

Shepard Broad College of Law
NOVA SOUTHEASTERN UNIVERSITY



SERVICE HANDBOOK
MANDATORY SERVICE GRADUATION REQUIREMENT
AND
THE VAN HORN LAW GROUP PRO BONO HONOR PROGRAM

Nova Southeastern University Shepard Broad College of Law
Public Interest Programs
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SERVICE HANDBOOK

INTRODUCTION

NSU Shepard Broad College of Law's mission is to ensure that students develop the knowledge, skills, and values that are at the heart of becoming trusted, highly adept, professional lawyers who are respected for serving clients, their communities, and justice. NSU Law is committed to instilling an ethic of pro bono service, community engagement, and public service in its graduates, and it is our hope that by giving back to the community, our graduates will develop a lifelong commitment to using their education and skills to contribute to the public good.

SERVICE REQUIREMENT

Requirement

Each J.D. candidate entering NSU Law in fall 2018 and thereafter is required to perform a minimum of thirty (30) hours of qualifying service as a requirement for graduation. Eligible service options include both pro bono (legal) and community (nonlegal) related placements. Students may not receive payment nor academic credit for their service. Students are required to complete the minimum of thirty hours (30) hours of qualifying service prior to the start of their final semester.

THE VAN HORN LAW GROUP PRO BONO HONOR PROGRAM

The Van Horn Law Group Pro Bono Honor Program is named after Chad Van Horn, Esq., a Nova Southeastern University Shepard Broad College of Law Alumni who believes equal access to the legal system serves as a steppingstone for the community's future accomplishments, opening doors to success and strengthening the fabric of our society. Van Horn is a founding partner of Van Horn Law Group, P.A., whose mission is to restore peace of mind to individuals in financial distress by providing affordable legal services with compassion, understanding, and respect. Helping people, especially those facing hardship, is a way of life for Van Horn that extends far beyond his law practice into all of his community and civic efforts. He applies his resources and networking to help others through a combination of spirited entrepreneurship, dedicated philanthropy, and legal expertise. The Van Horn Law Group Pro Bono Honor Program develops a variety of programs and opportunities where students can fulfill pro bono hours and maintains records of students' pro bono work. The Van Horn Law Group Pro Bono Honor Program recognizes students who are committed to serving the community and engages in the belief that overall improvement of our community starts with giving their citizens—people who make up the foundation of the community—equal access to the legal system.

Additional Service Recognition

All law students are encouraged to participate in The Van Horn Law Group Pro Bono Honor Program. The Van Horn Law Group Pro Bono Honor Program is a voluntary program that provides recognition to students who have completed a minimum of fifty (50) hours of pro bono service to the community while enrolled in law school. Students are recognized in three levels of distinction:

- Bronze – 50 to 124 hours;
- Silver – 125 to 299 hours; and
- Gold – 300+ hours.

The Van Horn Law Group Pro Bono Honor Program students are recognized for their commitment to pro bono with an awards certificate, by wearing a gold cord at graduation, and being recognized at an honors program. Any pro bono (legal) service hours earned under NSU Law’s Mandatory Service Graduation Requirement may be credited towards meeting the recognition level for the voluntary Van Horn Law Group Pro Bono Honor Program.

QUALIFYING SERVICE

Pro Bono

Pro bono (legal) comes from the Latin term *pro bono publico* which means ‘for the public good’. Pro Bono work is done in the public sector, on a volunteer basis, to provide legal assistance to low-income and/or underrepresented individuals and communities.

Legal pro bono service at NSU Law is defined as:

1. Legal or law-related in nature;
2. Unpaid, not part of the clinic/field placement program required hours, or receiving a stipend;
3. With a non-profit organization, governmental agency, or licensed attorney doing pro bono work on behalf of the disenfranchised and/or under-represented and that is approved by the Director of Public Interest Programs prior to the beginning of any work;
4. Under the supervision of a licensed attorney including a member of the law school faculty/staff; and
5. Designed in some way to directly or indirectly address the legal needs of low income clients, the traditionally under-represented groups, or organizations devoted to universal issues such as the preservation of the environment and the elimination of all forms of discrimination.

