

LCLD Fellows Alumni – All-In Campaign

Process to Obtain Funding for a Fellows Alumni Regional Event

The Program Development Committee (the “***PDC***”) is responsible for promoting engagement among the Fellows Alumni with each other, other LCLD program participants, and LCLD Members by developing substantive programming and organizing networking events. In addition to identifying opportunities for enhancing the programming available for Fellows Alumni, the PDC is responsible for receiving, reviewing and approving requests for funding for Fellows Alumni regional events from the Alumni Association Budget.

All requests for funding will be considered in light of the strategic goals for the LCLD Fellows Alumni and the PDC, including the chief goal of relationship incubation by increasing Fellows Alumni interaction with other LCLD program participants and among each other by developing and implementing networking events.

Please also note that priority will be given to events that are innovative or are expected to engage a significant number of LCLD Fellows Alumni and that include a matching or additional contribution from an LCLD Member organization (i.e., a law firm or corporation).

To request funding for an event, please submit the following information and follow the procedure outlined below in advance of your scheduled event.

We recommend making a request for funding at least forty-five days prior to your proposed event.

Process

1) *Request Approval.*

Send your request to:

- (x) the co-chairs of the PDC (i.e., Lica Tomizuka (lica.tomizuka@faegrebd.com) and Jin Liu (jliu@carltonfields.com));
- (y) your regional PDC member lead (the list identifying the PDC member lead for each region is attached); and
- (z) LCLD (Courtney Nolde, cnolde@lclldnet.com).

Information to include in your request:

- a) Type of Event:
- b) Potential Date of Event:
- c) City and Location of Event:

- d) # of Fellows eligible to attend/participate in event (i.e. how many Fellows will be invited):
 - e) # of Fellows expected to attend/participate in event:
 - f) Amount requested to host event:
 - g) Amount to be contributed by any LCLD Member organization (if any):
 - h) Any additional information you wish to share about the event:
- 2) **Approval Timing.** The PDC will do its best to respond to your request via email within one week of receiving your request. The PDC will respond whether the request was accepted or denied based on available funds.
 - 3) **Payment Coordination.** If your funding request has been approved, coordinate with Courtney Nolde regarding payment of costs associated with the event (e.g. whether you will need to use the LCLD credit card or whether you will pay and submit a receipt for reimbursement).
 - 4) **Provide Marketing Information.** Once the event has been completed, provide a one-paragraph summary of the event (including the number of attendees and any other feedback). This information may be included on the weekly announcements. As always, pictures are appreciated!

PDC MEMBER LEADS FOR EACH REGION

Region	PDC Liaisons	States Included
Mid-Atlantic	Alaina Benford & Josh Bosin	DC, DE, MD, VA
Midwest	Kendric Cobb & Adine Momoh	IA, IL, IN, MI, MN, MO, WI
Northeast	Ron Sia & Reena Ganju	MA, ME, NH, OH, PA
South Central	Marlen Whitley & Giji John	AL, AR, LA, MS, OK, TX
Southeast	Komal Patel & Kevin Gooch	FL, GA, KY, NC, SC, TN
Tri-State	Danelco Moxey & Caryn Boisen	CT, NY, NJ
West	Rakesh Gopalan & Tritia Murata	AZ, CA, CO, OR, WA