



**American Bar Association**

**Law Student Division**

**ABA Representatives**

**Leadership Manual**



American Bar Association  
Law Student Division  
ABA Representatives Training Manual

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**American Bar Association**

**Law Student Division**

**2010-2011 Representative Contacts**

**E-mail Addresses**

ABA Representatives Listserv	lsd-schoolreps@mail.abanet.org
LSD General Inquiries	abalsd@staff.abanet.org
LSD Competitions	competitions@staff.abanet.org

**Webpages**

ABA Representative Website	www.abanet.org/lsd/schoolreps/
Law Student Division Website	www.abanet.org/lsd/
ABA Website	www.abanet.org

**2010-2011 Law Student Division Officers**

Name	Position	Contact Information
Kevin Johnson	Chair	Kevin.Johnson@law.ua.edu
Stephanie McCoy Loquvam	Vice Chair	<a href="mailto:Stephanie.Loquvam@gmail.com">Stephanie.Loquvam@gmail.com</a>
To be elected at Annual Meeting	Vice Chair-SBA	
Ann Michelle Hart	Secretary-Treasurer	A_Hart1@pacific.edu
Tommy Preston, Jr.	Division Representative to the ABA Board of Governors	preston@mailbox.sc.edu

**Law Student Division Contacts**

Name/Position	Responsibility	Contact Information
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Katie Johnson Administrative Assistant	Support to Director and Associate Director	johnsonk@staff.abanet.org 312.988.5622
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**ABA Membership & Marketing Division Contacts**

Name/Position	Responsibility	Contact Information
---------------	----------------	---------------------

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Ilene Breitbarth Field Recruitment Manager	Organizes events, receptions, panel discussions at law schools	breithbai@staff.abanet.org 312.988.5562
Sherion Reason Marketing Coordinator	Ships rep boxes, collects sign-up sheets, mails gift cards	reasons@staff.abanet.org 312.988.5521

### **Student Lawyer Magazine Contacts**

<b>Name/Position</b>	<b>Contact Information</b>
Angela Gwizdala Editor	gwizdala@staff.abanet.org 312.988.6049
Tonnya Kennedy Kohn Student Editor	kohntm@email.sc.edu 803.730.0329

### **ABA Service Center**

Service Center Contact	service@staff.abanet.org
Change of Address	<u><a href="mailto:coa@staff.abanet.org">coa@staff.abanet.org</a></u>
Service Center Phone	800.285.2221

### **The American Bar Association (ABA)**

The ABA is the leading voice of the legal profession in the nation. The ABA's activities include law school accreditation, continuing legal education for lawyers, programs to assist lawyers and judges in their work, guidelines on ethics and rules of professional conduct, and initiatives to improve the legal system for the public.

With 40,000+ law student members, the ABA is THE premier organization for law students in the country. The ABA offers unique access on a national scale to career-building networking opportunities with lawyers, judges, and other legal professionals on-line or in person; specialized legal information to help you decide your future career path; and valuable, must-read periodicals to give you the necessary inside information to help you land a great internship or your first legal job.

The ABA also develops programs and publications specifically targeted to help law students succeed in their studies and in building their legal careers.

### **Election/Selection of an ABA Representative**

The selection of ABA Representatives varies from school to school, and the term of office is one year. At some law schools, the ABA Representative is appointed, while at others it is an elected role. Although Division Bylaws allow law schools to determine the manner of selection, the election of ABA Representatives is highly recommended.

The responsibilities of the ABA Representative may be delegated or shared by multiple representatives. However, for Division purposes, a primary representative who is a member in good standing of the ABA must be declared to serve as the law school's official voting delegate in the Law Student Division and to serve as the Division's principal contact for that school. Each ABA Representative has discretion, based on their school's policies, to determine how they wish to accomplish their responsibilities during their term.

### **The Role of the ABA Representative**

The ABA Representative is one of the most important leadership positions in the ABA Law Student Division, and in it you serve a dual role.

The first and primary role of the ABA Representative is to serve, along with the SBA President, as one of your school's two official voting delegates to the ABA Law Student Division Assembly—the policy-making body of the Division. The Assembly convenes annually at the ABA Annual Meeting to review and to vote on policy issues affecting law students, legal education, and the legal profession. The Assembly delegates also elect the Division's three delegates to the ABA House of Delegates, and the SBA Presidents also elect the Division's Vice Chair-SBA.

As an official delegate, you advocate on behalf of the ABA Law Student Division members at your school and serve as your school's point person to the ABA Law Student Division. This is especially critical when issues relating to legal education and legal education standards are up for review and comment. The Division relies on the ABA Representatives and the SBA Presidents to relay this information to their fellow students and to provide the Division with input and comments on behalf of their school.

The second role of ABA Representatives is to promote the ABA at their school and to communicate the benefits and value of ABA membership in an effort to actively recruit and enroll new members. The ABA has a vast array of opportunities, products, benefits, and services designed to assist law students in their academic and professional career pursuits. Your role is to communicate these opportunities and benefits to your fellow law students. The success of the Division depends on the involvement and commitment of ABA Representatives.

### **Register as an ABA Representative**

Immediately after your election/appointment, you should complete the ABA Election Reporting Form at [www.abanet.org/lsd/schoolreps/reporting.html](http://www.abanet.org/lsd/schoolreps/reporting.html). By doing so, you will ensure that the ABA has the most current information for ABA Representatives and can inform you of important programs, activities, and opportunities in a timely fashion. Additionally, it will allow you to be subscribed to the ABA Representatives Listserv and to receive a Rep Box of materials prior to your law school's first orientation.

Once you have submitted your reporting form, you will have automatic access to the ABA Representatives Listserv, which is an electronic discussion group. This will allow you to share law student concerns, issues, and ideas with other ABA Representatives. The Listserv is also one way that the ABA will communicate with you regarding notices, updates, deadlines, and information on law student activities, programs, competitions and opportunities.

Registering with the ABA Law Student Division allows for timely distribution of your Rep Box which will contain many of the elements and information you will need to be successful in your role as ABA Representative. The Rep Box is generally sent out the last week of July to the address indicated on the Rep reporting form.

## Overview of the ABA Law Student Division

### Law Student Division Purpose

The purpose of the Law Student Division is 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; to create a deliberative forum for the exchange and expression of law student views and a voice to advocate those views; and to promote diversity and equal opportunity within the profession.

### Structural Overview

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

Division policies become effective after approval by the Division's Board of Governors 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.

### Law Student Division Board of Governors

The Division's Board of Governors has primary responsibility for operations, programs and finances of the Division. The Board is comprised of four national officers, one representative to the ABA Board of Governors, 15 circuit governors and three division delegates to the ABA House of Delegates. In addition, the *Student Lawyer* student editor serves as a non-voting member of the Board.

### Law Student Division Assembly

The Law Student Division Assembly is the policymaking body of the Division, which convenes once a year during the Division's portion of the ABA Annual Meeting. Assembly Delegates (two official voting delegates from each ABA-approved law school – the SBA President and the ABA Representative) debate and vote on resolutions relating to legal education and the legal profession. Assembly Delegates also elect the Division's three delegates to the ABA House of Delegates.

As the ABA Representative, it is important that you communicate to your student body and administration the resolutions and policies adopted during the Assembly.

### **Division Circuits**

The Division is comprised of 15 regional circuits across the country (roughly approximating the United States Court of Appeals regions). Circuits are determined both geographically and by population, in order to provide law students with comprehensive representation at the national level.

The circuits are proportioned as follows:

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

### **Division Leadership Overview**

The ABA Law Student Division has numerous leadership positions available either by election or appointment. These positions allow law students to extend their legal education experience beyond law school. Visit [www.abanet.org/lstd/elections/](http://www.abanet.org/lstd/elections/) for information about these positions.

### **National Officers**

There are four national officers of the Law Student Division: Chair, Vice Chair, Vice Chair-SBA, and Secretary-Treasurer. With the exception of the Vice Chair-SBA, who is elected by SBA Presidents at the Annual Meeting, the Board of Governors elects the national officers at the Spring Board meeting each year. The national officers are responsible for the overall operations of the Law Student Division.

### **ABA Representative to the ABA Board of Governors**

The role of the Division Representative to the ABA Board of Governors is to advocate the Law Student Division positions to the ABA Board of Governors, and to work for adoption of Division and other initiatives filed with the Board that directly affect law students. This position is elected by the Division's Board of Governors at the Spring meeting each year.

### **Division Delegates**

The Association Constitution grants the Division three voting representatives to the Association House of Delegates. They have all the privileges and rights granted to other delegates. The Division Assembly elects the three delegates during the Annual Meeting.

The primary role of the division delegates is to represent the concerns and interests of the Division to the Association's House of Delegates. The delegates must advocate Division policies and resolutions to the House of Delegates. Additionally, it is the responsibility of the division delegates to report to the Division any activities or matters before the House of Delegates that may be of concern or interest to law students.

### **Circuit Governors**

Circuit Governors are the primary link between national and regional Division leaders. The Circuit Governors represent the concerns and needs of law students within their circuits to the Board of Governors. They also communicate information about national programs and activities back to their circuits. Circuit Governors appoint a cabinet of Lt. Governors to assist in developing programs and overall operations of the circuit and to provide resources and support for ABA Law Student Division members. The 15 Circuit Governors are voting members of the Division's Board of Governors.

The ABA Representative and the SBA President from each school in that circuit elect the circuit governor at the circuit's Spring conference/election. Governors assume office at the Spring Board of Governors meeting.

### **ABA Representatives**

The ABA Representative is one of the most important positions in the Division, providing the vital link between the Division and your school. You are primarily responsible for disseminating information about Division programs and activities and for increasing membership at your school. Along with your law school's SBA President, you serve as one of your school's two official voting delegates to the ABA Law Student Division Assembly and in national and circuit elections.

### **SBA Presidents**

As leaders of the student bar associations (SBA) at their respective law schools, SBA Presidents are in a unique position to bring the issues and concerns of their students to a regional and national level through the Division, where it may effect change. In turn, the Division serves as an informational resource for SBA Presidents, providing resources and a connection to other SBA Presidents across the country.

As an ABA Representative, your relationship with the SBA President is mutually beneficial and provides an opportunity for collaboration.