1. Legal or law-related in nature

Work for an organization, program, or individual that as a substantial part of its activities delivers legal services or performs other law-related work is considered legal pro bono work.

2. Unpaid, not part of the clinic/field placement program required hours, or receiving a stipend

Students can receive legal pro bono credit for time spent working at a legal organization as long as they are not receiving credit for participation in the clinic/field placement program, receiving a stipend, or getting paid. Students who complete hours above and beyond the time required for the clinic/field placement commitment can use those hours towards the Mandatory Service Graduation Requirement and/or the Van Horn Law Group Pro Bono Honor Program in the same semester so long as the placement would otherwise qualify for pro bono service and their supervising faculty member certifies those hours are eligible. To submit hours above and beyond the clinic/field placement program commitment students will need to complete the Service Timesheet, ask their Faculty Director to sign and certify to the pro bono hours, and submit the

form along with the Evaluation Form to the Public Interest Programs. Please note, it is up to each individual clinic's faculty director to determine if pro bono credit is available to students enrolled in that clinic each semester. Students may also receive pro bono credit for hours spent at a judicial placement.

3. With a non-profit organization, governmental agency, or licensed attorney doing pro bono work on behalf of the disenfranchised and/or under-represented and that is approved by the Director of Public Interest Programs prior to the beginning of any work;

Work in a private law firm, even if unpaid, will not qualify unless the work is performed exclusively on behalf of an indigent client or a public interest organization and is represented on a pro bono basis by the licensed attorney. Prior approval by the Director of Public Interest is necessary before working with a private attorney on a pro bono case. Students must fill out the Service Project Request Form for pre-approval, see Appendix.

4. Under the supervision of a licensed attorney or a member of the law school faculty/staff

All students' work must be supervised by a licensed attorney at the legal non-profit organization, governmental agency, law firm, or law school.

5. Designed in some way to directly or indirectly address the legal needs of low income clients, the traditionally under-represented groups, or organizations devoted to universal issues such as the preservation of the environment and the elimination of all forms of discrimination.

Community Service

Community (nonlegal) service at NSU Law is defined as active participation in service addressing the needs of the community through face-to-face and/or hands on volunteering that addresses a specific social need with a nonprofit organization.

*****Note:** Time spent commuting to and from a placement site does not qualify for service. However, time spent in training at a placement site may be counted toward the service, as long as it does not exceed twenty percent (20%) of the hours spent at that particular placement. For example, if a student spends ten (10) hours working at a particular organization the student will only be given credit for two (2) hours of time spent in training.

SERVICE PLACEMENT APPROVAL

The Appendix section lists all pre-approved pro bono (legal) placements where students may complete hours for the Mandatory Service Graduation Requirement or the Van Horn Law Group Pro Bono Honor Program. Individual availability to earn hours at these placements will vary each semester, but no additional approval is needed. Additionally, one-time opportunities for service will be posted in Symplicity under the Events Tab. A student may satisfy the requirement threshold by completing thirty (30) hours at a single placement site OR by combining different projects at multiple placement sites.

In addition to participating at pre-approved placement sites and/or one-time opportunities for service advertised, students are encouraged to investigate and submit for approval opportunities

which meet their own interests. Students must submit the Project Request Form and the opportunity must be approved by the Director of Public Interest Programs prior to the student beginning the work in order for that service to count toward either the Mandatory Service Graduation Requirement or the Van Horn Law Group Pro Bono Honor Program. This includes work for a private attorney doing pro bono work, any non-profit organization, or any governmental agency not listed in the Appendix section.

HOW TO PARTICIPATE

To participate, students must:

1. Review and secure a position with an approved placement see Appendix, or complete the Service Project Request Form and receive approval from the Director of Public Interest Programs prior to the start of the project; and
2. Complete and turn in the Service Timesheet and Evaluation Form no later than the semester after completing the service (unless the semester will be the student's final semester).

REPORTING HOURS

Students must submit all completed forms and substantiating documentation regarding the completion of their service hours no later than the semester after completing the service, unless it is the student's final semester. Students are required to complete the minimum thirty (30) hours of qualifying service and submit all required forms **prior to the start of their final semester** at the College of Law. All forms should be submitted to the Public Interest Program. Students should also keep a copy of all submitted forms for their own record.

