

LSAC Prelaw Undergraduate Scholars (PLUS) Program: Request for Proposals

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Introduction

The Law School Admission Council, Inc. (LSAC) has a longstanding commitment to diversity, equity, and inclusion (DEI) in legal education and the legal profession. One of the ways in which LSAC demonstrates its commitment to DEI is through its sponsorship of the notable pipeline development program, the Prelaw Undergraduate Scholars (PLUS) Program. LSAC intends to continue to promote access and equity in legal education by sponsoring programs that aim to support minoritized students along their journey to law school and a legal career. Minoritized students are members of groups that face social, political, economic, and educational barriers that constrict them. For example, women are not minorities in legal education today, but they are one of many minoritized groups. For purposes of the PLUS Program, minoritized groups include, but are not limited to, the following categories of individuals: women, students of color, first-generation college students, students with disabilities, students of low socioeconomic status, and LGBTQ+, genderqueer or nonbinary, and gender nonconforming students.

This Request for Proposal (RFP) outlines the history of the PLUS Program, the guiding objectives behind this new call for innovative prelaw pipeline programs, the PLUS Program requirements, an overview of the grant process for the PLUS Program, and other factors pertinent to law schools submitting proposals for grants to administer the PLUS Program. **We strongly encourage law schools interested in applying to administer the PLUS Program in 2022 to submit a Letter of Interest before preparing a full proposal.**

Eligibility

The PLUS Program is funded by the Diversity Initiatives Fund of LSAC, and only LSAC-member law schools are eligible to submit proposals to administer the PLUS Program.

History and Current Programs

Between 2002 and 2019, LSAC grants funded PLUS programs¹ at 30 different law schools. The PLUS Program is designed for rising sophomore and junior students from minoritized groups who are underrepresented in the legal profession. More than 2,700 students have completed a summer residential PLUS Program, while an additional 185 students completed PLUS Online in summer 2020; through these programs, all participants were introduced to fundamental legal skills, including writing and analysis of complex materials. These students participated in courses taught collaboratively by law

¹ LSAC's report "[The Need for Intentionality: Insights from Research and the LSAC Prelaw Undergraduate Scholars \(PLUS\) Program](#)" provides additional information about the PLUS Program.

professors and other law school experts. The PLUS Program also provided students with exposure to the legal profession and the development of a supportive network that could assist in their journeys through law school and the legal profession.

In order to ensure continued access to an immersive prelaw program experience for prospective students in the face of challenges brought on by COVID-19, in the summer of 2020, LSAC partnered with host law schools to transform essential aspects of the PLUS Program into a remote learning format (PLUS Online). PLUS Online will again be offered in the summer of 2021. LSAC is issuing a new RFP for institutions that desire to administer the 2022 PLUS Programs as described in further detail below.

Objectives for 2022

LSAC's existing and historic PLUS Programs are designed for minoritized students with an emphasis on an immersive educational experience to provide students with fundamental legal skills and expose them to law school and the legal profession. From institutions applying for grants under the RFP for 2022 PLUS Programs, LSAC seeks innovative proposals designed with program requirements and learning outcomes intentionally centered on the student experience. The program should address both what students need to succeed on the enrollment journey and what they will need to be successful in law school as members of minoritized groups.

LSAC aims to foster creative thinking beyond current pipeline program approaches to focus on the question: ***“How are we promoting and supporting minoritized students throughout their law school enrollment journey and legal career?”*** Schools that

apply to participate in the PLUS Program are encouraged to demonstrate innovation in the design of their respective PLUS Program. LSAC is interested in receiving proposals from schools that address the prelaw pipeline for minoritized groups of students in two particular areas: (1) students that are on the cusp of applying to law school, and (2) underserved undergraduate students at rural undergraduate institutions (including any

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community colleges, junior colleges, or two-year associate degree programs) and/or Minority-Serving Institutions (MSI).²

LSAC may award grants in the amount of up to \$100,000 per year to schools selected to administer the 2022 PLUS Program outlined in this RFP. Upon the successful administration of the first year of the PLUS Program, LSAC may offer continued grant funding for the school to administer the PLUS Program the following year. Accordingly, the maximum grant that LSAC will provide to any member law school to administer the PLUS Program will not exceed \$100,000 in any given year and is subject to a maximum amount of grant funding of \$200,000 for the two-year period in which the school may administer the PLUS Program. LSAC, at its sole discretion, may consider awarding a third year of grant funding to any school that administers the PLUS Program.

