA Law Student Division Diversity webpage for a review of the Division's objectives and diversity plan.
- Visit the ABA website and search for topic your position covers-explore resources available from the greater ABA!
- Subscribe to ABA list serves related to you position.
- Discuss strategies for incorporating diversity initiatives into the plans and activities under consideration for the coming year by the circuit with your Circuit Governor.
- Work with the Circuit Governor to promote attendance by minority students within the circuit at the ABA Annual Meeting.
- Formulate methods of connecting with minority students throughout the circuit in an effort to welcome them into the Division and invite them to take an active part in the activities of the Circuit.

July/August

- Prepare article for the September issue of the circuit newsletter targeting issues of interest to minority law students.
- Attend the ABA Annual Meeting-identify minority law students in your circuit and be sure to welcome them to the meeting and make sure they are included in activities.
- Generate membership marketing initiatives targeting minority law students.
- Work with the Lt. Governor of Membership and ABA Representatives to coordinate representation at law school student orientation throughout the circuit to include a presentation by promoting ABA membership and the benefits of membership to minority law students.

September/October

- Begin developing program addressing minority issues for the Fall Leadership Summit.
- Attend Fall Leadership Summit-identify minority law students in your circuit and be sure to welcome them to the meeting and make sure they are included in activities.

January/February

- Coordinate with other appropriate Lt. Governors to prepare and disseminate promotional materials for Diversity Day.
- Prepare and disseminate marketing pieces encouraging minority law students to take an active part in the Spring Meeting and Elections
- Promote and entice minority law students to submit Nominations for Leadership Positions and Nominations for the Diversity Awards.
- Attend Spring Meeting-identify minority law students in your circuit and be sure to welcome them to the meeting and make sure they are included in activities.

Part-Time and Non-Traditional Law Students

This Lt. Governor is responsible for promoting the activities and benefits of the ABA Law Student Division to non-traditional students within the Circuit by addressing the unique needs and issues affecting these students.

April/May

- Work with the Circuit Governor to promote attendance by the circuit's non-traditional law student members at the ABA Annual Meeting.
- Formulate methods of connecting with Circuit this group of students in an effort demonstrate how they can take an active part in the activities of the Division at their own pace.

July/August

- Prepare article for the September issue of the circuit newsletter addressing issues of interest to non-traditional law students.
- Attend the ABA Annual Meeting-identify non-traditional students from the circuit in an effort to welcome them and introduce them to the Division.
- Generate membership marketing initiatives targeting non-traditional law students.

September/October

- Begin developing program for Fall Leadership Summit that address balancing law school, family, work and other topics of interest to non-traditional students
- Attend Fall Leadership Summit-identify non-traditional students in an effort to welcome them and introduce them to the circuit.

January/February

- Coordinate with other appropriate Lt. Governors to prepare and disseminate promotional materials for to promote Diversity Day, Spring Meeting and Elections, Nominations for Leadership Positions, Nominations for Awards.
- Coordinate with Lt. Governor of Circuit Relations and Communication to consolidate efforts to encourage attendance at the Circuit Spring Meeting by non-traditional law students.
- Attend the Circuit Spring Meeting-identify non-traditional students in an effort to welcome them and introduce them to the circuit.

Programming

The Lt. Governor of Programming works closely with the Circuit Governor and serves as a primary assistant in planning and coordinating all circuit meetings and special events including helping to develop a program agenda, locate and solicit guest speakers, establishing transportation services, and compiling restaurant/club lists.

June/July

- Prepare strategic plan for planning Fall Regional Roundtable and Spring Meeting for submission to Circuit Governor.
- Coordinate efforts with Circuit Governor to plan strategy for developing Circuit activities during Annual Meeting.

August/September

- Confer with Governor to determine the dates and location of the Fall Leadership Summit.
- Conduct conference call with the circuit governors and other lieutenant governors to discuss the fall roundtable, programming, theme, speakers, sponsors, etc.
- In cooperation with the Circuit Governor, follow-up with conference call by clearly defining each person's role, developing a timeline, budget, etc.
- Confirm all arrangements in writing with a copy to the Circuit Governor and the Law Student Division Director.

October

- Finalize plans for the Fall Leadership Summit in cooperation with the Circuit Governor.
- Attend Fall Leadership Summit. Work with Circuit Governor to coordinate all logistics.
- Prepare post-Fall Leadership Summit report and submit all approved expenses to ABA Law Student Division after approval by Circuit Governor.

December

- Confer with Circuit Governor over the Spring Meeting, scheduling speakers, making room reservations with the school for the day's events, and other matters preliminary matters.
- Formulate ideas about fun activities for participants for those from other areas in the circuit.

January/February

- Finalize plans for the Spring Meeting in cooperation with Circuit Governor.
- Attend Spring Meeting. Work with Circuit Governor to coordinate all logistics.

Public Interest/Work-A-Day Community Service

The Lt. Governor of Public Interest/Work-A-Day Programs provides support and assistance to ABA-approved law schools in their circuit during the planning and implementation phase of coordinating a public interest activity. It is also the responsibility of this individual to market, generate interest in and report the activities of Work-A-Day Community Service programs and activities throughout the circuit.

April/May

- Visit the ABA Law Student Division Public Interest webpage and Work-A-Day webpage for Division programs and initiatives.
- Visit the ABA website and search for topic your position covers-explore resources available from the greater ABA!
- Subscribe to ABA list serves related to you position.
- Discuss with your Circuit Governor strategies for the coming year to incorporate Public Interest initiatives into the plans and activities of the circuit.

July/August

- Prepare article for the September issue of the circuit newsletter targeting public interest issues of interest to law students (highlight Work-A-Day Community Service planning).
- Research law school websites in your circuit to identify organizations and contacts that address Public Interest. Coordinate with Circuit Governor a marketing strategy to connect with these organizations and advise them of the Public Interest assistance and support provided by the Division (see grant program information on the Division website).
- Develop marketing campaign and reporting method for Work-A-Day Community Service activities within your Circuit.
- Attend the ABA Annual Meeting-begin networking efforts with student leaders in your circuit regarding Public Interest programming at their schools.

September/October

- Contact public interest organizations at law schools in your circuit to begin developing a relationship with those entities.
- Begin developing program addressing public interest issues for the Fall Leadership Summit.
- Attend Fall Leadership Summit-continue networking efforts with student leaders in your circuit regarding Public Interest programming at their schools.

November/December

- Follow-up with public interest organizations at law schools in your circuit to regarding their Public Interest activities.
- Prepare article for *Student Lawyer* magazine and your Circuit newsletter regarding Public Interest activities in your circuit.

January/February

- Promote and entice Public Interest organizations to submit Nominations for the Public Interest Awards.
- Attend Spring Meeting-continue networking efforts with student leaders in your circuit regarding Public Interest programming at their schools.
- Prepare and submit to Circuit Governor year-end Public Interest Report.

Regional Affairs Coordinators

The Lt. Governor to Coordinate Regional Affairs serves as the liaison between each of the ABA-approved law schools in a specified regional with the circuit. This person develops creative methods to foster a strong law student/law school community and to create a foundation designed to bridge students with the circuit and the Division.

April/May

- After consultation with your Circuit Governor, develop a strategy for establishing a circuit presence and relationship with school leaders within your assigned region.
- Consult with the Lt. Governor of ABA Representatives and SBA Presidents to develop a strategy for consolidating your efforts to contact ABA Representative and the SBA President from each ABA-approved law school in your region.

July/August

- Prepare article for the September issue of the circuit newsletter regarding activities and events in your region.
- Attend the ABA Annual Meeting and Career Fair-identify law students in your region and be sure to welcome them to the meeting and make sure they are included in activities.
- Contact the Dean of Student Affairs at each ABA-approved law school in your region regarding student participation in Law Student Division activities and events: Annual Meeting, Fall Meeting, Circuit Spring Meeting and Election, Membership Benefits, Bar-Bri scholarship and Kaplan-PMBR discounts, Law Student Competition, ABA Writing Contest, Diversity Day, Law Day, Award Nominations, VITA, Work-A-Day, Grant Program, *Student Lawyer* magazine, Entity Liaisons, Leadership Opportunities.

