

## LCLD Success in Law School Mentoring Program Individual Mentoring Program Implementation Logistics Guide

These are general guidelines for the City Leads where LCLD's Individual Mentoring Program (IMP) has been or will be implemented. The City Lead has three primary responsibilities: (1) to work with the LCLD Program Manager to help recruit local attorney Mentors, (2) to create and cultivate relationships with the local law school(s), and (3) to provide ongoing communication and outreach to participating Mentors and Mentees. These responsibilities and others that fall under them are laid out below in chronological order.

1. In June/July, each City Lead will assist the LCLD Program Manager with LCLD Mentor attorney recruitment. Each City Lead will send prepared letters/emails to local offices of LCLD Member organizations requesting that they solicit their workforce for potential Mentor attorneys (**See “Recruiting Letter to Potential Mentors”**). LCLD will also provide an informational 1-page description of the LCLD Success in Law School Mentoring Program that City Leads should include in this correspondence (**See “LCLD Success in Law School Mentoring Program FAQs”**). The use of personal contacts within local offices of LCLD Member organizations is encouraged.
2. In June/July, each City Lead will make contact with the law school(s) that will be participating in the IMP, first with an introductory letter followed by a phone call (**See “Letter to Law Schools, Past Participants” and “Letter to Law Schools, Potential Participants”**). In the case that the city is being established as a first-time site of the IMP, this process should start as early as possible. Ideally, contact should be made with the Career Services office. City Leads are responsible for all of the following:
  - (a) Introducing the law school to LCLD in general.
  - (b) Introducing the law school to the LCLD Success in Law School Mentoring Program.
  - (c) Working with the law school to identify—from the selection of dates available—when registration will be opened to the students (the “Launch Date”).
  - (d) Working with the law school to distribute information to students in advance of the Launch Date (**See “Letter to Law Students”**).

Where the IMP and GMP 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 identify **one Launch Date** for all participating students. Because Mentors are assigned on a first come, first serve basis, this protocol will ensure that all students on all participating campuses have an equal opportunity to be matched with a Mentor.

3. In September, before the Launch Date, each City Lead will send an initial correspondence via email to all enrolled Mentor attorneys in their city introducing themselves, welcoming the Mentors to the program, detailing expectations for program participation, and describing the program timeline for students and Mentor/Mentee matching (generally within two weeks of the Launch Date [[See “Welcome Email to Attorney Participants”](#)]). The City Lead will also offer themselves as a local contact for all questions related to LCLD and the IMP. Once the initial round of Mentor/Mentee matching has concluded, the City Lead will send an email to all Mentors/Mentees ([See “Matched Email”](#)) welcoming them to the program, encouraging them to reach out to each other as soon as possible to set up a meeting, and encouraging them all to browse the LCLD Mentoring Tool Kit. In January, the City Lead will send correspondence to all Mentors/Mentees welcoming students back to school, encouraging all parties to make contact with each other to set up a meeting to kick off the second semester, and alerting both students and attorneys to look for a survey from LCLD in the coming weeks ([See “Checking In Email, Second Semester”](#)). All of these correspondences have been prepared by LCLD and will note the Pipeline Program Manager as the contact for specific questions, issues, or concerns; however, each correspondence will require personalization and distribution by the City Lead. You are also encouraged to send additional, more personalized correspondence to Mentors/Mentees in your area.

**NOTE:** *Due to ongoing updates from the CDC on social distancing guidelines related to COVID-19, meetings and events may or may not be held in person.*