



# **American Immigration Lawyers Association**

**2015-2016  
Chapter Awards Program**

## **Purpose**

The AILA Chapter award program was created to recognize our Chapters for their dedication, outstanding efforts, and achievements throughout the year. This is a great opportunity to celebrate the accomplishments of your AILA Chapter. This program is also designed to be an organizational tool to help you and your Chapter be as successful as possible.

## **How it Works**

The checklist below will serve as your entry for the awards program. Chapters will be awarded levels of achievement according to how many points they receive on the checklist. Simply check the boxes that apply and provide documentation where requested. You will not earn points without documentation.

The levels of achievement are as follows:

**Platinum** - 1850 or more points  
**Gold** - 1650-1849 points  
**Silver** – 1450 -1649 points  
**Bronze** – 1200 -1449 points  
**Honorable Mention** – less than 1200 points

## **Closing Date and Questions**

All entries must be *received* by AILA on or before the close of business on Friday, April 29, 2016 or the submission will not be considered. Send entries to:

American Immigration Lawyers Association  
Attn: Paul Leahy, Associate Director, Membership and Component Relations  
1331 G Street NW, Ste. 300  
Washington, DC 20005

You may also submit by e-mail or fax. Questions should be directed to Paul Leahy at (202) 507-7603 or [pleahy@aila.org](mailto:pleahy@aila.org).

## **Awards Presentation**

Awards will be presented at the Annual Conference in Las Vegas, NV on June 18th, 2016. All members who attend the Conference are welcome and encouraged to attend this special event.

<b>Chapter Leadership – 300 Potential Points</b>	
<i>Ensure that current and future chapter leaders have the tools, resources, and know-how to effectively lead your chapter.</i>	<b>Points</b>
Attended 2015 AILA Leadership Workshop ( <i>Check only one</i> ): 10 points <input type="checkbox"/>	
Held Quarterly (or More Frequent) Chapter Executive Committee Meetings: 40 points <input type="checkbox"/> <i>*Please provide schedule of meetings</i>	
Communicated Goals to the Chapter Members ( <i>Check all that apply</i> ):  Website posting: 10 point <input type="checkbox"/> E-mail to Members (provide copy of e-mail): 10 point <input type="checkbox"/> Announcement/Discussion at Chapter Meeting (provide meeting minutes): 10 point <input type="checkbox"/>	
Chapter filed taxes for the most recent Fiscal Year ( <i>provide copy of 990 or receipt</i> ) 50 points <input type="checkbox"/>	
Appointed Members to Program Committees ( <i>Check only one</i> ):  <i>Advocacy, Federal Court Litigation Section, Law Student Outreach, Media, New Members Division, Practice Management, Pro Bono, Unauthorized Practice of Law</i>  8 committees: 40 points <input type="checkbox"/> 6+ committees: 30 points <input type="checkbox"/> 4+ committees: 20 points <input type="checkbox"/>  Appointed Members to All Applicable Agency Liaison Committees ( <i>Check all that apply</i> ): USCIS: 10 point <input type="checkbox"/> ICE: 10 point <input type="checkbox"/> EOIR: 10 point <input type="checkbox"/> CBP: 10 point <input type="checkbox"/>  <i>*Chapters can earn points for committees that are not applicable, but must provide an explanation. All liaison information must be sent to AILA National by September 1, 2015.</i>	
Appointed at least 2 NMD members ( <i>less than 3 years of AILA membership and/or less than 37 years old</i> ) to Committees and/or Task Forces 40 points <input type="checkbox"/> <i>*Please provide name(s)</i>	
Chapter Representation/Participation in Chapter Chair/BOG Meetings:  10 meetings: 50 points <input type="checkbox"/> 8-9 Meetings: 40 points <input type="checkbox"/> 6-7 meetings: 30 points <input type="checkbox"/> 4-5 meetings: 20 points <input type="checkbox"/> 1-3 meetings: 10 point <input type="checkbox"/>	
<b>Points in this Section</b>	

