



CATHOLIC LEGAL
IMMIGRATION
NETWORK, INC.

www.cliniclegal.org

IMMIGRATION PROGRAM MANAGEMENT TRAINING

***MEETING THE CHALLENGE
WHILE PREPARING FOR THE CRISIS***

NEW TRAINERS ADDED!

***MS. BARBARA LEEN, ASSOCIATE GENERAL COUNSEL,
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW***

MS. KATHLEEN JUDD, DIRECTOR OR TRAINING, LAW LOGIX

MR. DAN SICILIANO, LECTURER, STANFORD LAW SCHOOL

***MR. JEFF CHENOWETH, DIRECTOR, NATIONAL PROGRAMS,
CLINIC***

Co-Sponsored by
CATHOLIC LEGAL IMMIGRATION NETWORK, INC. (CLINIC),
and
CATHOLIC SOCIAL SERVICES OF ATLANTA

April 14, 15, and 16, 2008: 9:00 a.m. - 5:00 p.m.

Catholic Social Services
680 West Peachtree Street, N.W.
Atlanta, GA 30308-1984

\$255 per person for staff at Catholic immigration programs
\$765 cap for up to three staff/site (\$55 materials fee per person for more than 3
attendees from the same office site.)

\$275 per person for nonprofit program staff
\$825 cap for up to three staff/site (\$55 materials fee per person for more than 3
attendees from the same office site.)

\$370 per person for private attorneys and their staff

Registration fee includes a copy of the training manual

This three-day training provides a complete overview of how to start and sustain a nonprofit immigration legal services program. It features a new manual and curriculum that offers detailed information and suggestions for applying for Board of Immigration Appeals agency recognition and staff accreditation, implementing effective case management systems, fundraising and scores of other hot topics related to managing an immigration program.

The training is highly interactive. Participants will leave with a plan to create or improve immigration legal services. Past participants have used information from this training to build or expand their legal immigration capacity.

Who should attend?

The training is suitable for program staff from a wide range of organizations, including established immigration programs, ethnic and immigrant organizations, domestic violence and sexual assault coalitions and service providers, unions, social services and medical providers, and educational programs.

What will you learn?

Participants will learn how to determine which applications to accept and how to adjust fees to obtain the best support for their program. There will be a discussion of case intake and management strategies, avoiding unauthorized practice of law, and strategies for working with the funders and delivering on grant objectives.

Presenters:

Ms. Barbara Leen, Associate General Counsel, Executive Office for Immigration Review, U. S. Department of Justice, Falls Church, VA, is an expert on the Board of Immigration Appeals agency site recognition and agency staff accreditation programs.

Ms. Sue Colussy, Attorney and Program Director, Immigration Services, Catholic Social Services of Atlanta Assistance, is an experienced program manager and immigration attorney.

Mr. Dan Siciliano, Lecturer in Law, Stanford Law School, Palo Alto, developed a grass-roots community-based organization providing immigration legal services and testifies in congress for immigrants' rights.

Ms. Kathleen Judd, Director of Training, Law Logix, Phoenix, AZ, trains people to use internet-based immigration legal software.

Ms. Tanisha L. Bowens, Legalization Attorney, CLINIC, Washington, DC, is an experienced provider of immigration services to immigrant victims of gender violence.

Mr. Jeff Chenoweth, National Programs Director, CLINIC, Washington, DC has developed and administered innovative refugee, immigration, and naturalization programs at the local, state, regional, national, and international level.

Mr. Jack Holmgren, Legalization Attorney, CLINIC, San Francisco, CA has extensive experience directing local, regional, and national programs.

Registration details and deadline

The training is for the staff of Catholic Charities and other community-based organizations with IRS 501(c)(3) status, and attorneys and legal worker staff of private law offices. As a requirement of registration, if you are registering as staff of a community-based organization, fax a copy of your IRS 501(c)(3) letter designating your agency as a nonprofit entity to CLINIC at 415-394-8696 to the attention of Jack Holmgren. Your registration will be confirmed upon receipt of this letter and your payment through the website by credit card only. No checks or cash accepted for payment.

The deadline for registration is April 10th. Only on-line registration and payment by credit card is accepted at the CLINIC web site. Space is limited and we suggest you register early. Registration may close prior to the stated deadline if the number of registrants reaches capacity. If that happens, the website will not accept your credit card payment. For more information, contact Jack Holmgren at (415) 394-8074.

Information on additional training opportunities is available on www.cliniclegal.org and www.immigrationadvocates.org.

Hotel Information

A block of 35 rooms has been reserved at the Regency Suites Hotel. Anyone who would like to reserve under this block HAS TO ORDER FROM THE HOTEL DIRECTLY as the rate is not available from the website. Hotel reservation info:

Phone contact: 1.800.642.3629 (local - 404.876.5003)

Hotel: Regency Suites Hotel
975 West Peachtree St.
Atlanta, GA 30309

Group name: CLINIC - Catholic Charities
Group rate: \$119/night + tax - single
\$139/night + tax - double
Hotel tax rate in ATL is 15%

Block dates: 04/13/08 (check in @ 3) - 04/16/08 (check out by noon)
Block hold terminates: 03/13/08

Register Online:

<http://clinic.kintera.org/managementtraining>