DEAN’S GRANT PRO BONO PETITION

Please see Section III of this form to determine whether or not your work is in compliance with Berkeley Law’s Dean’s Grant Pro Bono eligibility rules.

Petitions must be filed before any pro bono service is performed at this placement. Submit all petitions to Melanie Rowen, Associate Director for Public Interest & Public Sector Programs, Career Development Office (mrowen@law.berkeley.edu), or at the reception desk in 290 Simon Hall.

Group Petitions: If the proposed project is to be performed by more than one student, the entire group should submit a single petition with a list of all participants attached. The group should designate a representative for the purposes of contact. Call or email Melanie Rowen with questions - (510) 664-4862.

Student Name: ___________________________________________ Class Year: __________________

Phone: _______________ Email: ___________________________ Grad. Year (if different): ______

I. ORGANIZATION:

Organization Type (please circle one): U.S. 501(c)(3) tax exempt non-profit  |  non-U.S. NGO or IGO

NOTE: Only U.S. 501(c)(3) tax-exempt legal organizations, their equivalent abroad, and IGOs may serve as hosting organizations. Privately owned firms, judges, and government agencies are not eligible hosts.

Name of Organization: ______________________________________________________________

Department: ______________________________________________________________

Address: ______________________________________________________________

____________________________________ Website:____________________________________

Placement Location (if different from above address): _______________________________

____________________________________________________________________________

Supervising Attorney __________________________________ Ph:_____________________

Supervising Attorney Email: ________________________________________________

Task Supervisor (if different): __________________________________ Ph:_______________
Email: ___________________________________

**Description of Organization** (please attach brochures or other written material):

____________________________________________________________________

____________________________________________________________________

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____________________________________________________________________

____________________________________________________________________

**Practice Areas:** _________________________________________________

II. **PRO BONO WORK DESCRIPTION:**

**Description of work to be performed** (Please be specific about what you will be doing at the organization. If you are working on a particular case, or doing policy research, describe the parameters of your research and the tasks expected of you. Attach extra pages if needed):

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

**Project Type** (please circle all that apply): courtroom exposure, direct service, impact litigation, policy, public education, research, transactional, other ________________________________.

**Expected Start Date:** ___________  **Number of Hours Committed:** ________

III. **COMPLIANCE WITH PRO BONO GUIDELINES:**

A pro bono project is in compliance if it is:

1. **Law-related.** The project requires knowledge of the law for completion.
2. **Supervised by an attorney** (either directly or indirectly), who will sign off on the final work product.
3. **In the public interest.** Examples include work that helps those who are under-represented, educates the public about the law, improves the legal profession in some way, or deals with an issue of public importance from any side of the political spectrum.
4. **Uncompensated.** Students may not receive any form of financial remuneration (salary, stipend, or grant) or academic credit (writing or other) for their work. If the work is being supervised through a clinic, the Petitioner must indicate that s/he is not currently enrolled in the clinic or s/he must attach written confirmation from the Professor that the pro bono project is in addition to the work required to receive academic credit.

Please describe how your project satisfies pro bono requirements 1 - 4 detailed above (attach extra pages if needed).

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

**IV. Please have your supervising attorney review the following statement and sign below. Petitions will not be approved without this signed statement.**

I acknowledge that (name of student) is not an attorney who has been admitted to the bar and as such cannot represent or provide legal advice to (name of organization) or to its clients, and that the organization/ program/ above and its clients will not rely on the student(s)'s work product in taking any action or forbearing from any actions that may subject the organization, program, or its clients to legal process.

Signature of the Supervising Attorney

Date:

**CDO Use Only:**

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<th>V. Disposition of Petition:</th>
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<tr>
<td>Petition Approved: Yes _____ No _____</td>
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<tr>
<td>Date signed: __________________</td>
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<td>Date Petition Filed: ___________</td>
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