



AAUW PROGRAM IN A BOX

CASE SUPPORT TRAVEL GRANT

AT A GLANCE

CASE SUPPORT TRAVEL GRANT

PROGRAM OVERVIEW

Use this Program in a Box to meet and support AAUW Legal Advocacy Fund plaintiffs and highlight the issues they face.

INTENDED AUDIENCE

AAUW members and guests at AAUW state or regional meetings or conventions

PROGRAM FORMAT

Presentation, panel, or discussion

TIME CONSIDERATIONS

Time frame: Complete the application before October 15 each year; hold the meeting in the spring following the grant award.

Estimated application completion time: One to two hours

Estimated planning time: Two or three hours across a few weeks to help arrange lodging, transportation, and meals

Estimated speaker presentation time: One hour

Estimated follow-up time: Two hours to complete and submit an evaluation form and expense report and send photos of the speaker to LAF staff

RESOURCES NEEDED

Staff: The state AAUW Legal Advocacy Fund liaison usually completes the application; works with LAF staff and the speaker to plan the talk; and works on travel, lodging, and meal arrangements.

Advertising: Branch newsletter and community advertising, if the meeting is open to the public

Speakers: LAF reimburses expenses for speakers' transportation, food, and lodging.

Equipment: Check with the speaker.

Handouts: AAUW membership brochures, LAF brochures

Budget considerations: Provide funding for the speaker's transportation, meals, and lodging. AAUW reimburses the costs.

BENEFITS TO YOUR STATE, BRANCH, OR COMMUNITY

- Increases knowledge of sex-discrimination issues in the workplace and higher education
- Increases visibility for LAF issues
- Offers membership recruitment opportunities if the program is open to the public
- Inspires attendees to support sex discrimination activism
- Offers opportunities to raise funds

PROGRAM DETAILS

CASE SUPPORT TRAVEL GRANT

The Case Support Travel Grant—previously called the Plaintiff Travel Grant—is awarded to AAUW states or regions to enable Legal Advocacy Fund-supported plaintiffs, their lawyers, and related experts to speak at state or regional meetings or conventions. The grant covers the speaker’s travel, lodging, and meal expenses. AAUW states must apply for the grant.

In 2008, LAF broadened its focus to include strategic case support in the workplace at large. LAF still supports cases, and plaintiffs are still expected to speak to AAUW members when they are able. The primary change is that instead of plaintiffs speaking solely on sex-discrimination issues in academia, plaintiffs now speak about sex-discrimination issues in the wider workplace. In addition, plaintiffs’ lawyers and related experts may be invited to speak about the significance of LAF-supported cases, hence the name change of the grant from Plaintiff Travel Grant to Case Support Travel Grant.

This Program in a Box has two parts. The first part provides instructions for filing the application to receive a grant. The second part discusses planning the meeting at which the LAF plaintiff or her or his representative will appear.

APPLYING FOR A GRANT

GRANT CRITERIA

Case Support Travel Grant applicants must promise increases for LAF in visibility, fundraising, membership outreach, and member and public awareness of equity issues in higher education. The AAUW board-appointed selection committee may consider the following criteria in selecting recipients of Case Support Travel Grants before making recommendations to the AAUW board:

- The grant will significantly increase awareness of LAF and equity issues in the workplace and higher education.
- The grant will generate major financial support for LAF.
- The state or region has an ongoing commitment to LAF.
- The state or region has a proven track record of successful visibility efforts.

AAUW states and regions can apply for a grant as many times as they wish. If equally qualified states and regions have not received a grant in recent years, those states or regions may be given priority over a state or region that recently received one.

Members of the national LAF staff are available to work on programming with AAUW states or regions that receive grants. Contact laf@aauw.org if you need assistance.

APPLICATION DEADLINE

Applications must be received by October 15.

APPLICATION PROCESS

Complete an application (in the [tool kit](#)) and mail it to AAUW Legal Advocacy Fund, 1111 Sixteenth St. NW, Washington, DC 20036; fax it to 202/463-7169; or e-mail it to laf@aauw.org.

By January the AAUW board will choose the states or regions that will receive grants for speaker travel to meetings or conventions in the spring. If you have questions, contact LAF staff at 202/785-7750 or laf@aauw.org.

SELECTING THE SPEAKERS

National LAF staff select the speakers for states and regions that receive grants. LAF staff first contact plaintiffs, lawyers, and experts who live near the location of the meeting. LAF staff will try to find someone who has not previously spoken in the area (unless that is desired) and will consider past evaluations for any repeat speakers. State and regional LAF liaisons may indicate specific sex-discrimination issues that they would like the speaker to discuss, and that request will be considered in the selection process.

LAF will reimburse AAUW states and regions or case-support speakers for travel, lodging, and meal expenses. In the past, expenses have averaged a few hundred dollars per speaker, depending on how far she or he traveled and the cost of living for the area in which she or he spoke. Expense report sheets will be provided to the LAF liaison and speaker, who must submit the reports and receipts to LAF staff within one month of the meeting.

PLANNING THE MEETING

Once the grant has been awarded, use the time line below, the event planning checklist in the [Program-in-a-Box tool kit](#), and the other forms in the tools section to help plan your meeting.

BEFORE OCTOBER 15

Determine the meeting at which the LAF plaintiff, lawyer, or expert will speak and the format (a dinner, luncheon, lecture, panel, workshop) of the program.

OCTOBER 15

Case Support Travel Grant application due

JANUARY 1

AAUW state or regional grant recipients notified

JANUARY

Speakers assigned by LAF staff

Coordinate meeting dates with your speaker and ensure that she or he understands how long she or he is expected to speak, about which topic, and the size of the expected audience.

JANUARY–FEBRUARY

Make lodging and ground transportation arrangements for the speaker (the speaker will be responsible for making her or his own additional travel arrangements).

FEBRUARY

Start advertising the event among AAUW members and in the community.

MARCH–JUNE

Hold the event.

WITHIN ONE MONTH AFTER THE EVENT

Send an expense form, evaluation, and event photos to national LAF staff.

INCORPORATING MEMBERSHIP RECRUITMENT

Membership matters! Help grow the AAUW community by inviting prospective members to your event and encouraging them to join AAUW. Visit the [membership campaign website](#) to learn more.

If your event involves college and university faculty or students or is held on a campus, invite schools that are not yet AAUW college/university partner members to join AAUW and offer their students the benefits that go with AAUW membership. All students attending a C/U partner-member institution are eligible to join AAUW for free as e-students. For more information visit the AAUW college/university partner member [recruitment web page](#).

TOOLS

CASE SUPPORT TRAVEL GRANT

CASE SUPPORT TRAVEL GRANT TOOLS

- AAUW [Legal Advocacy Fund brochures](#) (order from ShopAAUW)
- Case Support Travel Grant application (in the [tool kit](#))
- Case Support Travel Grant evaluation form (in the [tool kit](#))

PROGRAMS-IN-A-BOX TOOL KIT

Includes forms, checklists, and templates that you can modify and adapt for your program or event. The following may be helpful in planning this program.

- Attendee sign-in form
- Event evaluation form
- Event planning checklist
- Event registration form
- Photograph release form
- Sample time line

MEMBERSHIP RECRUITMENT TOOLS

- [Individual members](#)
- [AAUW college/university partner members](#)

CONTACTS

- For questions or information about this Program in a Box, contact LAF at 202/785-7750 or laf@aauw.org.