September/October

- Attend the Fall Leadership Summit-identify law students in your region and be sure to welcome them to the meeting and make sure they are included in activities.
- Coordinate efforts throughout your region to encourage participation in Law Student Competition, ABA Writing Contest, VITA, and Work-A-Day.
- Begin preparing article for November issue of the circuit newsletter regarding activities and events in your region.

January/February

- Contact students at ABA-approved law school in your region regarding Annual Meeting, Circuit Spring Meeting and Election, Membership Benefits, Nominations, Grant, *Student Lawyer* magazine, Entity Liaisons, Leadership Opportunities.
- Attend the Circuit Spring Meeting-identify law students in your region and be sure to welcome them to the meeting and make sure they are included in activities.

Student Bar Associations

The Lt. Governor of SBAs is primarily responsible for disseminating information about Division programs and activities to SBA Presidents in their circuit and serves as a liaison between student bar associations, circuit and Division.

May/June

- Prepare strategic plan for coming year based on Circuit Governor's objectives for the Circuit
- Coordinate efforts with the Division's Marketing and Technology Manager to secure updated contact information for SBA Presidents at each of the Circuit's ABA-approved law schools.
- Promote attendance of SBA Presidents from the Circuit's ABA-approved law schools at the ABA Annual Meeting and Career Fair.

July/August

- Identify SBA Presidents in your circuit who has not yet reported election results at their law school.
- Notify your circuit governor and work with her or him as well as the Lt. Governor of Membership to encourage schools without an ABA Representative to appoint one.
- Formulate an effective approach for connecting with SBAs in your circuit schools and to strengthen the relationship between the ABA and the law school through the SBA.
- Coordinate with other appropriate Lt. Governors to prepare and disseminate promotional materials for SBA Presidents to promote participation in Work-A-Day, VITA and other ABA opportunities available to law students.
- Attend ABA Annual Meeting and Career Fair-begin networking efforts with SBA Presidents in your circuit.

September/October

- Work with the Division's Marketing and Technology Manager in securing and updating the contact information for SBA Presidents <http://www.abanet.org/lcd/schoolreps/reg.html> at each of the Circuit's ABA-approved law schools.
- Coordinate with Lt. Governor of SBAs to consolidate efforts to encourage SBA Presidents attendance at the Circuit Fall Meeting.
- Attend Fall Leadership Summit-begin networking efforts with SBA Presidents in your circuit.

November/December

- Begin efforts to encourage SBA President to attend the Circuit Spring Meeting.
- Prepare article for *Student Lawyer* magazine and your Circuit newsletter regarding SBA activities in your circuit.

January/February

- Coordinate with other appropriate Lt. Governors to prepare and disseminate promotional materials for SBA Presidents to promote Diversity Day, Spring Meeting and Elections, Nominations for Leadership Positions, Nominations for Awards.
- Attend Spring Meeting-begin networking efforts with SBA Presidents in your circuit.
- Submit report on year's activities.

Volunteer Income Tax Assistance (VITA) Programs

The Lt. Governor of VITA serves as the liaison between the VITA organizations at the schools in their circuit and the Division. This Lt. Governor is responsible for designating a VITA contact person at each campus and reporting the appointees name and contact information to the Law Student Division.

April/May

- Visit the ABA Law Student Division VITA webpage for a review of the Division's programs and initiatives.
- Subscribe to ABA list serves related to you position.
- Discuss with your Circuit Governor strategies for the coming year to entice circuit law schools to participate in the VITA program.

July/August

- Prepare article for the September issue of the circuit newsletter promoting the importance of VITA programming on law school campuses.
- Research law school websites in your circuit to identify organizations and contacts that may be interested in sponsoring a VITA program.
- Develop marketing campaign and reporting method for enticing VITA activities within your Circuit.
- Attend the ABA Annual Meeting-begin networking efforts with student leaders in your circuit regarding VITA programming at their schools.

September/October

- Contact Tax and Public Interest organizations at law schools in your circuit to being developing a relationship with those entities.
- Attend Fall Leadership Summit-continue networking efforts with student leaders in your circuit regarding VITA programming at their schools.

November/December

- Follow-up with public interest organizations at law schools in your circuit to regarding their VITA activities.
- Prepare article for *Student Lawyer* magazine and your Circuit newsletter regarding planned VITA activities in your circuit.

January/February

- Promote and entice VITA organizations to submit Nominations for the VITA Awards.
- Attend Spring Meeting-continue networking efforts with student leaders in your circuit regarding VITA programming at their schools.
- Follow-up with schools in your circuit to be sure they submit their post-VITA report to the Division.
- Prepare and submit to Circuit Governor year-end VITA Report.

Communications Overview

Website, List Serves and Webboards

Through your circuit governor, the ABA Law Student Division offers many mediums for Lt. Governors to communicate with each other and circuit members. Below is a summary of those options:

Lt. Governors Webpage (<http://www.abanet.org/lsd/leadership/lsgovs/nosearch/>)

A non-public webpage has been designed on the Law Student Division website for current Lt. Governors to share information and updates with each other across all circuits. This portal is **not** meant to be shared with the public or your classmates. Individuals who wish to learn more about Lt. Governor positions should visit the Division public Lt. Governors webpage (<http://www.abanet.org/lsd/leadership/lsgovs/>).

Other webpages of interest to Lt. Governors include:

- Member benefits: <http://www.abanet.org/lsd/membership/benefits/home.html>
- Division Leadership: <http://www.abanet.org/lsd/leadership/home.html>
- Programming: <http://www.abanet.org/lsd/programming/>

Electronic Discussion Groups (List Serves)

Each circuit has a list serve (aka: electronic discussion group) to communicate with all ABA Law Student Division members in their circuit. List serves are an excellent tool for making announcements, sharing information and requesting calls for action from circuit members. Although personal lists are appropriate for communication between one or two individuals, the electronic discussion groups allow Circuit leadership to reach a broader audience. Personal list also tend to put the officers, staff and Law Student Division members at a disadvantage because only a portion of subscribers receive important information about ABA activities in their circuit or around the country.

Lt. Governors who wish to communicate with their circuit regarding circuit business, should first consult with their Circuit Governor. Because your Circuit Governor is the official spokesperson for the Circuit, all messages sent over the list serve regarding ABA, Division or Circuit business must be disseminated by the Circuit Governor. General comments/questions submitted by Law Student Division members, may be submitted to the list serve without consultation with the Governor. All Law Student Division lists are moderated, which means that messages sent to the list must be approved by ABA staff before they are released for distribution. This protects Division members from receiving messages that may have been sent by spammers or other unethical marketers who are always finding creative ways to infiltrate ABA list serves.

The email address to ABA Law Student Division List Serves:

LSD-XXcircuit@mail.abanet.org

Replace XX with the circuit number (example: lsg-23rdCircuit@mail.abanet.org)

Webboards

The ABA Webboards provide a means of communication that is convenient and easy to use. Through a webboard, members can transmit, receive, review and discuss information on matters of common interest. Essentially, a webboard functions as an electronic bulletin board and is particularly useful for the rapid dissemination of information and as an instrument for conducting timely discussions. Visitors to the webboard have the ability to view and examine entire "threads" of discussions, from their initial posting to the most current posting.

The Law Student Division recently released several new webboards as follows:

- **Lt. Governors***: Circuit Lt. Governors discuss issues of mutual concern with other Circuit and Division leaders.
- **Law Student Division Members**: Use this forum to ask questions and to get advice from other law students. Announce your school activities and happenings or network with other ABA Law Student Division members from across the country.
- **Volunteer Income Tax Assistance (VITA) Program**: Law school leaders and organizers share challenges and strategies for beginning, managing and operating a successful VITA site.
- **Work-A-Day**: Law school leaders and organizers share challenges and strategies for beginning, managing and operating a successful VITA site.

- **Entity Liaisons***: Law Student Division Entity Liaisons share best practices, challenges and solutions with Division leadership in an effort to be successful with their assigned entity.
- **SBA Presidents***: SBA Presidents from ABA approved law schools share strategies, challenges and successes for managing a successful Student Bar Association at their law school.
- **ABA Representatives***: ABA Representatives from ABA approved law schools discuss strategies, challenges and successes for managing a successful ABA organization on their campus.
- **2nd Circuit**: Led by the 2nd Circuit Governor, discuss issues of relevance to law students and legal education in the state of New York.
- **14th Circuit**: Led by the 14th Circuit Governor, discuss issues of relevance to law students and legal education in Nevada and Northern California.