### **Division Entity Liaisons**

Each year, the Law Student Division Chair appoints law student liaisons to over 60 of the Association's sections, divisions, forum committees and other member entities throughout the ABA. Liaisons are responsible for reporting to the Division on issues of importance to law students that are under consideration by their assigned entity. Likewise, liaisons convey the concerns and interests of the Division's Board of Governors to their entities.

### **National Student Directors**

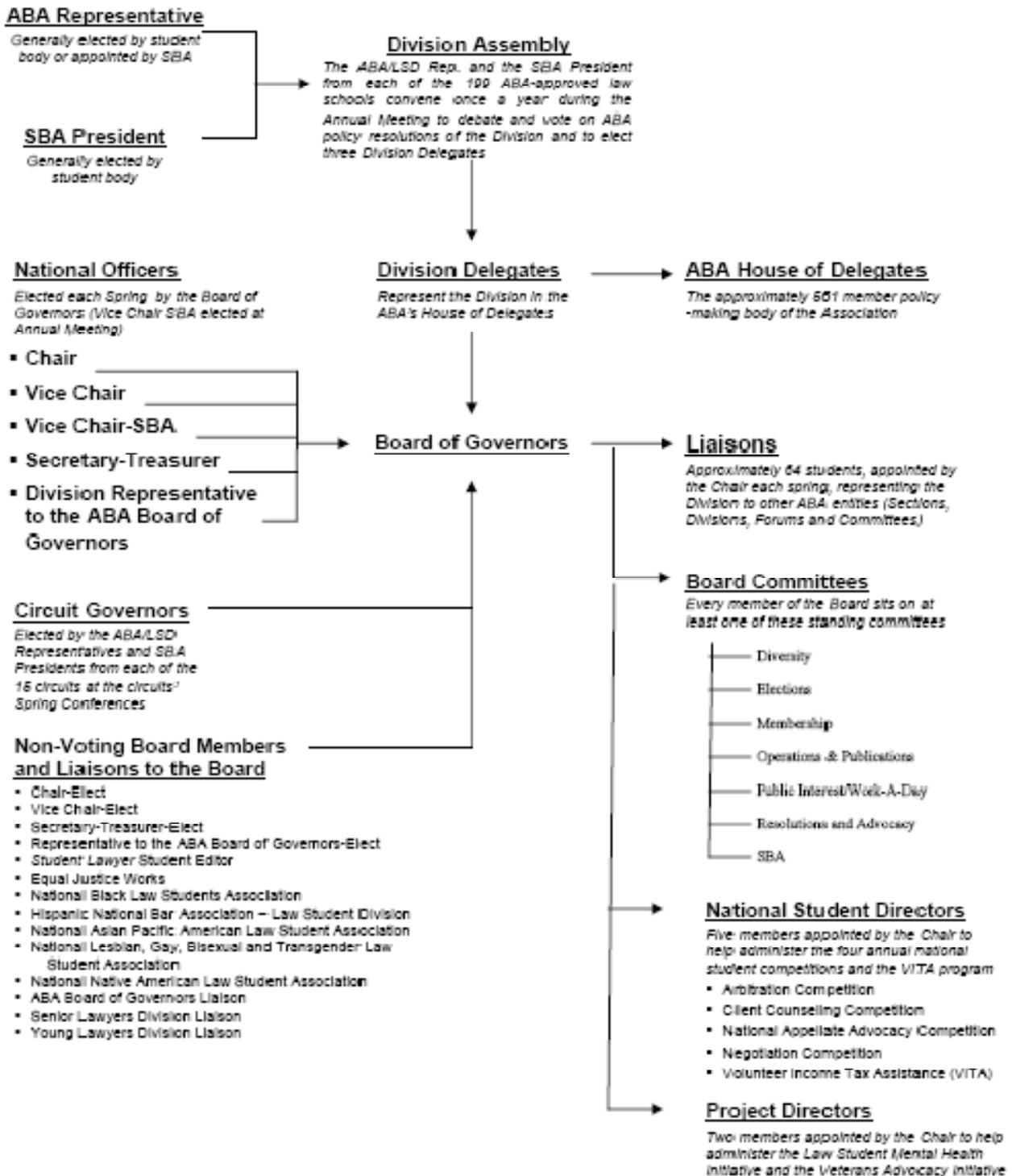
The Division has five National Student Director positions to oversee each of the Division Competitions and the Volunteer Income Tax Assistance (VITA) Program. The National Student Director will work with the Division to coordinate and administer their respective programs and competitions and promote the ABA to the nation's law schools.

### **Project Directors**

The Division has two Project Director positions responsible for administering their respective Law Student Division programs: Law Student Mental Health Initiative and Veterans Advocacy Initiative. To learn more about Law Student Mental Health Initiative, visit <http://www.abanet.org/lzd/mentalhealth/>. For the Veterans Advocacy Initiative, go to <http://www.abanet.org/lzd/veterans/>.

As an ABA Rep, you are encouraged to recognize March 27 as National Law Student Mental Health Day on your campus. There are many ways to promote and encourage a healthy and safe environment at your law school or in your community, whether through your SBA or local bar groups. Visit [www.abanet.org/lzd/mentalhealth/](http://www.abanet.org/lzd/mentalhealth/) for the Mental Health Toolkit.

## Structure of the American Bar Association Law Student Division Pursuant to the Constitution and Bylaws



## ABA Membership Promotion and Recruitment

As an ABA leader and advocate, one of your main roles is to keep your constituents informed of ABA developments and how the ABA is working for student interests through policies and resolutions that protect, benefit, and enhance them, their legal education, and the legal community.

In the role as promoter/recruiter, you are the ABA's conduit for creating awareness of the ABA at your law school by promoting the many ABA programs, benefits, activities, and opportunities for law student advancement. In addition to communicating with fellow law students about the ABA, we rely upon all ABA Representatives to actively encourage membership commitments from them. In doing so, the Law Student Division increases and strengthens its voice within the Association, as well as nationwide. With many professional organization opportunities available to law students, the ABA is relying on you to help distinguish the ABA as *THE* professional organization that can address all their academic and professional career goals and needs.

Although the benefits and opportunities the ABA provides may seem endless, it is important to be well versed on as many as possible so you can seamlessly address the needs of all potential ABA law student members that you may meet. While this manual and the Division's website are solid resources on law student benefits and opportunities, you are encouraged to reach out to other Division resources such as circuit governors, Division officers, or ABA staff to help you address student questions and issues.

Tabling events that take place during orientation and at other school activities provide a great opportunity to address a wide audience of law students. And tabling events are great opportunities to garner membership commitments from law students. But remember that law students can join the ABA at any time online at [www.abaforlawstudents.org](http://www.abaforlawstudents.org)

Whether you are having a conversation with one person or holding court with several people at a tabling event or function, the fundamental message is the same – joining the ABA is the first step towards having a successful legal career.

Keep ABA collateral on hand to distribute to eager and interested students. Continuously seek opportunities to engage law students in communications about the ABA or offer insight and guidance as to how the ABA might benefit a particular student or supplement a particular endeavor.

## Processing Membership

On the following page of this training manual is a copy of a sign-up sheet that you may use to enroll student members while you are tabling. Use of this sheet will enable you to enroll potential members more quickly. It also allows the ABA to upload them into the system more efficiently.

Duplicate these sheets and circulate them on the clipboards that you'll find in your rep box. The student need only fill out the form and the ABA will send them an invoice for their membership fee at a later date. Make sure that the information is legible! Once your tabling event concludes, you may fax the sign-up sheets to Sherion Reason at 312-988-5531. (Please alert Sherion by e-mail that your forms are being faxed.) Or, scan the sheets and e-mail them to Sherion at [reasons@staff.abanet.org](mailto:reasons@staff.abanet.org)

Those who wish to enroll for the three-year membership must pay dues upfront. These dues are discounted, similar to a volume discount on a product, so billing is not an option. Ask students to complete the paper enrollment forms or bring your laptop so they can enroll online. You may mail the paper forms to Sherion Reason at ABA Membership & Marketing Division, 321 N. Clark St., 16<sup>th</sup> Floor, Chicago, IL 60654.

Alternately, bring your laptop to the tabling event and allow students to sign up online for ABA membership directly on [www.abaforlawstudents.org](http://www.abaforlawstudents.org).

# Join the ABA Law Student Division

Just \$25 for one year!

**LAW SCHOOL NAME:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/ST/ZIP:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Entry Date:** \_\_\_\_\_ **Grad Date:** \_\_\_\_\_  
(mm/yy) (mm/yy)

**Birth Date:** \_\_\_\_\_ **Gender:** \_\_\_\_\_  
(mm/yy)

**Section:** \_\_\_\_\_

**Section:** \_\_\_\_\_

*I hereby enroll in the ABA Law Student Division. I agree to pay the \$25 dues for the 2010-11 member year (September 1, 2010 to August 31, 2011) according to the terms of the invoice..*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/ST/ZIP:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Entry Date:** \_\_\_\_\_ **Grad Date:** \_\_\_\_\_  
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(mm/yy) (mm/yy)

**Birth Date:** \_\_\_\_\_ **Gender:** \_\_\_\_\_  
(mm/yy)

**Section:** \_\_\_\_\_

**Section:** \_\_\_\_\_

*I hereby enroll in the ABA Law Student Division. I agree to pay the \$25 dues for the 2010-11 member year (September 1, 2010 to August 31, 2011) according to the terms of the invoice..*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Please Print Legibly

ABA/LSD School Rep: Please return to Sherion Reason

Fax: 312-988-5531 E-mail: reasons@staff.abanet.org (pdf file)

RMMOSRPS

## The Benefits of Joining the ABA

The abundance of benefits an ABA membership provides can be overwhelming. The key will be for you to understand what the needs are of your fellow law students by asking questions and engaging them in conversation so you can customize your response based on your knowledge of the litany of ABA benefits and opportunities.

Law school is expensive. A membership in the ABA is not only reasonably priced, but a great career investment that delivers an amazing array of professional and financial opportunities.

First there is the low price of \$25 per year or 3 years for just \$60. The small fee for membership garners huge membership savings like Kaplan PMBR review courses with \$50 to \$100 discounts. With that savings, the membership has paid for itself!

