

CLE/PRO BONO PROGRAM

DIVISION OF TASKS:

Rural Law Center of New York will:

- 1. Initiate collaboration between the Rural Law Center (RLC), Partnering Organizations and Pro Bono Providers.**
- 2. Act as accredited CLE Provider**
- 3. Work with Co-Sponsor(s) on format of announcement**
- 4. Prepare and print announcement**
- 5. Do attorney outreach and mailing to members of county bar associations**
- 6. Take reservations via toll-free phone or toll-free fax**
- 7. Work with Co-sponsor(s) on format of program agenda**
- 8. Work with regional providers on procedures for Pro Bono referrals**
- 9. Host event/Staff registration table/Distribute materials**
- 10. Administer required sign-in and timekeeping**
- 11. Administer evaluations required by the CLE Board**
- 12. Compile evaluation data**
- 13. Print and mail credit-bearing CLE Certificates**
- 14. Provide attorney commitments to regional pro bono coordinator**
- 15. File all required reports to NYS CLE Board**

Co-sponsor(s) will:

- 1. Arrange for training location and make set-up arrangements**
- 2. Prepare announcement in collaboration with RLC**
- 3. Provide a timed, detailed agenda in compliance with CLE rules**
- 4. Provide trainer qualifications (bio/resume)**
- 5. Provide trainers and present session**
- 6. Prepare training agenda in collaboration with RLC**
- 7. Prepare and copy materials to be distributed to attendees**
- 8. Provide refreshments (usually coffee/tea/cookies or pastries)**