



ACTION GUIDE

Becoming a CLIA
Board Member,
Committee Member or
Volunteer



Welcome!

Thank you for taking an interest in Community Law In Action (CLIA). Serving as a board member, committee member, or volunteer can be an exciting and rewarding experience. This packet is designed to educate you about our organization, our innovative programs, and our dedicated staff. It also outlines the roles, responsibilities, and expectations of board members, committee participants, and volunteers.

We hope you find this packet helpful in determining your interest in and ability to support our work. CLIA is continuously growing and developing as an organization, and we need passionate, professional, and dedicated individuals to help us sustain our mission and serve our exceptional youth. However, we also know your time is valuable, so our goal is to make volunteering as easy and fulfilling as possible.

If you should have any questions along the way, please feel free to let me know. I look forward to the opportunity to welcome you as CLIA's newest volunteer!

Sincerely,

Terry F. Hickey, Esq.
Founder & Executive Director

WHAT IS CLIA?



CLIA is dedicated to the promotion of genuine youth voice in schools, communities, the corporate sector, and society as a whole. “Youth Voice” represents the idea that young people should have their opinions heard in civic life because their experience holds the solutions to many of the issues affecting society. CLIA serves as a catalyst, providing young people with the skills to speak out on important issues and the resources to make a meaningful impact while improving their own lives.



CLIA's Mission

To inspire and engage young people to be effective problem solvers, critical thinkers, and advocates for positive change.

CLIA's History

CLIA was founded in 1998 by Terry Hickey, then a student at the University of Maryland School of Law. That same year, Terry was awarded an Open Society Institute Community Fellowship, which allowed him to start the organization. CLIA is based on the premise that youth can utilize knowledge of the law and the same skills used by attorneys to advocate and take action to improve their own schools and communities, all while preparing themselves for personal and professional success. Over the last decade, CLIA has grown into a thriving nonprofit organization employing over a dozen staff and serving hundreds of youth each week.

INNOVATIVE PROGRAMS



CLIA is proud of the impact we have on youth and the community.



Some of CLIA's most recent accomplishments include:

- In 2010, 98% of the high school seniors in CLIA programs graduated and went on to college, career school or the military.
- CLIA provided an adult mentor for over 200 local teens in 2010-2011.
- CLIA's Youth Justice workshop helped the Juvenile Unit at the Baltimore City Detention Center lower violent incidents almost 300% over three years.
- In September 2002, CLIA was awarded a Gates Foundation grant to design the Baltimore Freedom Academy (BFA), which opened in 2003.
- Researched and developed an innovative Consumer Law curriculum in partnership with students and faculty at University of MD School of Law. It includes lessons from victims and advocates and includes the opportunity to work on real cases .
- Partnered with the Hippodrome Foundation to provide City Schools with hundreds of tickets to performances of *Twelve Angry Men* and *Hairspray*, and designed pre-show workshops on the legal system and the impact of racism.

YOUTH VOICE = RESULTS



CLIA programs don't just impact youth – they empower youth to improve their own schools and communities.

Over the last 5 years, here is a sample of what CLIA youth have accomplished:

- Designed a survey on flavored tobacco use, administered it to almost 2,500 teens and presented the results to the City Council and Health Commissioner;
- Helped to force the removal of over 75 alcohol and tobacco billboards near schools and churches;
- Surveyed a 30-block radius to create a comprehensive study of vacant houses that led to the demolition of over 25 nuisance properties;
- Negotiated with the MTA to restore bus service to schools and developed a curriculum to teach bus drivers how to communicate with teens;
- Advocated to the School Board for funding to fix school bathrooms, many of which were not in compliance with the city health code;
- Filmed an anti-gang public service announcement with film students at Goucher College;
- Collected information on non-compliant bars and liquor stores in their neighborhoods and participated in mediation with some of those businesses;
- Researched the use of private homes for drug dealing and helped law students draft and file several drug nuisance cases;
- Assisted community leaders with a 1997 bond bill that led to funding of a community center in Park Heights;
- Surveyed local middle schools, documenting multiple violations of the Americans with Disabilities Act and drafting a report for the School Board; and
- Created a video and a pamphlet to educate first-time home buyers and worked with the AARP to create workshops to educate senior citizens on home improvement scams.

CLIA YOUTH CONNECTIONS: Mentoring and Internships



CLIA's Youth Connection links teens to positive adult role models through internships and mentoring while helping them obtain real world experience, discover new career paths and become more engaged in their own success.

Corporate Mentoring connects high school students with professionals at area businesses, law firms, nonprofits and governments agencies. **Community Mentoring** connects youth and adults outside the work setting. CLIA recruits and trains adults to mentor at-risk youth in their transition to high school while providing them with personal and academic support. **City Council Page Program** provides select youth with a close up view of the legislative branch. Participants receive extensive training from CLIA staff, an education stipend, and a unique “behind the scenes” look at how to run a city. Pages select issues facing the city and research solutions to present to the City Council President’s senior staff for possible consideration.

