

REGISTER BY:
MAY 30, 2008

NATIONAL TRAINING CONFERENCE

DENVER 2008

JUNE 18-20 DENVER, COLORADO



Denver Metro Convention & Visitors Bureau

LEGAL, FINANCIAL AND MANAGEMENT TRAINING FOR THE
COMMUNITY ACTION NETWORK AND THE NONPROFIT SECTOR

CAPLAW
Community Action Program Legal Services, Inc.

WorkshopTopics*

KEY TO CPE FIELDS OF STUDY

AU = Auditing **SK** = Specialized Knowledge
BL = Business Law **T** = Taxes

PRE-CONFERENCE WORKSHOPS –
NO ADDITIONAL COST!

WEDNESDAY, JUNE 18, 9:30 a.m. – 11:30 a.m.

Recommended CPE Credit: 2.0

A. Governance Case Studies: What Should the Board Really Be Doing?

CPE Field of Study: SK Level: Overview

Legislators, funding sources, charity regulators, and the nonprofit community continue to focus on the importance of good governance. But what does good governance really mean? Find out in this hands-on session, in which you will have the opportunity to apply the legal issues presented to real-life situations and hypothetical scenarios. Board members are encouraged to attend.

Jack B. Siegel, Esq., CPA, Charity Governance Consulting, LLC

B. Social Enterprise Development

CPE Field of Study: SK Level: Overview

It's no secret that many traditional funding sources are shrinking or being diverted and that CAAs and other government-funded nonprofits no longer find the old ways of developing resources reliable in meeting their needs. Many such organizations are exploring social enterprise – entrepreneurial ventures that take advantage of who they are, what they do and what they have to further their social missions and generate unrestricted earned income. Learn how your organization can identify earned income opportunities based on its mission, vision, values and assets, and examine what steps it needs to take in order to turn these opportunities into reality.

Ona Porter, Community Action New Mexico

Speaker from Social Enterprise Ventures, LLC (invited)

WORKSHOP SESSION 1

WEDNESDAY, JUNE 18, 3:30 p.m. – 5:30 p.m.

Recommended CPE Credit: 2.0

1A. HR: Managing Employee Leaves of Absence

CPE Field of Study: BL Level: Overview

When do employers have to grant employees leaves of absence due to illness, injury, parental and other family issues, jury duty, and military service? Review the major leave laws and find out how they interact with each other and with ADA, workers' compensation and disability leave requirements. Also learn: what rights employees have at the end of their leave; what happens to employees' benefits while they are on leave; how to handle an employee's poor performance after a leave and when you can fire someone who's been on leave; what the rules are on paying for accrued unused leave when an employee stops working for your organization; and what leave policies your organization should have in place.

Peter L. Ebb, Esq., Ropes & Gray LLP

1B. Fiscal: Understanding the Unrelated Business Income Tax

CPE Field of Study: T Level: Overview

Although the income of a 501(c)(3) organization is generally tax-exempt, income from some activities can trigger the unrelated business income tax (UBIT). Find out when your organization needs to

treat income as taxable and how it can structure its activities so the income they generate will be tax-free. This session will cover UBIT basics and exceptions – including UBIT implications of rent, investments, corporate sponsorship, fundraising events and commercial activities – and how to calculate and report UBIT.

Joel L. Kaleva, Esq., Crowley, Haughey, Hanson, Toole & Dietrich, PLLP

1C. Governance: Board Basics for Nonprofit CAAs and Head Start Grantees

CPE Field of Study: SK Level: Overview

Nonprofit boards and their ability to exercise effective oversight are currently under intense scrutiny from government funders and regulators. Be sure your board measures up. Attend this session and get answers to the following questions: Who should be on the board? How should the board operate? What should the board be doing? Get practical suggestions on how to comply with the Community Services Block Grant tripartite board rules and the Head Start Act's new board requirements.

Anita Lichtblau, Esq., CAPLAW

Robert E. Sasser, Esq., Sasser, Sefton, Connally, Tipton & Davis, P.C.

1D. Responding to Legal Needs of Homeless Clients

CPE Field of Study: SK Level: Overview

Learn about the unique legal and practical issues homeless people face in accessing housing, jobs, benefits and services. Discover how organizations working with homeless clients can help them address these issues. Examine innovative solutions to these issues, including Denver's Homeless Court.

