

<b>Page: Applicant Details</b>
<b>Chapter Name</b> ACC Tennessee
<b>Page: Proposal Process &amp; Contents</b>
<b>Proposed Grant Program Title:</b> Young Lawyers Division Onboarding and Mentorship Program
<b>Proposed Activity Date:</b> April 1 - September 30, 2023

**Activity Purpose:**

The Tennessee Chapter of the Association of Corporate Counsel ("ACC-TN") requests ACC Chapter Grant funding to support ACC-TN's Inaugural Young Lawyers Division Programming for 2023 (the "YLD Program").

ACC-TN seeks to create a formal on-boarding process for its "New to In-House" members to provide specific professional development and networking opportunities for those members who have practiced in-house for five years or less. As of the date of this submission, ACC-TN has approximately 131 members who have practiced in-house for five years or less. This accounts for approximately 20% of ACC-TN's current membership (649 members).

ACC-TN began its planning process for a YLD Program in Q4 of 2022, after welcoming a new Board President and a new Executive Director. ACC-TN has selected the YLD designation for this program as it aligns with the Tennessee Bar and regional bar nomenclature across Tennessee, making the purpose and the targeted demographic instantly recognizable to active and prospective members. Input has been provided for the strategy and implementation of this program by ACC-TN Board Members, Committee Members, and several YLD members of ACC-TN. For example, two of the YLD members assisting in development of this program are 2022 law school graduates who went directly in-house. The voices of these YLD members have been integral to developing a program that meets the needs and interests of this demographic.

In conjunction with the release of ACC Global's Strategic Plan 3.0, the ACC-TN Board engaged in a strategic planning process in Fall 2023. The three pillars of ACC-TN's Strategic Plan are: (1) Professional Development; (2) Networking; and (3) Community Involvement.

The proposed YLD Program will further the goals of ACC-TN in alignment with ACC-TN's Strategic Plan as follows:

(1) Professional Development: The YLD Program will provide a half day in-person seminar (the "YLD Seminar") with speakers addressing topics relevant to YLD members. The YLD Seminar speakers will primarily be senior in-house attorneys and CLOs. Example topics for the seminar include:

- (a) "What I Wish I Had Known When I First Went In House"
- (b) "Tips and Strategies for Communicating with your Non-Legal Colleagues"
- (c) "How to Move Up the Ladder in Your Legal Department"
- (d) "How I Made the Jump From Legal to Operations in My Company"
- (e) "Carving A Path: When You Are The First In-House Attorney at Your Company"

Additionally, the YLD Program will include a Mentorship program for YLD ACC-TN members to be paired with seasoned in-house attorneys that are active ACC-TN members and who are at a different workplace than the mentee. Further, the ACC-TN Board has approved the creation of a YLD Committee, which will be initially led by Past President Scott Ellis, who has a passion for the creation of this program. Members of this committee will be selected from YLD members across the region, giving them those members opportunity to develop as leaders within ACC-TN.

(2) Networking: The YLD Program plans to host quarterly networking events in each of the three regions covered by ACC-TN (East, Middle & West Tennessee).

(3) Community Involvement: The YLD Program will include outreach to the law schools located in Tennessee (Belmont University, Lincoln Memorial University, Nashville School of Law, University of Memphis, University of Tennessee at Knoxville, and Vanderbilt University). ACC-TN intends to provide opportunities through this program for law students to attend YLD programming and, in conjunction with career services, to meet with YLD members who chose an in-house career. In addition, ACC-TN has exciting opportunities planned for 2023 through its DE&I and Pro Bono programs that will coincide with the YLD Program.

The proposed YLD program is aligned with and will support ACC Global's Strategic Plan, as illustrated with the following examples:

**Pillar One: Seamless Experience** – As a core component of the YLD Program, ACC-TN seeks to introduce YLD ACC members to ACC Global's "New to In-House" Network (the "NIN Network"). Based on our current roster, ACC-TN does not have any members that are active in the NIN Network. ACC-TN will seek to provide networking and professional development opportunities in conjunction with the NIN Network. Additionally, ACC-TN will create and share program materials and provide assistance to any other Chapter seeking to create a similar YLD on boarding program, with the goal to see such programs spread globally. Further, ACC-TN will provide financial support to one or more YLD ACC Members interested in attending ACC Global's Corporate Counsel University. ACC-TN expects its YLD Program to serve as a springboard to involvement with ACC Global networks and programming by ACC-TN YLD members.