Some of the more popular benefits are outlined below. More in-depth, specific information will be featured later in this manual.

An ABA membership will provide value not only for law school students, but also throughout their career as legal professionals. They will enjoy professional and financial benefits, plus career development and networking opportunities.

### Professional Benefits

- *Student Lawyer* magazine and the *ABA Journal*
- Leadership opportunities on a regional or national level
- Practical skills and moot court competitions
- Eligibility to participate in more than 29 ABA writing competitions
- Eligibility to apply for ABA judicial internships, clerkships, and scholarships

### Financial Benefits

- Discounts of \$50 to \$100 on Kaplan PMBR bar review courses
- BAR/BRI bar review course scholarships
- 25% off 15 series of study aids available through West
- Free or discounted membership in ABA specialty practice groups
- Travel discounts with Hertz and Starwood Hotels
- Home, auto and renters insurance discounts
- Health insurance with option to extend coverage after graduation
- Discounts at Brooks Brothers and Office Depot

### **Career/Development Opportunities**

Advancing your career is a big part of being a member of the ABA Law Student Division. We offer law students a variety of developmental opportunities that help them get ahead while they are still in law school. They will get real-world experience that sharpens their skills and helps them begin to shape their career as a lawyer.

- Internships, fellowships and clerkships in a variety of practice specialties
- 29 writing competitions specifically for law students
- Opportunities to work with legal professionals on committees and advocacy issues
- Scholarships to fund your attendance at national ABA meetings
- Leadership opportunities within your school, your region, and at the national level
- Moot court and practical skills competitions such as arbitration, negotiation, client counseling, and appellate advocacy
- Public service opportunities and pro bono work through the ABA
- Résumé review at the Annual Career Fair
- Hotlines for answers to your tech and ethics questions
- Writing opportunities for ABA periodicals
- Online access to the Comprehensive Guide to Bar Admissions Requirements

### **Networking Opportunities**

Making connections within the legal community, law schools, and law students across the country is easy with an ABA membership. The opportunities are plentiful. They are sure to make friends and business contacts that will help build their career.

- Involvement in ABA Sections –specialty practice groups that cover more than 30 areas of law
- Volunteer opportunities to work on substantive legal issues
- Campus programs involving practicing lawyers in the community
- Student advocacy opportunities
- More than 300 regional and national specialty practice meetings involving students and lawyers each year
- Association-wide conferences twice yearly
- Division leadership positions with ABA specialty practice areas
- Opportunities to demonstrate legal skills with practicing lawyers and judges at ABA competitions
- Online discussion groups with students and legal professionals

### **Membership Goals**

As membership is imperative to the vitality of any organization, the ABA is looking for your assistance in building awareness of the ABA and membership at your law school. The ABA will provide you with the tools and support you need to help us build membership and serve the law students in your school.

## Calendar of Events

Following is a chronological list of events, opportunities, and deadlines to help you plan activities for your school and to stay on track with your communications with fellow law students about ABA law student benefits, services, and opportunities.

### JULY/AUGUST

#### 1. Annual Meeting:

- The ABA Annual Meeting, which takes place in August, is the national meeting for law students across the country. The event includes leadership training, networking with legal professionals from a variety of practice settings and specialties, career programming, free CLE meetings, and caucuses and roundtables with fellow law students.
- Orientation for all incoming ABA Representatives, SBA Presidents and other law school and Division leaders takes place during the Annual Meeting. In addition, the Division Delegates and Vice Chair-SBA are elected, policy resolutions are debated and voted upon and the Division introduces the Work-A-Day theme and initiative.

#### 2. Set up a membership table during orientation

- Additional information on this is highlighted on page 26 of this training manual

#### 3. Speak to first year classes

- Aim for orientation week to reach 1Ls before they join a myriad of organizations competing for their attention and support.
- Promote the discounted membership rate of 3 years for \$60 to 1Ls
  - Licensed law professionals pay over \$300 a year for the valuable benefits of ABA membership. As a law student, your dues are substantially reduced at only \$25 and, if you enroll and pre-pay for all three years during your first year of law school, you have the option of paying only \$60 for all three years of law school (only \$20 per year). As an added bonus, once you are admitted to the bar, dues for your first year in the ABA Young Lawyers Division are waived. So that's four years of uninterrupted ABA membership for only \$60 (over \$1,000 in dues savings vs. the lawyer rate).

#### 4. Develop a strategy for Fall Membership Drive

- Promote Kaplan-PMBR discounts, Bar/Bri scholarship opportunities, student health insurance, and auto and home/renters insurance plans.

## **JULY/AUGUST (continued)**

5. Promote participation in the Division competitions
  - Refer to [www.abanet.org/lsd/competitions](http://www.abanet.org/lsd/competitions) for additional information or 312.988.5622 for replenishment of competition promotional materials supplied in your ABA Rep Box.
6. Begin making your Work-A-Day plans
  - Work-A-Day is the annual public service project of the ABA Law Student Division that brings law students together to participate in a one-day public service project in their community. Law schools and students are encouraged to create activities and events during the first two weekends of October (or any other day/week/or month that is convenient to your law school)
  - For a full program kit and step-by-step activation guide, go to [www.abanet.org/lsd/work-a-day](http://www.abanet.org/lsd/work-a-day).
7. Make plans to attend your regional Fall Leadership Summit which takes place in late September or early October. Visit [www.abanet.org/lsd/fall\\_mtgs/](http://www.abanet.org/lsd/fall_mtgs/) to learn more.
  - Each Fall, the Division's 15 circuits convene regionally to host Fall Leadership Summits in the Northeast, Southeast, Midwest, and on the West Coast. These meetings are designed to provide a forum for law school leaders and aspiring leaders to share ideas and best-practices. During this two-day event, law students meet with members of the local bar to learn how the ABA can help them build a network and provide the resources to assist them in fulfilling their career goals and objectives.
  - Promote and encourage fellow law students to attend.
  - Present your case for funding your attendance at the meeting to your law school dean or SBA.
  - Complete and submit your Rep Funds Application for financial assistance to attend the meeting.

## SEPTEMBER

1. Set up a membership table
  - Additional information on this is highlighted on page 26 of this training manual
  - Promote the discounted membership rate of 3 years for \$60 to 1Ls
2. Encourage participation in ABA Law Student Division competitions
  - Speak with law students and highlight the benefits to their legal development by getting professional experience in local, regional, and national competitions
  - Encourage intraschool Arbitration and Negotiation Competitions and participation in the regional Arbitration Competition (Entry deadline – September 17) and regional Negotiation Competition (Entry deadline – September 17). Online registration forms can be found at [www.abanet.org/lsd/competitions](http://www.abanet.org/lsd/competitions).
3. Finalize Work-A-Day plans
  - For a full program kit and a step-by-step activation guide, go to:
    - [www.abanet.org/lsd/work-a-day/home.html](http://www.abanet.org/lsd/work-a-day/home.html)
4. Begin organizing your school's Volunteer Income Tax Assistance (VITA) program if one is not already in place at your school.
  - VITA offers free tax assistance to individuals who meet certain qualifications. Volunteers help prepare basic income tax returns for low-income taxpayers or those with special needs such as the elderly, non-English-speaking persons, and persons with disabilities.
  - To get your school's VITA site started, download the handbook at [www.abanet.org/lsd/vita/home.html](http://www.abanet.org/lsd/vita/home.html) and also check to see if your school has previously participated in the VITA program – perhaps through your university's business school.
5. Finalize plans to attend the regional Fall Leadership Summit. Visit [www.abanet.org/lsd/fall\\_mtgs](http://www.abanet.org/lsd/fall_mtgs) to learn more.
  - Promote and encourage fellow law students to attend.
  - If you have not already done so, complete and submit your application for Rep Funds to help fund your attendance at the meeting.

## OCTOBER/NOVEMBER

1. Attend the regional Fall Leadership Summit. Visit [www.abanet.org/lsd/fall\\_mtgs](http://www.abanet.org/lsd/fall_mtgs) to learn more.
2. Membership renewal drive
  - You will need to coordinate tabling events to continue with the push for membership recruitment
3. Work-A-Day, that you helped coordinate, should take place on your campus
  - Visit [www.abanet.org/lsd/work-a-day/home.html](http://www.abanet.org/lsd/work-a-day/home.html) for your planning kit and tips for a successful Work-A-Day.
  - Complete the survey of the event on the Work-A-Day site.
  - Write a story about your event for submission to *Student Lawyer* magazine.
4. Encourage intraschool Client Counseling and National Appellate Advocacy Competitions and participation in the Regional Client Counseling Competition (Entry deadline – October 22) and the Regional National Appellate Advocacy Competition (Entry deadline – November 5). Refer to [www.abanet.org/lsd/competitions](http://www.abanet.org/lsd/competitions) for additional information or 312.988.5622 for replenishment of competition promotional materials.
5. Begin making plans for your March 2<sup>nd</sup> Diversity Day activities
  - The ABA Law Student Division has selected March 2 as the official Diversity Day at law schools across the country. Under the plan, law schools are encouraged to sponsor educational programs and events that teach and foster respect for different races, genders, religions, sexual orientations, and individuals with disabilities.
  - Visit [www.abanet.org/lsd/diversity/home.html](http://www.abanet.org/lsd/diversity/home.html) for your planning kit and tips for a successful Diversity Day
6. Begin making plans for your March 27 National Law Student Mental Health Day
  - The ABA Law Student Division has selected March 27 as the official National Law Student Mental Health Day at law schools across the country. Under the plan, law schools are encouraged to sponsor educational programs and events that teach and foster breaking the stigma associated with severe depression and anxiety amongst law students and lawyers.
  - There are many ways to promote and encourage a healthy and safe environment at your law school or in your community. Whether through your SBA or local bar groups, we hope you and your law school will take this opportunity to play an active role in the activities and events planned throughout the country for National Mental Health Day.

