

Fall Semester

September 2016

- **Fall Open Recruitment:** Equal Justice Works posts Student Rep Program information on our [websites](#) and [Twitter](#) pages. **(September 20)**
 - ○ National Advisory Committee (NAC) members email application materials to regional contacts. **(preferably by September 23)**
 - Forward any comments, questions, issues, etc. to students@equaljusticeworks.org. **(Ongoing)**
 - Equal Justice Works will email all Student Rep applications to their respective regional NAC members for review. **(Ongoing)**
 - ○ Launch guest-blogging outreach to attract more Student Rep applicants. [Let Ashley know](#) if you would like to guest-blog! **(September 27)**
 - ○ NAC members share social media posts from Equal Justice Works. **(Ongoing)**

October 2016

- • **Selection Process:** NAC regional members work together to select a maximum of 2 Student Reps per region. **(Ongoing; Check in: October 10)**
 - Forward selected applicant(s) to amatthews@equaljusticeworks.org. **(Ongoing)**
 - LSEA hosts introductory Google Hangouts with selected reps. **(Ongoing)**
- **First Webinar Training** for Student Reps. Open to all NAC members who want to learn more about Equal Justice Works. **(October 12)**
- • **Fall Progress Report #1 due:** Student Reps complete online Progress Report form. **(October 21)**
 - NAC members will check Progress Report(s) for number of mailing list sign-ups, public interest law events attended, any feedback/comments, etc. **(October 24)**
 - NAC members report back to Equal Justice Works on student rep activity. **(October 24)**
- **Attend student reception** at CCF 2016 – special opportunity to meet face-to-face with Student Reps in attendance. **(October 28, 29)**

November 2016

- **Continue recruitment push** to get students to apply for Student Rep program in regions with low application numbers. **(Ongoing)**
- **Webinar Training** for newly added Student Reps. **(November 16)**
- **Continue guest-blogging outreach** to attract more Student Rep applicants in struggling regions. **(November 30)**

December 2016

- • **Fall Progress Report #2:** Student Reps complete online Progress Report form. **(December 2)**
 - NAC members will check Progress Report(s) for number of mailing list sign-ups, public interest law events attended, any feedback/comments, etc. **(October 24)**
 - NAC members report back to Equal Justice Works on student rep activity. **(October 24)**

Spring Semester

January 2017

- **Spring Limited Recruitment:** Equal Justice Works helps regions struggling to find Reps get more applications. **(January 13)**
- ○ National Advisory Committee (NAC) members email application materials to regional contacts. **(January 20)**
 - Check for new applications through NAC regional Gmail accounts. **(Ongoing)**
 - Forward any comments, questions, issues, etc. to students@equaljusticeworks.org. **(Ongoing)**
- NAC members share social media posts from Equal Justice Works. **(Ongoing)**

February 2017

- **Selection Process:** NAC members in regions still looking for reps work together to make selections. **(Check in: February 10)**
 - Forward selected applicant(s) to amatthews@equaljusticeworks.org. **(Ongoing)**
 - LSEA hosts introductory Google Hangouts with selected reps. **(Ongoing)**
- **NAC Check-In Call:** Equal Justice Works and NAC discuss problems, get new ideas, and consider expanding the program if all is going well. **(February 13)**
- **Webinar Training** for Student Reps. **(February 22)**

March 2017

- • **Spring Progress Report #1 due:** Student Reps complete online Progress Report form. **(March 10)**
 - NAC members will check Progress Report(s) for number of mailing list sign-ups, public interest law events attended, any feedback/comments, etc. **(March 15)**
 - NAC members report back to Equal Justice Works on student rep activity. **(March 15)**
- **Continue recruitment push** to get students to apply for Student Rep program in struggling regions. **(Ongoing)**

April 2017

- • **Annual Student Rep Digital Retreat:** Equal Justice Works and NAC members host Google Hangout or Adobe Connect digital retreat with all Student Reps. **(April 13)**

May 2017

- • **Spring Progress Report #2:** Student Reps complete online Progress Report form. **(May 12)**
 - NAC members will check Progress Report(s) for number of mailing list sign-ups, public interest law events attended, any feedback/comments, etc. **(May 19)**
 - NAC members report back to Equal Justice Works on student rep activity. **(May 19)**

CONGRATULATIONS! We completed the first year of the Equal Justice Works Student Representative Program.