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RETURN FORM BY:

Attachment A: Section Budget Request for FY 2010-2011 March 15, 2010

- ♦ The standard budget appropriation is \$900. If the Section has issued a publication (such as a newsletter: electronic or hard copy) in the past 2 years, an additional \$300 may be requested, for a total of \$1200.
- ♦ 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
- ♦ The proposal must explain in detail the additional expenses and how they will benefit the Section's membership.

For detailed information, see Section Officers' Handbook, pp. 7-11

Attachment B: Preliminary Information for 2011 Annual Meeting Section Program March 15, 2010

For detailed information, see Section Officers' Handbook, pp. 12-23

Attachment C: 2011 Annual Meeting Final Program April 22, 2010

For detailed information, see Section Officers' Handbook, p. 23

Attachment D: 2011 Post Annual Meeting Section Report January 14, 2011

For detailed information, see Section Officers' Handbook, p. 23

Attachment E: Newly Elected Section Officers for 2011 January 14, 2011

For detailed information, see Section Officers' Handbook, p. 32-33

NOTE: These forms are available electronically.
Please send your request, or questions regarding the forms, to: sections@aals.org

Each form should be returned by their due date, via fax, or mail, to the Association of American Law Schools.



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)**

Section on: _____

Submitted by: _____ Section Chair

Law School: _____ Section Chair-Elect

Total Budget Requested †: \$ _____

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

***INCOME*¹**

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

**ESTIMATED EXPENSES[†]
 2011 ANNUAL MEETING**

\$ _____

Non-Law School Speaker² Allocation

Organization _____ City, State _____

\$ _____

Non-Law School Speaker² (with approval) Allocation

Organization _____ City, State _____

Audio Visual Equipment for Annual Meeting³: \$ _____

OTHER EXPENSES (please describe): \$ _____

\$ _____

\$ _____

\$ _____

(Footnotes on reverse side of form.)

TOTAL ESTIMATED EXPENSES[†]: \$ _____

FOR AALS USE ONLY	
Date Rec'd:	_____
Section Budget Approved by AALS Executive Committee:	_____
\$	_____
Under 40 Attendance	
<input type="checkbox"/> No <input type="checkbox"/> 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:	_____

[†] 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 an electronic publication in the past 2 years
- 2) More than \$1200 and has issued an electronic 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

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 an electronic publication in the past 2 years
5. More than \$1200 and has issued an electronic 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

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

Section on: _____

Submitted by: _____

Section Chair

Program Chair

Law School: _____

Program Title*: _____

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

Is this a "Joint Program" ? (page 16 (Joint = only program for both sections))

Yes, Joint with Section on: _____

Is this a "Co-Sponsored Program" ? (page 16 (2 sections holding more than 1 program))

Yes, Co-Sponsored with Section on: _____

Is the Section selecting speaker(s) from a "Call for Papers" (page 17)

Yes. Speaker(s) name & paper name due by Oct. 1, 2010

Does Section have commitment to publish the session? (page 17)

Yes, Journal/Law Review commitment from: _____

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 5:30 pm
- Fri, Jan. 7 at 7:00 pm

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

Section Meal Event: (Select 1)

- Thurs., Jan 6 (Lunch)
- Fri, Jan 7 (Breakfast)
- Sat, Jan 8 (Breakfast)
- Sat, Jan 8 (Lunch)

Contact: _____

Try not to conflict w/:

Is Section proposing a Field Trip for Thursday, January 6? *

No Yes

Contact: _____

School: _____

** proposal must be attached*



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Due April 22, 2010
 Return form by fax, email or mail
 Questions: sections@aals.org

ATTACHMENT C: 2011 ANNUAL MEETING FINAL PROGRAM

Section on: _____

Submitted by: _____ Section Chair

Program Chair

Law School: _____

1. Program Title: _____

FOR AALS USE ONLY			
Event Code: _____			
Wed5	Thur6	Fri7	Sat8
Time: _____			
Mtg Rm: _____			

