LCLD Success in Law School Mentoring Program
Group Mentoring Program Implementation Logistics Guide

These are general guidelines for the City Leads in each city where LCLD’s Group Mentoring Program (GMP) has been or will be implemented. The City Lead has three primary responsibilities: (1) to create and cultivate relationships with the local law school(s), (2) to coordinate the scheduling of three GMP events with local law schools and/or host law firms, and (3) to coordinate all activities associated with planning and execution of the GMP event. These responsibilities and others that fall under them are laid out below in chronological order.

1. In August, before the start of the school year, each City Lead will make contact with the law school(s) that will be participating in the GMP, first with an introductory letter followed by a phone call. In the case that the city is being established as a first-time site of the GMP, this process should start as early as possible. Ideally, contact should be made with the career services office. City Leads are responsible for: (a) introducing the law school to LCLD, in general, and (b) introducing the law school to the LCLD Success in Law School Mentoring Program, specifically the GMP. The most important points to highlight about the GMP are:
   • The Kick-Off Program in the fall and the Closing Program in the spring are exclusively for LCLD Mentees while the larger, more substantive program in early spring is for all diverse 1L, 2L, and 3L students.
   • The programs will be attended and facilitated by attorneys from LCLD Member organizations.
   • Topics may include academic success, tips to help students succeed in internships, finding and being successful in summer associate positions, networking, interviewing, and others.

2. An important goal of reaching out to the local law school in August is to work with the law school to identify a date for each event. Where the GMP and IMP City Lead roles are held by different people, all involved should coordinate to make this law school outreach together. In cities where there are multiple law school partners, the City Lead should coordinate with each of the schools to set the dates for the GMP events in that city. City Leads are also encouraged to work with law school contacts to determine the best topics for the GMP substantive event.

3. The City Lead will be responsible for the planning and execution of events in their city. There are a number of ways to approach planning for events that include, but are not limited to:
   • Work independently or with other attorneys and support staff at your organization to plan and execute the events yourself.
   • Assemble a steering committee of local attorneys participating in the IMP and work together as a group to plan events. You may also consider assembling a group of local diversity professionals at LCLD Member organizations to work on the steering committee.
   • Solicit another LCLD Member organization to host and take primary responsibilities for planning and execution of events.
Planning events should include:
• Coordinating the program, including location and panelists/speakers.
• Overseeing the creation of event invitations (LCLD has the capacity to help with this but it is our preference that someone in your organization design the invitation [See “Invitation Template for GMP Events”]).
• Managing the invitation and RSVP process (again, LCLD may be able to help with this, but it is our preference that you or someone within your organization manage this).

Follow-up after the event should include:
• Communication with LCLD about the program including RSVPs vs. actual attendance, general thoughts on the event, and suggested improvements for future events.
• Photos and at least two quotes/comments from attendees.

The three scheduled GMP events should follow the schedule/format below:
• **October/November**: Informal GMP kick-off event; does not include a formal program but instead is an opportunity for Mentor attorneys and Mentees to network.
• **February/March**: Formal GMP event including a substantive program of interest to 1L, 2L, and 3L students.
• **April/May**: Informal GMP closing event; does not necessarily include a formal program but instead is an opportunity for Mentor attorneys and their 1L Mentees to network.