* Must have ABA staff authorization to access this list. For passcodes, call 312.988.5125 or email carolsimmons@staff.abanet.org.

To access Webboards, visit
<http://discussions.abanet.org/ababoard/board/index.cfm?forumid=942>
You will need to log-in to MyABA with your id and password

Obtaining Access to the Division Board of Governors Discussion Board

- URL to Webboards: <http://discussions.abanet.org/ababoard/board/index.cfm?forumid=942>
- Discussion Board tour and how to use it: www.abanet.org/lisd/nosearch/webboards/tour.ppt.

ABA Member Log-In: To gain access to the Law Student Division webboards, you must enter through MyABA using your member log-in and password. The log-in is your eight-digit ABA id member, assigned to you when you joined the ABA. This number also can be found on your ABA membership card or you may call the ABA Service Center at 800.285.2221 for assistance. As an alternative, you can also use your email address registered with the ABA as your log-in.

If you have reset your password and do not remember it, you may request a new password by clicking on the link labeled “*Forget Your ID/Password?*” located under the image of the ID card. Follow the instructions to successfully reset your password and notification will be sent to your email on file with ABA Member Records. If you do not have an email associated with your member id profile, contact the Service Center for further assistance at 800.285.2221.

ABA Non-Member Log-In: There are no provisions for ABA non-members to access Law Student Division discussion board.

Terms of Service Agreement: Once you have successfully logged on to the discussion board site for the first time, you will be presented with a standard discussion board terms of service agreement. Read through the agreement, scroll down to the bottom of the page and if you agree with the terms, click on the “*I Accept*” option. You will not be allowed to proceed if you decide not to accept the terms of service agreement. You will only be prompted to accept this usage agreement once, the first time you log onto the discussion board.

Setting Up Your Profile: As an end user, the first thing you should do when you enter the discussion board site for the first time is set up your profile in order to configure your individual default settings so you can better manage your subscription to best suit your needs. Your personal profile will allow you to tailor your perimeters for:

- Time Zone
- Email Visibility and Message Order
- History (how many days back to view topics)
- Topics Per Page
- Messages Per Page
- Editor Type
- Message Alert Method

There are two types of message alert systems built into the board. You will want to tell the server how often you wish to receive emails alerting you that messages have been posted to the topics you have subscribed:

Subscription Feature: Generates an email and sends it to you every time a message is posted

Digest Feature: Generates one email at approximately 5:30pm (CST) listing all posts that took place that day

How do I Create a New Topic? Once you have entered the Discussion Board (also referred to as a discussion category), you will see an option entitled, “*new topic*” on the main menu. Select this option, “*new topic*” and another window will appear giving you the ability to add a new topic to the category.

Replying to a Message: There are two ways to reply to a message:

- Begin typing your message in the text box located under the “*quick reply*” text then select the “*reply*” button located on the bottom of the text box
- Select the “*reply*” option on the right hand side and use the editor to submit a reply

Printing Messages

- **Individual Messages:** Select the printer icon to print a message displayed in the text frame
- **Entire Topic:** Click on the “*Topic Tools*” drop down box and select “*print this topic*”. From the pop-up window that appears, select “*print this topic*” again to complete the process.

Searching Message Archives

- There are two different areas in which a search can be initiated:
- Select the “*search discussion board*” link in the main menu bar. The search screen displayed will give you the ability to search key words, authors and date.
- This same process is available within a “*topic*” or “*category*” (SBA Presidents Discussion Board is considered a category).

Subscribing/Unsubscribing to a Particular Topic: Click on the “*topic tools*” drop down box and select the “*subscribe to this topic*” option. Once you subscribe your status will change to “*subscribed*” and you will begin to receive an email whenever there is activity on this topic. Use this same process to *unsubscribe* from a topic.

Questions: Contact Carol Simmons at carolsimmons@staff.abanet.org or 312/988-5125

Law Student Division Funding Options

Representatives Funds (www.abanet.org/lzd/schoolreps/fund/)

The Division sets aside a fund for ABA Representatives based on the size of the school and number of members. This fund may be used to help offset costs associated with circuit meeting travel and membership activities. Since this is a limited fund pool, reimbursement is provided to schools on a first-come, first-serve basis. Contact your Circuit Governor or the Chicago office for more information about the School Representative Fund. Requests for use of funds must be made **in writing and in advance** for review and approval by the Secretary-Treasurer and Division Director.

Membership Fund (www.abanet.org/lzd/schoolreps/fund/)

In order to encourage membership drives, the Division has set aside funds to assist schools in their membership efforts. These funds provide up to \$100 per school per bar year in membership efforts such as: providing guest speakers, hosting membership activities, printing banners, providing membership drive raffle prizes, etc. Membership funds **cannot** be used for travel to any meetings. Since this is a limited fund pool, reimbursement is provided to schools on a first-come, first-served basis. Please contact the Division office for information. Requests for use of funds must be made **in writing in advance** for review and approval by the Secretary-Treasurer and Division Director.

Grant Program (www.abanet.org/lzd/grant.html)

The ABA Law Student Division, through its Grant Program, provides financial and program support to student organizations of ABA-approved law schools to establish new programs and other activities that emphasize diversity, ethics, professionalism training and public interest/service activities.

The Grant Program is designed to assist law student organizations that implement **new** programs. By helping student groups achieve a successful **first-time event**, the Grant Program anticipates that a law school dean, student bar association, or other organization will thereafter find financial support for the event in successive years. The Grant Program is not intended to support fundraisers, to be used as a source for donating to charitable organizations or to be a source for funding student travel. ABA Law Student Division sponsored events should benefit a significant number of students. Requests for incidental costs such as travel, lodging, or other personal expenses generally do not fall within the program Criteria.

Any entity or individual at an ABA-approved law school is eligible to submit a grant application. A school may submit more than one application a year. Awards will be based on the submission of well-developed proposals in accordance with the application instructions, with preference given to those that display a benefit to the community, law students, and the profession. Because the Grant Program has a limited amount of resources, all proposals will be closely examined so funds can be disbursed to as many programs and schools as possible. The maximum possible award allowed is \$500 per application and project.

Law schools may apply for funding to conduct programs and activities taking place between September and May of each year. Applications should be **submitted a minimum of four weeks prior to the date of the project**. Applications must be submitted **via email** to the Chicago office and the Secretary-Treasurer and must contain all requisite information and accompanying materials. The Division expects that an application will have all available background detailed in the application, specific budgetary figures and detailed information to aide the committee in its review. Appropriate information to include would be the origin of the program, the purpose it seeks to fulfill, the means by which it will be accomplished, and all alternate funding that is being sought and that has been secured.

All completed applications, including budgets, will be reviewed by the Division upon submission. Preference will be given to first time programs or projects that display a benefit to the community, law students, and the profession. In addition to the application, the following factors may be considered:

- Detailed description of the event/activity, including origin of program, purpose of program, targeted audience, list of all planned participants/speakers (including their titles and affiliations).
- Budget – request must include a detailed budget of all anticipated expenses and projected revenue/funding. Expenses for food (please specify) and beverage (please specify) should be detailed by per person costs.
- List all sources of funding and the amounts. Please explain if the law school/administration will provide funding and how much. If no funding from the school/administration has been allocated, please explain.
- Explain the necessity of funding for this program/activity. What, if any, expenses can you eliminate if ABA Law Student Division funding is not secured?
- Have you requested or received Division funding for another activity this year or any other year?
- How will this program benefit law students, the legal profession and community?

- What is the likelihood that this program/activity will continue next year? Please explain.
- What level of involvement does your law school/student organizations currently have in the ABA Law Student Division?
- Are your law school's ABA Representative and SBA President ABA Law Student Division members? If yes, to what degree are they active in the organization?
- How many ABA Law Student Division members are currently in your law school?

The application (provided electronically or in pdf or MSWord format) is available online at www.abanet.org/lsd/grant/.

Generally, notification is sent via email to the appropriate contact within two weeks of receiving the grant, provided no additional information is requested by the committee. Please consult with your Circuit Governor for information.