Results:

- In 2010-2011, CLIA provided 205 youth with mentoring or internship opportunities.
- Over the past three years, 95% of the students in Youth Connections successfully completed high school and 90% were accepted to four-year colleges.
- One intern developed a guide to city resources for residents as part of her final project and another is working to develop a fiscal literacy curriculum for elementary school students.

LAW & LEADERSHIP ACADEMIES: School-based Advocacy Programs



Law and Leadership Academies (LLA) are high school career pathways that introduce youth to law and policy-related professions while preparing them to be problem solvers, active citizens and community leaders. LLA's feature a Maryland State Department of Education approved curriculum emphasizing core academic skills and critical thinking in and out of the classroom. Students learn how to advocate for themselves and others by organizing community projects, becoming certified mediators and participating in peer mediation activities.



Results:

- Law and Leadership Students have demonstrated significant increases in graduation rates, attendance, and college acceptance as well as a decrease in disciplinary actions. Students also consistently demonstrate more positive attitudes towards civic engagement and community service.
- 100% of participating students at Northwestern High School graduated and applied to college or career school between 2001 and 2007.
- 100% of the LLA students at Patterson High School participated in mentoring four years in a row.

YOUTH ACTION PROGRAMS: Out-of-School Initiatives



CLIA's Youth Action Initiatives are after-school programs and workshops designed to harness the natural talents of young people and provide a forum where they can learn problem solving skills and advocate for positive change in their schools and neighborhoods.

Teen Leaders for Change (TLC) is CLIA's signature after-school model. TLC participants have testified in front of the General Assembly, and provided elected officials with a vital youth perspective on topics including school reform, gang prevention and jobs for youth. Members also participate in service projects such as raising funds and awareness for homeless youth and mentoring elementary school students. During their weekly meetings, TLC youth strengthen their leadership, public speaking, debate, networking and professionalism skills.

Youth Action Workshops: These customizable workshops cover advocacy strategies and emphasize persuasive writing, public speaking, conflict resolution and team building activities. With guidance from CLIA staff, participants select an issue, investigate the problem, and then do something about it, taking action to advocate for new policies, informing others, etc. Each workshop culminates in a presentation where youth share their results with the public.

Results:

- TLC youth advocated for increased school construction funding, which ultimately led to an additional \$10 million for aging school building.
- A workshop group successfully convinced the City Housing Department to demolish 21 vacant and dangerous houses in their neighborhood.
- CLIA students participated in efforts to pass legislation prohibiting alcohol and tobacco billboards near schools and churches.
- Participants in CLIA's Youth Action Initiatives are twice as likely to stay involved in their communities and contribute over 5,000 hours of community service annually.

CLIA's YOUTH JUSTICE PROGRAMS



Youth Justice Initiatives provide positive leadership experiences to teens who face the unfortunate reality of being involved in or highly at risk of involvement in the criminal justice system.

Youth Justice Workshops teach youth how to advocate for themselves and integrate law-related and civics content with conflict resolution, anger management and leadership development. The workshop has served more than 750 youth over the past four years, and continues to make a positive impact at the Baltimore City Juvenile Justice Center. CLIA is working to build on the success of the Workshops to create sustainable programs that engage youth from detention through return to the community. The **CORPS Community Engagement Program** and the **Ready by 21** program are such initiatives. **CORPS** engages youth returned home from commitment in juvenile facilities in community service, civic engagement, and work readiness skill-building. **Ready by 21** provides youth who are currently under the supervision of juvenile services and/or served by social services with concrete work readiness training, paid on-the-job experience, and self-advocacy skill-building.

CLIA is leading the effort to stop the automatic prosecution of youth as adults in Maryland as part of the **Just Kids Partnership**. CLIA's role is to organize youth (in the community and in incarcerated settings), families and community members and to provide facts and analysis of policies and their impact on youth.

Results:

- **CLIA successfully trained over 20 ex-juvenile offenders and placed them in paid employment while working with them to develop their leadership skills.**
- **Youth Justice workshops in the Baltimore City Detention Center were credited with lowering violence rates by over 300% during a three-year period.**

CURRENT BOARD MEMBERS



Professor Michael Millemann (Chair)

Jacob A. France Professor of Public Interest Law and
Director, Leadership, Ethics & Democracy Initiative
University of Maryland School of Law

The Honorable Andre M. Davis (Treasurer)

Judge, U.S. Court of Appeals for the Fourth Circuit

Professor Kathleen Dachille

Associate Professor and
Director, The Legal Resource Center for Tobacco Regulation, Litigation and Advocacy
University of Maryland School of Law

Dorcas R. Gilmore

Assistant General Counsel, NAACP

BECOMING A BOARD MEMBER



There are three ways to get involved with CLIA. You can apply to become a member of the board or to serve on a standing committee. Additionally, we are always looking for **volunteers** who would like to be involved with CLIA but cannot commit to joining a Committee or becoming a Board Member.

