

Samples

Of

Completed Attachments A-C
For 2010 Section Officers Handbook



Association of American Law Schools
 1201 Connecticut Ave, Suite 800
 Washington, DC 20036-2605
 Fax: (202) 296-8869

Due March 15, 2010
 Return form by fax, email, or mail
 Questions: sections@aals.org

**ATTACHMENT A: SECTION BUDGET REQUEST FOR FY 2010-2011
 (July 1, 2010 through June 30, 2011)**

***** SAMPLE *****

Section on: Property ***** STANDARD BUDGET REQUEST *****

Submitted by: Placido Gomez

Section Chair
 Section Chair-Elect

Law School: St. Mary's University

Total Budget Requested †: \$900.00

See Instructions on the Following Page or in the Section Officers' Handbook (p. 7-11)

INCOME¹

Only include if "income" listed on Section Budget Summary: \$

ESTIMATED EXPENSES[†]

2011 ANNUAL MEETING

Malcolm Ebright \$ 550.00

Non-Law School Speaker² Allocation

Land Right Council New Mexico

Organization City, State

_____ \$

Non-Law School Speaker² (with approval) Allocation

Organization City, State

Audio Visual Equipment for Annual Meeting³: \$ 350.00

OTHER EXPENSES (please describe) : \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

(Footnotes on reverse side of form.)

FOR AALS USE ONLY

Date Rec'd: _____

Section Budget Approved by
 AALS Executive Committee:

\$ _____

Under 40 Attendance

No Yes

Number of Newsletters Issued:

2009 _____

2008 _____

BudgetFY 09-10: _____

BudgetFY 08-09: _____

DefFY 08-09: _____

DEFY 07-08: _____

IncFY 08-09: _____

INCFY 07-08: _____

TOTAL ESTIMATED EXPENSES[†]: \$ 900.00

† Notes for Section Budget Appropriation Requests

A separate explanatory proposal accompanying this form is REQUIRED if a Section is requesting a total budget of:

- 1) More than \$900 and has not issued a publication in the past 2 years
- 2) More than \$1200 and has issued a publication electronically in the past 2 years
- 3) Any amount for a Section with an average attendance of fewer than 40 persons at the last 3 Annual Meetings

INSTRUCTIONS

This is a brief listing of information to assist Sections in completing the Section Budget Request Form. Detailed explanation for each category can be found on pages 7 – 11 in the Section Officers' Handbook.

† Total Requested & Total Estimated Expenses

The standard budget appropriation is \$900; however, it is not automatically allocated. A Section must submit a Budget Request Form indicating \$900 for the total request. If the Section has issued a new publication (electronic or hard copy) in the past 2 years, you may request an additional \$300, for a total of \$1,200.

If a Section does not submit a Budget Request Form, the Section will only receive a budget of \$300.

A separate proposal * is REQUIRED if a Section is requesting the following:

1. More than \$900 and has not issued a publication in the past 2 years
2. More than \$1200 and has issued a publication in the past 2 years
3. Any amount for a Section with an average attendance of fewer than 40 persons at the last 3 Annual Meetings and budget request cannot exceed standard budget appropriation of \$900/\$1,200 in this case

* This proposal must:

- ♦ explain in detail the additional expenses and how they will benefit the Section's membership; and
- ♦ be attached and submitted with the Budget Request Form

1. Income

If the Section has income and is requesting supplemental funds, an explanation as to how the Section is planning to utilize the income is necessary.

2. Non-Law School Teachers

List non-law school teachers that the Section anticipates inviting to its Annual Meeting program and the amount of your budget to be allocated to reimburse their travel expenses.

Only in limited cases is more than one non-law teacher speaker approved for travel reimbursement.

3. Audio / Visual Equipment

Estimate the cost of equipment required by the Section for its Annual Meeting program (projectors, additional microphones, etc.). These costs are rising rapidly, especially LCD projectors for computers, and it is therefore necessary to control AV costs with your speakers.

For a list of AV costs , see pages 9-10 of the Section Officers' Handbook.

4. Other Expenses

These may include other Annual Meeting expenses (photocopying, faxing, section telephone calls).



