

## Protocols for Ole Miss Law C.A.R.E.S.

### The Ole Miss Law C.A.R.E.S. Committee

The Ole Miss Law C.A.R.E.S. Committee is a committee of the Board of Directors of the Law Alumni Chapter of The University of Mississippi Alumni Association. The C.A.R.E.S. Committee is comprised of the following members: (1) Four (4) Law Alumni Board members selected and appointed by the Law Alumni Board President, one of whom the President will designate as Chairman; (2) The Executive Secretary of the Law Alumni Board; and (3) The Dean of the Law School and a Law School employee designated by the Dean.

### How Ole Miss C.A.R.E.S. Works

Alumni and Friends of the Law School may request assistance by sending an email to [UMLawCARES@olemissalumni.com](mailto:UMLawCARES@olemissalumni.com). The email should: (1) identify the person needing assistance, including telephone number, address, and email address; (2) describe the specific assistance requested; (3) explain the occurrence or circumstances giving rise to the need for assistance; and (4) include the date by which assistance is needed.

Ole Miss Law C.A.R.E.S. will endeavor to respond to a request within forty-eight (48) hours of receipt. Upon receipt of a request, the Executive Secretary will make a preliminary determination as to whether the request meets the assistance criteria of Ole Miss Law C.A.R.E.S. and draft either (1) a proposed email to alumni publicizing the request, or (2) a proposed email to the requesting party explaining that the assistance requested does not meet the applicable criteria. The Executive Secretary will then forward the email request and the proposed email response to all C.A.R.E.S. Committee members. Any Committee member who wishes to comment on a request or the proposed response must submit any such comments by email to the Chairman and Committee members within twenty-four (24) hours of receipt of the Executive Secretary's email. Communications by and among Committee members may be subject to public disclosure through a Freedom of Information Act (FOIA) request.

No email response may be sent to alumni or the requesting party without prior written approval by the Chairman and the Dean (or the Dean's designee). Upon such written approval, the Executive Secretary will send the final approved email either (1) to alumni through the UM Alumni Office, publicizing the request, or (2) to the requesting party, advising that the requested assistance does not meet the applicable criteria.

All replies from alumni to requests for assistance should be sent to [UMLawCARES@olemissalumni.com](mailto:UMLawCARES@olemissalumni.com). The Executive Secretary will forward all such replies to the Committee members and will, as appropriate, forward such replies to the person(s) requesting assistance or otherwise facilitate contact between the requesting person(s) and alumni offering assistance.