Speakers TBA

WORKSHOP SESSION 2

THURSDAY, JUNE 19, 8:30 a.m. – 12:00 p.m.

(with 30-min. break)

Recommended CPE Credit: 3.5

2A. HR: Employment Law Round-Up

CPE Field of Study: BL Level: Update

Workplace laws are constantly changing. Get up-to-the-minute information on a range of employment law topics, such as: the Equal Employment Opportunity Commission's new enforcement priorities, including family responsibility discrimination; immigration law enforcement and employers' obligation to verify work eligibility; background checks and employee references; workplace violence; and do's and don'ts of terminating employees.

John M. Polson, Esq., Fisher & Phillips, LLP

2B. Fiscal: Auditing Standards Update

CPE Field of Study: AU Level: Update

Are you ready for the changes in your audit this year? The AICPA's Auditing Standards Board has issued eight Statements on Auditing Standards that address risk assessment in a financial statement audit. In addition, the Government Accountability Office has revised the requirements for generally accepted government auditing standards (known as the Yellow Book). Do you know how these changes will affect your organization and the cost of its audit? How should you prepare for the changes? What are the goals in altering the approach to the audit itself? These are just some of the questions this session will address. Understanding the changes in audit requirements will enable you to communicate this information to the board of directors and those who will make decisions concerning your A-133 audit. If you have this responsibility, you should plan on attending this session.

Dan Miller, CPA, Meliora Partners, Inc.

*Subject to change

Workshop Topics

2C. Governance: Navigating the Board/Executive Director Relationship

CPE Field of Study: SK

Level: Overview

Whether an organization succeeds or fails depends heavily on the performance of its executive director and the relationship between the executive director and the board. In this session, explore the roles and responsibilities of each: the board's duty to hire, fire and evaluate the executive director and to set his or her compensation and the executive director's duty to manage the organization's day-to-day operations. Examine common problems that can arise in the course of a board-executive director relationship and get tips on how to overcome them. Also discuss how to handle executive transitions.

Joel L. Kaleva, Esq., Crowley, Haughey, Hanson, Toole & Dietrich, PLLP
Patricia Steiger, Consultant and Former Executive Director,
National Community Action Management Academy

2D. Head Start Reauthorization

CPE Field of Study: SK

Level: Update

The legal landscape for Head Start programs has changed dramatically due to the Head Start Act's recent reauthorization. Don't get caught off-guard by the new rules. Review key changes to the Head Start Act in the following areas: recompetition, eligibility and enrollment requirements, staff qualifications, fiscal and administrative requirements, training and technical assistance, monitoring, deficiencies and corrective action, the termination and appeals process, and political activity restrictions. Explore the practical effect of these changes on your organization and hear the latest on how HHS is interpreting the new law. (Governance changes will be discussed in the session "Board Basics for Nonprofit CAAs and Head Start Programs.")

Robert E. Sasser, Esq. and Brian Tipton, Esq.,
Sasser, Sefton, Connally, Tipton & Davis, P.C.
Representative, Administration for Children and Families, HHS (invited)
Other speakers TBA

2E. Immigrants and Government Benefits: Eligibility and Access

CPE Field of Study: SK

Level: Update

CAAs, Head Start programs and other organizations providing services to low-income people need to understand the effect of immigration status on their immigrant clients' eligibility for government benefits, as well as barriers eligible immigrants face in accessing those benefits. Get an overview of the rules governing immigrant eligibility for major federal benefit programs and of the immigration categories that are relevant for public benefit purposes. Learn about common barriers to immigrants' access to benefits, such as confidentiality, verification and language access. Also featured will be a discussion of new and proposed legislation affecting immigrants' eligibility for and access to public benefits.

Tanya Broder, Esq., National Immigration Law Center

WORKSHOP SESSION THREE

THURSDAY, JUNE 19, 2:00 p.m. – 3:30 p.m.

Recommended CPE credit: 1.5

3A. HR: Fair Labor Standards Act 101

CPE Field of Study: BL

Level: Overview

Review the basics of the federal Fair Labor Standards Act (FLSA) and get answers to questions such as: Which employers and employees are covered by the FLSA? What are the FLSA's fundamental requirements? How does the FLSA relate to state wage and hour laws? How do you calculate minimum wage and overtime

pay? How do you compute hours worked – and when do you need to count rest and meal periods and time employees spend on call, waiting, sleeping, or attending meetings and trainings? What records are employers required to keep under the FLSA?

