

**AMERICAN BAR ASSOCIATION
LAW STUDENT DIVISION**

ABA

**Representatives
Training Manual**



August 2007

2007-2008 ABA LAW STUDENT DIVISION
REPRESENTATIVE CONTACT SHEET

ABA/LSD Representatives List Serve
ABA/LSD Representatives Web Page

lsd-schoolreps@mail.abanet.org
<http://www.abanet.org/lsd/schoolreps/home.html>

Law Student Division Officers

Chair, Daniel Suvor

dsuvor@abanet.org

Vice Chair, Marcus Fernandez

marcusjfernandez@abanet.org

-Membership/ABA Reps

Vice Chair/SBA, To Be Elected

Secretary/Treasurer, Jenna Moomau

Jmoomau@abanet.org

Division Delegates, To Be Elected

Law Student Division Staff

Director, Patty Brennan

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Assistant Director, Peggy Pissarreck

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-Competitions

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-List Serve, Website

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Student Editor, Kristi Lemoine

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Other Helpful Information

American Bar Association

<http://www.abanet.org>

ABA Law Student Division

<http://www.abanet.org/lsd>

-General Questions

abalsd@abanet.org

-Competitions

competitions@abanet.org

ABA Service Center

service@abanet.org

800.285.2221

Mailing Address

American Bar Association

Law Student Division

Attn: _____

321 North Clark Street

Chicago, IL 60610

**American Bar Association
Law Student Division
ABA Representative**

ROLE AND RESPONSIBILITIES

The ABA Representative is one of the most important positions in the ABA Law Student Division. ABA Representatives serve as the link between the Division and law students in their school. Along with the SBA President, the ABA Representative serves as one of their school's two official voting delegates to the ABA Law Student Division Assembly (the policy-making body of the Division).

The primary purpose of the ABA Representative is to advocate on behalf of ABA Law Student Division members at their school, serve as the school's point person on the ABA and the Law Student Division, to promote the ABA and Law Student Division, and to communicate the benefits and value of ABA membership at their school.

A. Register as ABA Representative - <http://www.abanet.org/lsd/schoolreps/reg.html>

Immediately after election/appointment, ABA Representatives should contact their Circuit Governor and complete the ABA Election Reporting Form at <http://www.abanet.org/lsd/schoolreps/reg.html>. It is important for the Division to have a current listing of all ABA Representatives, their names, addresses, phone, and email so they may be informed of programs, activities and opportunities on a timely basis. Once an ABA Representative has submitted his/her reporting form (<http://www.abanet.org/lsd/schoolreps/reg.html>), he/she is eligible for a free subscription to the ABA Representatives List Serve (electronic discussion group), which will allow him/her to share law student concerns, issues and ideas about membership recruitment and receive notices of law student activities, programs, competitions and scholarship opportunities.

B. Develop an Action Plan

One important duty of an ABA Representative is to develop an Action Plan based on their school's individual needs. The Action Plan should set goals and objectives for the upcoming year. The Action Plan should include at a minimum goals and strategies for membership, resolutions, programs/activities, and dissemination of information to the student body.

The initial Action Plan should be developed in time for presentation to the Circuit Governor and Circuit Lt. Governor for Membership at the ABA Annual Meeting. Action Plans should be updated regularly in conjunction with Circuit meetings and copies should be sent to the Circuit Governor and Lt. Governor for Membership. These School Action Plans provide useful information to other Representatives in the Circuit and will be used to update Circuit Action Plans.

The following calendar of events should aid ABA Representatives in their formulation of an action plan. This calendar provides a rough outline of Division activities and when they generally occur.

C. Calendar of Events

August

1. Annual Meeting: ABA Representatives Orientation Session; Division Delegates elected; resolutions considered; Work-A-Day kickoff.
2. Set up a membership table during orientation.
3. Speak to first year classes (if possible during orientation week).
4. Develop strategy for Fall Membership Drive--promote Kaplan-PMBR discounts, Hertz discounts and rentals to students under the age of 25; Bar/Bri free *Legalines* offer, student health, auto and home/renters insurance plans.
5. Promote participation in the Division competitions. Refer to www.abanet.org/lsd/competitions/ for additional information or 312.988.5622 for replenishment of competition promotional materials.

