

**Requirements, Approval Process and Application**

**For New Student-Initiated Legal Services Projects**

*Please review Sections I-III and complete Section IV. When describing your project, please be sure not to disclose any confidential or privileged information.*

**I. Basic Requirements**

* **Purpose**
	+ The project serves an indigent or disadvantaged group, an unmet legal need or otherwise falls within the area of public interest, public service or social justice advocacy.
	+ The purpose of the project is broad enough to be relevant in subsequent years and not limited to one short-term project or issue.
* **Leadership**
	+ The project is initiated by students and/or led by students.
	+ There are at least two dedicated students who will take on managerial responsibility for the project.
	+ The student leaders will cooperate and regularly communicate with the Pro Bono Program Director and other Berkeley Law faculty and staff.
	+ The student leaders agree to participate in trainings for SLPS leaders, the Fall and Spring universal application process, the Fall and Spring SLPS orientations, and other administrative procedures.
	+ The student leaders agree to prepare annually a short summary of the group’s work and accomplishments, including the number of volunteer hours contributed by Berkeley Law students and the number of hours of training provided.
	+ The student leaders must register the project with Berkeley Law Student Services and with the University. Registration with the University requires:
		- an approved name and organizational purpose;
		- four signatories, who must agree to the University’s terms and attend an orientation; and
		- a constitution.
	+ The student leaders understand their responsibilities.
* **Supervision**
	+ The project has an engaged and committed supervising attorney, preferably affiliated with a partner organization or a member of the Berkeley Law faculty.
	+ The supervisor is an attorney licensed to practice law in the relevant jurisdiction(s).
	+ The supervisor will provide appropriate training and actively supervise all student work.
	+ The supervisor (and partner organization, if applicable) has adequate resources to effectively supervise and support the proposed number of student participants.
	+ The supervisor will provide timely and meaningful feedback or an evaluation to the student participants.
	+ The supervising attorney understands and agrees to these responsibilities and expectations. The supervising attorney will be asked to sign a letter of understanding setting forth the same.

**II. Approval Process**

Interested students should schedule a meeting with the Pro Bono Director to discuss their idea for a new project. Following that meeting, the students should submit a proposal responding to the questions in Section IV below to. The Pro Bono Program Director and Faculty Co-Directors SLPS Program Directors and Coordinator will evaluate the proposal based on the above criteria.

**III. Approval Decision**

The decision to approve a SLP will be made by Professor David Oppenheimer, Clinical Professor of Law and SLPS Program Co-Director; Sue Schechter, Field Placement Director and SLPS Program Co-Director; and Deborah Schlosberg, Pro Bono Program Director, in consultation with Kathi Pugh, former Pro Bono Counsel at Morrison & Foerster LLP and SLPS Program Advisor. Depending on the nature of the project, the approval committee may also consult with the Dean of Berkeley Law; Annik Hirshen, Dean of Students; and Kristen Holmquist, Director of Experiential Education.

**IV. Application**

1. What is the name of the proposed project (avoid use of the word “clinic” in the name which implies that the work is for academic credit)?
2. Who are the student leaders?
3. Describe the purpose of the project, including the unmet legal need.
	* What is the purpose of this project?
	* What unmet legal need does it address?
	* What services are already being provided by law students and legal services organizations in this area?
	* Is the purpose of the project broad enough to be relevant in subsequent years?
4. Describe the work the student participants will be doing.
	* Research, intake, interviews, drafting documents, interface with the public or clients, courtroom or other hearing experience, etc.
	* Is the work appropriate for 1Ls and/or LLMs?
	* Is travel required?
	* Is proficiency in a certain language(s) required?
5. Does your project involve any activities adverse to the University of California? If so, please explain. (This is for purposes of conflicts and making sure Berkeley staff and faculty do not receive any confidential information about actions adverse to the University.)
6. Describe the estimated time commitment in terms of the number of hours per semester, any weekly commitments (e.g., days and times of weekly clinics, and how many clinics each student is expected at attend), and trainings.
	* Estimated number of hours per semester
	* Estimated number of hours per week
	* Days and times for any weekly commitments
	* Trainings
	* Other
7. Describe any training that you anticipate the students will receive, including substance, instructor(s) and number of hours.
8. Capacity. How many students do you want to join your project and do you have the resources/opportunities to support?
9. Supervising attorney.
	* What attorney or attorneys have agreed to supervise this project?
	* Contact information (name, organization, email, telephone number and address) for the supervising attorney(s).
	* Is the supervising attorney licensed to practice law in the relevant jurisdiction(s)?
	* How will the supervising attorney be involved in the project and in what way will he or she actually be supervising the students?
	* What are the responsibilities of and your expectations for the supervising attorney?
	* How and when will the students receive feedback from the supervising attorney?
	* How often and by what means will (a) you and (b) the student participants check in with the supervising attorney?
	* If this project is approved, the Pro Bono Program Director will meet with the supervising attorney to review the supervising attorney’s role and responsibilities.
10. How and by what means will you check in with the student participants?
11. What potential challenges do you anticipate and what is your plan for resolving them?
	* Trainings
	* Transportation
	* Interpreters
	* Working with students’ class schedules
	* Security clearance
	* Funding
	* Tracking students’ hours
12. For projects in which students are assigned to a client: if a student graduates or no longer wants to participate, what is your system for tracking, covering and reassigning the client?
13. How will you document the group’s work and accomplishments?
14. Anything else you would like to tell us about your proposed project.