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**ATTACHMENT A: SECTION BUDGET REQUEST FOR FY 2010-2011
 (July 1, 2010 through June 30, 2011)**

***** SAMPLE *****

Section on: Conflict of Laws *** **SUPPLEMENTAL BUDGET REQUEST** ***

Submitted by: Mathias Reiman

Section Chair

Section Chair-Elect

Law School: University of Michigan

Total Budget Requested †: \$2,140

See Instructions on the Following Page or in the Section Officers' Handbook (p. 7-11)

INCOME¹

Only include if "income" listed on Section Budget Summary: \$

ESTIMATED EXPENSES[†]

2011 ANNUAL MEETING

Horatia Muir-Watt **\$1,070**

Non-Law School Speaker² Allocation

University of Paris I Paris, France

Organization City, State

Michael Traynor **\$1,070**

Non-Law School Speaker² (with approval) Allocation

Cooley LLP, Los Angeles, CA

Organization City, State

Audio Visual Equipment for Annual Meeting³: **\$ 350.00**

OTHER EXPENSES (please describe) : \$

\$

\$

\$

(Footnotes on reverse side of form.)

FOR AALS USE ONLY

Date Rec'd: _____

Section Budget Approved by
 AALS Executive Committee:

\$

Under 40 Attendance

No Yes

Number of Newsletters Issued:

2009 _____

2008 _____

BudgetFY 09-10: _____

BudgetFY 08-09: _____

DefFY 08-09: _____

DEFY 07-08: _____

IncFY 08-09: _____

INCFY 07-08: _____

TOTAL ESTIMATED EXPENSES[†]: \$ 2,140

Notes for Section Budget Appropriation Requests

A separate explanatory proposal accompanying this form is REQUIRED if a Section is requesting a total budget of:

- 4) More than \$900 and has not issued a publication in the past 2 years
- 5) More than \$1200 and has issued a publication electronically in the past 2 years
- 6) Any amount for a Section with an average attendance of fewer than 40 persons at the last 3 Annual Meetings

INSTRUCTIONS

This is a brief listing of information to assist Sections in completing the Section Budget Request Form. Detailed explanation for each category can be found on pages 7 – 11 in the Section Officers' Handbook.

† Total Requested & Total Estimated Expenses

The standard budget appropriation is \$900; however, it is not automatically allocated. A Section must submit a Budget Request Form indicating \$900 for the total request. If the Section has issued a new publication (electronic or hard copy) in the past 2 years, you may request an additional \$300, for a total of \$1,200.

If a Section does not submit a Budget Request Form, the Section will only receive a budget of \$300.

A separate proposal * is REQUIRED if a Section is requesting the following:

4. More than \$900 and has not issued a publication in the past 2 years
5. More than \$1200 and has issued a publication in the past 2 years
6. Any amount for a Section with an average attendance of fewer than 40 persons at the last 3 Annual Meetings and budget request cannot exceed standard budget appropriation of \$900/\$1,200 in this case

* This proposal must:

- ♦ explain in detail the additional expenses and how they will benefit the Section's membership; and
- ♦ be attached and submitted with the Budget Request Form

1. Income

If the Section has income and is requesting supplemental funds, an explanation as to how the Section is planning to utilize the income is necessary.

2. Non-Law School Teachers

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These may include other Annual Meeting expenses (photocopying, faxing, section telephone calls).



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**ATTACHMENT B: PRELIMINARY INFORMATION FOR
 2011 ANNUAL MEETING SECTION PROGRAM**

***** SAMPLE *****

Section on: Federal Courts

Submitted by: Louise Weinberg Section Chair Program Chair

Law School: University of Texas

Program Title*: Marbury v. Madison in its Bicentennial Year

** failure to provide a title will affect time slot assignment*

Is this a "Joint Program" ? (page 17) (Joint = only program for both sections)

Yes, Joint with Section

Is this a "Co-Sponsored Program" ? (page 17) (2 sections holding more than 1 program)

Yes, Co-Sponsored with Section on:

Section is selecting speaker(s) from a "Call for Papers" (page 18)

No Yes, Speaker name & paper due by Oct. 1, 2010

Will Section Session be published? (page 18)

No Yes, Journal Name: Virginia Law Review

For AALS Use Only	
Section Assignment:	
2011:	_____
2010:	_____
2009:	_____
Under 40:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section Business Meeting will be

- During Section Program
- Wed, Jan. 5 at 6:30 pm
- Fri, Jan. 7 at 6:30 pm

PROGRAM SCHEDULE PREFERENCE (indicate 1 st 2 nd and 3 rd)				
Wednesday January 5	9:00 am – 5:00 pm		2:00 pm – 5:00 pm	
	9:00 am-12:00 pm			
Thursday January 6	8:30 am – 10:15 am		4:00 pm – 5:45 pm	
	10:30 am – 12:15 pm			
Friday January 7	8:30 am – 10:15 am	3	1:30 pm – 3:15 pm	2
	10:30 am – 12:15 pm	1	3:30 pm – 5:15 pm	
Saturday January 8	9:00 am – 10:45 am		9:00 am – 12:00 pm	

* If Section is planning a day-long program, would you like to request breakout session rooms? (**will be assigned if meeting space is available**)

No Yes (# of sessions): # AM or PM

Is this Section requesting a 2nd program time slot?