Option A: A Program Designed for Students One Year Away from Applying to Law School

For nearly two decades, LSAC has administered a PLUS Program designed for rising sophomore and junior students; however, LSAC recognizes that prospective law students need continued support throughout the entire law school enrollment journey and beyond. The applicant pool for past PLUS Programs has often included students entering the final year of their undergraduate degree; these students have historically been ineligible to participate in the PLUS Program. Furthermore, program directors and other prelaw directors for the PLUS Program regularly report that the alumni of their programs reach out to them for additional support throughout their enrollment journeys, including the law school application process and the time period preceding the start of law school. Therefore, LSAC seeks proposals from schools that wish to administer a PLUS Program that satisfies the following criteria:

1. Target individuals who have decided to apply to law school and are within one year of applying, including any of the following:
 - Advanced undergraduate students
 - Individuals who have already obtained a bachelor's degree
2. Target individuals including any of the following:

² MSIs are defined as institutions in which a substantial portion of the student body consists of individuals from minoritized groups. These types of institutions may include Historically Black Colleges and Universities, Hispanic-Serving Institutions, or Tribal Colleges and Universities.



- Undergraduate students who have recently started considering a legal career path
 - Individuals who have long considered a legal career path, but have not yet benefited from or received guided support
 - Individuals who have already participated in some prelaw activities but could benefit from enhanced additional support
 - Individuals who have already obtained a bachelor's degree and recently made the decision to pursue a career in the legal profession
3. The program's curriculum should include key elements of prelaw pipeline programs that would best support the needs of your proposed targeted student group. These elements may include:
- Preparation of law school application materials
 - A nuanced introduction to the law school admission process
 - Exposure to law school coursework and experiences
 - The development of a community that supports and engages with students' goals and experiences

Option B: A Collaborative Program Between Law Schools and Undergraduate Rural Colleges and MSIs

Diverse, minoritized students attending an MSI or rural undergraduate institution are an underserved group of prospective prelaw students. LSAC aims to extend the reach of the PLUS Program by encouraging law schools to connect with undergraduate rural colleges and MSIs. Many of these institutions support minoritized students as part of their mission and frequently understand how to foster success with such students within the context of the regional community. Nevertheless, these institutions may benefit from enhanced connections to prelaw programming or other resources that may assist them in supporting their students on their law school enrollment journeys.

For the purposes of this RFP, a rural college is defined as any undergraduate academic institution located in any U.S. rural territory without a law school in close proximity. MSIs are defined as institutions in which a substantial portion of the student body consists of individuals from minoritized groups; these types of institutions may include Historically Black Colleges and Universities, Hispanic-Serving Institutions, or Tribal Colleges and Universities. If your institution, collaborating institutions, or proposed region fall outside of these categorizations, please reach out to [LSAC's DEI team](#) for input and guidance prior to submitting your proposal.

LSAC seeks program proposals from law schools that aim to establish collaborative relationships with their regional MSIs and rural undergraduate institutions in order to

support students along the pathway to law school and their pursuit of a legal career. Each proposal should satisfy the following criteria:

- Demonstrate how the program will garner collaboration and support from the partnering institution(s)
- Provide a well-articulated understanding of the institution's particular regional community
- Intentionally align the program components with the specific needs of their particular students. These components should include exposure to law school coursework and experiences and the law school admission process, as well as engagement with the students' goals and experiences.

Essential Criteria for All Proposals

Essential criteria that should be included in all proposals also include the following:

- Each proposal should include a designed curriculum that prioritizes, and is structured around, minoritized students from diverse backgrounds. The design should be intentional about addressing important influences on the success of these students including, but not limited to, their emotional wellbeing and community support, while creating a constructive environment that makes each student feel welcome and accepted.
- Each proposal should explicitly address various factors that impact minoritized students (e.g., the effects of stereotypes and exclusionary experiences in education) in order to better support these students throughout their enrollment journeys, thus enabling them to be better prepared for law school.
- Each proposal should include a recruitment plan that describes how students will be recruited and selected from the following racial and ethnic backgrounds: Black, Indigenous, Latinx, Asian, and other people of color. In addition, recruitment and selection should take into consideration individuals that are at the intersection of other marginalized identities including gender identity, sexual orientation, first-generation college or law students, disability, and low socioeconomic status.
- Each proposal should recruit and target students who have not had any exposure or opportunity to participate in impactful prelaw experiences (e.g., first-generation college students and students receiving public financial assistance).
- Each proposal should indicate whether the PLUS Program will be residential (if deemed permissible by LSAC and applicable COVID-19 regulations and/or guidance), hybrid, or remote.
- Each proposal should focus on preparing students for success in the law school enrollment path that is best for the student. This PLUS Program must serve as a pipeline to enrollment at *any* law school, with the hosting school considered one of many options for law schools to which the student may apply.

