

SUBSCRIBER AGREEMENT

This is an agreement between Catholic Legal Immigration Network, Inc. (“CLINIC”) and non-profit organization submitting the agreement as part of its subscription renewal application.

Hereafter, the entity will be referred to as “subscriber” and will be afforded the benefits and responsibilities of a subscribing agency of CLINIC.

A subscriber agency is defined as a nonprofit organization with a mission to serve the foreign-born receiving selected CLINIC services stemming from the organization’s payment of subscriber dues and performance in support of CLINIC’s Core Standards for Charitable Immigration Programs.

Purpose of Agreement: The purpose of this agreement is to set out the responsibilities of CLINIC and the subscriber agency for access to CLINIC’s subscribership services and tailored capacity building technical assistance.

Terms and Conditions for Subscription in the CLINIC Network

CLINIC offers subscription to dues-paying, non-Catholic agencies serving low-income and at-risk immigrants, providing or preparing to provide legal immigration services. Subscription becomes effective when: a Subscription Registration and Renewal Form is submitted with accompanying acceptance of CLINIC’s Core Standards for Charitable Immigration Programs and a Subscriber Agreement and annual dues are paid in full. Subscription dues must be paid by February 28, 2012 or subscription status and services will be terminated.

CLINIC’s Services & Conditions: For subscriber agencies, CLINIC provides a broad scope of services, including:

Legal Training and Mentoring

- ❖ Access to a toll-free help line and e-mail address to consult with expert immigration attorneys who will train and mentor affiliates.
- ❖ Access to a wide array of legal immigration toolkits, papers, training manuals, program management tools, and other resources to further enhance your practice and better serve your clients
- ❖ Free quarterly webinars with updates to immigration law practice
- ❖ Discount registration fees for in-person, webinars and e-learning immigration law and program management trainings
- ❖ Discount registration fees to CLINIC’s organization-wide training event, its Annual Convening
- ❖ Subscription to CLINIC’s monthly e-newsletter, *Catholic Legal Immigration News*

- ❖ Staff time expertise for an on-site immigration program assessment with a written follow-up report including observations, recommendations and resources
- ❖ Access to archived newsletters and legal practice updates through a secured web portal

Organizational Capacity Building

- ❖ New affiliate Program Review Call with a CLINIC Field Support Coordinator
- ❖ Consultation and technical assistance on starting an immigration legal program
- ❖ Free registration for program management webinars
- ❖ Technical assistance to become an authorized legal immigration service provider through BIA agency recognition and staff accreditation

CLINIC's Core Standards: CLINIC has core standards for its subscriber agencies (see *CLINIC's Core Standards for Charitable Immigration Programs*). These standards contain both the fundamental requirements for any program providing legal services to clients and best practices to which a program should aspire. CLINIC's services are designed to assist subscriber agencies to achieve and excel these core standards.

Responsibilities: The specific responsibilities of CLINIC and the program as parties to this agreement are listed below:

CLINIC will:

1. Designate a specific Field Support Coordinator to work with the program in seeking Board of Immigration Appeals (BIA) agency recognition and accreditation for staff as needed, provided CLINIC has confidence in the program's capacity to fulfill the requirements of recognition and accreditation;
2. Provide access to CLINIC's Immigration Information Support Line, a subscription to *CLINIC News*, a discounted rate on trainings and CLINIC's Annual Convening, and free access to live and recorded program management and quarterly immigration law webinars.

SUBSCRIBER will:

1. Commit to work to achieve CLINIC's entire core standards described in CLINIC's Core Standards for Charitable Immigration Programs.
2. Collaborate with CLINIC assigned Field Support Coordinator.
3. Provide information and materials relating to the program and parent agency to the CLINIC Field Support Coordinator for purposes of completing the BIA recognition and accreditation process.
4. Inform the CLINIC Field Support Coordinator of significant changes in the program, including address and contact information, staffing at management and direct services levels, services (reduced or expanded), BIA agency recognition and staff accreditation,
5. Provide any other relevant information as needed.

Terms & Termination: This agreement remains in effect until the end of the calendar year 2012.

In entering into this agreement or subsequent agreements, CLINIC is not undertaking to exercise oversight of the subscriber's program's, operations, cases, or supervision of its staff. CLINIC does not oversee or have a legal relationship with its subscriber agencies, nor is it an accrediting body. Subscriber acknowledges that it does not have the right to rely on CLINIC's review of its operations to avoid or mitigate any liability for subscriber's actions or failures thereof. Subscriber acknowledges that it shall perform its own review to ensure that its operations meet the standards for best practices.

Conditions for Cancellation of Subscription

There are at least three conditions by which CLINIC may cancel subscription. First, failure to pay dues within three months of receiving the first invoice will cause CLINIC to inform the immigration program director and parent organization director of its plan to cancel.

Second, failure to become an attorney-driven or Board of Immigration Appeals recognized agency will cause CLINIC to inform the program director and parent organization director of its plan to cancel. Authorized practice of law is prioritized in CLINIC's Core Standards for Charitable Immigration Programs. CLINIC expects its subscribers to be attorney-driven or at least BIA recognized when subscription is up for renewal the second time. This policy is first effective for 2010 affiliates when up for renewal in 2012.

Third, failure to uphold CLINIC's Core Standards for Charitable Immigration Programs may cause CLINIC to cancel subscription. This is particularly true if the program is engaged in harmful practices towards clients and staff is unwilling to make changes to rectify the situation. Prior to canceling membership, CLINIC will provide written recommendations on how to correct the problem. If the situation is not sufficiently improved according to the time period set in the written document, CLINIC will notify the program director and parent organization director in writing of its plan to cancel membership. Once cancellation is complete, an all-staff email will be sent by CLINIC's executive director.