Lawrence S. McGoldrick, Esq., Fisher & Phillips, LLP

3B. Real Estate – Legalities and Realities

CPE Field of Study: SK

Level: Overview

Whether your organization leases space, owns its own facilities, or is considering buying them, it faces a host of complex issues. Attend this workshop and develop a better understanding of these issues. Topics to be covered include: lease negotiations; purchasing and managing real estate; financing facility purchases, renovations and construction; and tax issues for nonprofits that own real property.

John Drew, CPA, Action for Boston Community Development, Inc.
Samuel Nagler, Esq., Krokidas & Bluestein, LLP (invited)

3C. Governance: A Financially Healthy Nonprofit

CPE Field of Study: SK

Level: Basic

Nonprofit boards are expected to be effective stewards of their organization's funds. Boards of Head Start grantees are now legally required to review certain financial documents, and other organizations' boards ought to do so. In this session, familiarize yourself with the purpose and contents of key financial documents and learn how to use them to evaluate your organization's financial health and to inform financial decision-making. Nonprofits, especially those receiving government grants, are subject to many complex financial rules. Develop a better understanding of the fiscal management systems your organization should have in place to ensure that it is complying with these rules.

Dan Miller, CPA, Meliora Partners, Inc.

3D. Public CAAs: Roles, Responsibilities and Opportunities

CPE Field of Study: SK

Level: Overview

Public CAAs encounter unique issues and opportunities. Join our presenters for a discussion of topics such as: who should be on a public CAA's tripartite board and how it should function, and how public CAAs can operate effectively within the government of which they are a part, negotiate relationships with public officials, develop public-private partnerships, and support innovative anti-poverty programs.

Eleanor A. Evans, Esq., CAPLAW
Lloyd Throne, California Department
of Community Services & Development
Speaker from Denver Department of Human Services (invited)

3E. Predatory Lending: Problems and Promising Solutions

CPE Field of Study: SK

Level: Overview

Examine predatory lending practices and how lenders have attempted to close the courthouse door to consumers. Discuss what steps CAAs and other organizations working with low-income people can take to advocate against predatory lending practices and to prevent their clients from falling prey to those practices. Also discover how CAAs and their partners can respond to the market for predatory lending services with alternative services and products.

F. Paul Bland, Jr., Esq., Public Justice
Ben Heyward, First Financial Credit Union
Ona Porter, Community Action New Mexico

Workshop Topics

WORKSHOP SESSION FOUR

THURSDAY, JUNE 19, 4:00 p.m. – 5:30 p.m.

Recommended CPE credit: 1.5

4A. HR: Fair Labor Standards Act 201

CPE Field of Study: BL Level: Overview

In this session, you will learn how to categorize workers as employees vs. independent contractors and employees as exempt vs. nonexempt. You will examine the salary basis requirement for exempt employees – what it means to pay an employee on a salary basis and how to avoid impermissible deductions that can jeopardize the salary basis of an employee's pay. You will also look at the rules on trainees and volunteers – including employees who volunteer for their nonprofit or governmental employers.

Lawrence S. McGoldrick, Esq., Fisher & Phillips, LLP

4B. Fiscal: Key Cost Principles

CPE Field of Study: SK Level: Overview

Compliance with the Office of Management and Budget (OMB) cost principle circulars is critical for organizations receiving federal grants. Review some of the key cost principles contained in these circulars and discover not only how to comply with them, but how to use them to maximize the costs your organization recovers from its federal funding sources.

Speaker from Carr, Riggs & Ingram, LLC

4C. Governance: Essential Governance Policies

CPE Field of Study: SK Level: Overview

In the wake of the Sarbanes-Oxley Act, the recent reauthorization of the Head Start Act and other governance reforms, many nonprofits are adopting conflicts-of-interest, whistleblower and record-retention policies. Take a closer look at these policies, whether they're required and why to put them in place if they're not, what they should cover, and how to implement them.

Jack B. Siegel, Esq., CPA, Charity Governance Consulting, LLC

4D. Political Activity: Playing by the Rules

CPE Field of Study: SK Level: Overview

It's an election year. Be sure you're up to speed on the rules that apply to political campaign activity by Community Services Block Grant (CSBG) and Head Start grantees, 501(c)(3) organizations, and their employees and board members. Attend this session and familiarize yourself with Internal Revenue Service, CSBG, Head Start and Hatch Act requirements on political campaign activity and voter registration.