Content of Grant Application Submission

Program Description: Provide a detailed description of the:

- Proposed PLUS Program’s goals and how the program aligns with Option A or Option B
- Proposed curriculum (including student outcomes, which are statements of the knowledge, skills, feelings, and abilities students should possess and can demonstrate upon completion of the proposed program)
- Recruitment and selection process
- Administrative roles and instructional staffing (attach résumés for key personnel)
- Time period in which the program would take place (from start to finish, including the delivery of all required materials to LSAC)

Budget: Using the required [LSAC PLUS Budget Template](#), list the specific dollar amounts allocated to each portion of your program. Provide a detailed budget outlining expenses for the entire time period of your proposed PLUS Program, including a justification of expenses for operating the program and the allocation of student stipends. Each law school participating in the PLUS Program must provide a stipend to each student who completes the program and define the parameters for what constitutes successful completion of the proposed PLUS Program. The stipend amount should be comparable to the \$1,000 stipend provided by current PLUS Programs.

Sustainability Plan: The sustainability plan should demonstrate future plans for securing institutional and/or external support for funding beyond the grant provided by LSAC for the administration of the PLUS Program. The sustainability plan should include descriptions of internal partners, proposed fundraising initiatives (with clear timelines), and any staff that will be responsible for performing this type of work.

Evaluation Plan: Your proposal must include an evaluation plan for assessing the effectiveness of the PLUS Program’s implementation and achievement of its desired outcomes.

The LSAC Diversity, Equity, and Inclusion (DEI) team will work with interested law schools on the development and submission of proposals. Such support does not guarantee a grant award. Contact us at diversityoffice@LSAC.org for more information.

Additional Information About the Grant

- LSAC will administer grant awards to grantees at intervals related to the PLUS Program benchmarks. LSAC will not provide grant awards in a single, lump-sum payment to any institution approved to administer the PLUS Program.
- Materials, pamphlets, brochures, and other items prepared to market, advertise, and otherwise promote the PLUS Program must adhere to all branding guidelines provided by LSAC.
- Many institutions require that grants of this type be administered by a centralized grant office. Programs funded by LSAC are between the member law school recipient and LSAC. Communications from grant or foundation offices to an institution will be referred to the law school contact. No portion of this grant may be used as overhead to fund institutional grant or foundation offices.

In addition to the PLUS Program objectives described above, the Proposal Review Committee will review the pool of proposals in its entirety and will consider the following criteria when determining whether to award a grant to administer the PLUS Program:

- Has the institution previously been awarded grant funding from LSAC to administer the PLUS Program, and/or does the institution have unique connections to the targeted minoritized student groups or other grant objectives? Schools that have previously been awarded grant funding to administer the PLUS Program may apply, but the proposal must explain how the current PLUS Program will differ from the prior PLUS Program administered by the institution rather than operating merely as an extension of the prior PLUS Program.
- Does the institution have a plan for securing the support of the law faculty? Does the proposal reflect on the involvement of all relevant units within the law school including, but not limited to, admission, student affairs, career services, and academic support?
- Does the proposal provide for a collaborative effort between one or more law schools, colleges, educational foundations, or members of the area legal community? (Please note that this applies to Option A proposals; this sort of collaboration should already be central to any Option B proposal.)
- Does the proposal establish an ability and capacity to accomplish the goals described therein?
- Does the proposal demonstrate an institutional commitment by specifying intended in-kind support or funds, or alignment with the institution's mission?
- The following factors may all be considered in LSAC's awarding of the grant to sponsor the PLUS Program: geographic location of the institution, diversity of the institution's applicant pool, regional need for the PLUS Program, identity-based need for the PLUS Program, limited resources available, the number of students that will participate in the PLUS Program, and alignment with the LSAC DEI team's mission.

The LSAC Diversity, Equity, and Inclusion (DEI) team will work with interested law schools on the development and submission of proposals. Such support does not guarantee a grant award. Contact us at diversityoffice@LSAC.org for more information.