## OCTOBER/NOVEMBER (continued)

- Visit [www.abanet.org/lsd/mentalhealth/home.html](http://www.abanet.org/lsd/mentalhealth/home.html) for your planning kit and tips for a successful Mental Health Day
7. Encourage fellow law students to apply for Division leadership positions
- Representative to the ABA Board of Governors – postmarked deadline: January 15
  - National Officer positions of Chair, Vice Chair, and Secretary-Treasurer; Circuit Governor, and Student Editor – postmarked deadline: February 1
  - Entity Liaisons, National Student Directors and Project Directors – postmarked deadline: February 15
  - You should seek individuals who not only fit the criteria, but also have demonstrated leadership skills and diplomacy.
  - See [www.abanet.org/lsd/elections/](http://www.abanet.org/lsd/elections/) for eligibility requirements, deadlines, terms of office, and position descriptions
8. Finalize your school's Volunteer Income Tax Assistance (VITA) program
- Begin confirming volunteers and regularly meet with your site director (professor or other volunteer from your law school's administration) to review schedules and logistics
  - Make arrangement with the IRS to provide training for your site
  - Refer to the handbook at [www.abanet.org/lsd/vita/](http://www.abanet.org/lsd/vita/) for additional instructions

## DECEMBER/JANUARY

1. Continue to encourage fellow law students to apply for Division leadership positions
  - See [www.abanet.org/lsd/elections/home.html](http://www.abanet.org/lsd/elections/home.html) for eligibility requirements, deadlines, terms of office, and position descriptions
2. Plan Spring Membership Drive
  - Review upcoming school calendar of events
  - Identify events and/or forums providing opportunities for a successful tabling event and sufficient traffic flow to address or meet one-on-one with students regarding membership
3. Encourage nominations for ABA Law Student Division Awards
  - Each year, the ABA Law Student Division recognizes the achievements of individual law students, law school organizations and law schools on a national level through the Division's Annual Awards program. Award winners will be announced during the Law Student Division Assembly held during the ABA Annual Meeting
  - Award categories include – SBA, Public Interest, Diversity, Membership, News Publications, VITA—postmarked deadline: April 1, 2011
  - [www.abanet.org/lsd/awards/home.html](http://www.abanet.org/lsd/awards/home.html) for additional information and nomination forms
4. Finalize your law school's March 2<sup>nd</sup> Diversity Day Activities
  - Should be planning per the October/November calendar line item
5. Finalize plans for your law school's March 27 National Law Student Mental Health Day
  - Should be planning per the October/November calendar line item
6. Begin making plans to attend your Circuit's Spring Meeting and Governor Election
  - Each Spring, the Division's 15 circuits convene individual Spring Meetings at a law school within their circuit. These meetings are designed to provide a forum for law students to network, share ideas, and meet with members of the local bar to discuss the practice of law, how to achieve their academic and professional goals, and strategies for preparing for their future career. SBA Presidents and ABA Representatives, as delegates representing their law school, will also vote on and elect the 2011–2012 Circuit Governor.
  - Visit your circuit webpage for dates and locations of your Spring Meeting

**DECEMBER/JANUARY (continued)**

- Remind your SBA President of the importance of attending this meeting as you will both be representing your law school in the election of the new Circuit Governor.
- Promote and encourage fellow law students to attend.
- If you have not already done so, complete and submit your application for Rep Funds to help offset expenses associated with your attendance at the meeting.

## FEBRUARY/MARCH

1. Encourage nominations for Liaisons, National Student Directors, and Project Directors (application deadline: February 15)
  - You should seek individuals who not only fit the criteria, but also have demonstrated leadership skills and diplomacy
  - See [www.abanet.org/lsd/elections/home.html](http://www.abanet.org/lsd/elections/home.html) for eligibility requirements, deadlines, terms of office, and position descriptions
2. Attend Spring Circuit Meeting.
  - Visit your Circuit webpage for details at [www.abanet.org/lsd/circuit/](http://www.abanet.org/lsd/circuit/)
  - SBA Presidents and ABA Representatives elect the Circuit Governor at the Spring Meeting
3. New ABA Representatives elected/appointed at many schools. Outgoing ABA Representative assist new ABA Representative in transition.
  - Direct new ABA Representative and SBA President to their respective ABA Reporting Forms so they are included in communications
    - ABA Representative: [www.abanet.org/lsd/schoolreps/reporting.html](http://www.abanet.org/lsd/schoolreps/reporting.html)
    - SBA Presidents: [www.abanet.org/lsd/sba/reporting.html](http://www.abanet.org/lsd/sba/reporting.html)
  - Direct new ABA Representative and SBA President ABA to the website for resources provided by the Division specific to their position.
  - ABA Representative and SBA President to contact their Circuit Governor.
4. Encourage nominations for ABA Law Student Division Awards
  - Each year, the ABA Law Student Division recognizes the achievements of individual law students, law school organizations, and law schools on a national level through the Division's Annual Awards program. Award winners will be announced during the Law Student Division Assembly held during the ABA Annual Meeting
    - Award categories include – SBA, Public Interest, Diversity, Membership, News Publications, VITA— Postmark deadline: April 1, 2011
    - Visit [www.abanet.org/lsd/awards/](http://www.abanet.org/lsd/awards/) for nomination forms

## FEBRUARY/MARCH (continued)

- Hold Diversity Day event that you began planning in October/November
  - Complete the survey of the event on the Diversity Day site (visit [www.abanet.org/lisd/diversity/](http://www.abanet.org/lisd/diversity/))
  - Write a story about your event for submission to *Student Lawyer* magazine (visit [www.abanet.org/lisd/studentlawyer/](http://www.abanet.org/lisd/studentlawyer/) for writers' guidelines).
- Health Insurance: Opportunity to extend coverage for one year after graduation, providing there is no break in coverage.

## APRIL/MAY

1. Encourage nominations for Vice Chair-SBA and Division Delegates
  - You should seek individuals who not only fit the criteria, but also have demonstrated leadership skills and diplomacy.
    - Division Delegate to the ABA House of Delegates and Vice Chair-SBA –postmarked deadline: June 1, 2011
2. Visit your Circuit website ([www.abanet.org/lsd/circuit/](http://www.abanet.org/lsd/circuit/)) for information on Lt. Governor positions
  - Review positions available
  - Distribute a message to your classmates advising them of the opportunities available and encouraging them to submit their application
3. New ABA Representatives elected/appointed at many schools. Outgoing ABA Representative assists new ABA Representative in transition.
  - Direct new ABA Representative and SBA President to their respective ABA Reporting Forms so they are included in communications
    - ABA Representative: [www.abanet.org/lsd/schoolreps/reporting.html](http://www.abanet.org/lsd/schoolreps/reporting.html)
    - SBA Presidents: [www.abanet.org/lsd/sba/reporting.html](http://www.abanet.org/lsd/sba/reporting.html)
  - The ABA Rep and SBA President at each ABA-approved law school serve as the official Voting Delegates in the Law Student Division Assembly, which convenes during the Annual Meeting in August
  - Ensure ABA Representative and SBA President register and make arrangements to attend the ABA Annual Meeting at the Early Bird Discount Rate (deadline May 30)
  - Register for Annual Meeting
  - Promote and encourage fellow law students to attend.
  - Direct new ABA Representative and SBA President to ABA website for resources provided by the Division specific to their position
  - ABA Representative and SBA President to contact their Circuit Governor
  - Representative Funds cannot be used for Annual Meeting expenses. Contact Deans, SBAs and other sources to request funding to attend the ABA Annual Meeting.

## **APRIL/MAY (continued)**

- Third-Year Membership Drive
  - Push Kaplan-PMBR discount (deadline in April)
  - Health Insurance: Opportunity to extend coverage for one year after graduation, providing there is no break in coverage.
- Obtain incoming student list from Office of Admissions and create a pre-registration mailing
  - Ask to include a letter/brochure regarding the Law Student Division with the mailing

## JUNE/JULY

1. Deadline for Resolutions to be submitted to the Division Assembly
  - Deadline is June 15
  - See <http://www.abanet.org/lzd/annual/2011/resguide.pdf> for additional information
2. Ensure your law school's incoming ABA Representative and SBA President have:
  - Completed their respective ABA Reporting Forms immediately after their election/appointment
  - Registered for the ABA Annual Meeting
3. Ensure your law school's incoming ABA Representative has completed the ABA Shipping Form so they are sure to receive their new Rep Box in time for your law school's orientation and/or organizational fair
4. Ask your dean to support the ABA Law Student Division group billing program by signing up all 1Ls or all law students to give them an inside look at the legal profession.
  - Law schools that enroll a law school class (the 1L class, 2L class, or 3L class) or any combination of two classes of law students in the program will receive a 20% discount, setting student dues at \$20 per student.
  - Law schools that enroll the entire law school student body in the group program will receive the deeper discounted rate of \$17 per student.
5. Membership recruitment letter with application to be sent in orientation packets for all first year students
  - This is something the ABA will coordinate and submit to your law school
6. Promotional materials for membership campaigns mailed to ABA Representatives.
  - Materials will be mailed to address provided by the ABA Representative on their reporting form.
  - Representatives who do not receive promotional materials should contact Sherion Reason of the ABA Membership & Marketing Department at 312-988-5521 or 800-285-2221 x5521

## **Recruitment Events**

### **Objectives**

There are many professional organization opportunities available at law schools. ABA Representatives must distinguish the ABA as *THE* professional organization that can address, enhance and resolve students' law school goals and personal and professional needs.

### **Strategy**

Draw attention to the ABA at tabling events that take place during orientation and at law student organization fairs and separate it from the rest of the professional organizations visually and by virtue of its benefits.

Speak directly to the specific needs of each law school student and provide a corresponding benefit or opportunity from the litany of options that are available as part of the ABA membership. The key will be for you to understand what the needs are of your fellow law students by asking questions and engaging them in conversation so you can customize your response based on your knowledge.

At the end of the day for tabling events, recruitment and gaining new members will be a benchmark for success.

### **Goal**

Seventy-five percent of new memberships are achieved as a result of tabling events.

Orientation tabling provides a key opportunity to interact with 1Ls and introduce them to the ABA right from the start so they can really take advantage of not only a great deal (3 years for \$60), but also all the amazing benefits and opportunities.

Use that as a barometer against your overall recruitment goals to stay motivated, stay on target and achieve your objective!

## Benefits Specifics

Detailed descriptions of additional benefits are provided below and are also available at <http://www.abanet.org/lsd/membership/benefits/home.html>

### **Bar/Bri** – [www.barbri.com](http://www.barbri.com)

ABA Law Student Division members are eligible to apply for partial Bar/Bri bar review course scholarships.

