

**American Bar Association
Young Lawyers Division
GENERAL RULES FOR
2010-2011 AWARDS OF ACHIEVEMENT
COMPETITION**

I. **OBJECTIVES**

- A. To provide an opportunity for local, state and national ABA YLD affiliates to gain national recognition for well-planned and executed programs that contribute significantly to the public good and the betterment of the legal profession.
- B. To provide a forum for the interchange of ideas among affiliates.
- C. To provide affiliates with a means of comparing and evaluating their programs with those of other affiliates.
- D. To provide affiliates with readily accessible information about the projects of other affiliates.

- II. **ELIGIBILITY** – Any ABA YLD Young Lawyer Affiliated Organization affiliated under Articles 3.1 (a) or 3.1 (b) of the ABA YLD Bylaws is eligible. For more information on Affiliate eligibility, see the [ABA YLD Bylaws](#).

III. **CATEGORIES AND DIVISIONS**

A. **Categories of Competition**

- 1. **Single Project/SERVICE TO THE PUBLIC** – The application should highlight what the affiliate applicant considers to be the best public service project it conducted during its last concluded activity year.
- 2. **Single Project/SERVICE TO THE BAR** – The application should highlight what the affiliate applicant considers to be the best professional service project it conducted during its last concluded activity year.
- 3. **Single Project/MINORITY** – The application should highlight what the affiliate applicant considers to be the project conducted during its last concluded activity year that best assisted minority lawyers in their career development or increased their level of involvement in the bar.
- 4. **COMPREHENSIVE** – The application should highlight the affiliate applicant's broad range of programming conducted during its last activity year. Competition is based on the totality of programs.
- 5. **NEWSLETTER** – The application should highlight the role of an affiliate newsletter in achieving its overall goals and objectives.

B. **Divisions**

- 1. **State** – State affiliates with a young lawyer membership of:
 - a. **Division 1A:** More than 8,000 young lawyer members.
 - b. **Division 1B:** Between 3,000 and 8,000 young lawyer members.
 - c. **Division 1C:** Fewer than 3,000 young lawyer members.

- d. **Division 1D:** Affiliates in any of the above categories that have been in existence for fewer than three years.
2. **Local** – Serves a local geographic area, with a young lawyer membership of:
 - a. **Division 2A:** More than 2,000 young lawyer members.
 - b. **Division 2B:** Between 800 and 2,000 young lawyer members.
 - c. **Division 2C:** Fewer than 800 young lawyer members.
 - d. **Division 2D:** Affiliates in any of the above categories which have been in existence for fewer than three years.
 3. **National** – Includes national affiliates and young lawyer branches of the Armed Forces.
 4. **Rules for Division Placement**
 - a. When determining the total young lawyer membership within your affiliate, "young lawyer membership" refers to the total number of young lawyer members in your affiliate without regard as to whether those young lawyers are members of the ABA.
 - b. Applications are placed in divisions by the "honor system" with each affiliate placing itself in the appropriate division. Each affiliate is expected to make a good faith effort to determine its total young lawyer membership.
 - c. **Newsletter Awards** will be grouped into budget categories and judged within like groups.
 - d. In cases of dispute as to the appropriate division for any application, the Awards of Achievement Chair shall make a final determination. The Chair also reserves the right to adjust the divisions in order to provide a balanced competition if too few or too many applications are received in any single division.

IV. **AWARDS**

A. **Awards by Division**

1. **Single Project Applications** – A first place award, second place award, special recognition, and a certificate of performance will be awarded in each division for Service to the Bar, Service to the Public, and Minority single project applications.
2. **Comprehensive Project Applications** – A first place award, second place award, special recognition, and a certificate of performance will be awarded in each division of the Comprehensive Project applications.
3. **Newsletter Applications** – Newsletters will be separated according to the affiliate's annual newsletter budget and awarded first place, second place, special recognition, and certificates of performance.

B. **Comprehensive Awards**

1. **American Bar Endowment Outstanding Public Service Project Award** – The award winner is chosen from among all Single Project/Service to the Public applications in recognition of exceptional, unique, and exemplary projects.
2. **Most Outstanding Single Project/Service to the Bar Award** – The award winner is

chosen from among all Single Project/Service to the Bar applications in recognition of exceptional, unique, and exemplary projects.