Preparation of Proposals and Deadlines

Prior to preparing a full proposal, member law schools interested in applying to participate in the PLUS Program are encouraged to **submit a Letter of Interest (LOI) on or before June 11, 2021**, via the [PLUS LOI portal](#) to ensure that their proposed program will align with the new objectives of the PLUS Program. Any institution submitting an LOI will receive feedback regarding the fit of their proposed program to the RFP and a recommendation about whether a full proposal should be prepared and submitted to LSAC.

Each institution preparing a full grant proposal for the PLUS Program should submit a combined PDF file of all required components via the [PLUS grant application portal](#). **All proposals must be submitted on or before July 30, 2021.** Any proposal submitted after July 30, 2021, will not be reviewed or considered by LSAC. Any institution's failure to submit an LOI will not preclude that institution from submitting a proposal to participate in the PLUS Program.

LSAC intends to review proposals and notify applicants of whether they will be awarded grants by no later than October 29, 2021.

If you have any questions about the proposal guidelines or the deadlines, please contact DEI team of LSAC at diversityoffice@LSAC.org.

Reservations

LSAC is not guaranteeing that it will provide any grant award for the PLUS Program. In its sole discretion, LSAC reserves the right not to make grants under the PLUS Program, or to make grants whose cumulative dollar amount is less than the total maximum amount described in this RFP.

Contractual Agreement

Any grant recipient will be required to enter into a contractual agreement with LSAC specifying the terms and conditions that are applicable to the grant award for the PLUS Program. Failure to comply with the terms and conditions set forth in the agreement

may result in financial penalties, termination of the agreement, or termination and reimbursement of the grant. Renewal of the grant for the second year shall be at LSAC's sole discretion and will be subject to a review of compliance with contractual terms and conditions and PLUS Program requirements.

Other LSAC Diversity Initiative Grant Opportunities

If the objectives of this RFP do not align with your law school's program goals or capacity at this time, or if you have another innovative prelaw pipeline initiative outside the scope of this RFP, please email your ideas to diversityoffice@LSAC.org.

Helpful Guidelines

Letter of Interest Guidelines

Overview

The Law School Admission Council is accepting Letters of Interest (LOI) for its Prelaw Undergraduate Scholars (PLUS) Program. For this new cycle of PLUS grants, LSAC aims to foster creative thinking beyond current pipeline program approaches and with a focus on the question, "How are we promoting and supporting minoritized students throughout their law school enrollment journey?" Applicants are encouraged to demonstrate innovation in their program design. LSAC is interested in receiving proposals that address the prelaw pipeline for minoritized groups of students in two particular areas: (Option A) students on the cusp of applying to law school and (Option B) students attending underserved rural and/or minority-serving undergraduate institutions.

Before taking the time to prepare a full proposal, interested schools are encouraged to submit an LOI via the [PLUS LOI portal](#) **on or before June 11, 2021**, in order to ensure that the proposed program aligns with the objectives of this new PLUS Program funding. All law schools submitting an LOI will receive feedback regarding the fit of their proposed program to the RFP and a recommendation about whether a full proposal should be prepared and submitted.

Each school's LOI should not exceed three pages.

Each applicant preparing a full grant proposal should submit a combined PDF file of all required components and a budget using the [LSAC PLUS Budget Template](#) via the [PLUS grant application portal](#). Proposals must be submitted on or before July 30, 2021. Late applications will not be considered. Applicants who did not submit an LOI may still submit proposals.

Components of a Letter of Interest

Each LOI must include the following components:

1. Heading

- Include the name of your law school, the name and position of the program director, and the appropriate contact information.

2. Opening Paragraph(s): This is your summary statement (1-2 paragraphs).

- The opening of your LOI might be the most important part of your letter. It should be able to stand alone; if the reviewer reads nothing else, they should have a clear idea of what you want to do just by reading this paragraph.
- This opening portion of the LOI should be a concise executive summary that provides the key components, along with a short description, of your proposed program. It should also include the program option for which you are applying.

3. Program Goals: This is the "why" of the project (1-2 paragraphs).

- Explain what program option you are applying for.
- Explain why you have chosen your selected program option.
- Describe the program's goals.

4. Program Design: This is the "what" and "how" of the project (will constitute the bulk of your letter).

- Describe the most important elements of your program. Be sure to provide information about relevant characteristics of target participants, the number of participants that would be served, and the scope and timing of your program components.
- Provide an overview of the activities involved, with brief supporting details.
- Highlight why your approach is innovative.
- Indicate if there will be collaboration with other organizations and what their roles will be. Be specific about who does what.