September

1. Membership table during the first weeks of school.
2. Encourage intra-school Arbitration and Negotiation Competition and participation in the Regional Arbitration Competition (Entry deadline – September 14) and Regional Negotiation Competition (Entry deadline – September 14).
3. Finalize Work-A-Day plans (<http://www.abanet.org/lzd/work-a-day/home.html>).

October/November

Fall Roundtable Circuit Meeting held prior to November

Membership renewal drive.

Work-A-Day (<http://www.abanet.org/lzd/work-a-day/home.html>).

Encourage intra-school Client Counseling and National Appellate Advocacy Competition and participation in the Regional Client Counseling Competition (Entry deadline – October 26) and the Regional National Appellate Advocacy Competition (Entry deadline – November 9). Refer to www.abanet.org/lzd/competitions/ for additional information or 312.988.5622 for replenishment of competition promotional materials.

December/January

1. Begin recruiting applicants for Division leadership positions (<http://www.abanet.org/lzd/elections/home.html>).
2. Plan Spring Membership Drive.
3. Review and implement Action Plan.

February/March

1. Encourage student nominations for Officers (except Vice-Chair/SBA), Circuit Governors, and *Student Lawyer* Student Editor (postmarked deadline – February 1) (<http://www.abanet.org/lzd/elections/home.html>).
2. Spring Conference Circuit Meeting held in February/March. (Elect Circuit Governor at Spring Conference.)
3. Encourage student applications for Liaisons and National Student Directors (postmark – February 15).
4. New School Representative elected/appointed. Outgoing ABA Representative assists new ABA Representative in transition. Notice/announcement sent to ABA Law Student Division. New ABA Representatives completes and submits Reporting Form (<http://www.abanet.org/lzd/schoolreps/reg.html>).
5. Encourage student nominations for ABA Law Student Division Awards (entry postmark deadline – May 1). (<http://www.abanet.org/lzd/awards/home.html>)

April/May

1. Contact Deans, SBAs and other sources to request funding to attend the ABA Annual Meeting (Representative Funds cannot be used for Annual Meeting expenses).
2. Third Year Membership Drive--Push Kaplan-PMBR discount.
3. Obtain incoming student list from Office of Admissions and create a pre-registration mailing (ask to include a letter/brochure regarding the Division).
4. Encourage student nominations for ABA Law Student Division Awards (entry postmark deadline – May 1). (<http://www.abanet.org/lzd/awards/home.html>)
5. Begin initial planning for Work-A-Day (first two weekends of October).

June/July

1. Encourage student nominations for Vice-Chair/SBA and Division Delegates (postmarked deadline – June 1).
2. Deadline for Resolutions to be submitted to the Division Assembly (Wednesday closest to June 15).

3. Membership recruitment letter with application to be sent in orientation packets for all first year students.
4. Review and implement Action Plan.
5. Promotional materials for membership campaigns mailed to ABA Representatives. Material mailed to law school for pick-up by representatives. Representatives who do not receive promotional materials should contact the ABA Membership Marketing Department (312.988-5521 or 800.285.2221 x5521).

D. Increase Membership

One of the responsibilities of ABA Representatives is to help the ABA increase membership at their school. Representatives should use the Membership Recruitment Checklist to keep track of their membership efforts and the Monthly Membership Report to review the success of their efforts and to set new goals. Division members with specific questions or concerns concerning membership may be advised by ABA Representatives to contact Carol Simmons at 312/988-5125 or 800.285.2221 x5125).

E. Why Should I Join the ABA?

ABA Representatives should be prepared to answer the "*Why should I join the ABA?*" question. The following information is provided to help answer this very important question.

1. Window to the Outside World

Division membership provides a critical window for law students to look outside law school and into the issues facing professionals in the legal field. Membership in the Division allows students to join the world's largest professional organization of lawyers.

Members receive subscriptions to both the *ABA Journal* and the *Student Lawyer* magazine. These publications provide a wealth of accurate, concise and timely information to help students "get a jump" on the real world.