<b>Continuing Legal Education and Professional Development – 250 Potential Points</b>	
<i>Ensure your chapter members are receiving continuing education as well as professional development opportunities.</i>	<b>Points</b>
<p><b>Provided CLE Opportunities for Members (Check only one):</b></p> <p><i>Hosted a half-day or full-day conference: 30 points</i> <input type="checkbox"/></p> <p><i>Hosted Webinar/Teleconference: 20 points</i> <input type="checkbox"/></p> <p><i>*Please provide information regarding conference</i></p>	
<p><b>Hosted Periodic CLE meeting(s) Outside of a Chapter Conference (i.e. had CLE available at monthly chapter meeting, periodic brown bag, or other event):</b></p> <p><i>8+ meetings: 25 points</i> <input type="checkbox"/></p> <p><i>6-7 meetings: 20 points</i> <input type="checkbox"/></p> <p><i>4-5 meetings: 15 points</i> <input type="checkbox"/></p> <p><i>2-3 meetings: 10 points</i> <input type="checkbox"/></p> <p><i>1 meeting: 5 point</i> <input type="checkbox"/></p> <p><i>*Please provide list of meetings</i></p>	
<p><b>Chapter Presented Programs to Include Additional Professional Development (Check all that apply):</b></p> <p><i>AILA Media Training: 15 points</i> <input type="checkbox"/></p> <p><i>AILA Advocacy Training: 15 points</i> <input type="checkbox"/></p> <p><i>AILA Volunteer/Leadership Training: 15 points</i> <input type="checkbox"/></p> <p><i>Ethics: 15 point</i> <input type="checkbox"/></p> <p><i>Practice/Business Management/Technology: 15 point</i> <input type="checkbox"/></p> <p><i>Pro Bono: 15 point</i> <input type="checkbox"/></p> <p><i>Mentoring: 15 point</i> <input type="checkbox"/></p> <p><i>AILALink Training: 15 point</i> <input type="checkbox"/></p> <p><i>*Please provide list of meetings</i></p>	
<p><b>Chapter Hosted Periodic Networking Events for its Members (can be tied to other chapter meetings/events):</b></p> <p><i>More than 8 events: 25 points</i> <input type="checkbox"/></p> <p><i>6-8 events: 20 points</i> <input type="checkbox"/></p> <p><i>3-5 events: 15 points</i> <input type="checkbox"/></p> <p><i>2 events: 10 points</i> <input type="checkbox"/></p> <p><i>1 meeting: 5 point</i> <input type="checkbox"/></p> <p><i>*Please provide list of meetings</i></p>	
<p><b>Annual Conference Promotion/Outreach (Check all that apply):</b></p> <p><i>Promoted 2016 AC via E-mail, Website, or Chapter Newsletter: 10 point</i> <input type="checkbox"/></p> <p><i>Suggested chapter speakers to the AC Program Committee: 10 point</i> <input type="checkbox"/></p> <p><i>Scheduled an in-person meeting at the 2016 AC: 10 point</i> <input type="checkbox"/></p> <p><i>Created an attendee buddy system for new members/attendees: 10 point</i> <input type="checkbox"/></p> <p><i>Promoted host-chapter activities via E-mail, Website, or Chapter Newsletter: 10 point</i> <input type="checkbox"/></p> <p><i>*Please provide back-up documentation</i></p>	
<b>Points in this Section</b>	

<b>Chapter Communications – 250 Potential Points</b>	
<i>Keep chapter members in the know with periodic communications. Develop a system that informs members about chapter meetings, events, news, meeting minutes, and other pertinent information.</i>	<b>Points</b>
<p>Chapter Developed or Maintained Periodic Newsletter/Communication:</p> <p>8+ Newsletters: 50 points <input type="checkbox"/></p> <p>6-8 Newsletters: 40 points <input type="checkbox"/></p> <p>3-5 Newsletters: 30 points <input type="checkbox"/></p> <p>2 Newsletters: 20 points <input type="checkbox"/></p> <p>1 Newsletter: 10 point <input type="checkbox"/></p> <p><i>*Please provide example of newsletter and dates it was sent</i></p>	
<p>Chapter Posted/Distributed a Calendar of Events</p> <p>50 points <input type="checkbox"/></p> <p><i>*Please provide link or copy of e-mail/communication</i></p>	
<p>Chapter Increased Member Awareness of AILA Conferences via Listserve, Newsletter, and/or Announcement at Chapter Meeting</p> <p>50 points <input type="checkbox"/></p> <p><i>*Please provide copy of e-mail/communication</i></p>	
<p>Distributed Yearly Objectives and Goals to Chapter Members via Listserve, Newsletter, Website, and/or announcement at Chapter Meeting</p> <p>50 points <input type="checkbox"/></p> <p><i>*Please provide copy of e-mail/communication</i></p>	
<p>Chapter Website Was Kept Up-to-Date and Included Information Pertinent to Members (Check all that apply):</p> <p>Committee Chair Information: 10 point <input type="checkbox"/></p> <p>Liaison Meeting Minutes: 10 point <input type="checkbox"/></p> <p>Local Agency Contact Information: 10 point <input type="checkbox"/></p> <p>Chapter Meeting Minutes: 10 point <input type="checkbox"/></p> <p>New Member Welcome: 10 point <input type="checkbox"/></p>	
<b>Points in this Section</b>	

<b>Member Outreach and Retention – 450 Potential Points</b>	
<i>Maintain the strength of the AILA community by welcoming and orienting new members to the association. Educate law students, recent graduates, and other attorneys about the AILA benefits and resources that have proven useful in your own practice and professional development.</i>	<b>Points</b>
<p>Developed/Distributed New Member Welcome E-mail/Packet to New Members</p> <p>50 points <input type="checkbox"/></p> <p><i>*Please provide a copy of the e-mail/packet</i></p>	

