



TIPS FOR ORGANIZING AND PUBLICIZING A LEGAL ADVICE CLINIC

1. Form a committee in your organization to plan the clinic.
 2. Establish support for a clinic in your community by meeting with local/county/area leaders and area legal service providers to establish need, recruit volunteers, and access support and resources.
 3. Determine which facility to use for the clinic as well as the logistics of holding a clinic in that location.
 4. Keep local officials and legal service providers apprised of the project's progress.
 5. Visit the clinic location to determine how the clinic will be set up.
 6. Establish the location, date, and time for the clinic.
 7. To recruit volunteers, announce the project to your bar membership through publications, e-newsletters, emails, and website.
 - Develop recruitment flyers to email and mail to membership.
 - Work with area legal service providers on recruitment.
 - Contact corporate legal departments and law firms in your area.
 8. Obtain a Care Kit and customize the documents to fit the needs of your bar.
 9. Set up an orientation seminar for volunteers (can be arranged on the same day as the clinic).
 10. Decide if your clinic will allow walk-ins or be by appointment only. Coordinate with legal service providers to set up appointments.
 11. Publicize clinic in local media, city and county newsletters and websites, etc...
 12. Don't forget to keep your members informed, too!
 13. Develop clinic flyers to distribute with the date, time, location, and who to contact for an appointment (if necessary).
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14. Determine staffing and staff responsibilities for the clinic.
 15. Contact volunteers about clinic date and other relevant information, including any orientation seminars.
 16. Prepare signage for the facility.
 17. Reconfirm all volunteers at least two days before the program.
 18. Determine what, if any, refreshments for volunteers or attendees will be provided. Assign staff members to pick up or arrange with the facility.
 19. Day of Clinic: Set up signage, as well as sign-in, intake, exit tables, and meeting areas. Provide orientation to all volunteers.
 20. Collect and analyze case statistics.
 21. Provide feedback on the clinic to legal service providers and your local bar members.
 22. Don't forget to send thank you letters to your volunteers and recognize volunteers in bar publications.
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