STUDENT RESPONSIBILITIES / CONDUCT AT PLACEMENT

If a pro bono opportunity has accepted the student's offer of volunteer services, the student must fulfill their obligation. The student is expected to perform all assigned tasks in a professional and competent manner. That includes, but is not limited to: dressing in an appropriate manner; meeting assigned deadlines; showing up to work on time; keeping the supervisor informed of whereabouts and progress of assignment(s); producing a quality work product; and treating all individuals with courtesy and respect. In addition, while working for a legal organization, you are bound by the Florida Rules of Professional Conduct, or by those in the state in which you are serving.

Students may not give legal advice, make formal appearances in court, or otherwise engage in the practice of law. Students should take all possible precautions to avoid the unauthorized practice of law and ensure that it is known at all times that they are law students, and not licensed attorneys. Students should not disclose information they learn about regarding a case or a client. Florida's Rules of Professional Conduct expressly states that a lawyer and those working for the lawyer may not reveal information relating to representation of a client unless the client consents or the disclosure is otherwise permitted. This confidentiality includes not disclosing or discussing the legal research and drafting a student might be performing for a client. Additionally, students

may not subsequently use any material drafted for a client without first obtaining consent. The risks to you and the attorney of revealing confidential information of a client are great. An attorney violating this Disciplinary Rule risks revocation of their license to practice law. A law student violating this rule risks not being licensed. For Florida's complete Rules of Professional Conduct please visit: <https://www.floridabar.org/rules/rtrfb/>.

Furthermore, students should not be working or providing services to more than one non-profit organization, governmental agency, or licensed attorney doing pro bono work at the same time, unless disclosure is given to both parties in writing, and consent is given by both parties in writing.

QUESTIONS

If you have any questions, please contact Jennifer Gordon, Esq., Director of Public Interest Programs, at Office Line: 954-262-6153, Direct Line: 954-262-6126, or email: jgordon@nova.edu.

APPENDIX

Pre-Approved Pro Bono Placements

Include but are not limited to:

15th Judicial Circuit, Office of General Counsel

Contact Name: April Bristow, Esq.
General Counsel
205 N Dixie Highway, Floor 5
West Palm Beach, FL 33401
abristow@pbcgov.org
Area of Practice: Criminal/Civil

17th Judicial Circuit Court Staff Attorney Program

Contact Name: Elana Horowitz Fornaro, Esq.
General Counsel
200 S. Orange Ave., Suite 2600
Fort Lauderdale, FL 33301
EFornaro@17th.flcourts.org
Area of Practice: Criminal/Civil

ABA Young Lawyers Division - ABA/FEMA Disaster Legal Assistance Program

Contact Name: Austin Thacker
Volunteer Coordinator
200 S. Orange Ave., Suite 2600
Orlando FL 32801
Austin.Thacker@hklaw.com
Area of Practice: Disaster Relief

Administrative Office of the Courts, 11th Judicial District

Contact Name: Anays Enrich
Volunteer Coordinator
11th Judicial District
175 NW 1st Avenue, Suite 2700
Miami, FL 33128
aenrich@jud11.flcourts.org
Area of Practice: Criminal/Civil

Agency for People with Disabilities - Southeast Region

Contact Name: Rita Castor
Southeast Region Manager
111 South Sapodilla Avenue, Suite 204
West Palm Beach, FL 33401
rita.castor@apdcares.org
Area of Practice: Persons w/ Disabilities

Agency for People with Disabilities - Southern Region

Contact Name: Hillary Jackson
Acting Southern Region Manager
401 NW 2nd Avenue, Suite South 811
Miami, FL 33128
hillary.jackson@apdcares.org
Area of Practice: Persons w/ Disabilities

Aleph Institute

Contact Name: Menachem M. Katz
Director of Prison and Military Outreach
9540 Collins Avenue
Surfside, FL 33154
mmk@aleph-institute.org
Area of Practice: Prison/Military Advocacy

American Civil Liberties Union of Florida

Contact Name: Ana Smith
Office Manager
4343 W. Flagler Street
Miami, FL 33134
asmith@aclufl.org
Area of Practice: Civil Rights

