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The Future of the Law Institute is an affiliate of the King County Bar Foundation, a 501c3 organization.

Future of the Law Institute Mentor Program  
2008/2009 Volunteer Information Packet

King County Bar Foundation's Future of the Law Institute (FLI) is presently seeking mentors to volunteer for the 2008-2009 academic year. It is preferred that mentors be active members of the Washington State Bar or law students. In this packet you will find:

- Background and purpose of the FLI program
- Expectations for your service as a mentor
- What FLI provides to support mentors
- Application procedures for joining the FLI mentor program
- A tentative calendar of events for the 2008/2009 FLI program year, and contact information for FLI staff and Mentor Committee members.

**Section I – Background and purpose of FLI**

FLI was created in 2001 through a coalition of Washington's courts, state and local bar associations, specialty bars, and law schools. The mission of FLI is: to promote ethnic diversity in the legal profession by encouraging minority and economically disadvantaged high school students in King County and surrounding areas to pursue higher education in the law.

To accomplish this mission FLI pursues the following goals:

1. Introduce minority and economically disadvantaged high school students to the law, both substantively and as potential career options.
2. Inspire interest in pursuing legal education and careers through programs and the opportunity to meet law students, lawyers, judges, law professors and others in the legal field.
3. Provide information and resources regarding how to get from high school to law school.

FLI works to achieve these goals through the following programs:

- A Two-Day Institute held at the Seattle University and University of Washington Schools of Law and King County Courthouse including topical workshops; a mock trial; lunch conversations with Judges; a parent workshop; and other events.

- A quarterly newsletter promoting opportunities for scholarships, law-related events around town, internship opportunities, and stories from past FLI alumni.
- Summer internship opportunities in law firms and courthouses
- Scholarships for participants - \$250 on entry to a two year or four year college, and \$500 on entry to law school.
- A mentorship program.

See the attached “FLI Student Analysis” sheet for a snapshot of the teens FLI serves.

## **Section II – Expectations of FLI Mentors**

FLI offers structured group mentoring opportunities using a “cluster” system of students and mentors.

Teams of mentors are paired with 5-10 students from one or more high schools. Mentors are expected to:

- Between the months of November and May, commit to a minimum of two workweek and two weekend mentoring meetings with your assigned students. Most events run 2-3 hours, and mentors may attend for as much of the program as they can. You will also attend two-three check-in meetings with FLI staff and the FLI Mentor Committee in this period.
- Work with FLI staff and directly with school liaisons and students to coordinate class dismissals, transportation to and from events, and parental notification of your mentor activities.
- Be prepared to openly answer questions regarding your path to a career in law, positives and challenges of your job, compensation queries, and other questions.
- Be patient, flexible, and persistent – FLI staff and Mentor Committee members will make every effort to ensure you and your students meet as planned. However, due to shifts in school schedules, court calendars, snow days and other factors, occasionally events will come together on short notice, or need to be cancelled and rescheduled.

### Typical schedule of events for Mentor clusters:

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- Meeting 1: An introductory lunch on November 22, 2008 (one and a half hours) at the FLI Two-Day Institute at the University of Washington School of Law. Here you will meet your students, tell a bit about yourself, answer any questions, and also meet the students’ parents if they attend.
- Meeting 2: An office visit at your or your mentor partner’s law firm or corporate legal department (two to three hours) in the winter (January/February 2009). At this meeting you will be expected to provide lunch for the students, introduce them to a variety of attorneys and staff, and answer their questions on what it takes to work at the firm.

Or

A law school visit (two to three hours) in the winter (January/February 2009). At this meeting you will be expected to eat lunch with your students, arrange for your students to observe a class, and meet with law students to discuss how they got to law school. FLI Staff will coordinate one or two dates for all participating mentor clusters to conduct their law school visits.

- Meeting 3: Courthouse tour (two to three hours) in spring (March/April 2009). At this meeting you will tour a courthouse and witness proceedings with your students and other groups of FLI students. FLI Staff will coordinate one or two dates for all mentor clusters to conduct their courthouse visits.
- Meeting 4: End of year barbecue in early May 2009. This event marks the end of the FLI program year with students, parents, mentors, sponsors, and others invited to attend. Certificates are awarded to students completing the program and scholarships are distributed.

#### What FLI provides to support mentors

FLI Staff and Mentor Committee members are always available to follow up with school liaisons, students, and parents to coordinate mentor events. FLI Staff will coordinate events and arrange all logistics if you prefer to not plan visits to your own law firm or office. FLI attempts to provide plenty of lead time to mentors before a law school visit or courthouse tour. Whenever possible, FLI will pair first time mentors with returning mentors in clusters. FLI will also attempt to match you with students who may share an interest in your area of practice and background. FLI will provide you with contact information for each student and their parents/guardians.

#### **Section IV – Application procedures for joining the FLI mentor program**

1. Complete the attached Mentor Application Form
2. Read and sign the attached Mentor Code of Conduct
3. Participate in a mandatory mentor orientation session to be held: date and location TBA (or speak with a Mentor Committee member by phone if unable to attend).

Mentors accepted to the program may also be asked to submit to a Washington State Patrol background check and complete an activity plan with FLI, school officials, and parents, if they wish to pursue a one to-one mentoring relationship with a student outside of the scheduled group activities.

#### **Section V - FLI Mentor Program 2008 Meeting Schedule**

##### **Meeting One: All Mentor Meeting - Mentor Orientation**

In November, mentors will meet with the FLI Mentor Program Committee to discuss the expectations and guidelines of the program. Mentors will be paired up and given the names and contact information of their assigned high school students. Mentors will also receive the name of their students' school liaison to the Future of the Law Institute.

