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How to Access All In! Funding

The Program Development Committee (PDC) is responsible for promoting engagement among the 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 Alumni, the PDC is responsible for receiving, reviewing, and approving requests for funding for Alumni regional events from the Alumni Association Budget.

All requests for funding will be considered in light of the strategic goals for the LCLD Alumni and the PDC, including the chief goal of relationship incubation by increasing 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 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.

Please note that the financial cycle is based on the calendar year, so the budget will reset every January.

Funding Request Process

1) Request Approval.

Send your request to:

- (a) The Programs Chair and Vice-Chair, Michelle Park Chiu at michelle.chiu@morganlewis.com and Jean Kuei at jean.kuei@pillsburylaw.com;
- (b) Your regional PDC member lead (see below); and
- (c) LCLD via Alyssa Yuen, Alumni Program Manager, at ayuen@lclidnet.com.
- (d) Treasurer, Lisa Harris, at lharris@sheppardmullin.com

Include all of the following Information in your request:

- Type of Event:
- Potential Date of Event:
- City and Location of Event:
- # of Alumni eligible to attend/participate in event (i.e., how many Alumni will be invited):
- # of Alumni 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 Programs Chair, Vice Chair, Treasurer, and Alumni Program Manager will do their best to respond to your request via email within one week of receiving your request. They 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 [Alyssa Yuen](#) 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 a list of all registrants and attendees and any other feedback) and photos. This information will be added to the Alumni CRM to better gauge alumni engagement. The summary and photos may be included in the weekly announcements.

LCLD Alumni Regions

Region	Regional Lead	States Included
Mid-Atlantic	Ramika Stephens State Farm, Fairfax, VA	MD, NC, VA, DC
Midwest	Reena Bajowala Ice Miller LLP, Chicago, IL	IA, IL, IN, KS, MI, MN, MO, ND, NE, OH, Western PA (Pittsburgh Area), SD, WI, WV
Northeast	Ashley Brooks Sullivan & Worcester, Boston, MA	CT, DE, MA, ME, NH, NJ, NY, Eastern PA (Philadelphia Area), RI, VT
South	Sushant Mohan BakerHostetler, Houston, TX	AL, AR, FL, GA, KY, LA, MS, OK, SC, TN, TX
West	Chahira Solh Crowell & Moring LLP, Irvine, CA	AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY