



Federal Bar Association

HOW TO BE A CHAPTER CIVICS LIAISON

1. Familiarize yourself with materials at fedbar.org/civics.
2. Contact the Office of the Clerk of Court or a local judge to inquire which judges conduct Naturalization ceremonies, and whether any have taken place at schools. If the answer is yes, report to the FBA and follow up. If the answer is "not yet," start planning! Chapters are welcome to participate in naturalizations year round, however, the big push -- that receives local and national media coverage -- is the week of September 18.
3. Know these dates:

December 15, 2016 is the 225th Anniversary of the Bill of Rights (ideal for December events)

January 23, 2017 is the deadline for students to submit essays for the Civics Essay Contest (cash prizes), and to nominate civics teachers for the Excellence in Civics Education award. Please see <http://www.fedbar.org/civicsessay.aspx> for more details.

March 9, 2017 is the deadline for reporting to [Joan P Brady@ohsd.uscourts.gov](mailto:Joan_P_Brady@ohsd.uscourts.gov) any past or future civics events for the time period of October 1, 2016 through September 30, 2017.

April 2017 is the designated month for National Community Outreach Projects by FBA Chapters. Though not limited to civics work, civics projects timed for April benefit both the Civics Initiative and count as Community Outreach.

May 2017, including but not limited to Law Day on May 1, is the target month for Open Doors to Federal Courts -- Tours of federal courts across the country with age- and audience-appropriate educational activities would include interaction with interested judges and FBA lawyers incorporated into the tours. [Please see sample letter sent by FBA President, Hon. Michael J. Newman to local schools.](#)

Sept. 17, 2017 is Constitution Day and Citizenship Day. The federal courts' national initiative this year is focused on having naturalization ceremonies at schools -- elementary, middle, and high schools, community colleges and vocational schools, universities and law schools. The national observance is the week of September 18. Check out the materials under the 60-90 minutes tab at fedbar.org/civics, and see videos of ceremonies at <http://www.uscourts.gov/news/2016/10/05/new-citizens-take-oath-coast-coast>. More than 40 courts participate every year and the number can grow with your help. To get a list of court contacts and an online, how-to guide for hosting a naturalization ceremony in a school setting, contact National Outreach Manager [Rebecca Fanning](#).

4. Plan what works for YOUR chapter this year and longer term. Some chapters are large and heavily involved, conducting week-long court camps. Some chapters may plan to bring schoolchildren to the courthouse, or to send judges and FBA members out to teach civics in the schools. Other chapters may find it more feasible to plan a single Naturalization in a school setting. Whatever your resources, we (the FBA and the Administrative Office National Outreach Manager Rebecca Fanning) are here to help.

5. For free national publicity and the eternal gratitude of the FBA, send a blurb and pictures after each event to [Joan P Brady@ohsd.uscourts.gov](mailto:Joan_P_Brady@ohsd.uscourts.gov) , with a cc to sperlman@fedbar.org