**Pillar Two: Technology** – As part of the YLD Seminar, ACC TN intends to seek ACC Global team member support to present to YLD members on the resources available through ACC Global's networks, website and the new app.

**Pillar Four: Communications and Engagement** – On-boarding and integrating ACC-TN YLD members is critical to the growth and sustainability of ACC-TN. ACC-TN's Board looks to these YLD members to be future leaders of ACC-TN. ACC-TN strives to empower its YLD members to take ownership of ACC-TN's future, through the YLD Committee. While ACC-TN seeks grant funding to launch the YLD program, ACC-TN plans for this to become a perpetual program, funded through future sponsorship efforts. ACC-TN also seeks to develop its YLD leaders to be future leaders in ACC Global networks.

**Implementation Plan:**

The YLD Program Implementation Plan is as follows:

- (1) YLD Committee – This committee will consist of YLD members from each Region and with initial leadership from a Past-President – this has been approved by the Board as of this submission.
- (2) Mentorship Program – Beginning March 1, applications will be made available to ACC-TN members to apply to be a Mentee. Mentors will be identified by the YLD Committee and the Membership Committee, and assigned by April 1. Mentees and Mentors will commit to at least one (1) monthly check in for six months and at least two (2) in person meet-ups. ACC-TN will also host an in-person social event for mentorship program participations in each of the Regions. Mentee participations will also have the first opportunity to register for the YLD Seminar. Mentorship participations can renew their mentor-mentee relationship on October 1, or apply for a new mentor. Applications for the mentorship program will be accepted every six months on a going-forward basis. ACC-TN's goal is to establish 10 active mentorship relationships in the inaugural year of the program.
- (3) YLD Seminar – ACC-TN is targeting a half day seminar in the Nashville region for the YLD seminar on a Friday in April or May. The event will consist of an afternoon of professional development, a networking happy hour, a group dinner, and a morning coffee meet up the following day for those staying overnight. Given the size of our state and the travel distance between the three regions, ACC-TN will provide an opportunity for stipends to cover one night of lodging for YLD attendees outside of the Middle Region that do not have access to a travel budget through their employers. The application process for the lodging stipend will be similar to the process outlined below for the proposed CCU stipend. ACC-TN will also provide a virtual attendance option for the YLD Seminar. ACC-TN's goal is to have 50 total attendees for the YLD Seminar.
- (4) Stipends for Corporate Counsel University: Following the YLD Seminar, ACC TN will provide an application to YLD Seminar attendees for a stipend of \$300 towards attendance of ACC Global's Corporate Counsel University program in 2023 or 2024. Applicants will provide short statement as to why they seek stipend and will also confirm that they do not have access to sufficient travel funds at employer to cover cost of attendance. Applicants must also be current ACC-TN members. Up to three attendees will be selected by the YLD Committee to receive the stipend, which will be provided upon proof of registration and attendance at the Conference. Awardees will also be asked to provide a write up for a quarterly newsletter on their attendance experience to share and encourage other ACC-TN YLD members to attend in the future.
- (5) Law School Outreach – Through the career services departments of the six law schools located in Tennessee, ACC-TN will provide opportunities for law students to participate in YLD programming and to connect with YLD members. In addition, ACC-TN will provide a virtual Q&A opportunity for law students to hear from YLD members on their decision and process for seeking an in-house career.

**Justification for Funding:**

The impetus for the YLD Program came out of the strategic planning process of Fall 2023, and occurred after the approval of ACC-TN's FY22-23 budget and after the release of ACC-TN's prospectus materials. ACC-TN's budget already represents a significant increase in program spend over the previous years, both to support the exciting growth in our membership and to revitalize in-person programming across the state post-pandemic. Traditionally, ACC-TN's programs have been law firm sponsored and law firm developed, with the costs of the speakers, CLE fees, meals and other incidentals paid for by the sponsor. The Board seeks grant funding for this program so that it may be developed, paid for and entirely controlled by ACC-TN members in the inaugural year, before potential sponsor involvement in the future.

