

The Law Student Program: Tool-Kit for Success

Step 1: Contact the Career Services (C.S.) Department of the designated school and ask them to agree to host the Law Student Program. At this time inquire what the best days and times are to hold the program at their facility. Confirm with the school that they are willing to email the students an invitation to the event and to forward RSVP's to you.

Step 2: Contact local Section of Family Law members and ask them to serve as panel members for the program. We recommend three panel members and one moderator. They should represent the diversity of the practice and include varying practice sizes and types. A sample program description is included in this packet. Once your panel has been established, select a program date and time in consultation with the panel members and the C.S. department at the school.

Step 3: Once a program date and time have been selected, work with the C.S. Department to plan logistics, including the rooms available at the school, room set-up and AV needs. At a minimum, you will need microphones for the moderator and panel members.

Step 4: After establishing a date and program panel, send an email to your contact at the C.S. department describing the program and include the email invitation message that they can send out to students. You will also want to send the school's Family Law Professors a letter so that they can help you market the program to students in their classes. Include a meeting brochure and program fliers in this letter.

Step 5: Start a database in an Excel Spreadsheet or similar program containing the contact information (email and mailing addresses) of students who want to attend the program. These names will be given to you by the C.S Department of the school once the invited students RSVP.

Step 6: Prepare your program materials and order materials from Section of Family Law Staff to send to students who have registered for the program. Complete the enclosed order form for section membership packets and related materials and return it to the section staff **at least** three weeks prior to the program date. A sample of the materials available to you is included in this kit.

Step 7: Send information packets to all students who have responded to the invitation which includes the following items:

Program Flier ____

Map to Location ____

Upcoming Family Law Meeting Brochure ____ (enclosed)

Information on Program Location ____

Thank you for registering letter ____ (letterhead enclosed)

Step 8: Send a second wave of marketing to the students who have not yet registered for the program about two weeks prior through the C.S.Department. This would be a good time to use the flier that you have customized for your program.

Step 9: 2-3 days prior to the program, send an email to participants reminding them to attend, include the program time and location information. Print appropriate number of copies of the evaluation form to be distributed on site.

Step 10: On the day of the program, arrive early to make sure the room set-up is correct. Also be sure to display section membership packets and related materials on a table at the back of the room. Place the evaluation forms on the chairs in the room so that each student will get one. After the program, collect the evaluation forms and send them to section staff as soon as possible.

Step 11: Send a personal letter of thanks to your Law School contact in the C.S. Department.

The Section of Family Law Staff will take care of follow up with the students after the program has been completed. You simply send us a copy of the database you make with the students' contact information.

The Section also gives you the opportunity to reach more students by posting your program on the ABA's Law Student Division website.

Call 312-988-5145 or brownl@staff.abanet.org