

**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 - [www.abanet.org/lsd/schoolreps/reg.html](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 [www.abanet.org/lsd/schoolreps/reporting.html](http://www.abanet.org/lsd/schoolreps/reporting.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 ([www.abanet.org/lsd/schoolreps/reporting.html](http://www.abanet.org/lsd/schoolreps/reporting.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 scholarship, student injury and sickness, auto and home/renters insurance plans.
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.

### *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 19) and Regional Negotiation Competition (Entry deadline – September 19).
3. Finalize Work-A-Day plans ([www.abanet.org/lzd/work-a-day/home.html](http://www.abanet.org/lzd/work-a-day/home.html)).
4. Begin organizing your school's Volunteer Income Tax Assistance program if one is not already in place at your law school ([www.abanet.org/lzd/vita/home.html](http://www.abanet.org/lzd/vita/home.html)).

### *October/November*

1. Fall Roundtable Circuit Meeting held prior to November
2. Membership renewal drive.
3. Work-A-Day ([www.abanet.org/lzd/work-a-day/home.html](http://www.abanet.org/lzd/work-a-day/home.html)).
4. Encourage intra-school Client Counseling and National Appellate Advocacy Competition and participation in the Regional Client Counseling Competition (Entry deadline – October 24) and the Regional National Appellate Advocacy Competition (Entry deadline – November 7). Refer to [www.abanet.org/lzd/competitions/](http://www.abanet.org/lzd/competitions/) for additional information or 312.988.5622 for replenishment of competition promotional materials.
5. Begin making plans for your March 2 Diversity Day activities ([www.abanet.org/lzd/diversity/home.html](http://www.abanet.org/lzd/diversity/home.html)).
6. Begin making plans for your March 27 National Law Student Mental Health Day ([www.abanet.org/lzd/mentalhealth/home.html](http://www.abanet.org/lzd/mentalhealth/home.html)).
7. Begin recruiting applicants for Division leadership positions. Nominations must be postmarked beginning January 15 ([www.abanet.org/lzd/elections/home.html](http://www.abanet.org/lzd/elections/home.html)).

### *December/January*

1. Continue recruiting applicants for Division leadership positions ([www.abanet.org/lzd/elections/home.html](http://www.abanet.org/lzd/elections/home.html)).
2. Encourage student nominations for Law Student Division Representative to the ABA Board of Governors (postmarked deadline – January 15) ([www.abanet.org/lzd/elections/home.html](http://www.abanet.org/lzd/elections/home.html)).
3. Plan Spring Membership Drive.
4. Review and implement Action Plan.
5. Encourage student nominations for ABA Law Student Division Awards (entry postmark deadline – April 1). ([www.abanet.org/lzd/awards/home.html](http://www.abanet.org/lzd/awards/home.html)).
6. Finalize your law school's March 2 Diversity Day activities ([www.abanet.org/lzd/diversity/home.html](http://www.abanet.org/lzd/diversity/home.html)).
7. Finalize plans for your law school's March 27 National Law Student Mental Health Day ([www.abanet.org/lzd/mentalhealth/home.html](http://www.abanet.org/lzd/mentalhealth/home.html)).
8. Encourage law students at your law school to submit their stories of how their student loans are limiting their ability to enter public service ([www.abanet.org/lzd/legislation/home.html](http://www.abanet.org/lzd/legislation/home.html)).

### *February/March*

1. Encourage student nominations for Officers (except Vice Chair-SBA), Circuit Governors, and *Student Lawyer* Student Editor (postmarked deadline – February 1) ([www.abanet.org/lzd/elections/home.html](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. ([www.abanet.org/lzd/schoolreps/reporting.html](http://www.abanet.org/lzd/schoolreps/reporting.html)).
5. Encourage student nominations for ABA Law Student Division Awards (entry postmark deadline – April 1). ([www.abanet.org/lzd/awards/home.html](http://www.abanet.org/lzd/awards/home.html))

## *April/May*

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

## *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 ([www.abanet.org/lsd/membership/mmr/](http://www.abanet.org/lsd/membership/mmr/)) 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 the ABA Service Center at 800.285.2221).

### **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 [www.abanet.org/abasource/sdf.html](http://www.abanet.org/abasource/sdf.html) 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 [www.abanet.org/abastore/](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 Representatives. On a regional level, members may serve as Circuit 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.pmbr.com](http://www.pmbr.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 \$50 discount off the three-day course offered nationwide, or a \$100 discount off the six day workshop if they apply early.
- b. **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/lzd/barbri.pdf](http://www.abanet.org/lzd/barbri.pdf)).
- c. **UnitedHealthcare Student Injury and Sickness Insurance** – [www.uhcsr.com/ABA/](http://www.uhcsr.com/ABA/)  
Information will be distributed under separate cover during the Representatives Training Program in New York, Friday, August 8, 2008.
- d. **Homeowners and Auto Insurance** ([www.abiins.com](http://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/](http://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. **Starwood Hotels and Resorts** – [www.abanet.org/travel](http://www.abanet.org/travel) 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.
- g. **Sprint** – [www.sprint.com/aba](http://www.sprint.com/aba) or 866.647.3934  
Enjoy discounts of up to 15% off regularly-priced service.

h. **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.

## F. Dissemination of ABA Law Student Division 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 ([www.abanet.org/lisd/schoolreps/fund/](http://www.abanet.org/lisd/schoolreps/fund/))

### 1. Representatives Funds ([www.abanet.org/lisd/schoolreps/fund/](http://www.abanet.org/lisd/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 ([www.abanet.org/lisd/schoolreps/fund/](http://www.abanet.org/lisd/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 ([www.abanet.org/lisd/grant.html](http://www.abanet.org/lisd/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 [www.abanet.org/lsd/grant/](http://www.abanet.org/lsd/grant/).

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 Representative, SBA President, National Officer, or the Chicago office for more information.

#### **H. Membership Awards ([www.abanet.org/lsd/awards/home.html](http://www.abanet.org/lsd/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 Award and the Membership and Activity Award. Applications for the Membership and Activity Award must be postmarked by April 1<sup>st</sup>. The Circuit Award is presented based upon membership and student activities/offerings sponsored by a circuit. Winners for both awards are announced at the Annual Meeting.

**ABA Law Student Division  
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
  - Injury and Sickness 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 60654-7598, or call 312.988.5521 or 312.988.5125.

- 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.