CLIA Board Members have the unique opportunity to:

- Help shape the future direction of an innovative, growing nonprofit organization
- Network with other business and community leaders in Baltimore
- See their time go to impacting young people in a meaningful and impactful manner

Board Member Description

1. Board Members are expected to be passionate about CLIA's mission and to take an interest in the activities of the organization and personally invest in the youth it serves.
2. Board members serve a **two-year term** but are eligible to serve additional terms.
3. Attend quarterly board meeting and the Annual Retreat, committee meetings and special events, including the annual holiday gathering.
4. Participate in at least one board development activity annually and one youth event each quarter.
5. Be accessible and communicative with staff and other board members.
6. Commit time, talent and treasure to support the organization's ability to carry out its mission.
7. Participate in an annual review of CLIA's Executive Director and other evaluations of CLIA's programs and organizational structure as required.
8. Utilize personal and professional skills, relationships and knowledge for the advancement of CLIA wherever appropriate.
9. Disclose actual or apparent conflicts of interest with Board Membership or other information pertinent to the ongoing operation of the organization.

VOLUNTEER OPPORTUNITIES



Becoming a CLIA Volunteer

We understand that time constraints may prevent some from considering Board or Committee membership. We welcome all volunteers and have a number of opportunities available. If you believe in the innate capacity of young people to be leaders and advocates for positive change, you would make a great CLIA volunteer. There are many ways to get involved!

- Would you like to be a role model for an exceptional young person? Become a Youth Connection Mentor.
- Do you have a special skill or area of expertise? Become a guest speaker in one of our schools.
- Is your time really limited? Donations are always appreciated.
- You can also browse each of our program pages to learn about volunteer opportunities.
- Not sure how you want to get involved just yet? Visit our website, www.cliaouth.org to learn more about our volunteer opportunities or to connect to CLIA, and sign up to receive announcements and updates.

Joining a CLIA Committee

CLIA has two major committees that are described below. You do not have to be on the board to join these committees. This is a good opportunity for individuals interested in Board Membership, but who want to learn more about the organization first. Non-board-member participants are asked to attend meetings and to participate in committee activities.

External Affairs Committee: This committee oversees all external matters, including fundraising, public relations, and marketing. The Committee works with CLIA staff to advise and to help the organization chart long-term strategies. The Committee also helps to plan ongoing fundraising efforts, and will take the lead on the annual *Power to Spare* event.

Internal Affairs Committee: This committee is responsible for all internal and operational issues, including those related to finance, human resources, employee benefits, facilities and technology. It reviews and recommends approval of the annual budget and makes recommendations on accounting and fiscal services and protocols utilized by the organization.

2011 APPLICATION Board/Committee Membership*



Thank you for your interest in becoming a member of CLIA's Board of Directors or one of CLIA's Committees. Please complete the following information to the best of your ability. Your answers will be used to present your nomination to the full board.

Full name: _____
Spouse's name (if applicable): _____
Children (names and ages, if applicable): _____
Home address: _____
City/Zip: _____ Telephone: _____
Company Name: _____
Work address: _____
City/Zip: _____ Telephone: _____
Preferred Email: _____
Nature of business: _____ Position/Title: _____

Please attach a resume and/or bio to this application.

Memberships in other organizations (religious, charitable, business, professional, etc.):

Organization:	Describe your involvement:
_____	_____
_____	_____
_____	_____

I am interested in:

- Joining a Committee
- Becoming a Member of the Board
- Volunteering

Professional expertise I can contribute to CLIA:

- | | | |
|---|---|---|
| <input type="checkbox"/> Personnel Management | <input type="checkbox"/> Education | <input type="checkbox"/> Technology/Web Design |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Youth Development |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Board Governance | <input type="checkbox"/> Other (describe on back) |

If there is any additional information that you feel may be relevant to this application please include it below:

To be considered for Board or Committee membership, please fill out this application and e-mail to info@cliyouth.org, or fax a copy to 410.706.0041.

*Other volunteers can visit our website to learn about additional opportunities.

ADDITIONAL INFORMATION



For more information about CLIA please visit:

Our **website**:

www.cliayouth.org

Our **Facebook** Page:

<http://www.facebook.com/pages/Community-Law-in-Action-CLIA/136704026180>

Or follow us on **Twitter**:

@cliayouth

Visitors are always welcome at CLIA's downtown office:

520 West Fayette Street, Suite 140

Baltimore, MD 21201

(410) 706-3875

(410) 706-0041 fax