Eleanor A. Evans, Esq., CAPLAW

4E. Welcoming People with Disabilities to Your Organization

CPE Field of Study: SK Level: Overview

Learn what your organization needs to do to create a hospitable environment for employees and clients with disabilities. Panelists in this session will provide an overview of the relevant legal requirements that apply to employing and providing services to people with disabilities. They will also discuss best practices in disability etiquette and outreach strategies, based on case examples and personal experience.

Speakers from The Legal Center for People with Disabilities and Older People

WORKSHOP SESSION FIVE

FRIDAY, JUNE 20, 9:15 a.m. – 10:45 a.m.

Recommended CPE credit: 1.5

5A. HR: Retirement Benefits for Nonprofits

CPE Field of Study: SK Level: Overview

Confused by retirement plan options and requirements for nonprofits? Attend this session and develop a better understanding of the different types of retirement plans available, the pros and cons of each, as well as important rules and recent developments affecting these plans.

Kevin E. Nolt, Esq., Trucker Huss, P.C.

5B. Fiscal: What You Need to Know about the New Form 990

CPE Field of Study: T Level: Update

The newly revised IRS Form 990 greatly expands the information that tax-exempt organizations, including nonprofit Community Action Agencies (CAAs), must disclose about their operations, creating both opportunity and potential peril. One thing is already clear: The Form 990 can no longer be relegated to accountants. It is now the face of the organization, a document that journalists, grantmakers, and members of the public will review carefully. The revised form asks questions about a number of potentially embarrassing activities and transactions that can occur long before the return is due. Review the changes to the form and find out what you need to know in order to adjust practices and policies that will be reflected on the revised form when it is filed in 2009.

Jeanne M. Schuster, Esq., CPA, Ernst & Young LLP

5C. Governance: Federal Grant Law Fundamentals

CPE Field of Study: SK Level: Overview

CAAs, Head Start programs and other government grantees need to understand how to comply with the many requirements of the grants they receive. This workshop will provide an overview of the law that governs federal grants and will answer questions such as: What is the difference between a grant and a contract? What rules apply to discretionary grants, such as Head Start? To block grants? What different roles do the federal and state governments play in administering block grants? What do you need to keep in mind when working with sub-grantees? What are the key provisions of the Community Services Block Grant Act?

R. Brian Tipton, Esq., Sasser, Sefton, Connally, Tipton & Davis, P.C.

5D. Lobbying Legally and Effectively

CPE Field of Study: SK Level: Overview

Involvement in public policy issues is a must for organizations working to improve the lives of low-income people. In this session, learn how to develop and maintain productive relationships with policy-makers. Also examine the rules that apply to lobbying by CAAs, Head Start programs, and 501(c)(3) organizations and find out how to advocate effectively within those rules.

*David Bradley, National Community Action Foundation
Anita Lichtblau, Esq., CAPLAW*

About CAPLAW and the Community Action Network

CAPLAW is a nonprofit membership organization dedicated to providing the legal resources necessary to sustain and strengthen the national Community Action Agency (CAA) network. For over 40 years, since they were first created by the Economic Opportunity Act of 1964, CAAs have been fighting poverty, helping individuals become self-sufficient, building communities, and changing lives. Nationwide, over 1,000 CAAs leverage almost \$10 billion in total funding, and provide a multitude of services, including job training, Head Start, economic development, energy assistance, and housing. Through its in-house legal staff and a network of private attorneys, CAPLAW provides legal consultations, training, and publications on a wide variety of legal and management topics. This assistance enables CAAs to operate legally sound organizations and to promote the effective participation of low-income people in the planning and delivery of CAA programs and services, thereby enhancing CAAs' ability to provide the nation's poor with opportunities to improve their quality of life and achieve their full potential.

For more information about CAPLAW and a membership application, visit www.capl原因.org or call 617.357.6915.