American Friends Service Committee - Immigration

Contact Name: Lis-Marie Alvarado
Area Director
1175 NE 125th Street, Suite 417
Miami, FL 33161
LAlvarado @afsc.org
Area of Practice: Immigration

AI Justice

Contact Name: Michelle M. Ortiz, Esq.
Deputy Director | Domestic Violence &
Human Trafficking Program Director
3000 Biscayne Blvd., Suite 400
Miami, FL 33137
mortiz@aijustice.org
Area of Practice: Immigration

Animal Rights Foundation of Florida

Contact Name: Don Anthony
Communications Director
1431 N. Federal Highway
Fort Lauderdale, FL 33304
don@arff.org
Area of Practice: Animal Rights

Anti-Defamation League

Contact Name: David Barkey, Esq.
Southeastern Area Counsel
621 NW 53rd Street, Suite 450
Boca Raton, FL 33487
dbarkey@adl.org
Area of Practice: Civil Rights

Arts & Business Council of Miami

Contact Name: Laura Bruney
President/CEO
1637 SW 8th St., Suite 212
Miami, FL 33101
laura@artsbizmiami.org
Area of Practice: Art

Broward County State Attorney's Office, 17th Judicial Circuit

Contact Name: Angelica Ortiz
Legal Assistant
201 SE 6th St., Suite 655
Ft. Lauderdale, FL 33301
aortiz@sao17.state.fl.us
Area of Practice: Criminal

Broward County Public Defender's Office, 17th Judicial Circuit

Contact Name: Lorena Mastrarrigo, Esq.
Assistant Public Defender
Broward County Courthouse, Suite 3872
201 SE 6th Street
Fort Lauderdale, FL 33301
lmastrarrigo@browarddefender.org
Area of Practice: Criminal

Legal Art Link at Locust Projects

Contact Name: Allyn Ginns, Esq.
LegalLink Coordinator
1311 Miller Rd Rm G358
Miami, FL 33146
legallink@locustprojects.org
Area of Practice: Art

Catholic Charities Legal Services of Broward

Contact Name: Mariela Rossel Pritikin
Volunteer Coordinator
6565 Taft Street
Hollywood, FL 33024
mrosselpritikin@cclsmiami.org
Area of Practice: Immigration/Refugee

Catholic Charities Legal Services of Miami

Contact Name: Mariela Rossel Pritikin
Volunteer Coordinator
Courthouse Plaza, 28 W Flagler St
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mrosselpritikin@cclsmiami.org
Area of Practice: Immigration/Refugee

Center for Independent Living of South Florida

Contact Name: Maria Rodriguez
Associate Director
4770 Biscayne Boulevard, Suite 150
Miami, FL 33137
maria@cilsf.org
Area of Practice: People w/ Disabilities

Center for Wildlife Ethics, Inc.

Contact Name: Laura Nirenberg, Esq.
Executive Director
19115 Westbrook Drive
Boca Raton, FL 33434
Info@c4we.org
Area of Practice: Animal Law, Environmental Law

ChildNet

Contact Name: Julie DeMar
Chef Program Officer
1100 W McNab Road
Fort Lauderdale, FL 33309
jdemar@childnet.us
Area of Practice: Child Welfare

Chrysalis Center

Contact Name: Jennifer Blue
Chief Human Resources Officer
3800 West Broward Blvd., Suite 100
Ft. Lauderdale, FL 33312
socialmedia@chrysalishealth.com
Area of Practice: Health/Wellness

Church World Service Immigration and Refugee Program

Contact Name: Renata Bresciani
Community Engagement
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Beacon Centre
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rbresciani@cwsglobal.org
Area of Practice: Immigration

City of Boca Raton, City Attorney's Office

Contact Name: Diana Gruber Frieser, Esq.
City Attorney
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Boca Raton, FL 33432
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Area of Practice: City Council/Civil

City of Boynton Beach, City Attorney's Office

Contact Name: James Cherof, Esq.
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Area of Practice: Arbitration/Civil

City of Cooper City

Contact Name: Jacob G. Horowitz, Esq.
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Cooper City, FL 33328
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Area of Practice: City Council/Civil