American Bar Association
Law Student Division
2009-2010 Calendar

August

August 31
ABA Fiscal Year Ends

September

September 18
Competition Entry Deadlines

- Arbitration Competition
- Negotiation Competition

www.abanet.org/lsd/competitions/

Circuit Fall Leadership Summits
Advance Registration Opens
(Dates and locations to be announced)

October

October 23
Competition Entry Deadline – Client Counseling
www.abanet.org/lsd/competitions/

Work-A-Day Community Service Program
Sponsored by law schools across the country
www.abanet.org/lsd/work-a-day/

Circuit Fall Leadership Summits
Details and Dates to be announced

October 30-November 1
Law Student Division Board of Governors Meeting
Chicago, IL

November

November 6
Competitions Entry Deadline - National Appellate Advocacy Competition NAAC)
www.abanet.org/lsd/competitions/

November 7-8
Negotiation Competition Regionals
www.abanet.org/lsd/competitions/

November 14-15
Competition Regionals

- Arbitration Competition
- Negotiation Competition

www.abanet.org/lsd/competitions/

November (cont'd)

November 21-22
Arbitration Competition Regionals
www.abanet.org/lsd/competitions/
November 30

Deadline: BarBri Scholarship Application for both the Winter and Summer Exams
Bar-Bri offers a scholarship to eligible ABA Law Student Division members
www.abanet.org/lsd/barbri.pdf

December

Spring Circuit Meetings and Governor Elections
Registration Opens
Details and Locations to be announced

January 2010

January 15
Nomination Deadline: Law Student Division Representative to the ABA Board of Governors
www.abanet.org/lsd/elections/#bog

January 22-23
Competition Finals - Arbitration Competition
www.abanet.org/lsd/competitions/

February

February 1
Nomination Deadline

- National Officers (Chair, Vice Chair, Secretary-Treasurer)
- Circuit Governors
- Student Editor – *Student Lawyer* magazine

www.abanet.org/lsd/elections/

February 3-9
ABA Midyear Meeting
Orlando, FL
(Details available in August)

February 5-6
Negotiation Competition Finals
Orlando, FL
www.abanet.org/lsd/competitions/

Circuit Spring Meetings and Governor Elections
(last 2 weeks of February through first week of March)
Details and locations to be announced in December

February (cont'd)

February 13

Client Counseling Competition Regionals
www.abanet.org/lsd/competitions/

February 15

Application Deadline

- Entity Liaisons
- National Student Directors
- Project Directors

www.abanet.org/lsd/elections/

February 20

Client Counseling Competition [Regionals](#)
www.abanet.org/lsd/competitions/

February 25-27

National Appellate Advocacy Competition (NAAC) Regionals
www.abanet.org/lsd/competitions/

March

March 2

Diversity Day

Sponsored by law schools across the country
www.abanet.org/lsd/diversity/

March 4-6

National Appellate Advocacy Competition (NAAC) Regionals
www.abanet.org/lsd/competitions/

March 11-13

National Appellate Advocacy Competition (NAAC) Regionals
www.abanet.org/lsd/competitions/

March 19-20

Client Counseling Competition Finals
www.abanet.org/lsd/competitions/

Law Student Division Board of Governors Meeting

Dates and location to be announced

March 27

Law Student Mental Health Day

Sponsored by law schools across the country
www.abanet.org/lsd/mentalhealth/

April

Competitions Finals – National Appellate Advocacy Competition (NAAC)
Details to be announced (Chicago, IL)
www.abanet.org/lsd/competitions/

April (cont'd)

April 1

Nomination Deadline - National Awards
www.abanet.org/lsd/awards/

April 8-10

National Appellate Advocacy Competition (NAAC) Finals

Chicago, IL
www.abanet.org/lsd/competitions/

Deadline: Kaplan PMBR Discount

(ABA Law Student Division members receive a \$50-\$100 discount)

May

May 1

Law Day

Sponsored by the ABA Division for Public Education
www.abanet.org/publiced/lawday/

May 29 (tentative)

ABA Annual Meeting and Career Fair
Deadline: Early Bird Registration

June

June 1

Nomination Deadline

- Division Delegates to the ABA House of Delegates
- Vice Chair-SBA

June 1

2010-2011 Competitions - Open for Entries

- Arbitration Competition
- Client Counseling Competition
- National Appellate Advocacy Competition
- Negotiation Competition

August

August 5

ABA Law Student Division Career Fair and Resume Review
San Francisco, CA

August 5-8

ABA Law Student Division Annual Meeting Activities
San Francisco, CA

August 5-10

ABA Annual Meeting
San Francisco, CA

American Bar Association Law Student Writing Competitions, Scholarships and Awards

The ABA presents over 100 awards and distributes over \$100,000 in awards and grants each year. Over 20 of these awards and grants are specifically designed for law schools or law students, including writing competitions and fellowships.

Law Student Division Competitions

Arbitration Competition

Cosponsored by the National Arbitration Forum, this competition promotes excellence in arbitration advocacy. Cash Prize. <http://www.abanet.org/lsd/competitions/arbitration/home.html>

Client Counseling Competition

A competition promoting preventive law and counseling functions. Cash Prize. <http://www.abanet.org/lsd/competitions/clientcounseling/home.html>

Negotiation Competition

The competition simulates legal negotiations in which law students, acting as lawyers, negotiate a series of legal problems. Cash Prize. <http://www.abanet.org/lsd/competitions/negotiation/home.html>

National Appellate Advocacy Competition

Traditional moot court competition focusing on written and oral advocacy skills. Cash Prize. <http://www.abanet.org/lsd/competitions/naac/home.html>

Other Competitions

Environment, Energy, and Resources and the Environmental Law Institute - Pace Law School's National Environmental Law Moot Court Competition

Award: Possession of Traveling Trophy
Entry Deadline: November
<http://www.law.pace.edu/environmentalm/index.html>

Tax Section - Law Student Tax Challenge

Award: Cash prizes; travel and lodging to Tax Section Midyear Meeting; possible publication in Section periodicals.
Entry Deadline: November
<http://www.abanet.org/tax/lstc/>

Section of Dispute Resolution - Representation in Mediation Competition

Entry Deadline: November
<http://www.abanet.org/dispute/mediationcomp.html>

Scholarships

ABA Legal Opportunity Scholarship Fund

Award: \$5,000 financial assistance annually per student
Application deadline: March
Eligibility: Must be entering first year of law school in the following year
<http://www.abanet.org/fje/losfpage.html>

Business Law - Council on Legal Education Opportunities (CLEO) Scholarship

Awarded to CLEO Fellow Scholars based on an essay competition.
Awards: Five \$1,000 scholarships; subsidized travel to the Section's Spring Meeting.
Application Deadline: January
<http://www.abanet.org/buslaw/committees/CL360001pub/cleo.shtml>

Communications Law - Scholarship to attend the Forum Committee's Annual Conference

Award: Full funding to Forum's Annual Conference; opportunity to write report for publication Forum periodical.
<http://www.abanet.org/forums/communication/scholarships.html>

Law Student Division Awards

National awards are presented to law schools, student organizations and law students in the following categories:

- Student Bar Associations
- Student Bar Association Presidents
- Membership and Activities
- Diversity
- Public Interest
- Law School News Publications

All national awards are announced and presented at the ABA Annual Meeting in August. For more information visit <http://www.abanet.org/lsd/awards/home.html>.

Other Awards

Public Education - Judge Edward R. Finch Law Day Award

Award: Plaque; \$100 toward purchase of Law Day materials; feature in planning guide and on the Law Day website.
Entry Deadline: June
<http://www.abanet.org/publiced/lawday/2009/awards/guidelines.shtml>

Professional Responsibility - E. Smythe Gambrell Professionalism Award

Recognizes projects contributing to the understanding of professionalism among lawyers. Law schools, bar associations, law firms and other law-related organizations are eligible.
Entry deadline: March
Award: \$3,500 to a law school or law school organization.
<http://www.abanet.org/cpr/awards/gambrell.html>

Essay and Writing Contests

ABA Journal — Ross Essay Contest

Award: \$5,000 cash
Entry deadline: February
http://www.abajournal.com/ross_essay_entry

Administrative Law and Regulatory Practice - Gellhorn-Sargentich Law Student Essay Contest

Award: \$500 cash; travel and lodging to Section's Fall Conference; possible publication in Section's periodical.
Entry deadline: March
<http://www.abanet.org/adminlaw/awardsprogram/2009essays/writings.html>

Affordable Housing and Community Development Writing Competition

Award: \$1,000 cash; travel and lodging to Forum's Annual Conference; publication in Forum's periodical.
Postmark deadline: March
<http://www.abanet.org/forums/affordable/writing/home.shtml>

Air and Space Law Student Writing Competition

Cosponsored by Rolls-Royce North America, Inc.
Award: \$5,000 cash; published Forum publication.
Entry deadline: June
http://www.abanet.org/forums/airspace/pdfs/2009_LawStudentWritingCompetitionGuidelines.pdf

Antitrust Law Writing Competition

Award: First Place: \$2,000 cash; full funding to Section's Spring Meeting. Second Place Award: \$500 cash.
Article submission deadline: January
<http://www.abanet.org/antitrust/at-law-student/at-writing-comp.html>

Business Law - Mendes Hershman Student Writing Contest

Award: \$2,500 cash; travel and lodging to Section's Spring Meeting; possible publication in Section's periodical.
Entry deadline: January
<http://www.abanet.org/buslaw/hershman/>

Criminal Justice - William W. Greenhalgh Writing Competition

Award: \$2,000 cash; full funding to ABA Annual Meeting; publication in Section's periodical.