This is a Joint Program with (pg. 16): No, this is not a Joint Program
 OR

This is a Co-Sponsored with (pg. 16):

This program includes Call for Papers speakers (pg. 17):

Section Chair: _____

School: _____

Program Chair: _____

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 the Section's program time slot
- Wednesday, January 5 at 5:30 p.m.
- Thursday, January 6 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: _____
(Estimated Cost \$60)
- Additional Wireless Microphones Qty: _____
(Estimated Cost \$175)
- LCD Projector & Screen (for computer presentation)
(Estimated Cost \$800 or \$1,000- depends on room size)
- VHS player & 1 color monitor
(Estimated Cost \$375)
- Overhead Projector & Screen (for transparencies)
(Estimated Cost \$200)

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 _____ School: _____
 Name

Speaker 1 _____ School: _____
 Name

Speaker 2 _____ School: _____
 Name

Speaker 3 _____ School: _____
 Name

Speaker 4 _____ School: _____
 Name

Speaker 5 _____ School: _____
 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: _____ **Organization:** _____

Title: _____ **Address:** _____

Phone: _____ **Email:** _____

Yes, Travel Reimbursement provided up to \$ _____ 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: _____ No Speaker Special Requirements
 (e.g., disability arrangements, etc.)

Please return completed form to AALS by April 22, 2010

SPECIAL ACTIVITIES OF THE SECTION

Section on: _____

1. Will the Section publish its 2011 Annual Meeting Program? Yes No

Name of Journal
or Law Review &
Volume or Issue: _____

2. Does this Section have a mentoring program? Yes No

Program Details: _____

Contact Person: _____ School _____

3. Does this Section produce any publication (electronic or hard copy) other than a newsletter? Yes No

(e.g., exam pool, survey, teaching materials, AM program
published in a law review, etc.) [if yes, please attach copies]

Publication Information: _____

Contact Person: _____ School _____

4. Does this Section have a Listserv? Yes No

Listserv Address: _____

How to subscribe: _____

Contact Person: _____ School _____

5. Does this Section have a Web Site? Yes No

Web Site Address: _____

Contact Person: _____ School _____

6. Please describe any additional projects offered by this Section:

Project Details: _____

Contact Person: _____ School _____

Project Details: _____

Contact Person: _____ School _____

Please return completed form to AALS by January 14, 2011

ATTACHMENT E: NEWLY ELECTED SECTION OFFICERS FOR 2011

Section on: _____

Section Listserv: _____ **Section Web Site:** _____

Submitted by: _____ Outgoing Section Chair (2010)
 Incoming Section Chair (2011)

Law School: _____

Only the names of the Chair, Chair-elect and up to a max of 6 Executive Committee members will be published (including Secretary/Treasurer) although you can have more than 6 – they just won't be published. The names of Chair & Chair-elect will automatically be published.

SECTION OFFICERS †	EXECUTIVE COMMITTEE *
Chair: _____ School: _____ Previously served as Chair? <input type="checkbox"/> Yes, Year: _____ <input type="checkbox"/> No	3. _____ School: _____
Chair-Elect: _____ School: _____ Previously served as Chair? <input type="checkbox"/> Yes, Year: _____ <input type="checkbox"/> No (circle title)	4. _____ School: _____
1. Secretary or Exec Committee: _____ School: _____ (circle title)	5. _____ School: _____
2. Treasurer or Exec Committee: _____ School: _____	6. _____ School: _____

** Executive Committee must have at least 5 persons, including Section Officers (left)*

OTHER SECTION MEMBER SPECIAL ASSIGNMENTS

Newsletter Editor: _____ School: _____	Mentor Coordinator: _____ School: _____
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† Notes on Section Officer Positions per AALS Executive Committee Regulations

1. Only faculty members and professional staff of AALS member law schools may hold a position in a Section.
2. Adjunct faculty and visitors without permanent school affiliations or those not at AALS member law school may not hold section positions
3. The Section Chair can hold the position of Chair for two consecutive years within a seven year period
4. No person may serve as chair of two sections at the same time.