About the Conference

Community Action Agencies (CAAs), Head Start programs and other nonprofits and government grantees face an ever-increasing array of rules and regulations. How do you comply without losing sight of your organization's mission and program goals? Attend CAPLAW's National Training Conference and find out. Our expert faculty of attorneys, accountants, government officials and nonprofit managers will give you the tools you need to resolve the legal, financial and management questions you encounter every day. This year's conference features two pre-conference workshops at no additional cost, special tracks on fiscal, governance and human resources issues, as well as workshops on a variety of other topics. Attend one of the tracks – or choose any combination of workshops. Workshops are relevant to nonprofits and government grantees generally, with a special focus on issues faced by both nonprofit and governmental Community Services Block Grant recipients, Head Start programs, their delegate agencies and other affiliates.

Who Should Attend?

- Board members and management staff of Community Action Agencies (CAAs), Head Start programs, their delegate agencies and other affiliates, and other government-funded organizations working with low-income people.
- Attorneys and accountants advising these organizations. **Boards of Head Start programs are now required to include or work with attorneys familiar with the issues that come before them. The conference provides an excellent opportunity for your attorney to get up to speed on these issues.**
- Federal, state and local government officials working with organizations receiving Community Services Block Grant, Head Start and other federal grant funds.
- National, regional and state CAA association staff.

CEU, CLE and CPE Credit

CEU: Conference attendees may obtain up to 1.2 continuing education units (CEUs) for their participation in pre-conference and conference workshops. One CEU equals 10 contact hours of participation, based on a 60-minute hour. Register for CEU credit on the conference registration form. Be sure to request a CEU attendance form when checking in at the conference registration table.

CLE: CAPLAW will apply for continuing legal education (CLE) credit for the conference in states where attorneys cannot apply for credit for the conference individually. If this is the case in your state, contact CAPLAW as soon as possible (no later than March 31, 2008) to request that we apply for CLE credit in your state; you will also need to register for CLE credit on the conference registration form. If the conference is not approved for CLE credit from your state, CAPLAW will refund your CLE credit fee. Check our website www.capl原因.org periodically for updates on which states have approved the CAPLAW 2008 National Training Conference for CLE credit. All attorneys seeking CLE credit, including those applying individually to their states, should be sure to request a CLE attendance form when checking in at the conference registration table.

CPE: CAPLAW is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: www.nasba.org



- Recommended CPE credit: 2.0 for pre-conference workshops and up to 10.0 for main conference workshops.
- Delivery Method: Group Live
- Prerequisites and Advance Preparation: None
- CPAs seeking CPE credit should register for it on the conference registration form and should be sure to request a CPE attendance form when checking in at the conference registration table.

For questions about CEU, CLE and CPE credit, call CAPLAW at 617.357.6915. Watch our website www.capl原因.org for updates regarding CLE and CPE credit.

Educational Goals and Learning Objectives

Conference participants will obtain a better understanding of the legal, financial and management issues that apply to their organizations or to organizations with which they work. In particular, conference participants will learn how to:

- Recognize many of the legal and, where relevant, financial requirements and best practices that apply to their organizations or organizations with which they work; and
- Develop strategies for complying with those requirements and best practices.

HOTEL INFORMATION Reserve Now!

The Adam's Mark Hotel – soon to be the Sheraton Denver 1550 Court Place • Denver, CO 80202 • 303.893.3333

Conference rate: \$159 (single or double) plus 14.85% tax. Hotel room reservations must be made by May 30, 2008 and must be guaranteed by a non-refundable first night's room deposit.

To make your hotel reservation, call 877.642.9212 and ask for the CAPLAW rate or type the following address into your web browser <https://resweb.passkey.com/go/capl原因08>, which will take you directly to the CAPLAW reservation site.

Hotel cancellations must be made prior to noon, local hotel time, on your scheduled day of arrival to avoid a penalty beyond the non-refundable first night's deposit.

The conference hotel is located in the heart of Downtown on Denver's famous 16th Street Pedestrian Mall, within walking distance of many exciting visitor locations such as the Denver Art Museum and the State Capitol, and just minutes away from the Pepsi Center and Coors Field. The hotel's multiple amenities include an outdoor all-season heated swimming pool, sauna, and state of the art fitness center. For more information on the hotel and the surrounding area, visit www.adamsmark.com/denver.