Entry deadline: April

<http://www.abanet.org/crimjust/cjmag/greenhalgh.html>

Mental and Physical Disability Law - Adam A. Milani Disability Law Writing Competition

Award: \$300 to \$500 cash; possible publication in Commission's periodical.

Entry deadline: June

http://www.law.mercer.edu/academics/legal_writing/writingcomp.cfm

Domestic Violence - Annual Law Student Writing Competition

First Place Award: \$750 cash; second place \$500; third place \$250.

Entry deadline: March

<http://www.abanet.org/lsd/competitions/writing-contests/domvio.pdf>

Entertainment and Sports Industry and the Recording Academy Entertainment Law Initiative (ELI) - Annual GRAMMY® Foundation Entertainment Law Initiative (ELI) Writing Contest

Award: \$5,000 cash; all expenses to Grammy Awards.

For additional information, please send an email to eli@grammy.com

Environmental, Energy and Resources Law - Student Writing Competition

Award: Publication in Section periodical.

Postmarked deadline: February

<http://www.abanet.org/environ/committees/lawstudents/writingcompetition/>

Family Law - Howard C. Schwab Memorial Essay Contest

Award: Possible publication in Section periodical.

Postmarked entry deadline: April

<http://www.abanet.org/family/lawstudents/schwab.shtml>

Health Law Writing Competition

Award: \$500 cash; travel / lodging to Section's Emerging Issues Program

Entry deadline: December

http://www.abanet.org/health/06_membership/LawStudents/WritingCompetition.shtml

Labor and Employment Law Student Writing Contest

Award: \$500 cash

Postmarked entry deadline: August

<http://www.abanet.org/labor/proopp.html#laborlawyer>

Law and National Security Student Writing Competition

Award: Cash; travel and lodging to National Security Law Conference

Entry deadline: September

<http://www.abanet.org/natsecurity/home.html>

Levit Essay Contest on Lawyers' Professional Liability

Cosponsored by the law firm of Long & Levit LLP

Award: \$5,000 cash; full funding to Spring National Legal Malpractice Conference

Postmark entry deadline: February

Entrants must be a member of the ABA Law Student Division or Young Lawyers Division no later than February 15 to be eligible.

<https://www.abanet.org/legalservices/lpl/levit/levit.html>

Public Contract Law Writing Competition

Award: \$5,000 cash; publication in Section's periodical.

2nd Place: \$2,500 and 3rd place, \$1,000

Entry Deadline: September

<http://www.abanet.org/contract/home.html>

Public Utility, Communications and Transportation

Law Student Writing Competition

Award: \$2,500 cash; travel and lodging to Section's Fall Council Meeting; publication Section's periodical.

Entry Deadline: June

<http://www.abanet.org/pubutil/home.html>

Real Property, Trust and Estate Law - RPTE Section Student Writing Contest

Award: First place \$2,000 cash; one-year free Section membership full funding to Section's Fall Council Meeting.

Postmark entry deadline: June

http://www.abanet.org/rppt/section_info/lawstudents/home.html#contest

Science & Technology Law Student Writing Contest

Award: Full funding to ABA Annual Meeting; possible publication in Section periodical.

Deadline: March

<http://www.abanet.org/scitech/studentwriting.html>

Tort Trial and Insurance Practice Section (TIPS) Law Student Writing Competition

First Place Award: \$1,500 cash; airfare and lodging to ABA Annual Meeting; possible publication in Section periodical.

Second Place Award: \$500 cash.

Entry deadline: March

<http://www.abanet.org/tips/lawstudent/>

Other Opportunities

Asian Pacific American Bar Association Educational Fund (AEF) - Robert T. Matsui Annual Writing Competition

Award: \$1,500 cash; publication in Association periodical.

Entry deadline: June

<http://www.aefdc.org>

National Association of Women Lawyers - Annual Selma Moidel Smith Law Student Writing Competition

Award: \$500 cash; publication in Association periodical.

Entry deadline: April

<http://www.nawl.org/site3.aspx>

The National Lesbian, Gay, Bisexual and Transgender Bar Association - Michael Greenberg Student Writing Competition

First Place Award: \$3,000 cash; full funding to the Lavender Law Conference; publication in Association periodical.

Second Place: \$2,000 cash; third place: \$1,000 cash.

Entry deadline: June

<http://www.lgbtbar.org/competition.html>

Financial Aid

Council on Legal Education Opportunities - A Thurgood Marshall Legal Education Opportunity Program

Information on financial aid programs for students intending to enter law school and those presently enrolled with substantial financial need can be obtained by contacting the Council on Legal Education Opportunities (CLEO).

<http://cleoscholars.com/>

***For more information about
Competitions, Awards, Scholarships, Financial Aid and Internships
available through the American Bar Association
visit www.abanet.org***

**ABA Law Student Division
2009-2010 Lt. Governors**

Executive Lt. Governors

Cir	Circuit Unique Title	Name	Email	Law School
1	Executive	Wagner, Maureen	maureen.wagner@gmail.com	Roger Williams University School of Law
2	Executive	Smith, David	david.smith@law.nyls.edu	New York Law School
3	Executive	Mulvihill, Leo	lm98@drexel.edu	Drexel University College of Law
4	Executive	Abron, Sheila	SMABron@charlestonlaw.edu	Charleston School of Law
5	Executive	Akinrimisi, Bolanle	BoAkinrimisi@fcsf.edu	Florida Coastal School of Law
6	Executive	Radner, Solomon	Radner@Wayne.edu	Wayne State University Law School
7	Executive	Gaffaney, Kyle	kyle.gaffaney@gmail.com	Loyola University-Chicago School of Law
8	Executive	Neumayer, Brian	brian.neumayer@drake.edu	Drake University Law School
9	Executive	Salamon, Janelle	salam102@mail.chapman.edu	Chapman University School of Law
10	Executive	Jewell, Seth	sjewell@uark.edu	University of Arkansas-Fayetteville-Sch of law
11	Executive	Snead, Adrian	Asnead@law.gwu.edu	George Washington University Law Center
12	Vacant			
13	Executive	Goldin, Scott	sgoldin@tulane.edu	Tulane University Law School
14	Senior Executive	Floyd, Seth	seth.floyd@students.law.unlv.edu	Wm S. Boyd School of Law - UNLV
15	Executive	Sorenson, Nathaniel	ns275@email.arizona.edu	University of Arizona-Rogers College of Law

Other Administrative Lt. Governors

Cir	Circuit Unique Title	Name	Email	Law School
14	Regional Executive – Region 1: Las Vegas	Zeppenfeld, Kristopher	kristopher.zeppenfeld@students.law.unlv.edu	Wm S. Boyd School of Law - UNLV
14	Regional Executive – Region 2: Sacramento	Carney, Johanna Rene	johanna.carney@gmail.com	Univ of California-Davis-Sch of Law (King Hall)
14	Regional Executive – Region 3: San Francisco	O'Sullivan, Whitney	whitney.osullivan@gmail.com	University of San Francisco School of Law
14	Regional Executive – Region 4: San Jose	Edwards, Meredith	medwards@scu.edu	Santa Clara University School of Law

