

COMPREHENSIVE APPLICATION RULES

I. **ACTIVITIES ENCOMPASSED** - The Comprehensive Application shall highlight all new or significantly expanded activities of the affiliate for the period from June 1, 2010 through June 1, 2011, or for such other 12 month period of time as reflects the last concluded activity year of the affiliate (e.g., January 1, 2010 through December 31, 2010). Additionally, from that same time period, the affiliate may select five continuing projects carried out by the affiliate.

II. **FORMAT AND CONTENTS**

- a. All exhibits must be mailed in the form of a DVD or USB flash drive, only; include a hard copy info sheet with your name(s) and contact information. Please do not e-mail your submissions.
Mail to:
American Bar Association
Attn: Bill Stanton
Young Lawyers Division
321 North Clark St. Fl. 18
Chicago, IL 60654
- b. Form completion:
 - i. Applicants must list their new and significantly expanded projects first. Applications that mislead, duplicate, attempt to present single projects in more than one category or exaggerate the number of activities will be disqualified. A series of projects of the same kind, such as social, athletic or CLE, should be treated as one project. Projects not implemented during the current activity year cannot be included in the application.
 - ii. Following the list of all new and significantly expanded projects, there is space to list a maximum of five continuing projects carried out by the affiliate. No more than five will be eligible for consideration; affiliates are urged to submit the best of their ongoing projects.
- c. **Introduction** - A short history of the organization (limit 750 words).
- d. **Project Information Forms** - A separate Project Information Form must be completed for each project that is included in the Comprehensive Application. The identifying number from the Cover Sheet should be placed in the box located in the upper right-hand corner of the Project Information Form.
- e. **Length** - The Comprehensive Application must be typewritten, using the forms provided. Affiliates are limited to the space allowed on the Project Information Form (750 words)
- f. **Exhibits** - Exhibits should be included for new projects only; titled: "exhibit_4a_name_of_your_affiliate" (see fii). Please do not use capital letters in the file name and only use underscores for spaces.
 - i. We encourage the submission of the final products of projects as exhibits, i.e. e-books, e-publications or DVDs, to aid in judging; and for the ABA YLD's permanent library collection. Final product exhibits must be limited to one per project. Select the best and most representative product to include. Please indicate if the publication or DVD is part of a series. Do not include extraneous materials such as routine or repetitive committee correspondence, copies of minutes, flyers, promotional materials, or other materials which are not the final product of the project. Materials that are not the direct product of young lawyer volunteer work should not be submitted as an exhibit (e.g., jointly published publications to which the young lawyers did not significantly contribute).
 - ii. The exhibits must be labeled by project folders which correspond to the project number on the Cover Sheet and in the box in the upper right-hand corner of the Project Information Form. For example if you have more than one exhibit for a project; e.g., 4A, 4B, 4C, etc.
 - iii. The ABA YLD will not return materials to affiliates. Photos should only be submitted if they are important in understanding the workings of the project or help document the level of young lawyer participation in the project. Any photos submitted should identify the persons.

Apply Online:

Cover Sheet: https://abanet.qualtrics.com/SE/?SID=SV_2sDJmsueHAEc060

Project Information Form: https://abanet.qualtrics.com/SE/?SID=SV_cm7hejeFgqZZou8