

How to Access All In! Campaign Funding

The Program Development Committee (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 45 days prior to your proposed event.

Funding Request Process

1) Request Approval.

Send your request to:

- (a) The Chair and Vice-Chair of the PDC, Bonnie Lau at bonnie.lau@dentons.com, and Janeen Lofton at jnl@lgplaw.com;
- (b) Your regional PDC member lead (see the next page for contact information and state listing); and
- (c) LCLD via Erin Hess, Program Manager, at ehess@lclldnet.com.

Include all of the following Information in your request:

- Type of Event:
- Potential Date of Event:
- City and Location of Event:
- # of Fellows eligible to attend/participate in event (i.e., how many Fellows will be invited):
- # of Fellows expected to attend/participate in event:
- Amount requested to host event:
- Amount to be contributed by any LCLD Member organization (if any):
- 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 Erin Hess 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 in the weekly announcements. As always, pictures are appreciated!

Fellows Alumni Regions

Region	Regional Lead	States Included
Mid-Atlantic	Jean Kuei, jean.kuei@pillsburylaw.com	MD, NC, VA, DC
Mid-West	Albert Lin, alin@bakerlaw.com	IA, IL, IN, KS, MI, MN, MO, ND, NE, OH, Western PA (Pittsburgh Area), SD, WV
Northeast	Patty Palacios, ppalacios@steptoe.com	CT, DE, ME, NH, NJ, NY, Eastern PA (Philadelphia Area), RI, VT
South	Demetra Liggins, Demetra.liggins@tklaw.com	AL, AR, FL, GA, KY, LA, MS, OK, SC, TN, TX
West	Stacie Yee, stacie.yee@pillsburylaw.com	AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY