Florida Coastal School of Law
Alumni Association

Alumni Chapter Manual
General Overview

Florida Coastal School of Law is an independent, private and co-educational ABA-accredited institution. The school’s mission is to distinguish itself as a visionary, forward looking, globally interactive, and culturally diverse institution dedicated to having a positive impact on its students, the community, legal education, the legal profession and the legal system.

Facts and Figures:

- Florida Coastal School of Law is fully accredited by the American Bar Association;
- About evenly divided by gender, the incoming Fall 2014 Florida Coastal students come from approximately 41 states and numerous countries.
- Our full-time faculty members represent more than 50 ABA-accredited law schools from across the country, including Harvard University, George Washington University, Duke University, Georgetown University, Columbia University, and New York University;
- Coastal Law graduating classes consistently pass the bar in Florida, most recently with an
  - 74.5 percent pass rate in February 2015. That rate placed Coastal Law third among Florida's law schools and above the state average.
- Coastal Law competitive teams regularly earn team wins and take individual honors at statewide, regional, national and international competitions. Florida Coastal students have won more than 80 Best Advocate and Best Brief Awards between 2005-2012.
- National Jurist named Florida Coastal one of the Top Law Schools for Moot Court in 2011 and Top 15 Law Schools for Public Interest in 2012.

Coastal Law Alumni Association

The Florida Coastal School of Law Alumni Association is your organization, representing over 4,500 graduates of FCSL practicing across the nation and internationally. All students who graduate are members of the alumni association. There are no dues or fees to join the alumni association. The mission of the Association is to enhance the future success of Florida Coastal by engaging, inspiring and increasing the visibility and participation of alumni.

Alumni are an invaluable resource in terms of referring prospective students, providing internships, clerkships and jobs for its graduates, and serving as a mentor to students preparing to take the bar.

Lead by the Alumni Board of Directors, the Alumni Association provides opportunities to network and socialize, assist with admissions, mentor and speak to students and sponsor and help plan events. Alumni improve the educational experience and reputation of the school.

Alumni Chapters

Alumni chapters are geographically based volunteer groups initiated by alumni and supported by the Alumni Association and the Office of Alumni Relations.
The purpose of alumni chapters is to provide a local presence and opportunities for alumni to stay connected to their classmates and to their school. Alumni get together regularly for social occasions, networking, and continuing education forums. Besides providing opportunities for social engagement between members, chapters support the Association in the areas of student recruitment, career and social networking, bar mentoring, and fundraising.

Here are some examples of how some of these activities may look in your area:

- **Assist with new student recruitment.** These activities include attending recruitment fairs, placing calls or sending letters to prospective students, or personal meetings with admitted students to encourage them to commit to attending the school.
- **Offer career advice to current students.** Alumni can answer the call from the Office of Alumni Relations to network with students seeking job advice in certain geographic or practice areas. The advice may include an analysis of the legal market in your area, connecting students to firms or individuals who may be in a position to hire, counseling students in the process of career exploration or introducing the student to job announcement resources.
- **Provide mentorship to Coastal Law graduates.** More students now leave Florida than remain in the state. Thus, alumni who have passed the bar in various states can serve as mentors to student during the bar preparation process. Alumni can provide tactics, strategies and moral support to students.

**Chapter Responsibilities**

To be sanctioned by the Office of Alumni Affairs, a chapter of the Florida Coastal School of Law Alumni Association must agree to carry out the Association mission in the following ways:

**Chapter Leadership**

Each chapter will elect a president and vice-president to provide leadership. Descriptions of both positions follow:

1. **President**

- Represents the alumni chapter as the official spokesperson.
- Serves as an ex-officio member of all chapter committees.
- Attends bi-annual Chapter Leaders’ Summit on campus at their own expense
- Manage official Alumni Chapter Facebook group
- Presides at all area chapter and officer meetings.
- Assumes responsibility for the scheduling success (and follow-up) of each activity or project the chapter undertakes.
- Should be visible at chapter functions or appoint a board/steering committee member to attend.
- Works to increase participation.
- Makes every effort to attend Alumni Weekend and other signature alumni events.
- Serves as the chapter liaison to the Alumni Relations Office staff.
2. Vice-President

- Performs the duties of the president/chapter leader in his/her absence.
- Handles arrangements for programs and meetings.
- Co-leads meetings with president.
- Assists all officers at chapter functions in order to become familiar with and promote chapter operations.
- Makes every effort to attend Alumni Weekend and other signature alumni events.
- Ready to assume the presidential duties when deemed necessary.

Association & Governance

- Remain aligned with the Association's mission and goals;
- Implement a succession plan for chapter leadership

Programming & Events

- Provide programming for diverse interests and age groups. This includes at least one of the following chapter-wide alumni events each year:
  - Student recruitment/appreciation
  - Educational
  - Membership
  - Fundraiser
  - Career Networking (alumni or student)

- Provide an events schedule to the Office of Alumni Relations to allow for efficient planning; and
- Promote participation in the Florida Coastal Alumni Association initiatives and national events to all chapter members.

Communication with Office of Alumni Relations

- Use resources of the Office of Alumni Relations and the Association only for communication with members and potential members who live in the chapter area
- Send formal chapter e-mail messages through the Office of Alumni Relations. (informal emails among chapter members do not need to go through the Office of Alumni Relations)
- Manage the official Alumni Chapter Facebook group
- Submit any event dates at least 4 weeks in advance to ensure proper planning time.
- Coordinate chapter Web site updates with Office of Alumni Relations communications and alumni programs staff; and
- Provide timely summaries of chapter activities and include names of individuals in attendance as well as any photos submitted if known.

Support from Office of Alumni Relations & Association

The Office of Alumni Relations

The purpose of the Office of Alumni Relations is to be a resource for the alumni association and alumni chapters. While Chapter Leaders are responsible for organizing events and gauging group interest in certain activities, chapters will receive support from the Office of Alumni Relations and where appropriate, the Association, in the following ways:

- Event listings on the alumni website and calendar.
- In-person attendance at one of your Chapter events;
- Communicating by email, and the internet with your Chapter members as needed;
- Coastal Law kits and/or promotional giveaway items for events; and
- E-mail and phone support.

Mailing Address:
Florida Coastal School of Law
8787 Baypine Rd.
Jacksonville, FL 32256

Physical Address:
Suite 446

Phone: 904-256-1212
Email: fcsalumni@fcsl.edu
www.alumni.fcsl.edu

Chapter Resources
Chapters F.A.Q.

Q. Does every graduate of the Florida Coastal School of Law automatically become an Association member?
Yes. Every Coastal Law graduate achieves alumni status. There are no membership dues to join or remain a member. Members who have updated their contact information with the Office of Alumni Relations receive invitations to national and local alumni events, a subscription to Coastal Law Magazine and access to our online alumni community tools.

Q. Can a local chapter charge membership dues to help fund more activities?
No. Chapters are one of the many benefits members receive as a member of the Alumni Association. Local chapters and clubs may not charge additional membership dues or maintain private bank accounts. Chapters and clubs may hold events and fund-raisers, but those funds must be approved and managed by the Association.

Q. Who can obtain a list of alumni in our area?
Lists are administered through the Office of Alumni Relations. Chapter leaders may consult with our staff for the purpose of promoting the Association and affiliated events.

Q. Who will be invited to events that our chapter sponsors?
Electronic invitations will be sent to all graduates that live or work within your chapter area. Event information will also be posted on our website, www.fcs.edu/alumni as well as the Facebook group.

Q. Are Coastal Law speakers available for chapter events?
Our staff will work with chapter leaders to secure speakers from the school. Potential speakers include any of the deans or faculty members. If you have a particular request, please contact the Association as soon as possible. Because of the busy schedules of these Coastal Law ambassadors, our staff will need considerable time to coordinate with their schedules.

Q. Will the Association send a representative to our event?
Our goal is to visit each alumni chapter at least once every academic year. Decisions to attend will be made based on the purpose of the event, the number of alumni in attendance, and budget.

Q. Will the Association pay for our events?
Chapter events must be paid for by the chapter members. Chapters can fund events by, for example, charging admission, hold “pay as you go” events, or by seeking sponsorships by alumni and/or their firms. Also, Alumni Relations will send event kits out that include free information and/or other promotional items.

The Office of Alumni Relations will make every attempt to host at least one event per year with each chapter that includes complimentary drink tickets or appetizers selected and/or approved by the Office of Alumni Relations.