

Success in Law School Mentoring Program

Group Mentoring Program Implementation Logistics Guide

The GMP City Lead has three primary responsibilities: (1) to create and cultivate relationships with local law school(s), (2) to coordinate the scheduling of three GMP events with local law schools and/or host law firms, and (3) to coordinate all activities associated with planning and executing the GMP event. Specifics of each responsibility are detailed below.

1. LOCAL LAW SCHOOL RELATIONSHIPS

In August, each City Lead will contact the Career Services office at the law school(s) that will be participating in the GMP, first with an introductory letter and then with a phone call. If the city is being established as a first-time GMP site, this process should start as early as possible. City Leads are responsible for introducing the law school to LCLD generally and to the LCLD Success in Law School Mentoring Program. Be sure to highlight the below:

- The fall Kick-Off Program and the spring Closing Program are exclusively for LCLD Mentees while the larger, more substantive program in early spring is for all diverse 1L students, and 2Ls and 3Ls as invited guests.
- The programs will be attended and facilitated by attorneys from LCLD Member organizations.
- Topics may include academic success, tips to help students succeed in internships, finding and being successful in summer associate positions, networking, interviewing, and others.

2. SCHEDULING GMP EVENTS

In cities with separate Leads for the IMP and GMP, Leads should coordinate on one joint law school outreach. In cities with multiple law school partners, the City Lead should coordinate with each school to set dates for the GMP events. City Leads are also encouraged to work with law school contacts to determine the best topics for the GMP substantive event.

3. PLANNING GMP EVENTS

The City Lead is responsible for planning and executing events in their city. Suggested approaches for planning events include, but are not limited to:

- Work independently or with other attorneys and support staff at your organization to plan and execute the events yourself.

- Assemble a steering committee of local attorneys participating in the IMP and work together as a group to plan events. Consider assembling a group of local diversity professionals at LCLD Member organizations to work on the steering committee.
- Solicit another LCLD Member organization to host and take primary responsibility of planning and executing events.

PLANNING RESPONSIBILITIES

- Coordinate the program, including location and panelists/speakers.
- Oversee the creation of event invitations (With notice, LCLD may be able to help with this, but we prefer that someone in your organization design the invitation. See [“Invitation Template for GMP Events”](#)).
- Manage the invitation and RSVP process (again, LCLD may be able to help with this, but we prefer that you or someone within your organization manage this).

POST-EVENT FOLLOW-UP

After the event, please share the following with LCLD:

- RSVPs vs. actual attendance.
- General event feedback.
- Suggested improvements for future events.
- Event photos and at least two quotes/comments from attendees.

GMP EVENT TIMING AND FORMAT

The three scheduled GMP events should follow the schedule and format below.

October/November: Informal GMP Kick-Off Event

- Networking opportunity for Mentors and Mentees; no formal program.

February/March: Formal GMP Event

- Include a substantive program of interest to 1L, 2L, and 3L students.

April/May: Informal GMP Closing Event

- Networking opportunity for Mentors and Mentees; can include a formal program at City Lead’s discretion.