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

From: Patricia Perkins, Assistant Professor of Law

Date: September 29, 2014

Re: Request for Legal Project Proposals from Agencies and Nonprofit Partners

Elon University School of Law invites your organization to submit a project proposal for this year's Public Law and Leadership course. During a two-week Winter Term, January 5-14, 2015, second-year law students will work in collaborative teams to tackle community challenges, at no cost, on behalf of 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, and governance and strategic issues.

Successful proposals outline projects that call for students to practice a range of lawyering and leadership skills including strategic planning; interpreting ordinances, statutes, regulations, or case law; and analyzing the implications of various policies.

Students will also gain practical experience by interviewing organizational partners, conducting site visits (enabling students to experience partner challenges firsthand), researching policy issues, drafting documents, preparing memoranda, and making oral presentations on their findings.

For details on this opportunity and an application form, please see the attached materials. Project proposals should be submitted by mail, in person, or online by 3 p.m. Friday, October 31, 2014. Questions may be directed to Patricia Perkins at 336-279-9231 or pperkins@elon.edu.

We look forward to your participation!
LAW STUDENTS SELECT AND COMPLETE ORGANIZATIONS’ PROJECTS

A panel of second- and third-year law students will work with faculty to review submitted proposals. The panel will select three or four projects for the Winter Term. Organizations may submit more than one proposal and may submit proposals in consecutive years.

A cohort of twenty-five to thirty students, divided into three or four teams, will work on each project. Each team will work on the entire project, produce a written legal memorandum for the organizational partner, and make an oral presentation to the organizational partner.

A wide range of organizations have worked with Elon Law students in past years, including:

- Action Greensboro
- After Gateway
- Alliance of Disability Advocates
- Bicycling in Greensboro
- Center for Youth, Family & Community Partnerships
- City of Greensboro
- East Market Development Corporation
- Elsewhere Collaborative
- Housing Greensboro
- Glenwood Family Ministries
- Greensboro Housing Coalition
- The Greensboro Voice
- Guilford Child Development
- National Association for the Education of Homeless Children and Youth
- North Carolina Business Court
- North Carolina Legal Aid
- Piedmont Conservation Council, Inc.
- Reading Connections, Inc.
- Self Help Credit Union
- Southeastern Theatre Conference
- Triad Local First
- The Volunteer Center

“Every step of the way the Elon Law faculty, students, and advisors were professional and sensitive to our needs. We appreciate all of the effort and care that went into this project.”

Luck Davidson
Executive Director, Triad Local First
THE ORGANIZATIONAL STAFF LIAISON . . .

The staff member(s) designated as project liaison(s) will be asked to:

- brief students working on the project on the overall issue the project presents;
- participate in an interview with the students;
- guide a site visit that connects students with the organization and the project issue; and
- attend student teams’ presentations of their project findings and recommendations.

Liaison(s) should make themselves available to student representatives from each team to provide background information and respond to inquiries throughout the two-week Winter Term.

...WORKS ALONGSIDE ELON FACULTY COACHES AND LAW STUDENTS

In an effort to facilitate broad organizational participation, Elon Law provides faculty coaches to work with organizational partners to develop and manage the project assignment. In addition, organizations may use their own counsel to help guide student teams with the project. Elon attorney coaches, executive coaches, and librarians will work with organizations to:

- formulate the legal issue or problem to be researched by students;
- produce an assignment memorandum to the students;
- assist in the preparation of a background file on the issue; and
- coach students on the development of their skills as they work to address the challenge.
PROJECTS ARE DEVELOPED AND COMPLETED IN THREE MONTHS

