

## **Student Chapter Checklist for Attorney Advisors or Attorney Chapter Chairs**

### **At the close of the school year:**

- Follow up with outgoing student leadership to make sure that Notification of Graduation forms have been provided and are filled out and returned prior to April 15<sup>th</sup>.
- Call or meet with outgoing and incoming student leadership (together if possible). This meeting need not be overly long (30 minutes should do it) but should be long enough for the Advisor to obtain:
  - Name and contact information for the new leaders (including summer contact info);
  - A full, updated roster;
  - The status of any pending projects, events, or future plans, including dates/info for two “welcome” events planned for the first month of the next school year.
    - Note: if the two welcome events are not yet planned, the Attorney Advisor should spend some time discussing plans with the incoming student leaders

This meeting would also be a good time to invite the new student chapter leadership to participate as a member of the Attorney Chapter board and to make sure to be included in Student Chapter board business and meetings.

- Follow up with incoming student leaders to ensure the submission of the Change in Leadership form.

### **At the beginning of the new school year**

- Read (or reread) “The Role of An Attorney Advisor”
- Assist in the planning and execution of the two “welcome” activities planned for the first month of school, and make sure that Attorney Chapter members are invited as appropriate
- During the first month of school, hold a kickoff/training/goal setting meeting with incoming student leaders to help set goals and direction for the Student Chapter and plan a calendar of events for the upcoming year
- Assist as needed in efforts to locate new Student Chapter members
- Follow up to receive an updated roster by the end of the first month of school—this roster should then be updated monthly or as necessary
- Attend Student Chapter board meetings as feasible and be available as a resource for assistance
- Conduct other activities as set forth in “The Role of An Attorney Advisor”