



CATHOLIC LEGAL
IMMIGRATION
NETWORK, INC.

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IMMIGRATION PROGRAM MANAGEMENT TRAINING

MEETING THE CHALLENGE WHILE PREPARING FOR THE CRISIS

CATHOLIC LEGAL IMMIGRATION NETWORK, INC. (CLINIC),
AND
CATHOLIC CHARITIES COMMUNITY SERVICES OF PHOENIX

November 18, 2008: 9:00 a.m. - 5:30p.m.

November 19, 2008: 9:00 a.m. - 5:30 p.m.

Catholic Charities Community Services - Immigration Program
1825 West Northern Avenue
Phoenix, Arizona 85021

\$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 two-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.

This training includes a field trip to sample internet-based immigration software in a hands-on learning environment. Dinner is included on the first night of the training.

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 (ESL and Citizenship).

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. Yen Le, Immigration Specialist, CLINIC, Washington, DC strengthened an immigrant-led nonprofit organization in three years by increasing its staff, volunteer, intern, program, and management capacity. She is an expert on resource development for small non-profits involved with immigrant integration.

Ms. Vanna Slaughter, LMSW, BIA Fully Accredited Representative, Director, Immigration Counseling Services of Catholic Charities of Dallas, TX, is an expert in the program management field.

Ms. Leya Speasmaker, Immigration Specialist, CLINIC, Washington, DC has three Masters Degrees in Teaching, Public Affairs, and Latin Studies. She is an expert in adult learning. She has taught English as a Second Language for 11 years in Virginia, Texas, and Ecuador.

Mr. Jack Holmgren, Capacity Building 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 November 11th, 2008. 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.

Register Online: <http://clinic.kintera.org/management>