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<th>BEFORE SELECTION</th>
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<tr>
<td>Optional: RSVP deadline for Pro Bono and Public Interest Fair</td>
<td>Friday, October 10, 2014</td>
<td>3:00 p.m.</td>
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<tr>
<td>Optional: Pro Bono and Public Interest Fair at Elon Law</td>
<td>Monday, October 20, 2014</td>
<td>12:00 p.m. – 1:30 p.m.</td>
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<td>Deadline for project submission</td>
<td>Friday, October 31, 2014</td>
<td>3:00 p.m.</td>
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<td>Notification of project selection by student selection committee</td>
<td>Early November 2014</td>
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<th>AFTER SELECTION</th>
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<tr>
<td>First meeting with Elon Law faculty coach to begin work on student assignment memorandum</td>
<td>Early November 2014</td>
<td>Scheduled with selected partners</td>
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<td>Collaborate with Elon Law faculty coach on student assignment memorandum and background file</td>
<td>Mid-November 2014</td>
<td>Scheduled with selected partners</td>
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<td>Submit final student assignment memorandum and background file</td>
<td>Wednesday, December 3, 2014</td>
<td>5:00 p.m.</td>
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<td>Present project during site visit with students (Transportation provided)</td>
<td>Tuesday, January 6, 2015</td>
<td>Scheduled for 2.0 hours</td>
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<td>Attend interview with students for follow up questions</td>
<td>Thursday, January 8, 2015</td>
<td>Scheduled for 2.0 hours</td>
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<td>Attend student presentations and make recommendations on best presentation team</td>
<td>Tuesday, January 13, 2015</td>
<td>Scheduled for 3.0 hours</td>
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READY TO APPLY?

Please join us in the effort to educate aspiring lawyers about the important role they will play in the civic life of this community. Simply complete the online project proposal form at https://www.surveymonkey.com/s/PublicLawLeadershipProposalFall2014, or deliver the attached form to:

Elon University School of Law
201 N. Greene Street,
Greensboro, NC 27401
Email: ssinclair@elon.edu
Phone: 336-279-9207

Applications must be **received by Friday, October 31, 2014 at 3:00 p.m.** to be considered.

Questions? Please contact Professor Patricia Perkins (pperkins@elon.edu, 336-279-9231) or Sue Sinclair (ssinclair@elon.edu, 336-279-9207).
These criteria reflect the components necessary to ensure a successful learning experience and service project that will engage a cohort of Elon Law students and your organization. Elon Law students attend law and leadership development classes and dedicate 25-30 hours to their selected project during the two-week winter term. Applicant organizations must be tax-exempt under Section 501(c) of the Internal Revenue Code, or a division of government. Applicants must be willing and able to designate a staff member to work with the law school project team from January 5-14, 2015.

Applicants should:
- assume a leadership/management role in the project;
- provide clear vision of the organization’s needs;
- collaborate with Elon Law faculty to finalize the student assignment memorandum;
- plan and host a site visit for 25-30 students and make a formal presentation of the issues to student teams on January 6, 2015;
- participate in follow-up student-led interviews at Elon Law on January 8, 2015;
- provide feedback to each project 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 at Elon Law on January 13, 2015; and
- collaborate with Elon Law faculty to select a “best team” presentation.

Projects should:
- encourage the students to exercise their leadership and team-building skills;
- allow teams to make a tangible contribution to the organization and 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.

Participation in the Public Law and Leadership course does not establish an attorney-client relationship. Student projects from the course will be made available to participating organizations for informational purposes, but they are educational work product and do not constitute legal advice or legal services. While we hope the information will be beneficial to the organizations, it is not a substitute for legal counsel.

Elon faculty will meet with the selected organizational partners in November and work with them to develop assignment memoranda by December 3, 2014.
# Public Law and Leadership Project Application

## Organization Name & Mission

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## Website (if applicable):

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## Contact Person

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## Signatures

**Applicant – Executive Director Signature**

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**Applicant – Board Chair Signature**

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<tr>
<td>Project Description</td>
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<td>Please attach additional pages for your answers as needed.</td>
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**Please describe your organization’s project.** (What are the public law\(^1\) and/or policy questions you would like the student teams to address? How will your organization use the work the student teams produce? How does this project fit into your organization’s work in the field?)

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**What library and field research does the project require?** (Library research may involve law and policy research using legal and secondary sources. In addition to the site visit detailed on the following page, field research may involve interviews or meetings with clients or stakeholders. Please generally describe what information is desired from each anticipated source.)

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\(^1\) Public law refers to administrative, regulatory, or legislative work with local, state, or federal government offices or agencies.
Please summarize your plan for a site visit that will engage Elon Law students in your organization’s mission and the legal or policy issues presented by the project.

Please describe any preliminary steps your organization has taken toward completion of this project.

Completed applications must be received by 3:00 p.m. Friday, October 31, 2014.

Please mail, email or deliver your application to:
Elon University School of Law
201 N. Greene Street,
Greensboro, NC 27401
Email: ssinclair@elon.edu
Phone: 336-279-9207

2 Elon Law will provide microphoned buses for a tour or to transport students to the site visit.