5. Evaluation (1-2 paragraphs)

- State the specific outcomes you hope to achieve. List questions that the program evaluation will seek to answer.
- Describe the data that will be used to evaluate program outcomes, how the data will be obtained, the methods that will be used to analyze the data, and the timeline for conducting the evaluation.

- Indicate if your organization will need assistance formulating a good evaluation plan. LSAC is able to provide support to assist in formulating an evaluation plan should your proposal be chosen.

6. Credentials (1-2 paragraphs)

- Describe the ways in which your law school is well-positioned to implement a PLUS Program.
- Propose a list of key staff and describe their qualifications for helping to administer the program or provide instruction for the curriculum.
- Explain what sets your program apart from other programs serving minoritized students.

7. Budget (1 paragraph)

- Provide a general description of the program's funding needs and duration of the program, as well as the total amount of your request.

8. Closing (1 paragraph)

- Provide any additional information LSAC may need to evaluate your program.

9. Signature

- Include the signature of the program director or other authorized official at your school.

If you have any questions about this process, please contact the LSAC DEI team at diversityoffice@LSAC.org.

Budget Guidelines

Description

Using the standard [LSAC PLUS Budget Template](#) (an example provided below), list the specific dollar amounts allocated to each portion of your program. Provide a detailed budget outlining expenses for the entire time period of your proposed PLUS Program, including a justification of expenses for operating the program and the allocation of student stipends. LSAC requires each school participating in the PLUS Program to provide a stipend to each student who completes the PLUS Program. The stipend amount should be comparable to the \$1,000 stipend per student that the existing PLUS Program has provided to students for completing a four-week program that requires at least 50 hours of in-person or synchronous commitment from the student. Your proposal must define the parameters for what constitutes the successful completion of the PLUS Program, which participating students must fulfill in order to receive the stipend.

Additional Instructions

LSAC does not allow the payment of fringe benefits over and above the stated compensation level, which should not exceed \$20,000 for administrative costs or \$33,500 for instructional personnel costs.

LSAC has allocated \$30,000 of funding for student stipends at \$1,000 per student. Therefore, if you propose to admit more than 30 students, your proposal should provide a description of your plan to provide stipend support for all participating students. In the event that the program does not reach the proposed number of students completing the program, remaining stipend allocations will be deducted from the final payment.

Unspent allocations will be deducted from the final payment. Documentation of expenses charged to the grant must be provided.

LSAC PLUS Budget Template Example

Budget Categories	Expense Details	Proposed Law School Request	Limits Regarding LSAC Allocation	Proposed Law School In-Kind Contribution	Notes
Administrative					
	Director/Coordinator				
	Clerical				
	Other staff (specify the role)				
Total Administrative Costs			Not to Exceed \$20,000		
Instructional Personnel Costs					
	Teaching Faculty (# of instructors, rate/instructor, course topics non-legal writing)				
	Legal Writing				
	Teaching Assistants				
Total Instructional Personnel Costs			Not to Exceed \$33,500		
Other Costs					
	Instructional Costs-Materials				
	Instructional Costs-Remote learning				
	Other Program Costs				
Total Other Costs			\$16,500		\$16,500 but may be increased by allocating funds from the Administrative and/or Instructional Costs categories
PLUS Student Costs					
	Stipends				
	Other				
Total Student Costs			\$30,000		Approximately \$1,000 per student; see budget instructions for more detail
Total Program Costs			Not to Exceed \$100,000		

Evaluation Plan Guidelines

All LSAC-funded programs must include an evaluation plan that is based on clear, measurable outcomes that explicitly meet the goals and purpose of the program. Evaluation plans are unique to each program. The following guidelines are meant to help grant writers develop an evaluation plan specific to the proposed program. Innovative and creative methods of assessing outcomes are encouraged.

The purpose of the evaluation plan is to describe how the effectiveness of the program will be measured. Proposals must include how the grantee will collect data or other sources of evidence to evaluate targeted candidate and other program outcomes using evaluation methods that are student-centered, equity-focused, and suited for measuring the stated outcomes. Keep in mind that an evaluation does not have to assess every aspect or stated outcome of the program. Part of the evaluation process should be identifying priorities and determining the resources available that will make the evaluation feasible.

