

Student Chapter Planning Calendar

FBA Law Student Division Webpage: [Law Student Division – Federal Bar Association \(fedbar.org\)](http://www.fedbar.org)

FBA Law Student Resources Page: [Law Student Resources – Law Student Division \(fedbar.org\)](http://www.fedbar.org)

Social Media Pages:

FBA Law Student Division LinkedIn Page: [LinkedIn](https://www.linkedin.com/company/fba-law-student-division)

FBA Law Student Division Facebook Page: [Facebook](https://www.facebook.com/fba-law-student-division)

FBA Law Student Division Instagram Page: [Instagram](https://www.instagram.com/fba-law-student-division)

EVENT	DATE	LOCATION/TIME/COMMENTS
Transition Planning	March	Identify and approach leaders for the upcoming year. Begin thinking about how to hand off leadership responsibilities such as a transition binder, bank account authority, etc.
Report Election Results, begin planning year	April	Check your chapter bylaws for election and election notice dates
Chapter Agreement Form	May	Provide your Chapter Agreement Form to local Professional Chapter and National, due Aug. 1, but an earlier submission ensures a seamless communications transitions with new leadership.
Professional chapter contact	April-June	Begin communications with professional chapter about leadership transition and to ensure faculty advisor and student chapter representative are invited to attend professional chapter board meetings. Add Chapter Board meetings to calendar.
Summer law clerk program	June	This will likely be taken care of by outgoing board, but if not, communicate with National FBA about schedule for Summer Law Clerk Program and advise student members of the opportunities. Add dates to calendar.
Request sponsorship to attend Annual Conference.	July	Dear [Recipient], I am the Chair/President of the Federal Bar Association's [University] Student Chapter. I have enjoyed being participating in the FBA and hope to continue to be involved with the Professional Chapter Board after I graduate. I would like to participate in the FBA's Annual Conference in [City]. in September. As a law student, I do not have the means to fund the trip myself. I have found airfare and accommodations for approximately \$____. Would your [Chapter/Organization] be willing to sponsor or partially sponsor me? I would be happy to attend your meeting and report about the conference and anything I learned during the conference.
Chapter Agreement Form Due	August 1	Get form here: Law School Student Chapter Agreement – Federal Bar Association (fedbar.org)
Attend Orientation Events	August/Sept.	<ul style="list-style-type: none"> - Reach out to local professional chapter to invite representatives to attend student association fairs. - Bring flyers about the benefits of membership.

		<ul style="list-style-type: none"> - Include QR for registration. - Find sample flyers and registration QR codes here: Law Student Resources – Law Student Division (fedbar.org)
Welcome Letters	August/Sept.	Send welcome letters to new members to tell them about your chapter and the events you have planned for the year.
Annual Meeting and Convention	Sept	KC, MO Send representative if possible
First meeting and Fall Day of Registration	Sept.	Hold first meeting. As part of meeting, ask all attendees to join the FBA. Membership is free for Law Students and includes the first year or professional membership. https://members.fedbar.org/membership/processApplication <ul style="list-style-type: none"> - Offer incentives for registration confirmation
Federal Lawyer (Winter Issue Due Date)	Oct	
Onsite event	Oct./Nov.	Get resources from local professional chapter. Ask for help locating panelists and to consider providing funding for snacks or food. This is a good time to do presentations related to OCI, clerkships, and other job opportunities.
Foundation 1L Scholarship Deadline	Nov.	Robert A. McNew Law Student Scholarship and the Dr. J. Clay Smith Jr. Diversity in the Legal Profession Scholarship
Community Service Event	Dec.	Check with professional chapter about opportunities to contribute to their community service projects during the holidays.
Foundation and Diversity Grant Deadline	Dec. 15	Think about projects/events you would like to host and consider applying for a grant to fund the event.
Request sponsorship to attend Leadership Summit	Jan.	<p><i>Dear [Recipient],</i></p> <p><i>I am the Chair/President of the Federal Bar Association's [University] Student Chapter. I have enjoyed being participating in the FBA and hope to continue to be involved with the Professional Chapter Board after I graduate.</i></p> <p><i>I would like to participate in the FBA's Capitol Hill Day and Leadership Training in Washington, D.C. in March. As a law student, I do not have the means to fund the trip myself. I have found airfare and accommodations for approximately \$____. Would your [Chapter/Organization] be willing to sponsor or partially sponsor me? I would be happy to attend your meeting and report about the conference and anything I learned during the training.</i></p>
Federal Lawyer (Spring Issue Due Date)	Jan	Theme: TBD
Offsite Event with Local Chapter	Jan.-March	<ul style="list-style-type: none"> -Coordinate event with local professional chapter. Access list of Showcase Events for ideas. -If appropriate, consider offering CLE to attract lawyers.
Admiralty Law Section Writing Competition	March	Section Web Page

Thurgood Marshall Memorial Moot Court Competition	March	<p>Wednesday: Preliminary Rounds</p> <p>Thursday: Round of 16, Quarterfinal, Semifinal, & Final Rounds</p> <p>Visit the Moot Court Event Page for Details</p>
<p>Leadership Summit:</p> <p>Midyear Meeting, Leadership Summit, Capitol Hill Day, National Council Meeting</p>	March	Visit the Leadership Summit Event Page for Detail
Health Law Scholarship Deadline	March 30	Section Web Page
Another event	April/May	<p>- Coordinate event with local professional chapter. Access list of Showcase Events for ideas: https://www.fedbar.org/wp-content/uploads/2023/07/Student-Engagement-Showcase-Materials.pdf.</p> <p>- This is a good time to host a networking event, training for summer clerkships, or introduction to federal courthouse.</p>
3L Criminal Law Writing Competition	April 15	Email to sections@fedbar.org
Communications with graduating 3Ls	May	<p>Congratulations on your upcoming graduation! Our Chapter is proud of you and look forward to working with you in the future.</p> <p>As a Law Student Division member, you are entitled to one free year of professional membership upon graduation. In order to connect you with local federal practitioners where you intend to practice, please fill out the link https://www.fedbar.org/graduating-3l-form/ to designate your local Chapter. When the FBA converts your student membership to your free first year of professional membership, it will also transfer your membership from our Student Chapter to a local Professional Chapter membership. If you do not fill out this form, your Professional Chapter membership will continue to be the one you selected during law school.</p> <p>Good luck on your last semester of finals and the Bar!</p>
Hon. Constance Baker Motley Diversity, Equity, and Inclusion	May	Additional Information

Essay Competition		
Federal Lawyer (Summer Issue Due Date)	May	Theme: TBD
National Award Applications Due	June	Additional Information
Summer Law Clerk Program (SLCP)	June – August	Additional Information
		<p>Other possible dates to add to your planning calendar. Please be sure to keep in close contact with your Law Student Division Circuit Representative to get dates for national programming for LSD.</p> <p>YLD Newsletter submissions Bar Study Webinar March Madness Networking Event Nuts and Bolts – Skills Webinars Day In Life Webinars/CLEs</p>