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**LCLD Success in Law School Mentoring Program**

**Welcome Email to Attorney Participants**

Hello **[City Name]**-area Mentors,

As the City Lead for the **[City Name]**-area, I want to welcome each of you to the Leadership Council on Legal Diversity (LCLD) Success in Law School Mentoring Program. I’m thrilled to have so many attorneys representing a variety of local LCLD Members participating in the program this fall. I think it will prove to be an exciting and productive year.

Expectations for your participation as a Mentor in the LCLD Success in Law School Mentoring Program are few. LCLD asks that you:

* Commit to one year as a Mentor to your assigned Mentee.
* Meet with your Mentee three times per semester.
* Initiate first contact with your assigned Mentee.
* Use the [LCLD Mentoring Toolkit](https://www.lcldnet.org/programs/law-school-mentoring/mentoring-toolkit/) to help guide your mentoring relationship.
* Use the [Building a Strong Mentor-Mentee Relationship](https://www.lcldnet.org/building-a-strong-mentor-mentee-relationship/) e-module that sets out the expectations for both Mentors and Mentees.
* Complete periodic surveys from LCLD about your mentoring experience.
* Participate in three Group Mentoring Program events.

Attached is an informational document that provides more detail about the program including a program overview, expectations for mentors, and information about the Group Mentoring Program.

The launch date for **[City Name]** is **[Launch Date & Time]**. You should expect to be matched with a student Mentee within two weeks of the program launch. In cases where fewer students register for the number of available Mentor attorneys, it may take a bit longer to match you; however, we will make every effort to find student Mentees for all enrolled Mentor attorneys.

If you have questions about program expectations, program launch, Mentor/Mentee matching, or any other aspects of the LCLD Success in Law School Mentoring Program, please do not hesitate to contact me or Nancy Richardson, LCLD Program Manager ([nrichardson@lcldnet.com](mailto:nrichardson@lcldnet.com)).

Thank you for your continued commitment to LCLD.

Sincerely,

**[Name]**

**LCLD City Lead for [City Name]**

**[Contact Information]**

*Internal Note to City Leads: The “LCLD Success in Law School Mentoring Program Fact Sheet” is the “attached informational document” referenced in the third paragraph of this template.*