[www.abanet.org/lsd/barbri.pdf](http://www.abanet.org/lsd/barbri.pdf)

### **Kaplan PMBR** – [www.kaplanpmb.com](http://www.kaplanpmb.com)

Kaplan PMBR specializes in preparing students for the Multistate Bar Examination (MBE) and the Multistate Professional Responsibility Exam (MPRE). ABA membership in the Law Student Division entitles you to substantial discounts on Kaplan-PMBR course tuition. Members receive a \$50 discount off the three-day course offered nationwide, or \$100 off the six-day workshop if they apply early.

At either rate, the savings garnered from this partnership is close to equal or more than your entire ABA Membership. Sign up for 3 years at \$60 and really save!

**West Study Guides** – [www.abanet.org/lsd/membership/benefits](http://www.abanet.org/lsd/membership/benefits)  
25% off 15 series of study aids available through West. Free shipping!

### **UnitedHealthcare Student Resources Injury and Sickness Insurance** – [www.uhcsr.com/ABA/](http://www.uhcsr.com/ABA/)

The ABA Law Student Division offers students an opportunity to purchase health insurance, including coverage for their spouse/domestic partner and/or children. Law students who are currently enrolled in the Division's health insurance plan may extend coverage for up to one year after graduation, provided there is no break in coverage and the student meets all eligibility requirements.

The plans (high option and law option) are offered at a reasonable cost through United Healthcare Student Resources. As an ABA Law Student Division member enrolled in law school for a minimum of eight credit hours, you, your spouse/domestic partner and dependent children under age 19 (or 23 if a full time student at any accredited school, financially dependent on the insured ABA Law Student Division member) are eligible to enroll.

Note: You can continue the ABA Law Student Division Student Health and Accident Insurance Plan for up to one (1) full year after your graduation date from law school, provided there is no break in coverage.

**Homeowners, Renters, and Auto Insurance – [www.abiins.com](http://www.abiins.com)**

Auto, homeowners and renters insurance at low group rates is available from Liberty Mutual and American Bar Insurance (ABI). For a free, no-obligation quote, call 800.955.3379. You can save hundreds of dollars a year on auto insurance and even more by insuring your home as well through Liberty Mutual's Group Savings Plus®

**Hertz Rental Car – [www.abanet.org/advantage/hertz/](http://www.abanet.org/advantage/hertz/) or 800.654.2230**

ABA Law Student Division members can rent a car without underage surcharges, thanks to the ABA's program with Hertz. Mention CDP#13000 when contacting Hertz.

**Starwood Hotels & Resorts – [www.abanet.org/starwoodpromos.com/ABA](http://www.abanet.org/starwoodpromos.com/ABA) or 877.782.0004**

Preferred Rate Hotel Program provides ABA members with discounts of up to 40% at luxury hotels in the U.S. and abroad.

**Sprint – [www.sprint.com/aba](http://www.sprint.com/aba) or 866.647.3934**

Enjoy discounts of up to 15% off regularly priced service.

**Bank of America – <https://www.applyonlinenow.com/us/ABA/>**

The ABA credit card from Bank of America rewards you for your everyday purchases and gives you the financial power and flexibility you need.

**Brooks Brothers – [www.abanet.org/advantage/](http://www.abanet.org/advantage/)**

Save 15% on regular and everyday value-priced merchandise at Brooks Brothers.

**Toshiba** – Receive special pricing on laptops and accessories and that's not available to the public.

[www.store.toshiba.com/aba-aff](http://www.store.toshiba.com/aba-aff)

**UPS™** – Take advantage of special discounts on shipping. [www.savewithups.com/aba](http://www.savewithups.com/aba)

**Mozy** – Protect your music, pictures and coursework with computer backup from Mozy.

[www.mozy.com/aba](http://www.mozy.com/aba)

**Office Depot** – Receive savings of up to 35% at Office Depot, both online and in store.

[www.abanet.org/advantage](http://www.abanet.org/advantage)

**HP** – Save on all your technology needs with special member pricing at HP. [www.hp.com/go/aba1](http://www.hp.com/go/aba1)

**Sprint** – Save up to 15% on monthly wireless voice service from Sprint. Restrictions apply. -

[www.sprint.com/aba](http://www.sprint.com/aba)

**Visit the ABA Member Advantage page for full details and updates as new programs are added.**

**[www.abanet.org/advantage](http://www.abanet.org/advantage)**

## Specific Talking Points

There are key messages you can communicate in any promoting/recruiting environment. Keep in mind these top themes and work to incorporate the suggested talking points into your conversations.

- Value – make sure to clearly communicate the financial benefit of membership including discounts, scholarships, and access to healthcare, home and auto insurance plans.
- Opportunity – Highlight how membership provides opportunity for career networking and national recognition as well as providing a voice in advocacy issues
- Development – Share the numerous resources and programs available to help students survive law school, pass bar examinations and develop skills to become successful lawyers

## General

- Hi! Have you heard of the American Bar Association?
- Are you familiar with the amazing professional and financial benefits that accompany your ABA membership?
- Are you currently a member of the ABA — the American Bar Association?
- Did you know that an ABA membership can pay for itself?
- Just think, for the price of 4 or 5 coffees/lattes you can have a year's worth of amazing professional and financial benefits.
- How many professional organization memberships do you know of that will ACTUALLY pay for themselves?
- Can you believe that the ABA is such an amazing value? So many opportunities to help develop your legal career for such an incredibly low annual price.
- Would you like to join the ABA?
- You look like you want to join the ABA; let me tell you why you should.
- Would you join an association that has no vested interest in your future? Of course not; this is why you should join the ABA.

## Professional Benefits

- How would you like the opportunity to participate in 29 writing competitions?
- Did you know that a membership with the ABA brings with it a free subscription to *Student Lawyer* magazine and the *ABA Journal*?
- How many other professional organizations that you know of can offer you leadership opportunities on a regional or national level?
- The ABA wants you to succeed as a lawyer, which is why it offers practical skills and moot court competitions.
- Do you want real-life legal experience? Maybe a clerkship? The ABA offers you the opportunity (if eligible) to apply for ABA judicial internships, clerkships, and scholarships.

## Financial Benefits

- Do you like free money? With your ABA annual membership of \$25, you will receive discounts of \$50 to \$100 on Kaplan PMBR review courses. The membership pays for itself!

- Did you know that your ABA membership gives you access to BAR/BRI scholarships?
- Can you believe how expensive Bar review and study guides are? With your ABA membership, you get 25% off 15 series of study aids available through West.
- Tired of not being heard regarding the rising costs associated with law school? The ABA participates in advocacy efforts for relief in student debt and loan repayment.
- Free or discounted membership in ABA specialty practice groups.
- Need to travel for a job interview or summer clerkship? The travel discounts with Hertz and Starwood Hotels that come with your low ABA membership fee will save you money in the long haul, and that's just ONE of the many financial benefits that comes with your ABA membership.
- Did you know that you can receive medical insurance with option to extend coverage after graduation, but only when you are a member of the ABA?
- Do you need a new suit for that summer internship or job interview? ABA membership provides discounts at Brooks Brothers.
- Are you out of highlighters, paperclips, and binders? Your ABA membership provides discounts at Office Depot.

### **Career/Development Opportunities**

- Did you know that the ABA can get you real-world experience?
- How would you like to have to choose from among internships, fellowships, and clerkships in a variety of practice specialties? Join the ABA and find out how that can become your reality.
- Do you like to write and want to hone your skills? You should join the ABA so you can have access to 29 writing competitions specifically for law students.
- The ABA can open up opportunities to work with legal professionals on committees and advocacy issues.
- Would you like to bolster your résumé? An ABA membership provides you opportunities for leadership roles within your school, your region, and at the national level.
- Do you want a real life experience in a courtroom? Moot court and practical skills such as arbitration, negotiation, and client counseling are opportunities that come with your ABA membership.
- How would you like a practicing lawyer and leaders in the legal community to review your résumé at the Annual Career Fair?
- Your membership with the ABA can bolster your résumé with opportunities to write for ABA periodicals.
- Find the Bar Admissions process daunting? The ABA's online access to the Comprehensive Guide to Bar Admissions Requirements can help guide your way.

### **Networking Opportunities**

- Did you know you can gain experience and insight into more than 30 areas of law with the ABA Sections, which are practice specialty groups?
- Do you like to volunteer and give back to your community? The ABA provides volunteer opportunities to work on substantive legal issues.
- Would you like real-life opportunities? With your ABA membership you gain access to more than

- 300 regional and national practice-specific meetings involving students and lawyers each year.
- Did you know you can get real-life experience and demonstrate your budding legal skills with practicing lawyers and judges via ABA competitions?
  - Would you like your questions answered by legal professionals? With your membership, you will gain access to ABA online discussion groups with students and legal professionals.

### **Specific Talking Points for what 1L vs. 2L vs. 3L may need**

#### **1L**

- Want to start building your résumé your first year? The ABA provides editorial opportunities with student magazines, 29 writing competitions and opportunities to network with professionals
- Did you know that you can save \$15 right now? Signing up for a 3-year membership will only cost you \$60 versus if you renew it year after year, which will cost you \$75 (or \$25 per year).
- Can you believe how quickly costs of school supplies add up? Your ABA membership provides you with great discounts at many different partners, including Office Depot.
- Want to keep up on the most current topics impacting law students today? With your ABA membership, you receive a free subscription to *Student Lawyer* magazine.
- Are you from (insert school name city/area)? No? Well, getting home during break or the holidays can get expensive. With your ABA membership you get travel discounts with Hertz and Orbitz.

#### **2L/3L**

- Find the Bar Admissions process daunting? The ABA's online access to the Comprehensive Guide to Bar Admissions Requirements can help guide your way.
- Did you know that your ABA membership gives you access to BAR/BRI scholarships?
- Can you believe how expensive study guides are? With your ABA membership you get 25% off West study guides?
- Did you know you can get real-life experience and demonstrate your budding legal skills with practicing lawyers and judges via ABA competitions?
- Did you know that a membership with the ABA brings with it a free subscription to *Student Lawyer* magazine and the *ABA Journal*?
- Do you want a real life experience in a courtroom? Moot court and practical skills competitions such as arbitration, negotiation, and client counseling are opportunities that come with your ABA membership?
- Did you know you can gain experience and insight into more than 30 areas of law with the ABA Sections, which are practice specialty groups?

