

Best Practices for Professional Chapter to Support Law School Chapter Registration

Summer Break	August	<ul style="list-style-type: none"> - Reach out to executive board members of law student chapters and schedule planning meeting - Review FBA protocols including (i) executing annual law student chapter agreement and (ii) required annual registration with National FBA of all participating members - Help prepare benefits of membership list to be distributed during school orientation fairs. - Review professional chapter events calendar and brainstorm about potential projects, events
Attend Orientation Events	August/Sept.	<ul style="list-style-type: none"> - Consider sending several members of board/professional members to student association fairs. - Help explain benefits of membership. - Ensure students interested in participating are registering using Include QR or law student free membership link
First law school chapter meeting	Sept.	<ul style="list-style-type: none"> - Consider sending several members of board/professional members to first student meeting - Invite students to events hosted by chapter. - Circulate roster form to confirm registration - Invite leadership to attend professional chapter board meetings
Review of Roster	Oct./Nov.	<ul style="list-style-type: none"> - Obtain copies of student rosters from each chapter - Conduct Audit of Professional Chapter membership to ensure that all students on roster have registered and provided necessary information including, alternative email, cell phone number, graduation date - Provide student leaders with list of all students who need to register - Consider sending welcome letter from professional chapter
Spring Registration	January	<ul style="list-style-type: none"> - Consider sending several members of board/professional members to spring semester meeting id student chapter is engaging in spring membership drive