No Yes, Program

Title:

If Yes, will 2nd program be Co-Sponsored ?

Yes, Section Name:

All 2nd program are assigned the least popular time slot of the meeting.

Program should try not to conflict with (list in order of importance):
1. Constitutional Law
2. Legal History
3.

Section Meal Event: (Select 1)

- Wed., Jan 5 (Lunch)
- Thurs, Jan 6 (Breakfast)
- Fri, Jan 7 (Breakfast)
- Fri, Jan 7 (Lunch)

Contact: _____

Try not to conflict w/:

Is Section proposing a Field Trip for Wed, January 5? *

No Yes

Contact:

School:

** proposal must be attached*



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Due April 22, 2010
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ATTACHMENT C: 2011 ANNUAL MEETING FINAL PROGRAM

***** SAMPLE *****

Section on: Labor Relations and Employment Law

Submitted by: Roberto L. Corrada

- Section Chair
 Program Chair

Law School: University of Denver

1. Program Title: Work Law for the New Millennium: Retrofitting
 Our Curricula to Evolving Employment

FOR AALS USE ONLY			
Event Code: _____			
Wed5	Thur6	Fri7	Sat9
Time: _____			
Mtg Rm: _____			

- This is a Joint Program with (pg. 17): No, this is not a Joint Program
 OR
 This is a Co-Sponsored with (pg. 17):
 This program includes Call for Papers speakers (pg. 18):

Section Chair: Roberto L. Corrada

School: University of Denver

Program Chair: Same

School: _____

2. Program Summary (max 200 words):

- Email program summary to sections@aals.org.

3. Section Program Web Site Address (optional):

4. Section Business Meeting will be held (select one):

- During Section's program time slot
 Wednesday, January 5 at 6:30 p.m.
 Friday, January 7 at 6:30 p.m.

5. Section Presentation:

- Will NOT be published
 Will be published in:

Name of Scholarly Journal where published.

6. Audio-Visual Equipment to be charged to Section Budget:

- Additional Regular Microphones Qty: 2
(Estimated Cost \$60)
 Additional Wireless Microphones Qty: 1
(Estimated Cost \$175)
 LCD Projector & Screen (for computer presentation)
(Estimated Cost \$800 or \$1000- depends on room size)
 VHS player & 1 color monitor
(Estimated Cost \$375)
 Overhead Projector & Screen (for transparencies)
(Estimated Cost \$200)
 35mm Slide Projector & Screen
(Estimated Cost \$200)
 Flip Chart
(Estimated Cost 650)

IMPORTANT TO NOTE!

- ♦ Two standard microphones will be provided at no charge to Section.
- ♦ Speakers must provide their own laptop computer and software.
- ♦ Additional AV Equipment (noted left) will be charged against Section budget.

6. LAW SCHOOL SPEAKERS (LAW FACULTY & EMPLOYEES OF THE LAW SCHOOL) (List in Alphabetical Order)

MODERATOR Ellen J. Dannin School: Wayne State University
 Name

Speaker 1 Marion G. Crain School: University of North Carolina
 Name

Speaker 2 Katherine Van Wezel Stone School: Cornell Law School
 Name

Speaker 3 Jame B. Atleson School: SUNY @ Buffalo
 Name

Speaker 4 Susan Deller Ross School: Georgetown University
 Name

Speaker 5 Cynthia E. Nance School: University of Arkansas, Fayetteville
 Name

Speaker 6 _____ School: _____
 Name

Note: Sections with a "Call for Papers", speaker(s) names and paper are due by October 1, 2010.

7. NON-LAW SCHOOL SPEAKERS (List in Alphabetical Order)

Name: Fred Feinstein Organization: University of Maryland School of Public Affairs

Title: Visiting Professor and Senior Fellow Address: Van Munching Hall

Phone: (301) 405-2729 Email: Feinstein@umd.edu

Yes, Travel Reimbursement provided up to \$ 75.00 No travel reimbursement.

Name: _____ Organization: _____

Title: _____ Address: _____

Phone: _____ Email: _____

Title: _____ Address: _____

Yes, Travel Reimbursement provided up to \$ _____ No travel reimbursement.

8. SPEAKER REQUIREMENTS

Speakers have the following Special Requirements: (e.g., disability arrangements, etc.) No Speaker Special Requirements

Please return completed form to AALS by April 22, 2010