

## Community Legal Education (CLE) Advice Form

Please complete this form every time you deliver Community Legal Education (CLE) on behalf of the ALS.

Email completed form to: [kate.finlayson@alsnswact.org.au](mailto:kate.finlayson@alsnswact.org.au).

**Community Legal Education (CLE) includes:**

- giving information to a person, people, a group or an organisation about the ALS and how to access our services
- handing out ALS brochures, Annual Reports, Fact Sheets, etc
- holding a stall for the ALS
- attending community, interagency and service provider meetings and events as a representative of the ALS
- joining in partnership in delivering CLE with other organisations
- giving a paper or a presentation at a meeting, a forum or a conference
- emailing local stakeholders with ALS and/or legal-related information

Your Name: \_\_\_\_\_ ALS Office: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of your CLE activity: \_\_\_\_\_

Who were you talking to? \_\_\_\_\_

Where did you talk to them? \_\_\_\_\_

What did you talk about? \_\_\_\_\_

What was the goal of talking to them? \_\_\_\_\_

Were you invited, or did you create this CLE? \_\_\_\_\_

How many people were present? \_\_\_\_\_

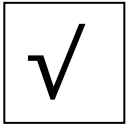
What other organisations were represented? \_\_\_\_\_

Do participants want more CLE? If yes, in what topic areas? \_\_\_\_\_

Any other comments? \_\_\_\_\_

**Please note: Community Legal Education (CLE) is NOT legal advice. Legal Advice** is when you provide advice on what a person should do or how the law affects their particular situation or case.

**Solicitors, please use the yellow Quick Advice form if you have given legal advice to a person.** Mar 2016



## CLE Checklist

Have you got everything you need for your CLE?

This checklist is a guide on what to talk about when you do CLE. It is particularly useful when you are giving a talk or a presentation, or participating in a forum, a workshop, or an event with stakeholders in your community.

### HOW TO USE THIS FORM

Tick the boxes. Each box is a guide on the topics you can cover in your Community Legal Education.

### CHECKLIST

<input type="checkbox"/>	Welcome / Acknowledgement of Country
<input type="checkbox"/>	Introduce yourself, your country, your ALS position
<input type="checkbox"/>	Talk briefly about the history of the ALS
<input type="checkbox"/>	Give an overview of the ALS – what we do, how we do it, why we do it, who for?
<input type="checkbox"/>	Give out ALS Brochures /FactSheets. Which ones?
<input type="checkbox"/>	Show ALS PowerPoint presentation. Which one?
<input type="checkbox"/>	Show ALS films. Which ones?
<input type="checkbox"/>	Take photos or video of the group participating in CLE
<input type="checkbox"/>	Ask participants what other CLE they would like
<input type="checkbox"/>	Give out (and collect) an evaluation form from each participant
<input type="checkbox"/>	Give your contact details and details for your relevant ALS office / Legal Section

### OPTIONAL

Write a report on your CLE and include photos.

Make a short film about your CLE using your mobile phone.

Write a short story about your CLE for the ALS News and website.

Please contact Kate Finlayson if you would like more information.

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