Clinic Time Line

6-8 Weeks Prior	Form a committee to work on the project. Discuss a location and select a date(s) and time(s) for your clinic. Consider working with a partner organization, how you will attract clients and get the word out about the clinic. (See clinic packet)
4 Weeks Prior	Confirm clinic date(s), confirm time and location. Begin community outreach and clinic advertisement. Recruit volunteer attorneys Recruit volunteer paralegals and/or law students
3 Weeks Prior	Draft press release
2 Weeks Prior	Send press release. Follow up with phone call to see if they would be willing to run an article before clinic and to cover the clinic on day of the event.
1 Weeks Prior	Confirm volunteers

<u>Day of Clinic</u>

½ Hour Prior	Volunteers arrive review clinic procedures
After Clinic	Submit client intake sheets and sign in sheet to the Volunteer Lawyer Program (Linda Lund) Send thank you letter to volunteers

Clinic set-up: We recommend a table and three chairs for each station. You will need a few additional chairs for intake and staff. We suggest that you located a table as people enter the room and that you have participants sign-in. After signing in, if you plan on screening clients for eligibility, they should be directed to an intake worker. The intake worker should complete the intake sheet, have the client sign a referral authorization form and Statement of Fact and Citizenship form. When the intake is complete the information and an Attorney Note Form should be given to the volunteer attorney. After the attorney meets with the client all the information should be retrieved and after the clinic submitted to the Volunteer Lawyers Program. You also want to check people out when they leave making sure you have their documentation.