City of Coral Gables, City Attorney's Office

Contact Name: Miriam Ramos, Esq.
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Coral Gables, FL 33134
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City of Coral Springs, City Attorney's Office

Contact Name: John Hearn, Esq.
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Area of Practice: City Council/Civil

City of Dania Beach, City Attorney's Office

Contact Name: Thomas Ansbro, Jr., Esq.
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Dania Beach, FL 33004
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Area of Practice: City Council/Civil

City of Deerfield Beach, City Attorney's Office

Contact Name: Andrew Maurodis, Esq.
City Attorney
710 E. Hillsboro Blvd. Suite 200
Deerfield Beach, FL 33441
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Area of Practice: City Council/Civil

City of Delray Beach, City Attorney's Office

Contact Name: Lynn Gelin., Esq.
City Attorney
200 N.W. 1st Avenue
Delray Beach, FL 33444
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Area of Practice: City Council/Civil

City of Ft. Lauderdale, City Prosecutor's Office

Contact Name: Donald Londeree, Esq.
Assistant City Attorney
600 S Andrews Avenue, Suite 503
Ft. Lauderdale, FL 33301
dlonderee@fortlauderdale.gov
Area of Practice: City Council/Civil

City of Hallandale Beach, City Attorney's Office

Contact Name: Jennifer Merino, Esq.
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400 S Federal Hwy
Hallandale Beach, FL 33009
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Area of Practice: City Council/Civil

City of Hialeah City Attorney's Office

Contact Name: Aimee Llauro
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Area of Practice: City Council/Civil

City of Hollywood, City Attorney's Office

Contact Name: Douglas Gonzalez, Esq.
City Attorney
2600 Hollywood Blvd # 407
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Area of Practice: City Council/Civil

City of Key West, City Attorney's Office

Contact Name: Shawn D. Smith, Esq.
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525 Angela St
Key West, FL 33040
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Area of Practice: City Council/Civil

City of Lauderhill, City Attorney's Office

Contact Name: W. Earl Hall, Esq.
City Attorney
8850 West Oakland Park Blvd., Suite 101
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Area of Practice: City Council/Civil

City of Margate, City Attorney's Office

Contact Name: Jeff Sheffel, Esq.
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City of Miami, City Attorney's Office

Contact Name: Victoria Mendez, Esq.
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City of Miami Gardens, City Attorney's Office

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City of North Miami Beach, City Attorney's Office

Contact Name: Hans Ottinot, Esq.
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North Miami Beach, FL 33162
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Area of Practice: City Council/Civil

City of North Miami, City Attorney's Office

Contact Name: Jeff P.H. Cazeau, Esq.
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Area of Practice: City Council/Civil

City of Oakland Park, City Attorney's Office

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City of Plantation, City Attorney's Office

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City of Pompano Beach, City Attorney's Office

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City of South Miami, City Attorney's Office

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City of Sunrise, City Attorney's Office

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City of Tamarac, City Attorney's Office

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City of West Palm Beach, City Attorney's Office

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Area of Practice: City Council/Civil

City of Weston

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Area of Practice: City Council

Clerk & Comptroller's Office, Palm Beach County

Contact Name: Sherry Moser
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Area of Practice: City Council/Civil

Coalition of Immokalee Workers

Contact Name: Greg Asbed
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110 South 2nd Street
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workers@ciw-online.org
Area of Practice: Immigration/Low-wage/
Agriculture

Coast-to-Coast Legal Aid Service of South Florida

Contact Name: Chanel Winter, Esq.
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cwinter@legalaid.org
Area of Practice: Elder/Family/Economic/
Health

Colombian-American Services Association

Contact Name: Luisa Fortou
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10300 SW 72 Street, Suite 387
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lfortou@casa-us.org
Area of Practice: Immigration Advocacy

Community Justice Project, Inc.

