

PROCEDURE AND GUIDELINES
APPROVAL OF A CO-SPONSORSHIP OF PUBLICATION WITH AN ABA ENTITY
American Bar Association
Young Lawyers Division

The Young Lawyers Division is often approached by other ABA entities to cosponsor their publications

Procedure

- Assuming ABA policies (see Chapter 6 of the ABA Policies and Procedures Book) have been adhered to, only the YLD Chair can officially accept or extend co-sponsorship invitations.
- The Appropriate form (Exhibit A) must be submitted well in advance to: Tracy Kaempf YLD Committee and Program Manager, kaempft@staff.abanet.org, 312-988-5626.
- ABA Staff will obtain the appropriate approvals and report co-sponsorship approval to person(s) requesting co-sponsorship. This process may be completed within five working days unless Council, the ABA Standing Committee on Continuing Education of the Bar, or the ABA Operations and Communications Committee approval is needed.

Guidelines

When the Young Lawyers Division is Invited to Co-Sponsor Another ABA Entity's Publication

When requesting approval of proposal submissions with ABA Entities outside the Young Lawyers Division, please complete the *Internal Co-Sponsorship Proposal and Approval Form*. While preparing the form, please consider the following criteria for approval:

- The proposed publication will enhance the current roster of products already being produced by the Young Lawyers Division
- The proposed publication is in accordance with Goal IX of the ABA which includes having women and minorities as authors.
- Participation will not impose an undue burden on the Division staff or interfere in any material way with the ability of the staff to carry out their other responsibilities.
- The topic:
 - Interests new lawyers
 - Covers a core skill
 - Promotes public service/pro bono work
 - Promotes diversity in the profession
- The following also will be taken into consideration:
 - Topic timeliness
 - Division financial risk and reward

EXHIBIT A
American Bar Association
Young Lawyers Division

CO-SPONSORSHIP OF PUBLICATION WITH AN ABA ENTITY

Please save document in Microsoft word and email to Tracy Kaempf at kaempft@staff.abanet.org.

Request Date:

Requested by:

Email: **phone no.:**

Primary Sponsor:

Working Title:

Please list the author(s) and their contact information:

Briefly describe the publication:

If available please include a table of contents:

What is the subject level? Beginner

How does this publication comply with Goal IX of the ABA?

Please describe the benefits you expect to receive as a result of this co-sponsorship:

Why should this co-sponsorship be approved, i.e. how will the co-sponsorship benefit the Division?

Will the Young Lawyers Division receive revenue? No

Amount: \$

Please explain:

Young Lawyers Division Financial support requested? No

Amount: \$

Please explain:

Young Lawyers Division Staff resources requested? No

Please explain: