

SLA Outreach Event Funding Reimbursement Checklist

- Email from Regional Captain supporting the funding for the SLA Outreach Event;
- Copy of local board member email showing support for the SLA Outreach Event;
- Copy of invitation and promotional materials sent out for the SLA Outreach Event (Melissa should be notified at least thirty (30) days in advance of the event so that SLA can also send out materials promoting the event to SLA members);
- Copy of SLA Outreach Event sign-up sheet utilized at the SLA Outreach Event;
- SLA Event recap email (see sample form below);

Melissa – I am happy to report that we had a tremendously successful outreach event here in Sesame Street today. Please see the attached pictures we took of this event. We had 70 people in attendance (packed room – event sold out). Elmo did an amazing job moderating the event, and the feedback has been incredibly positive. Big Bird and Cookie Monster were amazing speakers. We had lawyers from several law firms, Sports Entity 1, Sports Entity 2, Sports Entity 3, Sports Entity 4, etc in attendance, as well as our local law school students and a few faculty members.

Elmo will be sending you the sign-in sheet and the signage (prominently displayed). Elmo's efforts, and the support of our other sponsors, cannot be understated. Thanks to the SLA for their support.

To the extent you have any other questions or concerns, please feel free to let us know.

- Copy of receipts substantiating the need for SLA funding for the SLA Outreach Event within thirty (30) days of the completion of the event (remember, SLA will not reimburse an amount greater than the amount pre-approved by the reimbursement committee);
- Multiple photos of the presenters and attendees at the SLA Outreach Event (including photo showing presence of SLA signage at the event);