##### **Meeting Two: Lunch with students and parents at the FLI Two-Day Institute**

On Saturday, December 1 mentors will meet their students for the first time at the University of Washington School of Law. Introductions will take place over lunch and mentors will have an opportunity to tell students about their backgrounds and their work. Mentors should be prepared to distribute business cards and biographical information to the students. After lunch, mentors will meet briefly with the FLI Mentor Committee to discuss plans for the next mentor/mentee meeting.

##### **Meeting Three: The Law Office or Law School Visit**

Between January and February Mentors will coordinate a weekday office or law school visit with your students and their school. You will need to make arrangements for dismissal and transportation with your school liaison and the students

for a trip to your office. FLI Staff will assist with these arrangements. FLI staff will make all arrangements for a law school visit.

**Meeting Four: All Mentor Meeting – Check-in**

Mentors will meet in late February 2009 for an hour to talk about their Office/Law School Visits and to plan their upcoming Courthouse Tours. This meeting is also for mentors to share their experiences to date and provide feedback to FLI staff and committee members.

**Meeting Five: The Courthouse Tour**

This meeting is meant to expose the high school students to the workings of the court and to get a feel for the judicial process. FLI will work to arrange for groups of mentor clusters to visit a courthouse together. This meeting should last about two to three hours and should take place by the end of April 2009. Mentors are also welcome to take their students on an office visit if they opted to participate in the group law school visits for their first event.

**Meeting Six: All Mentor Meeting – Check-in and Planning for End of Year Barbecue**

Once again mentors will meet for an hour in late April to debrief about their past meetings with their mentees. This meeting will also focus on plans for the last scheduled meeting with their students.

**Meeting Seven: End of Year Barbecue**

All mentors, students, parents, sponsors and others will be invited to an end-of-year barbecue tentatively scheduled for May. More information will be provided closer to this time. This event marks the end of the formal “cluster” mentor program.

<b>November 2008</b>	<b>December 2008</b>	<b>January 2009</b>	<b>February 2009</b>
Mentor Orientation – Nov. 8 12:00 – 1:00, location TBD	Introduction and lunch with students at FLI Two-Day Institute – 11:30 am to 1:30 pm on 12/1 at U.W.	Office or Law School Visits	Office or Law School Visits All Mentor Check-in Meeting
<b>March 2009</b>	<b>April 2009</b>	<b>May 2009</b>	
Courthouse Visit or Office Visit	All Mentor Meeting	End of Year Barbecue – date and time tba	

**Contacts**

Primary contact – Shametrice Davis, Diversity Programs Manager, King County Bar Association

Work: 206.267.7052 E-mail: ShametriceD@kcba.org



## Mentor Application

(PLEASE PRINT CLEARLY)

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Business Name \_\_\_\_\_ WSBA Bar # \_\_\_\_\_

Work Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Mobile Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

City of Residence \_\_\_\_\_ Neighborhood Name \_\_\_\_\_

Practice Area(s) \_\_\_\_\_

### Optional\*:

Describe your ethnic background (Check all that apply): African-American (  ) White (  )

Asian-American/Pacific Islander (  ) Hispanic/Latino (  ) Native American (  ) Other \_\_\_\_\_

Gender: Female (  ) Male (  )

**We'd like to know more about you. Please answer the following questions. Feel free to continue on the back of the page. Thank you.**

Why do you want to be a mentor?

Do you have previous experience working with the youth and/or diverse populations? If so, please explain.

In short, what do you think is the best advice to give a high school student interested in pursuing a legal career?

The FLI Mentor program requires volunteers to participate in a **minimum of four mentoring events** between December and May. These events include two weekday and two weekend mentoring events typically 1 ½ - 2 hours occurring during the lunch hour. Additionally, mentors are required to attend an orientation in mid-November and participate in 2-3 check-in meetings, as well as communicate on occasion with mentees via e-mail. Will you be able to make this time commitment?

Please send completed form to 1200 Fifth Avenue, Suite 600, Seattle, WA 98101 or fax to 206.267.7099 Attn: FLI Mentor Program



## 2008/2009 Volunteer Mentor Code of Conduct

The purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

### **Mentors will:**

Accept responsibility for representing the Future of the Law Institute and King County Bar Foundation with dignity and pride by being a positive role model for youth.

Conduct themselves in a courteous and respectful manner.

Work with their assigned mentees only at the designated places and times approved by the FLI Mentor Program Committee.

Submit to a Washington State Patrol criminal background check

Respect the confidential nature of the mentor/mentee relationship with the exception of substance abuse and/or potential harm to mentee, mentor or other individual.

Not invite or include other students in mentoring activities.

Not have romantic or sexual involvement with their mentees.

Not promote or consume alcohol or drugs within the mentoring relationship or related to mentoring activities.

Not use their private automobiles to transport mentees for any reason, particularly for mentoring activities.

Attend and actively participate in all mentoring program training sessions, meetings and events.

Notify the FLI Mentor Program Committee at least two weeks in advance if they are unable to continue mentoring.

Accept no monetary compensation for services provided.

Follow this code. Failure to do so will result in probation or termination of involvement in the Mentor Program.

I agree to comply with this Code of Conduct. I authorize King County Bar Foundation and Future of the Law Institute to make and use photo/video images of me for educational and promotional purposes.

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_