Career Development

Cir	Circuit Unique Title	Name	Email	Law School
1	Legal Education	Hurtado, Ana Lucia	ahurtado@jd11.law.harvard.edu	Harvard Law School
2	Career Development	Gottlieb, David	DGottlieb@albanylaw.edu	Albany Law School
5	Career Development	Webb, Abigail	abigail.mail@gmail.com	University of Miami School of Law
9	Law Student Economics	Derby, Chad	cderby@swlaw.edu	Southwestern Law School

Career Development (cont'd)

Cir	Circuit Unique Title	Name	Email	Law School
10	Law Student Economic Affairs	Tittle, Brandon	btittle77@aol.com	University of Arkansas-Fayetteville-Sch of Law
14	Law Student Economics	Ramsey, Brian	brian.ramsey@students.law.unlv.edu	Wm S. Boyd School of Law - UNLV

Circuit Relations and Communications

Cir	Circuit Unique Title	Name	Email	Law School
1	Circuit Relations/ Communications	Gallagher, Brett	gallagher.bret@neu.edu	Northeastern University School of Law
1	Relations/Communications (LSD)	Ligatti, Amanda	altec@bu.edu	Boston University School of Law
2	Circuit Relations (Internal)	Marshall, Jonathan	jdavidmarshall@gmail.com	Syracuse University College of Law
2	Circuit Relations (External)	Powietrzynski, Aleksander	Aleksander.P.P@gmail.com	Fordham University School of Law
3	Communications	Jebara, Noura	noura.jebara@gmail.com	The Dickinson School of Law-Penn State Univ
4	Circuit Relations and Communications	Raley, Gage	gageraley@gmail.com	University of Virginia School of Law
5	Communications (External)	Bedran, Kyle	kabedran@fcsf.edu	Florida Coastal School of Law
5	Communications (Internal)	Myers, Ashley "Victoria"	avmyers@law.stetson.edu	Stetson University College of Law
6	Communications (External)	Oviedo, Elizabeth	eoviedo12@gmail.com	University of Akron School of Law
6	Communications (Internal)	Flores, Victor	floresv@cooley.edu	Thomas Cooley Law School
7	Communications	Cahoon, Margaret	m-cahoon2011@nlaw.northwestern.edu	Northwestern University School of Law
8	Communications	Barrows, Anthony	abarrows01@netmail.hamline.edu	Hamline University School of Law
9	Circuit Relations	Pouliot, Jean-Laurent	jeanlaurentp@gmail.com	Chapman University School of Law
9	Communications (Internal)	Miranda, Ron	mirandaron@gmail.com	Southwestern Law School
9	Communications (External)	Goben, Aaron	goben100@mail.chapman.edu	Chapman University School of Law
10	Circuit Relations	Buckley, John Oliver	John.Oliver.Buckley@gmail.com	University of Arkansas-Fayetteville-Sch of Law
10	Communications (National/LSD)	Ward, Brandy	bkward@uark.edu	University of Arkansas-Fayetteville Sch of Law
11	Circuit Relations/ Communications	Naghash, Yasmin	law.yasmin@gmail.com	American University - Washington Coll of Law
13	Communications (External)	Pitrat, Tyler	Tyler.Pitrat@ttu.edu	Texas Tech University School of Law
13	Communications (Internal)	Crookston, Michael	mcrookston@smu.edu	Southern Methodist University - Dedman School of Law
14	Business Communications	Connell, Chris	christopherconnell@hotmail.com	Wm S. Boyd School of Law-UNLV
14	Circuit Communications	Kim, Vivian	vkim@berkeley.edu	University of California-Berkeley-School of Law
14	Circuit Relations	Gupana, Christina	chrisgupana@gmail.com	Wm S. Boyd School of Law-UNLV

Diversity

Cir	Circuit Unique Title	Name	Email	Law School
1	Diversity	Duong, Cassie	cassieduong@gmail.com	Vermont Law School
2	Diversity	Lefkowitz, Cory	corylefkowitz@gmail.com	Pace University School of Law
4	Diversity	Drew, Nicole	nicoledrew@msn.com	North Carolina Central University School of Law
5	Diversity	Spring, Cassandra Denise	cassandra.spring@gmail.com	University of Miami School of Law
6	Diversity	Perez, Osmany	operez09@aol.com	Thomas M. Cooley Law School
7	Diversity	Dantes, Janice	jdantes@gmail.com	DePaul University College of Law
9	Diversity	Habibi, Bahareh	bahahabibi@yahoo.com	Whittier Law School
10	Diversity	Heller, Aaron	adheller@ualr.edu	University of Arkansas-Little Rock Sch of Law
11	Diversity	Anyane-Yeboa, Yaa	ya6653a@american.edu	American University - Washington Coll of Law
13	Diversity	Dixon, Kertisha	kertisha.dixon@ttu.edu	Texas Tech University School of Law
14	Diversity	Tan, John	jrtan@ucdavis.edu	Univ of California-Davis-Sch of Law (King Hall)

Membership and ABA Representatives

Cir	Circuit Unique Title	Name	Email	Law School
	Law Student Division Vice Chair	Hair, Galen	ghair@tulane.edu	Tulane University College of Law
	Law Student Division Vice Chair-Elect	Evanson, Amanda	aevanson@law.pace.edu	Pace University School of Law
1	Membership/ABA Reps and VITA	Kapinos, Esther	esther.kapinos@gmail.com	Roger Williams University School of Law
2	ABA Representatives	Trotsenko, Diana	diana.trotsenko@brooklaw.edu	Brooklyn Law School
2	Membership Development/Benefits	Solomon, Rachel	RSOLOM11@pride.hofstra.edu	Hofstra University School of Law
3	Membership	Omps, Krystal	komps@vt.edu	Dequesne University School of Law
4	Membership/ABA Representatives	Preston, Tommy	preston@mailbox.sc.edu	University of South Carolina School of Law
5	ABA Representatives	Kargbo, Samantha	skargbo@law.stetson.edu	Stetson University College of Law
5	Membership Development/Benefits	Vacant		
6	Membership/ABA Reps	Carter, Morena	mrc67@uakron.edu	University of Akron School of Law
6	Membership/ABA Reps	Pogorelov, Maria	pogorelm@cooley.edu	Thomas M. Cooley Law School
7	Membership/ABA Reps	Fitzgerald, Caitlin	caitfitz@gmail.com	Loyola University-Chicago School of Law
8	Membership	Lundgren, Alexis	lund1291@umn.edu	University of Minnesota Law School
9	ABA Representatives	Robinson-McElroy, Sarah	robinssa@tjls.edu	Thomas Jefferson School of Law
9	Membership	Stouch, Allison	alstouch@gmail.com	Chapman University School of Law

Membership and ABA Representatives (cont'd)

Cir	Circuit Unique Title	Name	Email	Law School
10	Membership/ABA Reps	Humphries, Tyler	thumphr@uark.edu	University of Arkansas-Fayetteville-Sch of Law
11	Membership/ABA Reps	Cornelious, Daniel Lee	dlicornelious@law.howard.edu	Howard University School of Law
13	Membership	Oar, Kathy	kathy_oar@yahoo.com	St. Mary's University School of Law
14	ABA Representatives	Sederoff, Blaire	Blairemarie@gmail.com	McGeorge School of Law-Univ of the Pacific
14	Membership	Vacant		
15	Membership/ABA Reps	McCoy, Stephanie	Stephanie.k.McCoy@ASU.edu	Arizona State University College of Law

Mental Health Initiatives

Cir	Circuit Unique Title	Name	Email	Law School
	Law Student Division Project Director	Flaherty, Brittany	Bmarie_flaherty@yahoo.com	John Marshall Law School (Chgo)
1	Mental Health	Turner, William	turner.wil@neu.edu	Northeastern University School of Law
4	Mental Health	Pallais, Elise	palllem7@wfu.edu	Wake Forest University School of Law
5	Mental Health	Pribbenow, Brittany	bpribben@law.stetson.edu	Stetson University College of Law
7	Mental Health	Trinnes, David	david.trinnes@valpo.edu	Valparaiso University School of Law
9	Mental Health	Stouch, Allison	alstouch@gmail.com	Chapman University School of Law
10	Mental Health	Alexander, Lauren	lalexan@uark.edu	University of Arkansas-Fayetteville Sch of Law
11	Mental Health	Hojjat, Nadia	nh228@law.georgetown.edu	Georgetown University Law Center
14	Mental Health	Kadlubek, Renee	Renee.Kadlubek@students.law.unlv.edu	Wm S. Boyd School of Law-UNLV