2. Insight into Specific Fields of Law

The Association features over 30 sections, divisions, and forum committees, each concentrating on a particular area of the legal field. Division members who have an interest in a particular field of law may join ABA sections, divisions and forum committees. (See <http://www.abanet.org/ltd/liaisons/section-guide.pdf> for a complete list of links to ABA entities.)

Membership in specific sections allows students to gain practical information and opportunities to attend conferences with lawyers who are prominent in the field. Many sections offer membership for free or at substantially reduced rates (from \$5 to \$20) for law students.

3. Professional Development

Involvement in sections allows students to interact and learn from leading attorneys in that field. By joining individual sections, students interested in a particular field of law can receive detailed information on the latest events and trends in that field. This is an excellent opportunity for students who are undecided on a particular area of law to explore different fields.

Division members may obtain publications that allow them to explore different fields of law and make career decisions. The Division's Career Series allows students to preview various areas of law from the perspective of attorneys who practice in that field. Each book contains practical tips on entering the field, including courses to take, recommended work experience, and how to make contacts. Special discounts are available to Division members. For additional information, visit <http://www.abanet.org/abastore/> and search keyword, "Career Series".

4. Leadership Opportunities

The Division provides a unique forum for student involvement and leadership development in the largest national legal organization. Positions are available on a local, regional and national level. On a local level, members may serve as ABA School Representatives. On a regional level, members may serve as Governors or Lieutenant Governors. On a national level, members may serve as National Officers, Division Delegates, or Liaisons. Additionally, members may be appointed National Student Directors of the following programs: Arbitration Competition, Client Counseling Competition, National Appellate Advocacy Competition, Negotiation Competition and Volunteer Income Tax Assistance (VITA) program.

5. Discounts on Products and Services

Division members receive discounts on many products and services. These discounts are provided through the ABA Membership/Marketing Department and are designed to help reduce the costs of attending law school and practicing law. In addition to the general benefits provided by the ABA Membership/Marketing Department, Law Student Division members also receive discounts and other incentives on:

- a. **Preliminary Multistate Bar Review Course** (Kaplan-PMBR) – www.pnbr.com
Kaplan-PMBR specializes in preparing students for the Multistate Bar Examination. Students who supplement their general bar review courses with Kaplan-PMBR often achieve the highest MBE scores in many jurisdictions. Your membership in the Law Student Division entitles you to substantial discounts on Kaplan-PMBR course tuition. Members receive a \$70 discount off the three-day course offered nationwide, or a \$100 discount off the six day workshop if they apply early.
- b. **Bar/Bri** – <http://www.barbri.com>
Bar/Bri offers all ABA Law Student Division members a coupon redeemable for study guides. ABA Law Student Division members are also eligible to apply for partial Bar/Bri bar review course scholarships (<http://www.abanet.org/lsd/barbri.pdf>).
- c. **Health Insurance**
Information will be distributed under separate cover during the Representatives Training Program in San Francisco, Friday, August 10, 2007.
- d. **Homeowners and Auto Insurance** (www.abiins.com)
A new benefit offering high-quality 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.
- e. **Hertz Rental Car** – www.abanet.org/advantage/hertz/ or 800.654.2230
Under 25? 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.
- f. **Bank of America** – www.abanet.org/advantage/creditcard
The ABA credit card from Bank of America rewards you for your everyday purchases and gives you the financial power and flexibility you need.

F. Dissemination of ABA/LSD Information to Student Body

ABA Representatives are also responsible for informing their student body about Division activities and programs.

A bulletin board is the simplest way to achieve this task. The ABA Representative's name and email should be posted, as well as the names of other students who are actively involved with the Division at the school. Representatives should post information concerning contests, competitions, available positions, upcoming meetings and events, etc. Representatives should make applications available in the appropriate place at school.

ABA Representatives should also try to use any other means available such as writing notices on classroom boards, leaving notes in mailboxes/folders, sending out emails, setting up information tables, making announcements in front of classes, holding brown bag lunches, etc.

