To: Executive Directors, Board Chairs of Nonprofit Organizations, Government Organizations and Administrative Agencies

From: Faith Rivers James, Associate Professor of Law (Public Law & Leadership Course) Margaret Robison Kantlehner, Associate Professor of Law, Director of Externships, Preceptors and Capstones

Date: September 28, 2010

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

We invite you to submit a project proposal for this year’s Public Law and Leadership Course. During the 2011 Winter Term, Elon Law students will work in collaborative teams to tackle community challenges first hand. The goal of the course is to engage second-year law students with nonprofit and government entities. This hands-on experience introduces students to problem solving on a range of public law matters, including administrative law, regulatory issues, legislation, advocacy, litigation strategies, as well as governance and strategic organizational issues.

Elon Law students value the challenging opportunity to serve and learn with leading community and government organizations.

"Working to help a public agency took me beyond the casebooks and basic legal issues, and into the complex real life problems that organizations face every day. It was an exhilarating feeling to know that our insights and ideas could make a difference in the city. It reinforced my belief that I'm working toward the right profession for me."

Public Law & Leadership Student
Winter Term, 2010

Client projects require students to utilize a variety of substantive skills, including strategic planning; interpreting ordinances, statutes, and regulations; and analyzing implications of various policies. Students practice lawyering skills through client interviews and site visits (enabling them to understand and experience the problems first hand); drafting documents; preparing client memoranda; and presenting their findings to the client.
Student Project Selection

A panel of second and third year law students will work with faculty to review proposal submitted in response to this request. The panel will select four projects for the Winter Term. Each second year student will have the opportunity to select a project assignment that best suits their interest. Organizations may submit multiple proposals within a grant cycle, and may submit proposals in consecutive years.

A wide range of organizations have worked with Elon Law students in past years, including:
- Action Greensboro
- Guilford Child Development
- North Carolina Legal Aid
- Self Help Credit Union
- East Market Development Corporation
- Greensboro Housing Coalition
- The Volunteer Center
- Center for Youth, Family & Community Partnerships
- City of Greensboro
- Housing Greensboro
- Piedmont Conservation Council, Inc.

Staff Liaison

Selected organization staff liaison(s) will be asked to brief a cohort of 25-30 students on the overall issue presented in the assignment, participate in a client interview, and guide a site visit that connects students with the organization and the project issue. (Elon Law will transport students.) Staff liaisons should make themselves available to four student team representatives to provide additional background information and respond to developing inquiries throughout the Winter Term.

Project Legal Advisor

In an effort to facilitate broad organizational participation, Elon Law provides a faculty member to work with the selected organizations to develop and manage the project assignment. In addition, organizations may utilize their own counsel to help guide student teams with the project. Elon faculty will work with your organization to:

- 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, and
- meet with students to clarify issues and review and direct their research throughout the term.

We hope that you will join us in the effort to educate aspiring lawyers about the important role they will play in the civic life of this community. If you have questions, please contact Faith Rivers James at (336) 279-9332, frivers@elon.edu.
**Timeline:**

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<tr>
<th><strong>2010 Application Schedule</strong></th>
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<tbody>
<tr>
<td>Deadline for Project Submission</td>
<td>Friday, Oct. 29, 2010</td>
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<tr>
<td>Student Project Selection Notification</td>
<td>Friday, Nov. 12, 2010</td>
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**Selected Project Schedule**

<table>
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<tr>
<th>Event Description</th>
<th>Date/Time</th>
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<tr>
<td>Meet with Elon Law faculty team &amp; begin work on student assignment memorandum</td>
<td>Thursday, Nov. 18, 2010</td>
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<tr>
<td>Collaborate with Faculty Partner &amp; Submit Final Student Assignment Memorandum</td>
<td>Friday, Dec. 3, 2010</td>
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<tr>
<td>Present project to student cohort</td>
<td>Tuesday, Jan. 11, 2011</td>
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<tr>
<td>Conduct site visit &amp; be available for a client interview (transportation provided)</td>
<td>Thursday, Jan. 13, 2011</td>
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<tr>
<td>Attend student presentations &amp; select best presentation team</td>
<td>Tuesday, Jan. 19, 2011</td>
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To learn more about the Public Law & Leadership component of Elon Law School’s Leadership Program, please visit us on the web: [http://www.elon.edu/e-web/law/leadership/secondyear.xhtml](http://www.elon.edu/e-web/law/leadership/secondyear.xhtml).
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 that will engage Elon Law students and your organization.¹

Projects should:

- encourage the students to exercise their leadership and teambuilding skills
- allow teams to make a tangible contribution to the community
- address a true need within the larger vision of the organization (which may relate to its strategic plan), and
- 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. Student participants are asked to attend classes and dedicate 25–30 hours on their selected project. Because of this requirement, Elon Law is committed to providing class participants with projects that have committed sponsors. Applicant organizations should be willing and able to designate a staff member to work with the project team during the Winter Term, which runs from January 10 – 19, 2011.

A sponsor should:

- assume a leadership/management role in the project,
- provide clear vision of the organization’s needs,
- collaborate with Elon faculty to finalize the student assignment memorandum.
- make a formal presentation of the issues to student teams on January 11, 2011,
- plan and host a site visit for 25 – 30 students and participate in a client interview on January 13, 2011,
- provide feedback to the project team liaisons (1 student per team) throughout the term,
- 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, and
- collaborate with Elon faculty to select a “best team” presentation.

Selected organizations will meet with Elon faculty on Thursday, November 19th. Memoranda and background information will be due on December 3, 2010. Should you have any questions regarding the course or program, please contact Prof. Faith Rivers James at (336) 279-9332, frivers@elon.edu.

¹ Please note that applicant organization must be a not-for-profit entity, tax exempt under Section 501(c)(3) or (4), or a 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.
## Organization Name & Mission

Name:

Mission:

Website (if applicable):

## Contact Person:

Position (Board Director, Counsel, or Staff):

Address:

Phone: Email:

## Project Legal Advisor (optional):

Position (Board Director, Counsel, or Staff):

Address:

Phone: Email:

## Signatures

_______________________________  ________________________________
Applicant - Executive Director  Project Legal Advisor (if applicable)

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Applicant – Board Chair

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2 Organizations may utilize Elon Law Faculty in addition to having their own attorney advisor.
Summary of the Public Law Project (3-5 pages), including:

- **Issue:** Information on the public law\(^3\) and/or policy question presented.
- **Background:** Summary of the organization’s work in the field.
- **Objectives:** Overview of research activities anticipated to respond to the request.
- **Site Visit\(^4\):** Please summarize your plan for a site visit that will engage Elon law students in your organization’s mission and the question presented.
- **Outcomes:** explain how your organization will utilize the work produced by Elon law students in your programs operations.

**Due Date:** October 29, 2010, by 3:00 p.m.

Please mail, e-mail or deliver your application to

**Sue Sinclair, Faculty Assistant**
**Elon University School of Law**
201 N. Greene Street,
Greensboro, NC, 27401
**Email:** ssinclair@elon.edu
Phone (336) 279-9207

To learn more about the Public Law & Leadership Course and Elon Law School’s Leadership Program, please visit us on the web:

[http://www.elon.edu/e-web/law/leadership/secondyear.xhtml](http://www.elon.edu/e-web/law/leadership/secondyear.xhtml).

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\(^3\) Public law refers to administrative, regulatory, or legislative work with local, state, or federal government offices or administrative agencies.

\(^4\) Elon Law will transport students to the site visit or through a tour.