

MONTHLY EXPECTATIONS

Build your own momentum. Make your mark.

While you have the freedom to make this program your own, the calendar below outlines the **bare minimum expectations**. This will help you establish a strong and consistent presence on campus, but we *highly encourage* you to go beyond it — pitch your own ideas, propose new events, and collaborate with other student organizations and departments throughout the year. The more creative and active you are, the greater your impact!

Part of this role is showing up consistently — we ask that you table for **3–5 hours per week**. If you ever need to deviate from this, just let us know **at least one week in advance**. We're flexible — but communication is key!

AUGUST

- Meet with Griffin to set semester goals
- Reach out to your school's admin to confirm all tabling policies and requirements
- Introduce yourself to law librarians in your role as a CEB Student Rep
- Email the 1L Legal Research & Writing faculty to request a few minutes to pop into each section and promote AccessLaw
- Confirm your first few tabling dates and gather all materials needed to hit the ground running

SEPTEMBER

- Host a "Coffee & Doughnuts with CEB" tabling session — a casual way to engage students early in the semester

OCTOBER

- Deliver a catered **Introduction to CEB** lunchtime presentation
- Mid-semester check-in with Griffin to discuss feedback and goals

NOVEMBER

- Partner with a student organization of your choice to co-host a tabling session or event
- Host a "Good Luck with Finals" tabling session with sweet treats



DECEMBER

- Final semester review with Griffin
- Share your story on social media: what worked, what you learned, and what you'd recommend to future reps

JANUARY

- Kick off the new semester with a goal-setting meeting with Griffin
- Host a **gift card raffle registration drive** to boost awareness and AccessLaw sign-ups

FEBRUARY

- Present a catered **Summer Success with CEB** session focused on practical skills and summer prep

MARCH

- Mid-semester review with Griffin
- Partner with another student org for spring tabling or programming

APRIL

- Host a "Finals Fuel" coffee tabling session
- End-of-semester review with Griffin