G. Funds Available (<http://www.abanet.org/lsd/schoolreps/fund/>)

1. Representatives Funds (<http://www.abanet.org/lsd/schoolreps/fund/>)

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

2. **Membership Fund** (<http://www.abanet.org/lsd/schoolreps/fund/>)

In order to encourage membership drives, the Division has set aside funds to assist schools in their membership efforts. These funds provide up to \$75 per school in membership efforts such as: providing guest speakers, hosting membership activities, printing banners, providing membership drive raffle prizes, etc. Membership funds **cannot** be used for travel to any meetings. Since this is a limited fund pool, reimbursement is provided to schools on a first-come, first-served basis. Please contact the Chicago office for more information. Requests for use of funds must be made **in writing in advance** for review and approval by the Secretary-Treasurer and Division Director.

3. **Grant Program** (<http://www.abanet.org/lsd/grant.html>)

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

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

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

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

All completed applications, including budgets, will be reviewed by the Division upon submission. In addition to the application, the following factors may be considered:

- Level of community involvement and/or benefit resulting from the project;
- Necessity of Division funding to the possibility and/or success of the project;
- Likelihood the project will continue the following year;
- Whether the school requested and/or received Division funding for another project during the same academic year; and
- Compliance with all application requirements, particularly the budget.

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

Generally, notification is sent via email to the appropriate contact within two weeks of receiving the grant, provided no additional information is requested by the committee.

Please contact your circuit governor, ABA School Representative, SBA President, National Officer, or the Chicago office for more information.

H. Membership Awards (<http://www.abanet.org/lcd/awards/home.html>)

The circuit governor awards the Bronze Key at each spring circuit meeting to the school with:

1. the highest number of members at his/her school;
2. the highest increase in members, and
3. the highest percentage of members.

Additionally, there are two national membership awards presented each year - outstanding circuit and school. Applications for the ABA School Award must be postmarked by May 1st. The Circuit Award is presented based upon membership and student activities/offering sponsored by a circuit. Winners for both awards are announced at the Annual Meeting.

Membership Checklist

- Did you receive the following material from ABA Membership and Marketing for use during your school orientation? (Your "Rep Box")
 - Law student membership applications
 - Benefits Cards
 - Table banner
 - "*How To Survive The First Year of Law School*" brochures
 - Career Series brochures
 - Health Insurance forms
 - Auto, Homeowners and Renters Insurance Information

(To obtain additional materials, contact Sherion Reason, ABA Membership and Marketing, 321 North Clark Street, Chicago, IL 60610, or call 312.988.5521 or 800.285.2221, x5521.

- Did you obtain a roster of students or set of mailing labels from your law school for a pre-registration mailing campaign?
- Do you have a constant 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? Is your table staffed with a student who can answer questions regarding membership?
- Have you made arrangements to speak at orientation or make a brief announcement in the first year classes?
- Have a brief presentation prepared about the benefits of ABA membership and the Division's activities.
- Are you continuously furnishing ABA information to your school newspaper? Keep the student body aware of current ABA activities. Announcements from *Student Lawyer* are a good source.
- Have you been making regular reports of ABA Law Student Division activities at SBA meetings? Remind your SBA that there is a National Vice-Chair of SBA who can provide the SBA with information about other SBAs across the country.

Sample Membership Recruitment Letter

August ____, 2007

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 you receive more benefits than attorney members. 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, an opportunity to receive a credit card especially for law students, 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. Each of these sections and divisions requires a single student liaison to sit on the committee of the nation's leading attorneys who head that section.

Membership in the ABA Law Student Division offers many career and professional development opportunities. The \$25 annual membership 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/LSD Representative &
Second-Year Student
Johndoe@abanet.org
222-987-1234

**American Bar Association
Law Student Division**

ABA Representatives
Frequently Asked Questions

What is the ABA?

The ABA is the leading voice of the legal profession in the nation. With more than 413,000 members (including 51,000+ law student members), the ABA's activities include providing law school accreditation, continuing legal education for lawyers, programs to assist lawyers and judges in their work, guidelines on ethics and rules of professional conducts, 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 in the ABA Law Student Division includes:

- Annual subscriptions to *Student Lawyer* magazine and *ABA Journal*;
- Discounts (\$70-\$100) on Kaplan-PMBR (Preliminary Multi-state Specialist Bar Review);
- Student Injury and Sickness plan;
- 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 over 30 specialty sections, divisions and forums (19 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 <http://www.abanet.org/lsd> 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
- 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
- Taxation
- Tort Trial and Insurance Practice

Remember, other Sections offer special discounted membership dues to Law Student Division members.