Contact Name: Meena Jagannath, Esq.
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3000 Biscayne Blvd. #106
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meena@communityjusticeproject.com
Area of Practice: Civil Rights/Social Justice

Council on American-Islamic Relations

Contact Name: Thania Diaz Clevenger, Esq.
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tclevenger@cair.com
Area of Practice: Civil Rights

Cuban American Bar Association

Contact Name: Lesley S. Mendoza, Esq.
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Miami, FL 33133
lesley@cabaprobono.com
Area of Practice: Civil/Domestic Violence/
Immigration

Dade County Bar Lawyer Referral Service

Contact Name: Livia N. Blaquier
LRS Assistant Coordinator
123 NW 1st Ave., Suite 214
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lblaquier@dadecountybar.org
Area of Practice: Intake for Civil

Dade Legal Aid

Contact Name: Karen Ladis, Esq.
Executive Director
123 NW 1st Ave., Suite 117
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kladis@dadelegalaid.org
Area of Practice: Family/Foster Youth/Human
Trafficking/Guardianship/Foreclosure/
Housing/Bankruptcy/Domestic Violence/
Children

**Department of Children and Families -
Children's Legal Services - Statewide**

Contact Name: Jennifer Maes
Director of Recruiting
1301 6th Ave West, Suite 101
Brandenton, FL 34205
Jennifer.Maes@myflfamilies.com
Area of Practice: Child Welfare

**Department of Homeland Security -
Immigration and Customs Enforcement**

Contact Name: Janelle C. Cruz, Esq.
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janelle.c.cruz@ice.dhs.gov
Area of Practice: Immigration

Department of Juvenile Justice - Broward

Contact Name: Cassandra Evans
Chief Probation Officer
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Area of Practice: Juvenile Justice

**Department of Juvenile Justice –
Miami-Dade**

Contact Name: Valrose Graham
Chief Probation Officer
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Area of Practice: Juvenile Justice

Department of Juvenile Justice - Palm Beach

Contact Name: Greg Starling
Chief Probation Officer
1760 N Congress Ave #100,
West Palm Beach, FL 33409
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Area of Practice: Juvenile Justice

Disability Rights of Florida

Contact Name: Robin Kocher
Director of Communications Outreach
1930 Harrison Street, ste. 104
Hollywood, FL 33020
Robink@disabilityrightsflorida.org
Area of Practice: Disability Rights/Civil Rights

Everglades Law Center

Contact Name: Lisa Interlandi
Executive Director & General Counsel
378 Northlake Blvd #105
North Palm Beach, FL 33408
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Area of Practice: Environment

Federal Public Defender of the Southern District of Florida

Contact Name: Vanessa Chen, Esq.
Assistant Federal Public Defender
150 W. Flagler Street, Suite 1700
Miami, FL 33130
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Area of Practice: Criminal/Federal

Florida Department of Health in Miami-Dade County

Contact Name: Tracie L. Dickerson, Esq.
Legal Department
8323 NW 12 St., Suite 214
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Area of Practice: Health

Florida Health Project

Contact Name: Alison Yager
Executive Director
Florida Department of Agriculture and Consumer Services
Plaza Level 10, The Capitol
400 S. Monroe St.
Tallahassee, FL 32399
Yager@floridahealthjustice.org
Area of Practice: Health

Florida Immigrant Coalition

Contact Name: Karlene Maxwell-Williams
Citizenship Coordinator
2800 Biscayne Blvd., Ste. 800
Miami, FL 33137
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Area of Practice: Immigration

Florida Justice Institute

Contact Name: Dante P. Trevisani, Esq.
Executive Director
100 SE 2nd Street, Suite 3750
Miami, FL 33131
dtrevisani@floridajusticeinstitute.org
Area of Practice: Civil Rights/Prisoner Rights/Housing/Disability/Prisoner Reentry

Florida Justice Technology Center

Contact Name: Jonathan Bleiweiss
Interim Executive Director
303 Banyan Blvd, Suite 400
West Palm Beach, FL 33401
jonathan@floridajusticetechnologycenter.org
Area of Practice: Civil/Technology

Florida Legal Services, Inc.

