

Success in Law School Mentoring Program

Individual Mentoring Program Implementation Logistics Guide

The IMP 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 local law school(s), and (3) to provide ongoing communication and outreach to participating Mentors and Mentees. Specifics of each responsibility are detailed below.

1. MENTOR ATTORNEY RECRUITMENT

In June/July, each City Lead will assist the LCLD Program Manager with LCLD Mentor attorney recruitment:

- 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 provide an informational PDF 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 Fact Sheet”](#)).
- The use of personal contacts within local offices of LCLD Member organizations is encouraged.

2. LOCAL LAW SCHOOL RELATIONSHIPS

In June/July, each City Lead will contact the Career Services office at the law school(s) that will be participating in the IMP, first with an introductory letter and then with a phone call. If the city is being established as a first-time IMP site, this process should start as early as possible (See [“Letter to Law Schools, Past Participants”](#) and [“Letter to Law Schools, Potential Participants”](#)):

- Introduce the law school to LCLD in general.
- Introduce the law school to the LCLD Success in Law School Mentoring Program.
- Work with the law school to identify—from the selection of dates available—when registration will be opened to the students (the “Launch Date”).
- Work with the law school to distribute information to students in advance of the Launch Date (See [“Letter to Law Students”](#)).

In cities with separate Leads for the IMP and GMP, Leads should coordinate on one joint law school outreach. In cities with multiple law school partners, the City Lead should coordinate with 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 students on all participating campuses have an equal opportunity to be matched with a Mentor.

3. MENTOR/MENTEE COMMUNICATION

In September, before the Launch Date, each City Lead will send an initial email correspondence to all enrolled Mentor attorneys in their city (See [“Welcome Email to Attorney Participants”](#)):

- Introduce yourself as the City Lead.
- Welcome the Mentors to the program.
- Detail expectations for program participation.
- Describe the program timeline for students and Mentor/Mentee matching (*generally within two weeks of the Launch Date*).
- Offer yourself 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”](#)):

- Welcome them to the program.
- Encourage them to reach out to each other as soon as possible to set up a meeting.
- Encourage them to browse the LCLD Mentoring Tool Kit.

In January, the City Lead will send correspondence to all Mentors/Mentees (See [“Checking In Email, Second Semester”](#)):

- Welcome students back to school.
- Encourage all parties to make contact with each other to set up a meeting to kick off the second semester.
- Alert both students and attorneys to look for a survey from LCLD in the coming weeks.

LCLD has prepared templates for all messages mentioned above, noting the Program Manager as the contact for specific questions or concerns. However, each message will need to be personalized and distributed by the City Lead. Beyond these, we encourage you to send additional, more personalized messages to Mentors/Mentees in your area.