



FACULTY ADVISOR CHECKLIST

Thank you for being an ACS Faculty Advisor! Faculty Advisors are key to our chapters' presence, strength, and influence. You help us identify promising leaders, guide them, and support them. You also provide consistency for our chapters after student leaders graduate. We appreciate everything you do to make our network stronger. Below are some tips to help you support your chapter.

- ✓ In early fall, please work with your student chapter to host a "What is ACS" program at your law school. Share ACS's history and mission, talk about our initiatives and career resources, and share your ACS Story. ACS staff is happy to share talking points with you. Also, check out this "[Welcome to ACS](#)" video.
- ✓ All Faculty Advisors are a part of the ACS Faculty Advisor Google Group. Look out for emails from this Google Group and please do utilize this Group to share resources and updates.
- ✓ Schedule regular meetings with your student chapter leaders and help them develop an inclusive programming plan that reflects the diversity of the progressive legal community.
 - For event ideas, check out ACS Programming Resources [here](#). Help students brainstorm programs, identify speakers, and assist them with framing their programs.
 - Help students coordinate career-oriented programs (including obtaining clerkships, etc.).
 - Share information about ACS's [volunteer opportunities](#), including [ACS's Notice and Comment Project](#), [Election Day Class Cancellation](#), [Run.Vote.Work](#), and more!
 - Encourage your leaders to start identifying, training, and transitioning the next year's leadership as soon as possible.
- ✓ Identify co-sponsorship opportunities with other diverse and progressive law student organizations.
- ✓ Direct students to our [Student Resources Page](#).
- ✓ Encourage students to use on-campus resources, ACS resources, and social media to elevate their programming.
- ✓ Encourage students to keep in touch with their ACS National contact and [post](#) all events online.
- ✓ ACS National Members can access ACS's [online job bank](#) and receive individualized career and clerkship assistance! Become a member at <https://www.acslaw.org/membership/join-us/>.
- ✓ Urge students to attend ACS Student Conventions (Spring) and ACS National Conventions (Summer). Scholarships will be available!
- ✓ Join your [ACS Lawyer Chapter](#) and facilitate collaboration between student and lawyer chapters.
 - If you do not have an ACS Lawyer Chapter near you, ACS will work with you to help you start a Lawyer Chapter.
 - Do not forget to renew your [ACS membership!](#)
- ✓ As you plan your travels, let us know where you are headed so we can connect you with ACS leaders at your destination for speaking and networking opportunities.
- ✓ Add your voice to discussions on important, progressive legal issues through an [ACS Blog](#) post.
- ✓ Encourage friends and colleagues to get involved with ACS.
- ✓ Host an end-of-year event that allows the student chapter to debrief on their achievements this year and highlight goals for the next year.

Always feel free to reach out to your ACS National Contact or Senior Director of Chapters Peggy Li (281-389-2296 or pli@acslaw.org). We are here for you!