Non-Traditional Law Students

Cir	Circuit Unique Title	Name	Email	Law School
1	Non-Traditional Law Students	Fuller, Kriss	krissfullermba@gmail.com	Western New England College School of Law
2	Non-Traditional Law Students	Hollis, Bettina	bettina.hollis07@st.johns.edu	St. John University School of Law
5	Non-Traditional Law Students	Bruner, Richard	rebruner@fcsf.edu	Florida Coastal School of Law
6	Non-Traditional Law Students	Adams, Kimberly	kmariaadams@yahoo.com	Wayne State University Law School
9	Non-Traditional Law Students	Song, Caroline	caroline.song@laverne.edu	University of La Verne College of Law
11	Non-Traditional Law Students	Obi, Gideon	gideonmore@yahoo.com	Howard University School of Law
13	Non-Traditional Law Students	Prince, Clifton "Jack"	cprince1@tulane.edu	Tulane University Law School
14	Non-Traditional Law Students	Zaitsu, Etan	etanz.mail@gmail.com	McGeorge School of Law-Univ of the Pacific

Programming

Cir	Circuit Unique Title	Name	Email	Law School
1	Programming and Events	Koningisor, Jessica	koningij@mail.bc.edu	Boston College Legal School
3	Programs	Paddock, Katherine	kpaddock@pegasus.rutgers.edu	Rutgers University-Newark-School of Law
4	Programs	Byndon, Potso	pbyndon@yahoo.com	North Carolina Central University School of Law
5	Fall/Spring Meeting Planning	Perez, Kamephis	kamephis.perez@fiu.edu	Florida International University Coll of Law
6	Programming	Duczynski, Krzysztof	duczynsk@yahoo.com	Thomas M. Cooley Law School
7	Programming	Commers, Christen	ccommers@gmail.com	Valparaiso University School of Law
8	Programs	Draewell, Michelle	dornb028@umn.edu	University of Minnesota Law School
9	Programming	Soberal, Jake	jakesoberal@yahoo.com	Western State University College of Law
11	Events and Programs	Rementer, Nicole	nmr5004@gmail.com	Catholic Univ of America Columbus School of Law
13	Programming	Evans, Kathryn	keevans@loyno.edu	Loyola University-New Orleans-School of Law
13	Special Projects	Anthony, Nicole Buggs	nicolebanthony@gmail.com	Southern University Law Center
14	Programming – Las Vegas Region	Angle, Gabrielle	gabrielle.angle@students.law.unlv.edu	Wm S. Boyd School of Law - UNLV
14	Programming – Sacramento Region	Hart, AnnMichelle	a_hart1@pacific.edu	McGeorge School of Law-Univ of the Pacific
14	Programming – San Francisco Region	Lallande, Karina	lallande@uchastings.edu	University of California-Hastings-College of Law
14	Programming – San Jose Region	Talbott, Autumn	autumn.talbott@gmail.com	Santa Clara University School of Law
15	Programs	Mills, Nicholas	nicholas.mills@law.utah.edu	University of Utah-SJ Quinney College of Law

Public Interest/Work-A-Day

Cir	Circuit Unique Title	Name	Email	Law School
1	Public Interest/Work-A-Day	Haynes, Cassie	haynes.ca@neu.edu	Northeastern University School of Law
2	Public Interest/Work-A-Day	Rukaj, Francesca	francesca.rukaj@mail.law.cuny.edu	City Univ of NY School of Law at Queens College
4	Public Interest	Houle, Suzanne	saver7777@aol.com	University of North Carolina School of Law
4	Public Interest	Mangual, Daniel Reynaldo	dmangual@email.unc.edu	University of North Carolina, School of Law
5	Public Interest	Akhter, Faisal	fhakhte@emory.edu	Emory University School of Law
6	Public Interest	Codera, Audrey	aecodera@gmail.com	Thomas M. Cooley Law School
7	Public Interest/Work-A-Day	Wartan, Patrick	pwartan@gmail.com	IIT Chicago-Kent College of Law
9	Public Interest/Work-A-Day	Venable, Porsha	porshav@yahoo.com	California Western School of Law
10	Public Interest	Reynolds, Kyle	kbreynol@uark.edu	University of Arkansas-Fayetteville-Sch of Law
14	Public Interest Programs	McCann, Thelonius	t_mccann@pacific.edu	McGeorge School of Law-Univ of the Pacific

Regional Affairs Coordinators

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2	Regional Affairs/Relations-Region 1	deArmas, Julio	judearmas@albanylaw.edu	Albany Law School
2	Regional Affairs/Relations-Region 2	Lantry, Brendan	brendan.lantry04@stjohns.edu	St. John's University School of Law
2	Regional Affairs/Relations-Region 3	Lichtenstein, Brooke	blichten@yu.edu	Benjamin N. Cardozo Sch of Law Yeshiva Univ
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3	Regional Coordinator-New Jersey	Detzky, Joshua	jddetzky@pegasus.rutgers.edu	Rutgers University-Newark-School of Law
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4	Regional Affairs-Virginia and West Virginia	Pending Membership		
5	Regional Affairs-Florida	Chung, Paul Min	mchung@stu.edu	St. Thomas University School of Law
5	Regional Affairs-Georgia	Holcomb, Tammy	tholcomb1@gmail.com	Atlanta's John Marshall Law School
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5	Regional Affairs-Tennessee	Kuninsky, Dan	daniel.r.kuninsky@vanderbilt.edu	Vanderbilt University Law School
5	Regional Coordinator-Alabama	Vacant		
5	Regional Coordinator-Puerto Rico	Vacant		
6	Regional Affairs-Kentucky	Vacant		
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6	Regional Affairs-Michigan	Hanks, John	hanksj@cooley.edu	Thomas M. Cooley Law School
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8	Regional Affairs-Minnesota	Curella, Douglas	dcurella@yahoo.com	Hamline University School of Law
8	Regional Affairs-Missouri	Awad, Salim Elias	salim26@msn.com	St. Louis University School of Law
8	Regional Affairs-Nebraska, N/S Dakota	Landstrom, Adam	adam.landstrom@students.law.und.nodak.edu	University of North Dakota School of Law
9	Ambassador at Loyola	Perez, Jonathan	Jonathan.Perez@lls.edu	Loyola Law School-Los Angeles
9	Ambassador at USC	Hurst, Stephanie	hurst.stephanie@gmail.com	University of Southern California School of Law
9	Regional Affairs – Hawaii	Casken, Sara	scasken@hawaii.edu	University of Hawaii-Richards School of Law
9	Regional Affairs-Orange County	Kontogiannis, Nicholas	konto100@mail.chapman.edu	Chapman University School of Law
10	Regional Affairs-Arkansas	Edwards, Tamika	tssilverman@ualr.edu	University of Arkansas-Little Rock-Sch of Law

Regional Affairs Coordinators (cont'd)

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10	Regional Affairs-Kansas	Yancy, Shawn	shawn.yancy@washburn.edu	Washburn University School of Law
10	Regional Affairs- Oklahoma	Peters, Brian	bpeters.stu@okcu.edu	Oklahoma City University Law School
15	Regional Affairs - Arizona	Fava, Cassandra	cfava@me.com	University of Denver- Sturm College of Law
15	Regional Affairs - Arizona	Wallen, Zachary	zwallen@email.arizona.edu	University of Arizona School of Law

Student Bar Association Presidents

Cir	Circuit Unique Title	Name	Email	Law School
	Law Student Division Vice Chair-SBAs	Griffith, Wells	Sba.vicechair@gmail.com	Mississippi College School of Law
1	SBA Presidents	Saracino, Michael	michael.a.saracino@nesl.edu	New England School of Law
2	Student Bar Associations	McKeegan, Joanna	mckeeganj2@gmail.com	University at Buffalo Law School - State University of New York (SUNY)
3	SBA Presidentss	Donnelly, Kendrick	kvd113@psu.edu	The Dickinson School of Law-Penn State Univ
4	SBA Presidents	Buffkin, Patrick	pbuffkin@gmail.com	North Carolina Central University School of Law
5	Student Bar Associations	Pugh, Brittany	brittany.pugh@law.ua.edu	University of Alabama School of Law
6	Student Bar Associations	Gardner, Brandon	gardn208@msu.edu	Michigan State University College
8	Student Bar Associations	Haugen, Andrew	andrew.haugen@wmitchell.edu	William Mitchell College of Law
9	Student Bar Associations	Anthony, Eric	eanthony@swlaw.edu	Southwestern Law School
10	Student Bar Associations	Creekmore, Steve	screekmo@uark.edu	University of Arkansas- Fayetteville-Sch of law
11	Student Bar Associations	Willis, Rena	renawillis0327@yahoo.com	Univ of DC – David A. Clarke School of Law
13	SBA Presidents	Washington, Monique	monique.d.washington@gmail.com	Texas Southern Univ- Thurgood Marshall School of Law
14	SBA Presidents	Hartline, Taylor	hartline@unlv.nevada.edu	Wm S. Boyd School of Law - UNLV
15	SBA Presidents	Piering, Tobias	tpiering@gmail.com	University of Arizona- Rogers College of Law