### **Tabling Collateral Inventory**

All ABA Representatives will receive the same tabling collateral to ensure the ABA has a synchronized and elevated look and feel at all law schools.

For tabling events, ABA programming, and the recruitment initiative, you will be receiving the following:

- ABA Rep Box materials including enrollment forms, posters, fliers, etc
- One (1) blue ABA tablecloth
- Engage Incentive – Post-It sticky book
- Join Incentive – Aluminum water bottle
- Easel Sign

### **Tabling Assets**

#### **Tablecloth**

The tablecloth reinforces the ABA’s presence on campus and provides bright, neutral backdrop to best highlight incentive items, brochures, and other ABA handout materials.



#### **Incentives**

You will receive two different incentive items to place on your table during recruiting-based tabling events.

The Post-It sticky book engagement incentive is used to reward the student for spending time at the ABA table. These can be handed out in a responsible, but freer, manner.



The Aluminum Water Bottle join incentive is a reward for the law student who enrolls in the ABA. The join incentive should only be handed out when a law student completes and turns in a membership form or enrolls online. It is a “thank you” for joining the ABA.



The ABA will allocate a certain number of incentive items for the ABA Representatives. Please keep proper inventory counts of those items so you have an adequate amount for your tabling events. Should you need more incentive items, please contact Sherion Reason of the ABA Membership & Marketing Division at least ONE WEEK prior to your next event so that replenishments may be sent out in a timely manner. You can reach Sherion at 312.988.5521 or [reasons@staff.abanet.org](mailto:reasons@staff.abanet.org).

## **Signage**

### **Easel Sign**

You will receive one (1) 23” x 34.5” specially designed sign. This sign should be placed upon a school-provided easel at each of your ABA events. This sign needs to last the full school year and must be returned to the ABA at the end of your tenure as an ABA Representative.

### **Vertical Banner**

Vertical banners will be provided for specifically identified events. As there are a limited number of vertical banners, these will be shipped out from the ABA to representatives and must be shipped back after the event. Instructions on how to use the vertical banners will be included with the banner. If you would like to borrow a banner, please contact Sherion Reason at 312.988.5521 or [reasons@staff.abanet.org](mailto:reasons@staff.abanet.org).

Easel Sign

**ABA** FOR LAW STUDENTS  
AMERICAN BAR ASSOCIATION

YOUR LEGAL CAREER STARTS HERE.

**JOIN NOW**

\$25/1 YEAR OR \$60/3 YEARS

Vertical Banner

**ABA** FOR LAW STUDENTS  
AMERICAN BAR ASSOCIATION

YOUR LEGAL CAREER STARTS HERE.

Develop your skills and get ahead on your job search.

Connect with professionals and other law students through the ABA.

Take advantage of all the value an ABA membership offers students.

Choose from a variety of Sections, Divisions and Forums to join.

**Asset Responsibility Form**  
**Materials Agreement: (sign & return to ABA)**

Item	Quantity	Received ( Y or N)	Condition: Great / OK/ Poor	Initial
Tablecloth				
Easel Sign				
Vertical Sign				
Engagement Incentives				
Join Incentives				

At the end of your events, you will need to ship back the following materials:

- \_\_\_\_\_ Tablecloth
- \_\_\_\_\_ Easel Sign
- \_\_\_\_\_ Vertical Sign
- \_\_\_\_\_ Engagement Incentives
- \_\_\_\_\_ Join Incentives

By signing below, I acknowledge I will return these materials upon the completion of my events in the same condition as I received them.

Should you have any questions, please contact Jill Werner at the ABA at 312.988.5449 (phone), 312.988.5531 (fax) or [wernerj@staff.abanet.org](mailto:wernerj@staff.abanet.org) (e-mail).

Sign & scan or fax to the ABA.

Representative Name (please print) \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Close of school year/ship back information**

At the close of your tenure as an ABA Representative, you will need to ship back to the ABA the following:

1. Branded tablecloth
2. Any remaining incentive items
3. Easel signs
4. Vertical banners (if applicable)

You will be provided with return labels. Upon shipping the items, please forward tracking information to Sherion Reason.

In the event that return labels are lost, all items should be returned to:

ABA Membership & Marketing Division  
321 N. Clark St.  
Chicago, IL 60654

## **Field Support Staff**

### **Overview**

To help with the recruitment effort and to achieve our recruitment goals, many law schools will receive the assistance of a field support staff (FSS) member. The FSS will be there to help you with your recruitment efforts during specifically identified tabling events. The FSS will act as an extension of the ABA and you as the representative. As some schools have elevated levels of enrollment, one rep during an orientation event may not be able to talk with all interested students. All FSS will be trained on the key roles, benefits, and opportunities that the ABA offers to law students.

### **Role**

The role of the FSS is to be a supportive and supplemental assistant to the ABA Representative. The FSS will help set up and break down the table, speak with potential ABA members, encourage and engage law students to stop by the ABA table, cover the table should you, the representative, be engaged in a long discussion with a student or require a break, etc. The FSS will help to keep the table organized and replenish any hand-out materials and incentive items as necessary. Above all, the FSS is there to help recruit members into the ABA and will assist interested students with completion of membership forms.

### **Communication**

Each FSS will receive the name of his/her ABA Representative and will contact you by e-mail 24 hours before your tabling event. You will receive a schedule of event(s) that will have an assigned FSS. Note: not all law schools will receive the assistance of an FSS.

### **Dress Code**

As the ABA is a professional organization, please dress in business or business casual attire.

## **Achieving recruitment sign-ups**

You will have your own individual school goal for recruitment for the 2010/2011 school year.

There is no better way to get someone to join the ABA than to simply ask for it! Using the outlined talking points and addressing the questions and concerns of the law students will get you 95% of the way to securing a law student enrollment; the last 5% is simply asking if they want to join today and telling them how quick and easy it is to do so.

See “Talking Points” for additional information.

## **Post Tabling Event Survey**

After each tabling event, so that we can receive general feedback, please go to:

<http://www.surveymonkey.com/s/abarepresentativesurvey> and fill out a quick 11-question survey

This survey will provide us with real-time insight into your events. If there are common questions/concerns being raised at various law schools, we will respond accordingly, if necessary.

## **Resources for ABA Members/Representatives**

There are numerous resources available to help you succeed as an ABA Representative. Maintaining constant and thoughtful communication with the law student population is imperative so that they may be kept abreast of topics, changes in policies, opportunities for experience, competitions, etc.

Because you are a busy law student, much like those in the ABA, efficient communication is necessary to ensure that the information you are sharing is heard and understood, especially when next-step actions are required. Some best ways to disseminate ABA information to the student body are:

Bulletin boards are the simplest way to post information for your fellow law students. Make sure to always include your name and identify yourself as the ABA Representative; include your e-mail on the post as well. This will allow students to contact you with any questions.

Other quick ways to update your fellow law students on ABA information is by writing notices on classroom boards, leaving notes in mailboxes, sending out e-mails, setting up information tables, making announcements in classes, hosting brown bag lunches, posting information on blackboard/TWEN or Facebook sites, or utilizing school announcements, newsletters, etc.

### **Great resources to keep you abreast of the most current happenings are:**

#### **ABA Job Board** –<http://www.jobs.abanet.org>

Create a profile; upload your résumé and cover letters; and search, save, and apply for jobs.

#### **Economic Recovery Resources Portal** –[www.abanet.org/economicrecovery](http://www.abanet.org/economicrecovery)

Find the latest information from the ABA on how to get through the economic downturn with resources and tips on a variety of topics from job searching to practice management to professional development and more.

#### **Online Technology Resources and Practice Technology** –[www.lawtechnology.org](http://www.lawtechnology.org)

Turn to the ABA for advice from legal professionals on the latest technological developments affecting the practice of law.

#### **Listservs/Online Discussion Groups** – [www.abanet.org/discussions](http://www.abanet.org/discussions)

The ABA offers 600 Listservs and 40 discussion forums to discuss hot issues and get practical advice in a convenient e-mail dialogue.

#### **Online Meetings** –[www.abanet.org/media/omk\\_list.shtml](http://www.abanet.org/media/omk_list.shtml)

Keep up with all the latest news by attending online meetings offered through the ABA.

#### **myABA**–[www.abanet.org/abanet/common/MyABA/hom.cfm](http://www.abanet.org/abanet/common/MyABA/hom.cfm)

Update your profile, renew your membership, and stay abreast of all the latest ABA announcements and product offerings to take charge of your own membership.

Included in this training manual are communication templates to provide some guidance and assistance in sharing meaningful information, updates and opportunities on the ABA.

## Templates for communication

### ABA Law Student Division Sample Membership Recruitment Letter

August \_\_\_\_, 2010

Dear First Year Law Students:

Welcome to *law school name*. You have accomplished a lot by being admitted to our law school and you have a challenging, but rewarding, experience ahead of you. There will be days when you are thrilled with what you are doing — other days you will wonder what you did to deserve such punishment. Just remember three things: (1) Torts is not the most important thing in your life, (2) no one understands the Rule Against Perpetuities, and (3) you will survive law school.

Membership in ABA Law Student Division provides students a window to look outside of school and into the legal profession. The **ABA is the largest professional association in the world**. As an ABA Law Student Division member your benefits will more than cover the cost of your dues. For example, in addition to your subscription to the *ABA Journal*, you receive a subscription to *Student Lawyer*, the best national magazine written for law students. In addition, members receive discounts on bar review courses, and low-cost auto, homeowners, renters, health, and life insurance.

Furthermore, **membership in the ABA Law Student Division allows students to join ABA sections, divisions, and forums for free or at discounted law school rates** (typically only \$5-\$20). These specialties range in subjects from litigation to environmental to international to entertainment and sports law. The students with particular interests, or students wishing to explore a given field, will gain insight into a given area of law through specialized publications and documents from that section.

Additionally, Division members may run for school, circuit, and national offices. Also, Division members may seek appointment as student liaisons to committees of attorneys who head the sections and divisions of the ABA.