**Grant Request Amount:**

\$6,000

**Budget:**

The Budget for the Proposed YLD Programming is as follows:

Social and Networking Events for Mentorship Program \$600

YLD Seminar, \$4,200

including

-CLE Fees

-Networking Happy Hour

-Group Dinner

-Lodging Stipends

-Farewell Morning Coffee meetup

-Program Materials

Networking Events with Tennessee Law Schools \$300

Contributions for YLD Seminar Attendees towards \$900

Corporate Counsel University Attendance

TOTAL \$6,000

**Budget:**

Download File (<https://chapter-grants.secure-platform.com/file/1481/eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJtZWZpYUkiOiJ0eXNDGxLCJhbGxvdD05vdFNpZ25lZFVybCI6IkhHbHNIiWdub3JIT3Bibj-pMkTAxEGqSE?2023%20ACC%20Global%20Grant%20Application%20-%20Budget.xlsx>)

**Supporting Documentation:**

No File Uploaded

**Page: Interim Progress Report**

**Activity Date:**

August 25, 2023

**Summary**

ACC Tennessee has made the following progress towards their YLD Program:

- (1) Established YLD Committee with Board Approval (Q1 2023)
- (2) Selected Chair of YLD Committee (Q1 2023)
- (3) Announced YLD Program through Newsletter and LinkedIn (Q2 2023)
- (4) Promoted CCU Scholarship opportunity through Newsletter (Q1 2023)
- (5) Created and Announced YLD Mentor Program through Newsletter and LinkedIn (Q2 2023)
- (6) Created and Announced YLD Listserv (Q2 2023)
- (7) Recruited YLD Committee Members from across all three regions (Q2 2023)
- (8) Determined Date and Location for YLD Seminar (Q2 2023)
- (9) Initiated communication with Belmont Law School re law student/YLD programming (Q2 2023)
- (10) Established initial event timeline and programming schedule for YLD Seminar (Q2 2023)
- (11) Established monthly committee calls for YLD Committee (Q2 2023)
- (12) Determined Months for YLD social events in each region (Q2 2023)

The Budget for the Proposed YLD Programming is as follows:

Social and Networking Events for Mentorship Program \$600

YLD Seminar, \$4,200

including

-CLE Fees

-Networking Happy Hour

-Group Dinner

-Lodging Stipends

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Networking Events with Tennessee Law Schools \$300

Contributions for YLD Seminar Attendees towards \$900

Corporate Counsel University Attendance

TOTAL \$6,000

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2023 ACC Global Grant Application - Budget.xlsx

**Budget**

No

**Promotional Materials:**

No File Uploaded

**Media**

**Supporting Documentation:**

No File Uploaded

**Program Projection:**

Yes

**Page: Post Event Reporting**

**Confirmed Program Title:**

New to In House Committee Launch, Seminar & Mentorship Program

**Project Overview:**

We began this project by launch a new committee, the New to In House Committee of the ACC Tennessee Chapter. Our Committee Chair specifically sought to recruit members from across all three regions and to recruit members who had not previously been involved in ACC Tennessee leadership. Currently, the committee consists of 9 members (5 East, 2 Middle, 3 West) with 5 open spots (2 East, 2 Middle, 1 West). The Committee has met bi-monthly and will continue to do so.

The mentor program was launch in April 2023. While we had good interest from potential mentors, we had limited interest from potential mentees. We did, however, create a good New to In House interest list from our promotion of the mentorship program. We will continue to keep this program available going forward and continue to promote the program. Because of the lower interest, we combined the mentor networking events with the New to In House seminar in Franklin and then had one separate event in Chattanooga to reach those members.

The biggest success of our program was the New to In House Seminar that was held in August. Consisting of two panels and one speaker, this program received strong attendance and rave reviews from attendees. Many of the attendees had been recommended to the program by their Chief Legal Officer. We had five non-member attendees and we have now converted at least two of those attendees to members. Additionally, we had attendees express interest in being committee members in the programming and sponsorship areas, and we look forward to onboarding them in that area. Further, because we held this program in Franklin rather than downtown Nashville, we saw attendees that do not often make it to downtown events. We plan to make this event an annual seminar and are seeking a New to In House Sponsor in our 2024 Prospectus to cover a portion of the costs. We also plan to expand this program to a virtual component in the future. We created the program and the marketing materials in Canva and CVENT so that we can easily share them with other Chapters.