How do I join the American Bar Association?

Membership is easy. Simply call the ABA Service Center at 800.285.2221 or sign up on line by logging onto <https://www.abanet.org/join/>

What is the email address for the Service Center?

service@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.

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 email at service@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 current 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).

My address changed . . . whom do I call?

The easiest way to change your address record is by logging on to the main ABA website (<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 sending an email to service@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 this 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@abanet.org) to verify 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 and become members of the Law Student Division. Students from non-approved law schools are invited to join the ABA as Associates. Contact the ABA Service Center (800.285.2221 or service@abanet.org) for more information on the benefits of becoming an ABA Associate member.

Does the Law Student Division offer a health insurance plan?

A health insurance plan is available to all Law Student Division members. Information will be distributed under separate cover during the Representatives Training Program in San Francisco, Friday, August 10, 2007.

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 email repwards@abanet.org and request a list. Be sure to include your name, school and the email address where the list should be directed. Do NOT call the Service Center for a roster. The operators are not authorized to release such information.

How does the Representatives Rewards Program work?

Specific campaigns will be announced on a monthly or bi-monthly basis and each ABA-approved law school participating in a particular campaign will be eligible to win one prize. Prizes are awarded at the end of each campaign rather than at the end of the fall and spring semesters. The objectives will continue to change throughout the year based upon the focus of each campaign.

In recent semesters, each school that hosts a recruiting event received a \$50 gift card. After the event, the primary ABA Representative at those schools sent an email to repwards@abanet.org including his/her name, school, address and event description to receive the gift card. There is also normally an incentive associated with recruiting members in risk of being dropped for non-payment of dues. In the spring, the primary ABA Representatives receive a list of their members in risk of being dropped in an effort to reach out and retain these members.

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

Simply send an email stating, "I wish to enter the ABA Law Student Division Representative Program" by September 30, 2007 to reasons@staff.abanet.org. Be sure to list "Representative Registration" in the subject line. You'll be enrolled in the Representative Program and will have a chance to win one of many prizes available.

If there is more than one ABA Representative at your school, the primary representative should send this email. 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).

What suggestions can the ABA offer to make myself more visible to my classmates?

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.
- Attend law lectures or seminars and distribute ABA materials.
- Host lectures featuring local ABA lawyers, parties and other law-related social events.
- 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.

Is funding available for hosting membership drives and activities?

Funds are available from the Division's Representative Fund and the Membership Fund (refer to <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-serve 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 Secretary-Treasurer and Division Director. The Membership Fund provides up to \$75 per school for membership efforts such as:

- Providing guest speakers;
- Hosting membership activities;
- Printing banners; 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 list serve (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 over 90% of all ABA Representatives to this list serve. To join, visit <http://www.abanet.org/lsd/discgr.html>.

Where do I find a list of available list serves and how do I subscribe?

The Division hosts list serves for each of the Division's 15 circuits, the SBA Presidents, the Division's liaisons and several committees. Law students, faculty members, or those interested in the issues and events pertaining to law students in a particular circuit may subscribe, post messages, and receive messages posted by other subscribers. Subscriptions to the other list serves mentioned above are coordinated through the ABA staff or by directing interested members to submit their free subscription through the website at <http://www.abanet.org/lsd/discgr.html>.

Individuals can also subscribe to the public lists straight from their e-mailbox by sending the following message to the server (listserv@mail.abanet.org).

- The body of the message should read:
Subscribe LSD-1stCircuit jjones@yahoo.com Jon Jones
- If someone wishes to unsubscribe from the list, the message should read:
Unsubscribe LSD-2ndCircuit jjones@yahoo.com

- Subscribe and unsubscribe capabilities are also accessible through the website at:
<http://www.abanet.org/lsd/discgr.html>

**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 <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 have served as an SBA President prior to being elected to this office. Those interested in running for office should refer to <http://www.abanet.org/lsd/elections/>.

