

Wills for Heroes Clinic Timeline

8-10 Weeks Prior	1) Check schedule to see if computers are available for your target clinic dates. 2) Contact local Police or Fire Chief to discuss the project. Allow them to see the Wills for Heroes DVD and provide information about the WFH program. Discuss a location and select a date(s) and time(s) for your clinic. Also discuss time to give presentation to first responders and distribution of questionnaires.
8 Weeks Prior	Confirm clinic date(s) with Chiefs/departments. Confirm time and location to present project and distribute questionnaires to participants. Reserve computers for your clinic and request any supplies (submit Computer/Printer Request form).
4-6 Weeks Prior	Recruit volunteer attorneys Recruit volunteer paralegals and/or law students
4 Weeks Prior	Request press release
1-2 Weeks Prior	Solicit clinic participants from department. Distribute questionnaire to participants Confirm volunteers and remind them of on-line free 1 hour CLE
Day of Clinic	
2 Hours Prior	Set up equipment
½ Hour Prior	Volunteers arrive – review computer procedures and clinic procedures
After Clinic	Close down equipment and delete any individual records from computer
Day After Clinic	Submit participant questionnaires to Volunteer Lawyer Program (Linda Lund) Submit Clinic form to Volunteer Lawyers Program (Linda Lund) Send thank you letter to volunteers Arrange for return of equipment to Montgomery VLP

Clinic set-up: We recommend a table and three chairs for each computer station. You will need a few additional chairs for the wills expert, witnesses and you and your staff. We suggest that you and your staff be located at a table as people enter the room and that you have participants sign-in for their appointments and quickly review their questionnaires. You want to make sure the Disclaimer is signed and dated before they meet with an attorney. You can then direct them to an open station or have them wait for the next available slot. You also want to check people out when they leave making sure you have their questionnaire and asking them to complete a survey.