

Labor & Employment Law Section
Guidelines for Sponsorship, Contributions and Underwriting Requests

The Labor & Employment Law Section (“L&E”) of the Federal Bar Association (“FBA”) receives frequent requests to sponsor or co-sponsor programs, to contribute to funding a reception or to underwrite all or a portion of activities by local chapters and affiliates of the FBA. To ensure the best and most effective use of L&E’s funds in advancing its goals and policies, the L&E Board has adopted the following guidelines, in no particular order, for considering such requests:

Factors that will be considered include the following:

1. Requests that demonstrate that they are supported at the local level by law firms, bar associations or other professional organizations (e.g. accounting firms).
2. Request for seed money for projects that demonstrate, through their content, format and frequency, a reasonable expectation of repayment to the L&E.
3. The financial resources of the entity to undertake the program or project.
4. Requests that provide value for L&E members or create the potential to expand membership in L&E.
5. The reasonableness of the request will be examined both in terms of the total amount requested in relation to the L&E yearly budget and the reasonableness of the amount requested in terms of the project to be funded.
6. The entity’s history as to the number, amount and purpose of previous requests.
7. Whether (1) L&E is identified in all promotional materials as a sponsor, contributor or underwriter (2) a member of the L&E Board is permitted to make a short presentation at the event explaining the benefits of L&E membership and (3) L&E membership materials and a copy of the *Laboring Oar* are made available at the presentation.