Contact Name: Christopher Jones
Executive Director
3000 Biscayne Boulevard, Suite 102
Miami, FL 33137
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Area of Practice: Public Benefits/Housing/Immigration/Health/Employment/Elder/Family/Consumer/Domestic Violence

Florida Rural Legal Services

Contact Name: Hazel Lucas, Esq.
Managing Attorney
2051 Dr Martin Luther King Jr Blvd, Ste 100
West Palm Beach, FL 33404
hazel.lucas@frls.org
Area of Practice: Elder/Housing/Labor/E/Education/Public Benefits/Family/Migrant Farmworker

Florida's Children First

Contact Name: Christina L. Spudeas, Esq.
Executive Director
1801 N. University Drive, Suite 3B
Coral Springs, FL 33071
christina.spudeas@floridaschildrenfirst.org
Area of Practice: Child Welfare

Guardian ad Litem Program - 11th Judicial Circuit

Contact Name: Alan Abramowitz
Executive Director
155 NW 3rd Street, 6th Floor
Miami, FL 33128
alan.abramowitz@gal.fl.gov
Area of Practice: Child Welfare

Guardian ad Litem Program - 15th Judicial Circuit

Contact Name: Kristen Solomon, Esq.
Circuit Director
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Guardianship Program of Dade County, Inc.

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Use this form to submit requests for service projects/organizations not already on the pre-approved list. Individual students or student organizations may apply for project approval.

Time spent on the project may count toward the Mandatory Service Graduation Requirement and/or The Van Horn Law Group Pro Bono Honor Program only if the work complies with the requirements set forth in the Service Handbook and the project is approved by the Director of Public Interest Programs *prior* to work beginning on the project.

Student Name / Student Organization Today's Date

Email Address Expected Date of Graduation (if individual)

Name of Organization / Placement Site Location (city/state)

Name of Supervisor / Supervising Attorney Supervisor's Title

Supervisor's Phone Number Supervisor's Email Address

Expected Start Date Expected End Date Expected Total Hours

Please provide a brief description of the work you/the organization will be doing below:

I hereby certify that there will be no academic credit given or payment received for this opportunity.

Signature of Student

Date

Signature of Supervisor / Supervising Attorney

Date

Submit completed requests to the Director of Public Interest Programs for pre-approval.

To Be Completed by the Student:

Student Name _____ Expected Date of Graduation _____

Student Phone Number _____ Student Email Address _____

Name of Organization / Placement Site _____

DATE (Daily/Weekly)	DESCRIPTION OF WORK PERFORMED	NUMBER OF HOURS (Daily/Weekly)
TOTAL HOURS:		

I hereby certify that: the information listed above is true and correct to the best of my knowledge; I received no compensation nor academic credit of any kind for the hours reflected on this timesheet; I was supervised at all times (by a licensed attorney if legal pro bono); and I completed all assigned work.

Signature of Student

Date

To Be Completed by the Supervisor / Supervising Attorney:

I hereby certify that: the information listed above is true and correct to the best of my knowledge; the student received no compensation nor academic credit of any kind for the hours reflected on this timesheet; he or she was supervised at all times (by a licensed attorney if legal pro bono); and he or she completed all assigned work.

Name of Supervisor / Supervising Attorney

State & Bar License (If Legal Pro Bono)

Signature of Supervisor / Supervising Attorney

Date

Please return this form with original signatures to the Public Interest Programs.

STUDENT EVALUATION FORM

Please print legibly or type all responses.

Student Name _____ Expected Date of Graduation _____

Student Phone Number _____ Student Email Address _____

Name of Organization / Placement Site _____

Name of Supervisor / Supervising Attorney _____ Supervisor's Title _____

Total Hours Completed for this Service _____ Date(s) of Service _____

1. Please evaluate your experience:	Poor	Satisfactory	Excellent
Quality of assignment(s)	1	2	3
Quality of training	1	2	3
Quality of supervision	1	2	3
Value or impact to the community	1	2	3
Educational or professional value to you	1	2	3

2. As a result of this service project (check all that apply):
- I am more likely to do pro bono work when I am a lawyer.
 - I am more likely to do community work when I am a lawyer.
 - I learned substantive law.
 - I improved my legal skills (including: research, writing, interviewing, negotiating).
 - I was able to explore possible career paths.
 - I provided services to an underserved population.

3. I would recommend this project to other students. Yes _____ No _____
If no, please explain: _____

4. General comments about the strengths and weaknesses of this placement:

5. What was most meaningful to you about this experience?

6. Suggestions for improvement/other comments.

Thank you for completing this form. Please return to the Public Interest Programs.