Transportation & Parking

The Adam's Mark Hotel (soon to be the Sheraton Denver) is located approximately 24 miles from Denver International Airport. Super Shuttle provides service between the airport and the hotel. You may pre-arrange discounted shuttle service at \$30/per person round trip or \$19/per person one-way online at www.supershuttle.com; enter H3LNR as the discount code. Taxi service to and from the airport is available at approximately \$46 one-way, plus gratuity. To research these or other transportation options, go to www.adamsmark.com/denver. For driving directions, call the hotel at 303.893.3333 or go to www.adamsmark.com/denver. The hotel will provide parking for conference attendees at a daily rate of \$15 for self-park and \$22 for valet parking.

Pre-Conference Tour: Denver's Road Home

Join us Wednesday morning, June 18 from 8:00 a.m.–12:15 p.m. for a tour highlighting Denver's Road Home, the city's 10-year plan to end homelessness. Among the sites featured on the tour will be The Gathering Place, Denver's only daytime drop-in center for women and children who are experiencing homelessness or poverty. The tour will also include Denver neighborhoods and landmarks. Continental breakfast and box lunch included. Cost is \$45 per person. Space is limited. Pre-registration, including payment, required.

ConferenceSchedule*

TUESDAY, JUNE 17, 2008

3:00 p.m. – 5:00 p.m.

Conference Registration/Information

WEDNESDAY, JUNE 18, 2008

8:00 a.m. – 5:30 p.m.

Conference Registration/Information

8:00 a.m. – 12:15 p.m.

Pre-Conference Tour: Denver's Road Home

Pre-registration required. Meet in the Plaza Lobby at 8:00 a.m.
(see tour description for details)

9:30 a.m. – 11:30 a.m.

Pre-Conference Workshops (see workshop descriptions for details)

1:00 p.m. – 2:15 p.m.

Opening Session

Welcoming Remarks

- Robert M. Coard, President, CAPLAW and President/CEO, Action for Boston Community Development, Inc.
- Gale Hennessy and Patricia Steiger, CAPLAW Board Members, 2008 Conference Chairs
- The Honorable John W. Hickenlooper, Mayor of Denver
- Representative from Administration for Families and Children, HHS (*invited*)

Opening Speaker

- Josephine Bias Robinson, Director, Office of Community Services, HHS (*invited*)

2:15 p.m. – 3:00 p.m.

CAPLAW Legal Update – including overview of Head Start Reauthorization

3:30 p.m. – 5:30 p.m.

Workshop Session 1 (see workshop descriptions for details)

5:45 p.m. – 7:30 p.m.

Networking Reception: Join us for fantastic fare, delectable drinks and melodious music!

THURSDAY, JUNE 19, 2008

8:00 a.m. – 5:30 p.m.

Conference Registration/Information

8:00 a.m. – 8:30 a.m.

Continental Breakfast

8:30 a.m. – 12:00 p.m.

Workshop Session 2 (see workshop descriptions for details)

12:15 p.m. – 1:30 p.m.

Keynote Luncheon

- Greetings from Community Action partners
- **Keynote Speaker:** F. Paul Bland, Jr., Staff Attorney, Public Justice

2:00 p.m. – 3:30 p.m.

Workshop Session 3 (see workshop descriptions for details)

4:00 p.m. – 5:30 p.m.

Workshop Session 4 (see workshop descriptions for details)

FRIDAY, JUNE 20, 2008

8:00 a.m. – 9:00 a.m.

Attorney Network Breakfast – Head Start Reauthorization

8:00 a.m. – 9:00 a.m.

Continental Breakfast / Roundtables

Join your colleagues at one of the following topical breakfast roundtables:
Board of Directors, Fiscal, Head Start, Homelessness, Human Resources, Rural CAAs, and State/Regional Associations

9:15 a.m. – 10:45 a.m.

Workshop Session 5 (see workshop descriptions for details)

11:00 a.m. – 12:00 p.m.

Legislative Update

- David Bradley, Executive Director, National Community Action Foundation

*Subject to change



About Denver

Denver is a vibrant city with 300 days of annual sunshine, year-round adventure and the breathtaking Rocky Mountains in its backyard. Downtown Denver—a bustling area centered around a mile-long pedestrian promenade that is lined with outdoor cafes and flower baskets—is home to three new sports stadiums, 300 restaurants, a restored historic district filled with 90 bars, restaurants and brewpubs, a collection of museums, a variety of galleries and shopping, the second largest performing arts center in the nation, and even a unique downtown amusement park, Elitch Gardens.

