



Date: September 4, 2009

To: Executive Directors, Board Chairs of nonprofit organizations, agencies, service, and government organizations

From: Faith Rivers James, Associate Professor of Law
Margaret Robison Kantlehner
Associate Professor of Law, Director of Externships, Preceptors and Capstones

Re: Request for Proposals for Non-Profit / Government Client Legal Projects

Enclosed is a Request for Proposals for Non-Profit Client Legal Projects. These projects are an initiative of Elon University School of Law's Public Law and Leadership course. The course furthers students' leadership development and introduces students to a range of **public law** areas, including administrative law, legislation, advocacy, and litigation strategies in a community service learning context. Working with nonprofit leaders, students work in collaborative teams to learn about local community challenges first hand. The goal of the course is to show students how lawyers solve community problems through regulation, legislation, and traditional case advocacy.

In November, a committee of faculty and students will choose their preferences for community projects. Depending on the number of proposals received, some projects may be chosen while others may be referred to pro bono student assistants through other Elon Law programs. Project teams generally are composed of 8-12 second year law students. Three teams will work on the same project. The teams will work on these projects during the winter term, January 8-20, 2010. During that term, a legal advisor and/or staff member will be asked to brief the students on the overall issue, participate in a client interview, guide a tour of a physical site that is involved in the issue, and make themselves available to student groups for background information, developing inquiries and support.

If your organization is interested in submitting a project proposal, please review the attached guidelines. In order to increase the opportunity for a successful learning project, the organization must designate a staff member to serve as sponsor of the learning project and a lawyer licensed in North Carolina to serve as legal advisor of the project on behalf of the non-profit. The staff member will be the primary liaison for Elon Law.

The timeline for proposals and decisions is as follows:

- ∞ Non-Profit Project Proposals due: October 16, 2009 by 3pm
- ∞ Decision notification: Mid-November
- ∞ Course Dates: January 8-20, 2010

Elon Law welcomes the opportunity to positively impact our community and possibly your organization through this year's Public Law and Leadership Projects. We hope that you will consider submitting a project proposal.

We look forward to hearing from you! If you have questions, please contact Faith Rivers James at (336) 279-9332, frivers@elon.edu or Margaret Robison Kantlehner at (336) 279-9205, mkantlehner@elon.edu.



**PUBLIC LAW & LEADERSHIP
NONPROFIT LEGAL PROJECT PROPOSAL
APPLICATION GUIDELINES**

The following criteria are guidelines for your application. These criteria reflect the necessary components to ensure a successful learning experience and service project for all parties involved.

Projects should:

- encourage the students to exercise their leadership and teambuilding skills
- allow teams to leave a tangible contribution to the community
- address a true need within the larger vision of the organization, perhaps related to its strategic plan
- fall within the budget parameters of the sponsoring organization (we recognize that some projects do not have costs other than staff time associated with them)
- present a legal research issue, but not involve legal representation or the unauthorized practice of law.

Each second year Elon Law student is required to participate in a Non-Profit Legal Project. Participants are asked to attend classes and dedicate 25-30 hours weeks on their project. Because of this requirement, Elon Law is committed to providing class participants with projects that have committed sponsors. Applying organizations should be willing and able to designate a staff member to work with the project team. Background file materials for the team project should be completed by December 1, 2009. The intense period of involvement with students runs January 8-20, 2010.

Key Components & Dates:

- | | |
|---|---------------|
| • Present project to the class (30 minutes between 11am-2pm) | Jan. 11, 2010 |
| • Organize site visit & client interview (up to 2 hours) | Jan. 13, 2010 |
| • Attend student presentations (90 minutes between 9am-2pm) | Jan. 19, 2010 |
| • Field questions via e-mail or conference (through lead student) | Course Term |

A sponsor should:

- assume a leadership/management role in the project
- provide clear vision of the organization's needs
- make a formal presentation of the issues to the students in the course
- participate in a client interview where student teams can ask questions about the assignment
- give consistent feedback to the project team, including 2-3 conferences with students
- be willing to dedicate the time necessary to ensure the project's success
- attend the students' final presentation of their work on January 19, 2010
- enlist the assistance of a lawyer licensed to practice in North Carolina and familiar with the issues presented by the project to serve as legal advisor.

A good legal advisor should:

- formulate the legal issue or problem to be researched by students
- produce assignment memorandum (to be submitted with this application)
- assist in the preparation of a background file on the issue
- assist in a formal presentation of the legal issue and background information to the students
- meet 2 to 3 times with students to clarify issues and review and direct their research
- attend the student's final presentation of their work on January 19, 2010
(Estimated legal advisor time commitment: 20-30 hours)

Should you have any questions regarding the course or program, please contact Faith Rivers James at (336) 279-9332, frivers@elon.edu or Margaret Robison Kantlehner at (336) 279-9205, mkantlehner@elon.edu.

**Proposals should be mailed or delivered to:
Meghan Fisher, Faculty Assistant
Elon University School of Law
201 N. Greene Street, Greensboro, NC 27401.
336-279-9336**

Applications due date is 3pm Friday, October 16, 2009.



**PUBLIC LAW & LEADERSHIP
NONPROFIT LEGAL PROJECT PROPOSAL
APPLICATION**

(Please note that applicant organization must be a not-for-profit entity, tax exempt under Section 501(c)(3) or (4), or division of government. Work performed by Elon University law students must not inure to the benefit of for-profit organizations nor to the financial benefit of the staff and board of the nonprofit.)

Organizational Name & Mission

Name:

Mission:

Website (if applicable):

Contact Person:

Position (Board Director, Counsel, or Staff):

Address:

Phone:

Email:

Project Legal Advisor(s):

Position (Board Director, Counsel, or Staff):

Address:

Phone:

Email:

Project Description

Summary of the Public Law Project (1-2 pages), including

- Issue: Information on the public law or policy question presented,
- Objectives: Overview of research activities anticipated to respond to the request,
- Outcomes: explain how your organization will utilize the work produced by Elon law students.

Assignment Memorandum

- Submit a 1-2 page memorandum structured to assign a matter to a junior or summer associate. The memorandum should clearly articulate the issues presented. (*See sample provided.*)
- This memorandum should be composed by an attorney. The memorandum may be drafted by the attorney that is willing to serve as the legal advisor, or by other engaged counsel, directors / trustees or *pro bono* counsel.

Signatures

Applicant - Executive Director

Project Legal Advisor

Applicant – Board Chair

Due Date: October 16, 2009, by 3:00 p.m.

Deliver to Meghan Fisher, Faculty Assistant, Elon University School of Law, 201 N. Greene Street, Greensboro, NC, 27401 or email: mfisher9@elon.edu.