Membership in the ABA Law Student Division offers many career and professional development opportunities, including the ability to gain hands-on legal experience by participating in one or more of the Division's four competitions. One of the by-products of the regional and national competitions is the opportunity for students to network with law students from across the country, as well as faculty, practicing attorneys, judges, and recruiters.

The \$25 annual membership (or 3 years for \$60) is well worth the benefits received. **Please take advantage of this opportunity by filling out the attached membership application.** If you have any questions about the ABA Law Student Division, or law school in general, please do not hesitate to contact me. Again, congratulations and welcome to *law school name*.

Sincerely,  
John Doe  
ABA Representative & Student  
Johndoe@staff.abanet.org  
222-987-1234

**Funds**—<http://www.abanet.org/lsd/schoolreps/fund/home.html>

The Law Student Division has two types of funds available to you, as an ABA Representative, for your membership programs and activities – Membership Funds and Representative Funds.

**Representative Funds**–<http://www.abanet.org/lsd/schoolreps/fund/home.html>

The Division sets aside an annual fund for ABA Representatives to help offset costs for ABA Representatives to travel to circuit meetings and for membership activities at their law schools.

The amount of funding available to each ABA Representative is based on the overall enrollment of the law school and the number of ABA Law Student members in that law school. Since this is a limited fund pool, reimbursement is provided to schools on a first-come, first-serve basis.

Visit [www.abanet.org/lsd/schoolreps/fund](http://www.abanet.org/lsd/schoolreps/fund) to submit your request online. Requests for use of funds must be made in advance of the activity or circuit meeting travel and are subject to review and approval by the Secretary–Treasurer and Division Director. You are encouraged to submit your request three weeks prior to the date of the event or travel. Applicants generally receive notification about their request within 10 days of receipt. If you receive approval of funds, you will be required to submit original receipts for reimbursement, a copy of the approval communication, and a report of the membership activity and/or circuit meeting activities within 30 days of the program.

**Membership Funds**–<http://www.abanet.org/lsd/schoolreps/fund/home.html>

In an effort to encourage and assist with membership drives, the Division permits you to apply for funds from the Division’s Membership Fund. This fund provides \$100 per school per academic year for use with membership tabling efforts such as: table snacks or refreshments, purchasing membership raffle prizes, etc.

Membership funds **cannot** be used for travel to any meetings. This is a limited fund reimbursement provided to schools on a first-come, first-serve basis.

Visit [www.abanet.org/lsd/schoolreps/fund](http://www.abanet.org/lsd/schoolreps/fund) to submit your request online. Requests for use of funds must be made in advance and is subject to review and approval by the Secretary–Treasurer and Division Director. You are encouraged to submit your request three weeks prior to the date of the event or travel. Applicants generally receive notification about their request within 10 days of receipt. If you receive approval of funds, you will be required to submit original receipts for reimbursement, a copy of the approval communication, and a report of the membership activity within 30 days of the program.

## Grant Program

### Public Interest, Diversity, Ethics, Professionalism Training, Public Interest or Public Service Activities

[www.abanet.org/ltd/grant/](http://www.abanet.org/ltd/grant/)

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, first-time** 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 in achieving a successful first-time event. By doing so, the Division 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 or other organizations, or to fund student travel. Intended uses of the funding in these capacities do not fall within the program criteria. Requests for incidental costs such as travel, lodging, speaker honorariums or other personal expenses generally do not fall within the program criteria.

ABA Law Student Division-sponsored events should benefit a significant number of students. Any entity or individual at an ABA-approved law school is eligible to submit a grant application, and schools may submit more than one application per year.

Awards will be based on the submission of well-developed proposals in accordance with the application instructions, with grant allocation preferences given to those that display a benefit to the community, law students, and the profession.

As there are limited funds available, all proposals will be closely examined so funds can be distributed to as many programs and schools as possible. The maximum 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**. All applications must be submitted **via e-mail** to the Division Director and the Secretary – Treasurer, and must contain all requisite information and supportive materials.

The expectation of the Division is that an application will contain background and substantive information including specific budgetary figures to aid the committee in its review. 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, and list of all planned participants/speakers (including titles/affiliations)
- Budget – must include a detailed budget of all anticipated expenses and projected revenue/funding. Expenses for food (specify) and beverage (specify) should be detailed by per person costs.
- List all sources of funding and the amounts

- Explain if 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 funding is not secured?
- Have you requested or received Division funding for another activity this year or any other year?
- How will the 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 organization currently have in the ABA Law Student Division?
- Are your law school's ABA Representatives and SBA President members of the ABA Law Student Division? 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 is available online at [www.abanet.org/lsd/grant/](http://www.abanet.org/lsd/grant/)

Generally, notification is sent via e-mail to the grant contact within two weeks of receiving the grant, provided no information is requested by the committee.

Should you, as applicant, have additional questions regarding the status of your grant, please contact your Circuit Governor, ABA Representative, SBA President, National Officer or the ABA office in Chicago for information.

**American Bar Association  
Law Student Division  
2010-2011 Request for Funds**

**Note: Only the primary ABA Representative is eligible to apply for/receive funds**

Name: _____	Address: _____
ABA ID: _____	City/State/Zip: _____
Law School: _____	Phone: _____
Position: _____	Email: _____

<input type="checkbox"/> <b>Membership Funds:</b> Limited to \$100 per school per academic year	<input type="checkbox"/> <b>ABA Representative Funds:</b> Limited to funds allocated to your law school
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**Membership Drive/Activity (Membership or Rep Fund)**  
Please provide a description below of the project/expense for which you are seeking funds. Please explain how this project/expense qualifies as a membership activity/drive. Specifically, how will the use of these funds assist with this activity? What are the individual costs? How would this activity increase membership? Please indicate date of proposed project/activity.

**Circuit Travel Assistance (Rep Fund only)**  
Please provide an explanation as to why you require circuit travel assistance. Please indicate the amount of funding required and the specific expenses.

To be eligible for these funds, the application must be received by the Secretary Treasurer and Division Director three weeks prior to the date of the event for which the funds are needed. Schools that receive approval for funds will be required to submit the following with their request for reimbursement within 30 days of completion in order to receive reimbursement.

**For Membership Funds:**

1. Communication approving the award
2. Copies of any fliers, brochure or other advertisements of the membership drive/activity
3. One to two page report of the membership activity and/or circuit meeting
4. Enrollment forms collected during your event and/or a list of new enrollees to the ABA Law Student Division
5. Original receipts

**For Rep Funds:**

1. Communication approving the award
2. Original receipts
3. One to two page report of the membership activity and/or circuit meeting

Amount Requested: \$  Date Submitted:

**Please submit request for membership funds via email to:  
Division Director Patricia Brennan at pbrennan3@staff.abanet.org and  
Secretary/Treasurer AnnMichelle Hart at a\_hart01@pacific.edu**

### **What is the ABA?**

The ABA is the leading voice of the legal profession in the nation. The ABA's activities include law school accreditation, continuing legal education for lawyers, programs to assist lawyers and judges in their work, guidelines on ethics and rules of professional conduct, and initiatives to improve the legal system for the public. The ABA also develops programs and publications specifically targeted to help law students succeed in their studies and in building their legal careers.

### **What benefits do I receive as a law student member?**

A \$25 annual membership (or 3 years for \$60) in the ABA Law Student Division includes:

- Annual subscriptions to *Student Lawyer* magazine and *ABA Journal*
- Bar/Bri course scholarship opportunities
- Discounts (\$50-\$100) on Kaplan-PMBR (Preliminary Multi-State Bar Review)
- 25% off 15 series of study aids available through West
- Student Health and Accident Insurance Plan with the ability to extend coverage for up to one full year after your graduation date from law school, provided there is no break in coverage
- Auto, home, and renters insurance plans
- Discounts on hotels, rental cars, computers, etc.
- Eligibility to participate in ABA competitions and writing contests
- Discounts on career publications
- Opportunity to join more than 30 specialty sections, divisions, and forums (21 of which are free to students)
- Leadership opportunities as national, regional, or local representatives
- And much, much more

### **Where can I obtain a comprehensive list of all law student opportunities?**

The Division's website is the best source for information about the various services and benefits available to law student members.

Refer to [www.abanet.org/lisd](http://www.abanet.org/lisd) regularly for updates and announcements about competitions, awards, scholarships, and activities.

### **Which Sections/Divisions/Forums offer free law student memberships?**

- Administrative Law and Regulatory Practice
- Affordable Housing and Community Development Law Forum
- Air and Space Law Forum
- Business Law
- Communications Law Forum
- Criminal Justice
- Dispute Resolution
- General Practice, Solo and Small Firm Division
- Government and Public Sector Lawyers Division
- Individual Rights and Responsibilities
- Intellectual Property Law
- International Law
- Labor and Employment Law
- Law Practice Management
- Litigation
- Public Contract Law
- Public Utility, Communications and Transportation Law
- Science and Technology Law

- State and Local Government Law
- Taxation
- Tort Trial and Insurance Practice

Remember, other Sections offer special discounted membership dues to Law Student Division members. For full section descriptions go to [www.abanet.org/sections](http://www.abanet.org/sections)

### **How do I join the American Bar Association?**

Membership is easy. Sign up at one of the tabling events with your ABA Representative. Simply call the ABA Service Center at 800.285.2221 or sign up online by logging onto <http://www.abaforlawstudents.org>

### **What is the e-mail address for the Service Center?**

[service@staff.abanet.org](mailto:service@staff.abanet.org)

### **How long does it take to activate my membership?**

If you call the ABA Service Center (800.285.2221), your membership will become effective the minute you hang up the phone. If you join electronically, your membership will take 24-48 hours to process. If you enroll via a tabling event, your membership will take approximately 1 week to process

### **How long will it take for me to receive my membership card and packet?**

You should receive a welcome letter, including your membership number, within 1-2 weeks of enrolling. Your membership card will follow 4-6 weeks after your membership is processed. If you are anxious to receive your membership number because you are entering a competition or want to sign up for some other benefit, you can contact the ABA Service Center (800.285.2221 or [service@staff.abanet.org](mailto:service@staff.abanet.org)) and someone will be happy to provide you with this information.

