# ENTER BAR NAME HERE

ENTER PROJECT TITLE HERE

# SUBMISSION TYPE (SINGLE/SERVICE TO THE BAR or PUBLIC/COMPREHENSIVE/NEWSLETTER)

This document will be used for judging your project. Please complete each relevant question and be as thorough as possible.

To be completed for All submissions

**Project Description** Project Title: Project type/topic:

Needs Assessment (What was the reason for undertaking this project?): Achievement of Goals / Impact (What were the goals and objectives of this project?): If goals were not met, why not?

Was this a new or continuing project? Will this be a recurring affiliate project? If yes, will you make any revisions?

## Degree of Participation by Members

How many young lawyer members actually participated in this project? Officers, Directors, Board membership?

Committee members? General membership?

Was the project conducted with the Senior Bar?

What other groups or individuals participated and in what numbers?

What do you think is the optimum amount of members needed to carry out this project?

## Budget

What was the cost of this project excluding in­kind/donated services? How was the project funded?

Were there any cosponsors?

How long did it take to raise the funds needed for this project?

What suggestions/recommendations would you make to other young lawyer groups who would consider undertaking this project?

To be completed for Comprehensive submissions only.

How many single projects are included in your submission? Maximum of 5 projects per application. Was this project submitted in the Single Project/Newsletter categories?

If yes, which category?

 To be completed for Newsletter submissions only.

## Budget and Circulation

Annual budget for newsletter production, excluding mailing costs: Circulation:

Number of issues per year (Must be published at least quarterly in order to be eligible): Average number of pages per issue:

Is the Newsletter included in membership dues? Are subscriptions sold separately?

If yes, number of subscribers?

## Project Description

Describe the goals and objectives of the publication of your newsletter: Describe the impact of your newsletter:

What was the reason for undertaking this project? (Include in your discussion the steps taken to evaluate the need and to market this project to diverse young lawyers to encourage their participation.):

How many years has the newsletter been published?

Number of staff members actively involved in the publication of the newsletter: Describe their roles:

Number of volunteers actively involved in the publication of the newsletter: Describe their roles:

What suggestions/recommendations would you make to other young lawyer groups who would consider undertaking a similar project?

## Layout & Advertising

Annual advertising revenue: Number of advertising pages:

Approximate percent (%) of pages devoted annually to the following (percentage must total 100): Bar News:

Feature Articles:

Advertising:

Other (please describe):