RegistrationForm — Register by May 30, 2008

To register online visit: www.capl原因.org. To register by mail, fill out a separate form for each registrant. Please type or print clearly. Return registration form & fee by May 30, 2008 to: CAPLAW National Training Conference 2008 • c/o Gove Group, Inc. • 226 Paul Street • Pittsburgh PA 15211

REGISTRANT NAME: _____

REGISTRANT TITLE: _____

ATTORNEY: Yes No

ORGANIZATION: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

CAPLAW Members:

First registrant from organization \$440

Additional registrant \$420

Non-CAPLAW Members:

First registrant from organization \$495

Additional registrant \$470

To check membership status, visit: www.capl原因.org/currentmembers/html

Conference Registration Fee (per above table) \$ _____

Yes, I want CEU___ CLE___ or CPE___ credit (check one; please see reverse side for details) \$ 50

Yes, I want all conference materials \$ 100

Any handouts/materials provided at the workshops you attend are included in your registration fee. Most conference materials will also be available free of charge after the conference (for attendees and CAPLAW members only) on the CAPLAW website. If you would like a complete copy of all conference handouts/materials mailed to you after the conference, please check the box above and submit the \$100 fee along with your registration.

Yes, I want to go on the pre-conference tour (please see reverse side for details) \$ 45

Total Amount: (registrations will not be processed without payment) \$ _____

Make checks payable to CAPLAW, or fill out credit card information below (MasterCard or Visa).

CAPLAW's Federal ID#: 52-1823050

CREDIT CARD #:

MC VISA EXP. DATE: _____

LAST 3#S ON BACK OF CARD: _____

NAME ON CARD: _____

SIGNATURE: _____

Conference fee will be refunded, minus \$50 administrative fee, only if written cancellation is postmarked by June 4, 2008. Send written notice of cancellation to: CAPLAW National Training Conference 2008, c/o Gove Group, Inc., 226 Paul Street, Pittsburgh, PA 15211.

For conference registration questions, please call Gove Group, Inc. at 412.431.5087.

For information regarding complaint resolution and program cancellation policies, please call Anita Lichtblau at CAPLAW at 617.357.6915

Workshop Choices

To ensure sufficient seating, please check the workshop number of the **one** workshop per session that you are interested in attending (see workshop descriptions in this brochure).

Pre-Conference: Wed. 9:30 a.m. – 11:30 a.m.	<input type="checkbox"/> A	<input type="checkbox"/> B			
Session 1: Wed. 3:30 p.m. – 5:30 p.m.	<input type="checkbox"/> 1A	<input type="checkbox"/> 1B	<input type="checkbox"/> 1C	<input type="checkbox"/> 1D	
Session 2: Thurs. 8:30 a.m. – 12:00 p.m.	<input type="checkbox"/> 2A	<input type="checkbox"/> 2B	<input type="checkbox"/> 2C	<input type="checkbox"/> 2D	<input type="checkbox"/> 2E
Session 3: Thurs. 2:00 p.m. – 3:30 p.m.	<input type="checkbox"/> 3A	<input type="checkbox"/> 3B	<input type="checkbox"/> 3C	<input type="checkbox"/> 3D	<input type="checkbox"/> 3E
Session 4: Thurs. 4:00 p.m. – 5:30 p.m.	<input type="checkbox"/> 4A	<input type="checkbox"/> 4B	<input type="checkbox"/> 4C	<input type="checkbox"/> 4D	<input type="checkbox"/> 4E
Session 5: Thurs. 9:15 a.m. – 10:45 a.m.	<input type="checkbox"/> 5A	<input type="checkbox"/> 5B	<input type="checkbox"/> 5C	<input type="checkbox"/> 5D	

✂ To register by mail, detach and send in registration (copy other side first)

NATIONAL TRAINING CONFERENCE

DENVER 2008

JUNE 18-20 DENVER, COLORADO



Keynote Speaker
F. Paul Bland, Jr.
Staff Attorney, Public Justice



Opening Speaker
Josephine Bias Robinson
Director, Office of Community Services, HHS (invited)

REGISTER NOW

Boards of Head Start programs must now include or work with attorneys familiar with the issues that come before them. Be sure your attorney is up to speed—send him or her to this year's CAPLAW conference.

CAPLAW
Community Action Program Legal Services, Inc.

178 TREMONT STREET
BOSTON, MA 02111

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