



CATHOLIC LEGAL
IMMIGRATION
NETWORK, INC.

www.cliniclegal.org

IMMIGRATION PROGRAM MANAGEMENT TRAINING

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

NEW TRAINERS ADDED!

***MR. BOB GLAVES, EXECUTIVE DIRECTOR,
THE CHICAGO BAR FOUNDATION***

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

MS. KATHLEEN JUDD, DIRECTOR OR TRAINING, LAW LOGIX

***MR. JOHN O'TOOLE, VICE PRESIDENT, COLEMONT INSURANCE
BROKERS***

***MR. THOMAS DOWNEY, CPCU VICE PRESIDENT, ARTHUR J.
GALLAGHER***

CATHOLIC LEGAL IMMIGRATION NETWORK, INC. (CLINIC),

April 29, 30, and May 1, 2008: 9:00 a.m. - 5:00 p.m.

Indo-American Center
6328 N. California Ave.
Chicago, IL 60659

\$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:

Mr. Bob Glaves, Executive Director, The Chicago Bar Foundation, is a member of the board of directors of Grantmakers Concerned with Immigrants and Refugees and has worked to increase access to justice for immigrants.

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

Ms. Kathleen Judd, Director of Training, Law Logix, Phoenix, AZ, is an expert on adult learning and will demonstrate one of the available immigration software products.

Ms. Mony Ruiz-Velasco, Director of Legal Services, National Immigrant Justice Center, Chicago, IL, is an experienced program manager and immigration attorney with substantial case management systems design and analysis experience.

Ms. Susan Schreiber, Senior Attorney, CLINIC, Chicago, IL, has a wealth of immigration program management experience including directing large legal services programs and as a professor at the DePaul Law School. Ms. Schreiber is a nationally recognized expert on the immigration provisions of the Violence Against Women Act.

Mr. John O'Toole, Vice President, Colemont Insurance Brokers of Illinois, LLC, is admitted to the bar in the State of Illinois. John has over 25yrs. of industry experience primarily as an expert in the placement of various types of professional liability insurance coverage.

Mr. Thomas F. Downey, CPCU Vice President Arthur J. Gallagher Risk Management Services, Inc., has 35 yrs. of industry experience placing insurance coverage for a diverse client base through insurance company relationships in the Domestic, European, and London marketplaces.

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

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 24th. 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.

Links

Chicago Transit Authority map:

<http://www.transitchicago.com/maps/maps/2007N.html>

Mapquest:

<http://www.mapquest.com/>

Parking is not available on-site and is extremely limited in the surrounding area. We recommend participants use public transportation as an alternative.

Register Online:

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