### **When do my subscriptions to *ABA Journal* and *Student Lawyer* begin?**

Subscriptions begin with the next issue of the journal or magazine after payment of your membership dues has been received. *ABA Journal* is published monthly (12 issues). *Student Lawyer* magazine is published monthly between September and May (9 issues). Back issues of *Student Lawyer* are available to members online at [www.abanet.org/lsd/studentlawyer](http://www.abanet.org/lsd/studentlawyer).

### **My address changed . . . whom do I call?**

The easiest way to change your address record is by logging onto the main ABA website ([www.abanet.org/](http://www.abanet.org/)) and clicking on *Member Login* located in the top left-hand corner of the screen and then logging onto *myABA*. Follow the link to edit your profile, which allows you to change your address. You can also change your address by completing the *Rep Change of Address Form* located at [www.abanet.org/lsd/schoolreps/change-address.html](http://www.abanet.org/lsd/schoolreps/change-address.html). You can also have your ABA member record updated by sending an e-mail to [coa@staff.abanet.org](mailto:coa@staff.abanet.org). Be sure to include your name, membership number, and your old and new information. Finally, you can call the ABA Service Center at 800.285.2221 to update your information.

### **I joined the ABA Law Student Division months ago but have yet to receive anything including my *Student Lawyer* magazine. What should I do?**

Contact the ABA Service Center (800.285.2221 or [service@staff.abanet.org](mailto:service@staff.abanet.org)) to verify that your address and other information is correct. If there is a problem with your membership application or contact information, the operator should be able to fix it for you immediately.

### **I do not attend an ABA-approved law school. Can I still join the ABA Law Student Division?**

Only students from ABA-approved law schools can join the ABA at the \$25 law student rate (or 3 years for \$60) and become members of the Law Student Division. Students from non-approved law schools are invited to join the ABA as Student Associates. Contact the ABA Service Center (800.285.2221 or [service@staff.abanet.org](mailto:service@staff.abanet.org)) for more information on the benefits of becoming an ABA Student Associate member.

**Does the Law Student Division offer a health insurance plan?**

The ABA Law Student Division offers students an opportunity to purchase health insurance, including for their spouse/domestic partner and/or children. Law students who are currently enrolled in the Division's health insurance plan may extend coverage for up to one year after graduation, provided there is no break in coverage and the student meets all eligibility requirements. The plans (high option and law option) are offered through UnitedHealthcare Student Resources. As an ABA Law Student Division member enrolled in law school for a minimum of eight credit hours, you are eligible to enroll.

**Note:** You can continue the ABA Law Student Division Student Health and Accident Insurance Plan for up to one full year after your graduation date from law school, provided there is no break in coverage.

**As an ABA Representative, how do I obtain a list of the ABA members in my school?**

The easiest way to obtain a roster of ABA Law Student Division members at your school is to e-mail [repwards@staff.abanet.org](mailto:repwards@staff.abanet.org) and request a list. Be sure to include your name, school and the e-mail address where the list should be directed. Do **NOT** call the ABA Service Center for a roster. The operators are not authorized to release such information.

## **Frequently Asked Questions (FAQs) from ABA Representatives:**

### **How does the Representatives Rewards Program work?**

ABA representatives are asked to participate in three annual membership campaigns:

- (1) During 1L orientation or at the beginning of the Fall semester
- (2) In October or November before the Thanksgiving holiday
- (3) During the month of February

Representatives will receive a \$25 gift card for each recruiting event and the opportunity to participate in a raffle featuring a more substantial item. In 2009-10, the Fall and Spring semester raffles offered a \$500 travel certificate from American Airlines.

Representatives may report their recruitment activities by e-mail to [rewards@staff.abanet.org](mailto:rewards@staff.abanet.org). Please include your name, school, address, and event description to receive your gift card.

The February campaign will include a bonus reward associated with retention of members at risk of being dropped for non-payment of dues. A list of these members will be e-mailed to the primary representative at each school with a request to contact them and a reminder of key member benefits.

### **How do I become eligible to win a Representative prize through this program?**

If there is more than one ABA Representative at your school, the primary representative should send this e-mail. It is the primary ABA Representative's responsibility to distribute the prize among the other representatives as agreed upon by those participating. Each ABA-approved law school is eligible to receive only one prize per campaign, and prizes will be awarded only to ABA Representatives who have completed the Reporting Form and who are ABA Law Student Division members in good standing (paid their dues for the current Association year).

### **How can I increase the visibility of the ABA at my law school?**

Here are a few ways to increase your visibility as an ABA Representative on campus:

- Set up a table during orientation and other law school events.
- Work with ABA staff to host an ABA Day event at your law school.
- Attend law lectures or seminars and distribute ABA materials.
- Host lectures featuring local ABA lawyers, social events, and other law-related activities.
- Offer enrollments during your law school's tryouts for ABA Law Student Division national competitions.
- Get press placements in your campus paper or other campus publications.
- Encourage student mentoring by organizing an event in which 3Ls can meet and provide guidance to 1Ls.
- Circulate e-mails announcing ABA activities, scholarship opportunities, etc.

### **Is funding available for hosting membership drives and activities?**

Funds are available from the Division's Representative Fund and the Membership Fund (refer to

[www.abanet.org/lsd/schoolreps/fund](http://www.abanet.org/lsd/schoolreps/fund)). The ABA Representative 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-served basis. Contact your Circuit Governor or the Division Director for more information about the ABA Representative Fund. All requests for the use of these funds must be made in writing and in advance for review and approval by the Division Secretary-Treasurer and Division Director. The Membership Fund provides up to \$100 per school per year for membership efforts such as hosting membership activities, tabling events, table refreshments or snacks, and providing membership drive raffle prizes.

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. Once the total funds are reimbursed, no additional funds will be expended. Please contact the Division for more information. Requests for use of funds must be made in writing in advance for review and approval by the Division's Secretary-Treasurer and Director.

### **Does the Division provide any means for me to communicate with other Representatives?**

The Division hosts a Listserv (electronic discussion group) specifically for ABA Representatives that automatically puts you in contact with all the other Representatives at ABA-approved law schools. Last year the Division subscribed more than 90% of all ABA Representatives to the ABA Reps Listserv. To join, you must complete the ABA Representatives Reporting Form located at [www.abanet.org/lsd/schoolreps/reporting.html](http://www.abanet.org/lsd/schoolreps/reporting.html).

The Division also hosts a webboard (<http://discussions.abanet.org/ababoard/board/index.cfm?forumid=942>) which essentially functions as an electronic bulletin board. ABA Representatives can conduct timely discussions or examine entire discussion threads. To access the webboard, you must enter through the **MyABA** portal using your ABA member ID and your password. To ensure that only ABA Representatives gain access to the board, it has been password protected. When prompted, you must enter the passcode, *repshare*.

### **Where do I find a list of available Listservs and how do I subscribe?**

The Division hosts Listservs for each of the Division's 15 circuits, the SBA Presidents, and ABA Representatives. Subscriptions to Listservs are coordinated through the ABA staff as members join the ABA Law Student Division. Individuals can unsubscribe to a Listserv by sending an e-mail message to the server ([Listserv@mail.abanet.org](mailto:Listserv@mail.abanet.org)) as follows:

If someone wishes to unsubscribe from a list, the message should read:

Unsubscribe LSD-\_\_Circuit [jjones@yahoo.com](mailto:jjones@yahoo.com)

For example: Unsubscribe LSD-25thCircuit [jjones@yahoo.com](mailto:jjones@yahoo.com)

### **I'm interested in becoming more involved in the activities of the ABA and the Law Student Division. Where should I start?**

There are many opportunities available to students interested in assuming leadership positions in the Law Student Division. The various positions offered by the Division allow students to choose the level of activity they are comfortable assuming. Students can select opportunities on the school level, regional

level, or even national level. For more information, visit the Division's website at [www.abanet.org/lsd/elections/](http://www.abanet.org/lsd/elections/).

**If I wanted to run for elected office in the Law Student Division, what kind of background and/or experience is required to apply?**

Usually it's a good idea to have some kind of ABA and Law Student Division background before running for national office. Generally the National Officers (Chair, Vice Chair, Vice Chair/SBA, Secretary-Treasurer), Delegates and Law Student Division Representative to the ABA Board of Governors have served as governors, ABA Representatives or Lt. Governors prior to being elected to one of these offices, although it is not necessary or required. The Vice Chair/SBA is chosen from the ranks of SBA Presidents and must generally have served as an SBA President or been active in their SBA prior to being elected to this office. Those interested in running for office should refer to [www.abanet.org/lsd/elections/](http://www.abanet.org/lsd/elections/).

## American Bar Association – Law Student Division

### Membership Checklist

- Did you receive the following materials from the ABA Membership and Marketing for use during your school orientation? Your materials should include:
  - Box #1
    - Welcome letter
    - Easel sign
    - Table skirt
    - UPS return label
  - Additional Boxes:
    - Law student membership applications
    - Membership brochures with mail-in panel
    - Section flyer
    - Student Lawyer* magazine
    - ABA Journal*
    - Engagement incentives – Post It Sticky Book
    - Join incentives – Water Bottle
    - Clipboards
    - West brochure
    - Competition Poster
    - Leadership Posters
    - Competition flyers

To obtain additional materials, contact Sherion Reason, ABA Membership and Marketing, [reasons@staff.abanet.org](mailto:reasons@staff.abanet.org) or call 312-988-5521.

- Did you obtain a roster of students or set of mailing labels from your school for a pre-registration mailing campaign?
- Do you have ample supply of membership brochures located in a visible location, such as the library or student lounge?
- Have you set up a membership table during registration and orientation? Are you prepared to answer questions regarding membership?
- Have you made arrangements to speak at orientation or make a brief announcement during the first-year classes?
- Do you have a brief presentation prepared about the benefits of ABA membership and the Division's activities?
- Are you continuously furnishing ABA information to your student newspaper?
  - Keep the student body aware of current ABA activities.
  - The Law Student Division Monthly Update e-newsletter and *Student Lawyer* magazine are good sources of upcoming activities.
- Have you been making regular reports of ABA Law Student Division activities at SBA meetings?

- Remind your SBA President that he or she can join the Division's SBA Presidents' Listserv to communicate with SBA Presidents across the country and that there is a National Vice Chair-SBA officer who can provide the SBA President with information about other SBAs across the country.