Guidelines

An evaluation plan requires having a clear map that aligns purpose, goals, activities, and outcomes. When developing the program purpose, consider the question, “What is the reason, motivation, and need behind the program?”

The following table serves as a guiding tool in the development of an evaluation plan to show whether program goals were achieved. For each program goal, map out the activities, outcome(s), assessment measure, and timeline plan.

Evaluation Components	Planning Questions
Program Goal	<ul style="list-style-type: none"> • What does the program aim to achieve? • The goals of a program are the steps taken to achieve its purpose.
Activities	<ul style="list-style-type: none"> • What activities will students in your program complete to achieve this goal?
Outcome(s)	<ul style="list-style-type: none"> • Identify the program's outcome(s). What are the expected results of the program? • Outcomes are statements of the knowledge, skills, feelings, and abilities students should possess and be able to demonstrate upon completion of the proposed program. • Are these outcomes concrete? • Are these outcomes meaningful? • Are these outcomes measurable?
Assessment Measure	<ul style="list-style-type: none"> • How will you measure the outcome(s)? • How will you demonstrate that students accomplished the outcome(s)? • Describe your assessment measure (i.e., daily diary entries, surveys, focus groups, interviews, etc.).
Timeline	<ul style="list-style-type: none"> • When will you assess the outcome(s)? How often?
Report Findings	<ul style="list-style-type: none"> • Who is responsible for analyzing the data and reporting on the results? • How will the results be reported? • How will the results be used?

Resources

Below is a list of resources that may be helpful when thinking about how to assess outcomes.

- [The Assessment Institute](#)
- [The Need for Intentionality: Insights from Research and the LSAC Prelaw Undergraduate Scholars \(PLUS\) Program | The Law School Admission Council](#)
- [A New Decade for Assessment: Embedding Equity into Assessment Praxis](#)
- [The Pell Institute Evaluation Toolkit](#)
- [Practicing Equity-Centered Assessment | Anthology](#)
- [Switching from Bloom to the Medicine Wheel: creating learning outcomes that support Indigenous ways of knowing in post-secondary education](#)

If you have any questions about creating the evaluation plan for your proposed program, please contact Liz Bodamer at ebodamer@LSAC.org.

Sustainability Plan Guidelines

Sustainability plans are unique to the programs they aim to support. However, there are some key steps you should consider in any plan. The following sample plan shows action steps you can take during the first year of programming. We recommend you create a one-year plan and, preferably, a two-year plan.

Sustainability Sample Plan

Plan Components	Action Steps	Timeline
Develop vision, mission, and case for support	<ul style="list-style-type: none"> Discuss with staff and institutional officials why your program is needed and whom it will benefit. 	Months 1-3
Develop objectives	Identify objectives and outcomes to track and measure.	Months 1-3
Research and identify potential stakeholders	<ul style="list-style-type: none"> Work with your institution's development office to identify resources such as: <ul style="list-style-type: none"> Law firms and corporations to sponsor networking lunches, field trips, or the closing banquet Law school alumni to serve as keynote speakers and/or participants in networking/mentoring events Local Minority Bar Associations and family foundations Prepare program talking points and presentations. Leverage other law school staff for collaboration. 	Months 1-3
Engage potential stakeholders with the program	<ul style="list-style-type: none"> Invite stakeholders to engage with students or in other aspects of the program in substantive ways. Develop relationships with community leaders and other likeminded individuals and institutions who might share interests. Talk to local law firms and corporate legal departments about how your program can benefit their interests. 	Months 1-3
Analyze program costs	Track year one of spending and analyze funding gaps.	Month 4
Make the ask	<ul style="list-style-type: none"> Determine the best strategic partnerships and appropriate level of collaborative commitments to ask for. Determine who should ask for partnership involvement. Jointly develop a strong case for each potential partner's involvement. Be specific about the level of commitment requested. 	Months 5-7
Be a good steward	<ul style="list-style-type: none"> Offer opportunities for continued involvement in shaping the program through regular meetings and dialogue. Share the credit and celebrate successes. Make sure the program is beneficial to all partners. 	Month 8 and onward
Create and execute a fundraising plan	<ul style="list-style-type: none"> Identify budget items that could be provided in-kind. Prepare a fundraising plan with defined teams, resources, objectives, and timelines. Launch and execute fundraising efforts. 	Month 8 and onward

Note: This sample action plan was developed using a resource from the [Institute of Law and Justice](#).