**Budget:**

Mentoring Program/Networking Events: \$949.85  
YLD Seminar \$5,652.20  
CLE Fees 123.20  
Program Materials and Room/AV Charges \$2,472.00  
Lodging Stipends \$914.82

TOTAL \$6,602.14

**Goals Achieved:**

The goals achieved by this program were:

- (1) Connections between new to in house attorneys and ACC Board Members
- (2) Participation and leadership development path through committee for new to in house attorneys for ACC Tennessee leadership
- (3) Momentum to continue to offer programming directed towards New to In House Attorneys
- (4) Engagement by experienced ACC members who are willing to serve on future panels for New to In House Attorneys
- (5) New members to ACC Tennessee through non-member participation in the Seminar
- (6) Connections with the YLD Divisions of Nashville and Chattanooga bar to continue future partnership events and crossover.

**Promotional Materials:**

Download File (<https://chapter-grants.secure-platform.com/file/2376/eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJtZWRpYUlkIjoyMzc2LCJhbGxvd05vdFNpZ25lZFVybCI6IkZhbHNIiwiawWdub3JIT3BibIjFpRF0k-sIYI?2023%20YLD%20Promotional%20Materials.pdf>)

**Online Engagement**

**Final Report**

No File Uploaded

# ANNOUNCING ACC TENNESSEE'S YOUNG LAWYERS DIVISION MENTOR PROGRAM



## Opportunities

- ✓ Six month mentor program pairing seasoned in-house attorneys with YLD members

## Requirements

- ✓ ACC TN Member
- ✓ Have practiced in-house 5 or less years

## Apply Now

Apply to be a Mentor or Mentee in this program. View sign up links in post.

[YLD Mentor Application](#)

[YLD Mentee Application](#)

For more information or questions email:  
[Tennessee@accglobal.com](mailto:Tennessee@accglobal.com)



Summary

Register Now

## 2023 ACC TN New To In House Annual Seminar

August 25, 2023

11:00 AM-6:30 PM

☉ Viewing in Central Time [Adjust](#)

Franklin Marriott Cool Springs

700 Cool Springs Blvd.

Franklin, TN 37067



### Keynote Speaker



Candice Reed

EVP & Partner, Client  
Services  
Latitude

### Panelists



Steve Cavezza  
General Counsel & Vice  
President  
4Patriots LLC



David Green  
General Counsel  
Workwear Outfitters



Hunter Kitchens  
Managing Partner  
Chapman Capital



Shane Mulrooney  
Co-Founder & General  
Counsel  
New Era ADR



Craig Webb  
Senior Corporate Counsel  
Ingram



Jeffrey Wheeler  
VP & Deputy GC  
Numotion

### Moderators



Scott Ellis  
Assistant General Counsel,  
Contract Compliance  
CoreCivic



Gulam Zade  
President  
Nashville Bar Association

Join ACC Tennessee for its first Annual New To In House Seminar, designed for those who've recently joined an in-house legal department. Whether you are working in a large law department or are a department of one, whether you are in the office or remote, and whether you have spent years in a firm or are coming straight from law school, this seminar is designed with those with five or less years working in-house and focuses on the skills that will set you apart as you progress in your in-house career.

#### Agenda:

11:00 AM Registration Opens & Box Lunch Pickup

12:00 - 12:05 PM Welcome from ACC Tennessee

12:05 - 1:05 PM

Navigating Processes and Relationships within an In-House Department  
Panel (1.0 Gen.)

1:05-1:15 PM Break

Summary - 2023 ACC TN New To In House Annual Seminar

1:15 - 2:15 PM

Skills to Progress and Flourish In-House

Candice Reed

Keynote Speaker (1.0 Dual)

2:15 - 2:45 PM Break II

2:45 - 3:00 PM ACC Global 101

3:00 - 4:00 PM

Showing Your Value and Knowing the Business Beyond Your Legal Department

Panel (1.0 Gen.)