**ABA Law Student Division
2007-2008
Representatives and Membership Funds**

Representatives Funds

The Division provides funds to increase membership at the individual law school of the school representative and to assist in funding the representative to the circuit meetings when school funding is insufficient.

Representative Funds come out of a general fund allocated each year in the Division's budget. This fund is limited in size and all reimbursement requests are processed on a first-come, first-served basis. The maximum reimbursable amount for each law school is based on the following formula: \$.75/member plus a flat rate depending on the size of the school: 1-500 students = \$90.00; 501-1000 students = \$65.00; and 1001+ students = \$40.00.

Funds may be used for expenses directly related to membership activities including but not limited to speakers, refreshments or prizes for membership drives. This may also include reimbursement for charges related to the representative's position such as photocopying, supplies or telephone. Funds may not be used to purchase alcohol or electronic equipment, among other items.

Funds may also be used for travel expenses to and from circuit meetings except for meals and rental cars. Funds may not be used to cover any expenses, including the registration fee, for the ABA Annual Meeting.

Representative funds are available on a reimbursement basis only and are subject to the Division's reimbursement policies. Requests for use of funds must be made in advance for approval by the Secretary-Treasurer and the Division Director.

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. The amount of funding for which each Representative is eligible is based on the number of students enrolled in the ABA at your school. Representatives who receive approval for Representative Funds will be required to submit the following with their request for reimbursement within 30 days of the project completion in order to receive reimbursement.

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

Membership Funds

Membership Funds come out of a general fund allocated each year in the Division's budget. This fund is limited in size and all reimbursement requests are processed on a first come first served basis. Each school may request no more than \$75.00 a year from the fund. The request must be in writing and forwarded to the Secretary-Treasurer for approval. The request must describe the project for which funding is sought and be approved prior to the project.

Funds may only be used for expenses directly related to membership activities including but not limited to speakers, refreshments or prizes for membership drives. Funds may not be used for any administrative costs or electronic equipment.

All expenses must be pre-approved in writing by the Secretary-Treasurer and Division Director. Membership funds are available on a reimbursement basis only and are subject to the Division's reimbursement policies.

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 membership funds will be required to submit the following with their request for reimbursement within 30 days of the project completion in order to receive reimbursement.

- Communication approving the award
- Copies of any fliers, brochures or other advertisements of the membership drive/activity
- Enrollment forms collected during your event and/or a list of new enrollees to the ABA Law Student Division
- Original receipts

American Bar Association
Law Student Division
2007-2008 Request for Representative Funds

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

Name	
ABA Membership #	
School	
Position	
Mailing Address City/State/Zip	
Phone	
Email	

Please check one:

Membership Drive/Activity

Please provide a description 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 funds assist with this activity? Please indicate date of proposed project/activity.

Circuit Travel Assistance

Please provide an explanation as to why you require circuit travel assistance. Please indicate the amount of funding required and the specific expenses.

Have you requested and/or received Representative Funds previously? Please explain.

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. The amount of funding for which each Representative is eligible is based on the number of students enrolled in the ABA at your school. Representatives that receive approval for Representative Funds will be required to submit the following with their request for reimbursement within 30 days of the project completion in order to receive reimbursement.

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 Representative Funds via email to:
Division Director Patricia Brennan at pbrennan3@staff.abanet.org and
Secretary/Treasurer Jenna Moomau at Jmoomau.stu@okcu.edu.

American Bar Association
Law Student Division
2007-2008 Request for Membership Funds

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

Name	
ABA Membership #	
School	
Position	
Mailing Address City/State/Zip	
Phone	
Email	

Please provide a description of the project/activity for which you are seeking funds. Please explain how this project qualifies as a membership activity/drive. Specifically how the use of funds will assist with this activity.

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 membership funds will be required to submit the following with their request for reimbursement within 30 days of the project completion in order to receive reimbursement.

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

Amount Requested* _____ Date Submitted _____

*Each ABA-approved law school may request no more than \$75 per year from the Membership Fund.

Please submit request for membership funds via email to:
Division Director Patricia Brennan at pbrennan3@staff.abanet.org and
Secretary/Treasurer Jenna Moomau at Jmoomau.stu@okcu.edu