V. **PROCEDURES FOR FILING**

- A. Affiliates may submit only one application in each of the five categories: Comprehensive; Single Project/Service to the Public; Single Project/Service to the Bar; Minority and Newsletter projects for a maximum of five applications. Failure to comply with this rule may result in disqualification from consideration.
- B. Projects contained within the Comprehensive Application must be submitted separately for consideration in the Single Project, Minority, or Newsletter categories.
- C. Each entry should contain: (1) a printed copy of the AOA Application Form, and (2) one Electronic Submission complying with the requirements below.
- D. **Electronic Submissions will only be accepted via CD/DVD/Flash Drive. Only one CD/DVD/Flash Drive may be submitted per project. CDS/DVDs/Flash Drives will not be returned. See Section VII for other rules & requirements pertaining to Electronic Submission.**
- E. **Do not submit printed materials, other than the AOA Application Form.**
- F. **Time and Place of Filing** - The deadline for receipt of all applications and supporting exhibits is **Tuesday, June 15, 2011**. The ABA YLD will not confirm receipt of electronic applications.

Applications and exhibits should be mailed to:

**Renee Lugo
American Bar Association/Young Lawyers Division
321 N. Clark
Chicago, Illinois 60654
312/988-5626**

VI. **JUDGING**

- A. **Judges** - The Judges are recruited by the Committee Chair(s) through a targeted mailing. No judge will participate in the evaluation of an application from his/her own state.
- B. **Points Judges will be Asked to Consider:**
 - 1. **Well-Rounded or Balanced Nature of Overall Bar Program(s)** - The judges will give primary consideration to whether the affiliate has both "Service to the Public" and "Service to the Bar" programs. In addition, are there programs in which both experienced and inexperienced lawyers can become involved? Are there programs for young lawyers who have only a few hours to donate? Were efforts made to co-sponsor programs with the Senior Bar and other groups?
 - 2. **Degree of Change or Growth** - (This factor only applies to the judging of Comprehensive Applications.) What is the balance between new programs and the continued programs, and have the continued programs been revised/improved from previous years?
 - 3. **Achievement of Goals/Impact** – The judges will be evaluating the project goals and objectives, including the perceived need for undertaking the project and the methods used to determine those needs. Judges may look for a summary of the achievement of the stated goals and objectives and the project's impact on your original targeted audience. If all of the goals were not met, indicate why. Give specific numbers for volunteers utilized, people served, products generated and distributed, money raised, etc. Describe the method(s) used to determine the success of the project. Based on your evaluation of the success or failure of the project, what revisions in the program would you make in the future?

4. Degree of Participation by Members - Please include the actual number of members who participated in each project. Indicate whether volunteers included YLD leadership (officers, directors, board members, etc.), a committee, and/or the general YLD membership. If the project was conducted with the Senior Bar or another group, be sure to extract and focus on the YLD contribution. Be as specific as possible when describing the extent or actual involvement by people in your affiliate. What did young lawyers do?

5. Originality of Activity - Is this project innovative and unique in its topic and/or approach to dealing with a specific problem?

6. Compliance with these Rules - While the affiliate's activities and the content of the application are paramount, the judges will be instructed to decide close cases in favor of the application that complies with the Rules most carefully.

VII. **ELECTRONIC SUBMISSIONS (DVD/CD/FLASH DRIVE)**

- A. All CDs, DVDs, or flash drives constituting a submission must be labeled both on the case and on the disc itself. The label should contain:
Name of affiliate
2010-2011 Awards of Achievement
Descriptive Project title from Application Cover Sheet
Number of the project (in the case of Comprehensive applications)
- B. Only one CD, DVD, or flash drive per project may be submitted. If your project includes a series of DVDs, please select the one that best represents the series. Electronic Submissions will not be returned.
- C. File Formats. The ABA YLD currently accepts Electronic Submissions in the following file formats: Adobe Portable File Format (.pdf); selected Microsoft Office Document formats (.doc, .ppt, .xls); certain movie files (.mpg, .mov); and certain audio formats (.wav, .mp3). Should you wish to submit a file in a format other than those listed, please request preapproval from the Chief Judge.

VII. **RULES AND COMPLIANCE** - Applications that fail to comply with the Rules in any material way will not be considered. The Awards of Achievement Chair shall make determinations of any questions regarding compliance and the decision of the Chair shall be final. Questions regarding the interpretation of any rule may be addressed to the Chief Judge:

Kimber L. Gallo
Skoloff & Wolfe, P.C.
293 Eisenhower Parkway
Livingston, New Jersey 07039
(973) 232 2962
kgallo@skoloffwolfe.com

Copies of any correspondence should also be forwarded to Renee Lugo, ABA YLD, 321 N. Clark, Chicago, IL 60654. 312/988-5626