

Format Style for LAC Annual Reports to Legal Aid of North Carolina, Inc.

The LAC annual report to LANC shall be submitted to LANC by the Local Advisory Council (LAC) Chair. At the Chair's direction, the Managing Attorney may participate in preparation of the report. Where there is no LAC, the Managing Attorney will submit a report that will detail local efforts to organize a LAC and as appropriate, include the requested information below. The report shall be sent to the Chair of the Operations Committee.

The Report shall be formatted as follows:

- I. Caption, including the name of the LAC on whose behalf the report is being submitted, date of the report and the name of the person submitting the report.
- II. Frequency of LAC meetings during the reporting period, names and affiliations of council members and any changes in council make up.
- III. LAC activities
 - a. Discussions of case acceptance criteria and resources available to meet needs of clients in community (recruiting volunteer attorneys, clinics, fundraising, community outreach).
 - b. Discussions of specific areas of concern in the community or within the office and resolution of these concerns.
 - c. Details of how the LAC was engaged in any matters involving the local office or its service area, such as community education, fundraising private attorney involvement and/or any other special projects.
- IV. Proposed goals for the next year
- V. Accomplishments
 - a. Recognition of LAC members and/or LANC staff for significant work/activities that improved services to the local community or impacted the legal rights of low-income persons.
 - b. Other highlights