Veterans Advocacy Initiatives

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	Law Student Division Project Director	John Bennett	johntb@camden.rutgers.edu	Rutgers School of Law - Camden
1	Veterans Advocacy	Schaffer, John (Drew)	john.schaffer@students.law.uconn.edu	University of Connecticut School of Law
2	Veterans Advocacy	Hahn, Shannon	Shannon.Hahn@brooklaw.edu	Brooklyn Law School
7	Veterans Affairs	Thornhill, Jessica	podewij@law.jmls.edu	John Marshall Law School (Chgo)
9	Veterans Advocacy	Pratt, Melissa	melissa.pratt@laverne.edu	University of La Verne College of Law

Veterans Advocacy Initiatives (cont'd)

Cir	Circuit Unique Title	Name	Email	Law School
10	Veterans Advocacy	Clifford, Eugene	ecliffor@uark.edu	University of Arkansas-Fayetteville-Sch of law
11	Veterans Advocacy	Brian Ross		George Mason University School of Law
14	Veterans Advocacy	Armstrong, Derek	derekwarmstrong@gmail.com	Wm S. Boyd School of Law - UNLV

Volunteer Income Tax Assistance (VITA) Programs

Cir	Circuit Unique Title	Name	Email	Law School
	Law Student Division National Student Director	Chung, Paul Min	mchung@stu.edu	St. Thomas University School of Law
1	VITA	Turner, William	turner.wil@neu.edu	Northeastern University School of Law
2	VITA	Wang, Shun Linda	goliathslw@gmail.com	Fordham University School of Law
5	VITA	Reeves, Michelle	michelle.reeves@mymail.barry.edu	Barry University School of Law
7	VITA	Pending Membership		
9	VITA	Matthew Dalton	Dalton2010@lawnet.ucla.edu	Univ of California – Los Angeles - School of Law
10	VITA	Lembo, Lauren	llembo.stu@okcu.edu	Oklahoma City Univ School of Law
11	VITA	Bellamy, Yonne	ysbellamy@law.howard.edu	Howard University School of Law
14	VITA	Aguirre, Jesse	jaguirre@scu.edu	Santa Clara University School of Law

**ABA Law Student Division
2009-2010 Lt. Governor Training**

Website Resources

ABA Website
www.abanet.org/

Law Student Division Website
www.abanet.org/lzd/

ABA and Division Leadership

Lt. Govs Private Page	http://www.abanet.org/lzd/leadership/lzgovs/nosearch/
Lt. Governor Public Page	http://www.abanet.org/lzd/leadership/lzgovs/
Lt. Governors Webboard	http://discussions.abanet.org/ababoard/board/index.cfm?forumid=942
Circuit Webpages	http://www.abanet.org/lzd/circuit.html
Division Leadership	http://www.abanet.org/lzd/leadership/
Division Elections	http://www.abanet.org/lzd/elections/
Entity Liaisons	http://www.abanet.org/lzd/liaisons/
National Student Directors	http://www.abanet.org/lzd/elections/#nsd
Project Directors	http://www.abanet.org/lzd/elections/#proj

ABA Representatives and SBA Presidents

Listing of SBA & ABA Reps	http://www.abanet.org/lzd/leadership/sbas-reps.html
ABA Reps/SBA Pres Home	http://www.abanet.org/lzd/sba-rep.html
SBA Presidents Home	http://www.abanet.org/lzd/sba/
SBA Reporting Form	http://www.abanet.org/lzd/sba/reporting.html
ABA Reps Home	http://www.abanet.org/lzd/schoolreps/reporting.html
ABA Reps Reporting Form	http://www.abanet.org/lzd/schoolreps/reporting.html
Rep Rewards Program	http://www.abanet.org/lzd/schoolreps/rep-rewards/home.html

Career Development and Networking

Career Fair	http://www.abanet.org/lzd/career/
Career Resources	http://www.abanet.org/lzd/resources/
LegallyMinded	http://www.legallyminded.com/default.aspx
Economic Recovery	http://new.abanet.org/economicrecovery/default.aspx
Law Student Webboards	http://discussions.abanet.org/ababoard/board/index.cfm?forumid=942
Legal Education/Admissions to the Bar	http://www.abanet.org/legaled/
Networking Opportunities	http://www.abanet.org/lzd/networking/
Legal Communication	http://www.abanet.org/abasource/yourresources.html

Competitions

Skill Practice Competitions	http://www.abanet.org/lzd/competitions/
Writing Contests/ Scholarships	http://www.abanet.org/lzd/competitions/writing-contests/

Handbooks, Manuals and Toolkits

200 Innovative Ideas	http://www.abanet.org/lzd/sba/ideabook/2008.pdf
Diversity Day Toolkit	http://www.abanet.org/lzd/diversity/toolkit/chapters.html
Liaisons Handbook	http://www.abanet.org/lzd/liaisons/handbook.pdf
Lt. Governors Handbook	http://www.abanet.org/lzd/leadership/lzgovs/handbook.pdf
Mental Health Toolkit	http://www.abanet.org/lzd/mentalhealth/toolkit.pdf
Reps Training Manual	http://www.abanet.org/lzd/schoolreps/handbook.pdf
SBA Handbook	http://www.abanet.org/lzd/sba/handbook.pdf
Veterans Initiative Handbook	http://www.abanet.org/lzd/veterans/toolkit.pdf
Veterans Initiative Toolkit	http://www.abanet.org/lzd/work-a-day/08veterans/toolkit.pdf
VITA Handbook	http://www.abanet.org/lzd/vita/handbook/order-form.html
Work-A-Day Toolkit	To be announced

Funding

Grant Fund	http://www.abanet.org/lzd/grant/
Membership Fund	http://www.abanet.org/lzd/schoolreps/fund/home.html#mbrshp
Reps Fund	http://www.abanet.org/lzd/schoolreps/fund/home.html#reps

Membership

Join	https://www.abanet.org/join/lzd_enroll/lz_enroll.cfm
Law Student Benefits	http://www.abanet.org/lzd/membership/benefits/
ABA Member Advantage	http://www.abanet.org/advantage/
ABA Specialty Entities	http://www.abanet.org/sections/
Find ABA Entities Online	http://www.abanet.org/memborgroups.html?ptc=global_membership_findsdfc
Monthly Membership Reports	http://www.abanet.org/lzd/membership/mmr/

Programming

Programming Home	http://www.abanet.org/lzd/programming/
Awards	http://www.abanet.org/lzd/awards/
Diversity	http://www.abanet.org/lzd/diversity/
Diversity Day	http://www.abanet.org/lzd/diversity/toolkit/home.html
Legislative Advocacy	http://www.abanet.org/lzd/legislation/
Mental Health Initiative	http://www.abanet.org/lzd/mentalhealth/
Public Interest	http://www.abanet.org/lzd/publicinterest.html
VITA	http://www.abanet.org/lzd/vita/
Veterans Advocacy	http://www.abanet.org/lzd/veterans/
Work-A-Day	http://www.abanet.org/lzd/work-a-day/

Publications

Publications	http://www.abanet.org/lzd/pubs.html
<i>Student Lawyer</i> Magazine	http://www.abanet.org/lzd/studentlawyer/
Law Student eNewsletter	http://www.abanet.org/lzd/newsletter/
Career Series	http://www.abanet.org/lzd/pubs.html
ABA Journal	http://www.abajournal.com/magazine/
ABA eJournal	http://www.abajournal.com/
ABA Bookstore	http://www.abanet.org/abastore/index.cfm