4:30 - 6:30 PM Cocktail Hour

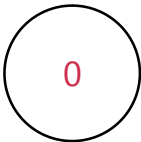
**Additional Information**

Approved for 2.0 General and 1.0 Dual

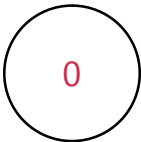
CLE Hours in Tennessee.

[Add to Calendar](#)

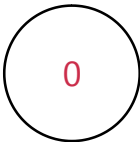
Countdown to the Event



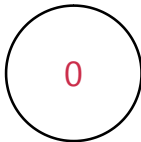
DAYS



HOURS



MINUTES



SECONDS

**Register By**

August 25, 2023 6:29 PM

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# 2023 New To In House Seminar

**JOIN ACC TN FOR A CLE SEMINAR FOCUSED ON HOW  
TO MAKE THE MOST OF YOUR IN HOUSE CAREER.**

**AUGUST 25, 2023**



**FRANKLIN COOL  
SPRINGS  
MARRIOTT**

**11:00 AM CT  
CHECKIN**



**12:00 PM CT  
PROGRAM  
BEGINS**

**4:30 PM CT  
RECEPTION**

**THANK YOU  
TO OUR INCREDIBLE  
SPEAKER, MODERATORS  
& PANELISTS**

## AGENDA

**11:00 CHECK IN AND BOX LUNCH**

**12:05 PANEL I**

*Navigating Processes and Relationships within  
an In House Department*

**1:15 PM SPEAKER**

*Skills to Progress & Flourish In House*

**3:00 PM PANEL II**

*Showing Your Value & Knowing the Business  
Beyond Your Legal Department*

**Speaker:**

**Candice Reed, Latitude**

**Moderators:**

**Scott Ellis, CoreCivic**

**Gulam Zade, Nashville Bar Association**

**Panelists:**

**Steve Cavezza, 4Patriots**

**David Green, Workwear Outfitters**

**Hunter Kitchens, Chapman Capital**

**Shane Mulrooney, New ERA ADR**

**Craig Webb, Ingram**

**Jeffrey Wheeler, NuMotion**



*Thank you!*

**ACC** Association of  
Corporate Counsel  
— TENNESSEE —

[Summary](#)[Register Now](#)

# ACC TN and Chattanooga YLD Social Event

September 27, 2023

5:00 PM-6:30 PM

🕒 Viewing in Eastern Time

Parkway Pourhouse

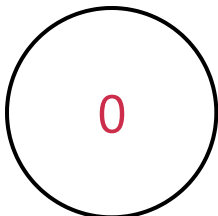
801 Riverfront Parkway

Chattanooga, TN 37402

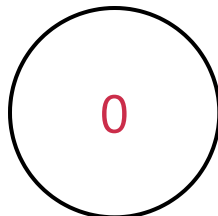
Join ACC Tennessee and the Young Lawyers Division of the Chattanooga Bar Association at a happy hour to celebrate the 2023 launch of ACC Tennessee's New To In House Division. Hope to see you there!

[Add to Calendar](#)

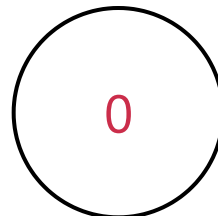
## Countdown to the Event



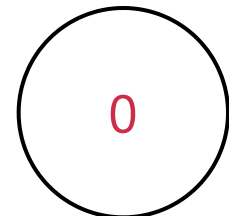
DAYS



HOURS



MINUTES



SECONDS

Register By

September 27, 2023 6:29 PM

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# LET'S GET SOCIAL!

JOIN ACC TN & YOUNG LAWYERS  
DIVISION OF THE CHATTANOOGA  
BAR ASSOCIATION TO CELEBRATE  
THE 2023 LAUNCH OF ACC TN NEW  
TO IN HOUSE DIVISION

When: 5:00 - 6:30 PM EST

Where: Parkway Pourhouse  
801 Riverfront Parkway  
Chattanooga, TN 37402

27 SEPT  
2023

