



CATHOLIC LEGAL  
IMMIGRATION  
NETWORK, INC.

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## Subscriber Agreement

This is an agreement between Catholic Legal Immigration Network, Inc ("CLINIC") and the entity identified below which will be referred to as "subscriber" and will be afforded the benefits and responsibilities of subscription to CLINIC.

A subscribing agency is defined as a non-Catholic, 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.

### *MISSION STATEMENT:*

CLINIC's mission reads, "Embracing the Gospel value of welcoming the stranger, CLINIC promotes the dignity and protects the rights of immigrants in partnership with a dedicated network of Catholic and community legal immigration programs."

## **CLINIC's Services & Conditions**

For subscriber agencies, CLINIC provides in 2018 a broad scope of services, including access to CLINIC's Immigration and Information Support Line, a subscription to the CLINIC News; discounted rate on trainings; free program management-related webinars; free, periodic webinars with updates to immigration law practice; access to subscriber-restricted section of CLINIC's website, including fundraising templates; access to a wide array of legal and program management toolkits; new subscriber consultation; support with the recognition and accreditation process; self-assessment tool for immigration program management; eligibility, with conditions, to utilize CLINIC's naturalization media campaign in Spanish and English; eligibility, with conditions, to utilize CLINIC's documentary "The Story of Us" for public education on the importance of immigration legal services and welcoming newcomers; access to CLINIC Affiliate Annual Survey data; access to CLINIC's 2014 commissioned study on the undocumented by Catholic diocese; postings to CLINIC's web-based Job Board; and reduced pricing to use LawLogix's EDGE case management system.

All charitable immigration programs that sign this Subscriber Agreement should strive to conform to CLINIC's Standards for Charitable Immigration Programs.

## 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 and act as the primary source of assistance in matters related to capacity building;
2. Assist the program in seeking agency recognition and accreditation for staff members as needed, provided CLINIC has confidence in the program's capacity to fulfill the requirements of recognition and accreditation;
3. Conduct on-site assessments of the program's strength and weakness with a written assessment report as a follow-up to help affiliate agencies achieve CLINIC's core standards (a site visit is dependent on staff availability and travel costs for CLINIC staff must be reimbursed to CLINIC);
4. Provide an initiation consultation to new subscribers to discuss the subscriber's program structure and services with a follow-up written set of recommendations and resources;
5. 2018 subscriber benefits such as, but limited to:

### *Legal Training and Mentoring*

- Access to CLINIC's corps of experienced immigration attorneys for case consultations on a broad array of immigration legal matters relevant to charitable immigration programs.
- 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
- Discount registration fees for legal training webinars and access to archived webinars
- Free, periodic webinars with updates to immigration law practice
- Discount registration fees for in-person 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
- 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 agency recognition and staff accreditation

- Dedicated Field Support Coordinator services for program management consultations
- Program Review Call with a CLINIC Field Support Coordinator
- Staff time expertise for an on-site immigration program assessment with a written follow-up report including observations, recommendations and resources
- Opportunities to participate with CLINIC in national and regional collaborations with funding secured by CLINIC
- Access to CLINIC affiliate annual survey data
- Access to a subscriber-restricted section of CLINIC's website, including fundraising templates;
- Self-assessment tool for immigration program management success
- Access to CLINIC's commissioned survey of the undocumented and key demographic data organized by each Catholic diocese
- Eligibility, with conditions, to utilize CLINIC's La Ciudadanía: Cambia Tu Vida multi-media campaign to promote naturalization in Spanish and English media markets
- Eligibility, with conditions, to utilize CLINIC's immigration legal services documentary, "The Story of Us" in its long or short formats to be used to educate the public about the importance of your work. Receive consultations on event and social media planning using the documentary.
- Postings and access to CLINIC's web-based Job Board and
- Reduced pricing and enhanced training opportunities for CLINIC affiliates that are customers of LawLogix's EDGEtm case management system. See [www.lawlogix.com/immigration-case-management/clinic](http://www.lawlogix.com/immigration-case-management/clinic).

### *Advocacy Support*

- Receive prompt and thoughtfully researched advocacy updates, including USCIS updates and CLINIC's notes from stakeholder calls with federal authorities; a newsletter dedicated to advocacy issues; guidance on advocacy strategies; model resolutions for local legislative actions; talking points for local and national advocacy efforts; Op-Eds on urgent immigration topics; and media preparation strategies for local news stories.

### *SUBSCRIBER will:*

Commit to work to achieve CLINIC's entire core standards described in CLINIC's Core Standards for Charitable Immigration Programs.

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's 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 program assessment.
4. Participate in various activities, including phone consultations and in-person meetings, with the CLINIC Field Support Coordinator.
5. 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), and agency recognition and staff accreditation.

6. Provide any other relevant information as needed.

7. Pay required dues by prescribed due date.

## Terms & Termination

This agreement remains in effect until the end of the calendar year 2018.

*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 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 recognized when subscription is up for renewal the second time.

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 subscription, 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 subscription. Once cancellation is complete, an all-staff email will be sent by CLINIC's executive director.

I accept the terms and conditions of CLINIC's Subscription Agreement.

Name:

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Title:

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Organization:

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Date:

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