Developed/Maintained Chapter Mentor Program 50 points <input type="checkbox"/> <i>*Please provide program information</i>	
Distributed AILA Member Benefits Guide to Members Electronically or During In-person Meetings 50 points <input type="checkbox"/> <i>*Please provide e-mail or meeting minutes</i>	
Hosted New Member Orientation Program/Seminar 50 points <input type="checkbox"/> <i>*Please provide e-mail or meeting minutes</i>	
Hosted Membership Recruitment Drive/Event (provide event agenda or brief synopsis) 50 points <input type="checkbox"/>	
Chapter's 12/31/2015 membership total, according to AILA National's records, was equal or greater than its membership total on 12/31/2014. 50 points <input type="checkbox"/>	
Reached Out to Local Law Students/Recent Graduates (Check all that apply)  Hosted a career day or panel event for law students/recent graduates: 50 points <input type="checkbox"/> Presentation at local law school: 40 points <input type="checkbox"/> Invited law students to chapter meeting/event: 30 points <input type="checkbox"/> Reached out to law students via phone/e-mail: 20 points <input type="checkbox"/> Requested (from AILA national) a list of law students in the chapter area: 10 point <input type="checkbox"/>  <i>*Please provide back-up documentation</i>	
<b>Points in this Section</b>	

<b>Advocacy and Media Outreach – 350 Possible Points</b>	
<i>Advocate for your clients and community by engaging the local and national media as well as opening and continuing dialogue with congressional representatives.</i>	<b>Points</b>
Registered at Least 2 Chapter Members for the National Day of Action 50 points <input type="checkbox"/>	
Coordinated at Least 2 In-District Congressional Meetings 50 points <input type="checkbox"/>	
Chapter Leadership Submitted at Least one Op-Ed/Letter to the Editor 50 points <input type="checkbox"/> <i>*Please provide back-up documentation</i>	
Organized a Press-Focused Event, Such as a Reporters Roundtable or Press Conference (in-person or telephonic) 50 points <input type="checkbox"/>	
Chapter Leadership Submitted at Least One Blog Post to the AILA Leadership Blog 50 points <input type="checkbox"/>	

Chapter Built or Maintained One Social Media Platform, Such As a Chapter Page on LinkedIn, Facebook, or Twitter 50 points <input type="checkbox"/>	
Chapter Leadership Submitted at Least One Idea Per Quarter for AILA Quicktake or Interview of the Month Video Series 50 points <input type="checkbox"/>	
<b>Points in this Section</b>	

<b>Major Chapter Activities and Initiatives – 250 Possible Points</b>	
	<b>Points</b>
<i>Use a major chapter activity or event to encourage professional development, community and outreach, and camaraderie among chapter members.</i>	
Participated in National Citizenship Day or Coordinated Local Citizenship Day/Drive 50 points <input type="checkbox"/>	
Encouraged at least five members to sign up for the AILA Military Assistance Program (MAP) 50 points <input type="checkbox"/>	
Participated in the AILA Chapter Pro Bono Champions Award Program 50 points <input type="checkbox"/>	
Coordinate a Group of Chapter Members to Volunteer with CARA Project 50 points <input type="checkbox"/>	
Make a Donation (of any amount) to the CARA Project 50 points <input type="checkbox"/>	
<b>Points in this Section</b>	

<b>American Immigration Council Support – 250 Possible Points</b>	
	<b>Points</b>
<i>Support the AIC and the immigrant rights community by participating in AIC programs and events.</i>	
Made a Chapter Donation to the American Immigration Council 50 points <input type="checkbox"/>	
Worked with AIC Ambassadors to Promote AIC Activities 50 points <input type="checkbox"/>	
Promoted Participation in the AIC Essay Contest 50 points <input type="checkbox"/>	
Participated in Annual AIC Benefit: <i>Encouraged chapter members to attend: 50 points <input type="checkbox"/></i> <i>Purchased a table on behalf of your chapter: 50 points <input type="checkbox"/></i>	
<b>Points in this Section</b>	

<b>Total Points</b>	
<b>Category</b>	<b>Points</b>
Chapter Leadership (300 Potential Points)	
Continuing Legal Education and Professional Development (250 Potential Points)	
Chapter Communications (250 Potential Points)	
Member Outreach and Retention (450 Potential Points)	
Advocacy and Media Outreach (350 Potential Points)	
Major Chapter Activities (250 Possible Points)	
American Immigration Council Support (250 Possible Points)	
<b>Total Points (2100 Potential Points)</b>	

As the Chapter Chair, I affirm the information above and on any accompanying documentation is true and accurate to the best of my knowledge. I understand AILA reserves the right to verify the accuracy of the information submitted and supplying inaccurate information will lead to those points being forfeited and possible disqualification in this category. Additions or changes may not be made by the chapter after receipt by the National Office.

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Chapter Chair's name (Please print)

\_\_\_\_\_  
Chapter Chair's Signature

\_\_\_\_\_  
E-Mail Address

**All entries must be received by AILA on or before the close of business on Friday, April 29, 2016. Send entries to:**

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