pro bono students canada
réseau national d'étudiant(e)s pro bono
UNIVERSITY OF TORONTO CHAPTER

78 Queens Park
Toronto, ON M5S 2C5
(t): 416.946.0397
(f): 416.978.2648
probono.students@utoronto.ca
Twitter - @PBSCToronto

PROJECT DESCRIPTION FORM

Please complete and return to probono.students@utoronto.ca by **July 15, 2013**

1. **Name of Organization:**

2. **Main Contact Person**
   Name:
   Telephone Number:
   Email Address:

3. **Preferred mode of contact:** Phone ☐ Email ☐

4. **Name of Project:**

5. **Description of Project (If there are multiple projects, please list them separately):**

6. **A work plan is required for this project: Yes ☐ No ☐**

7. **Final Product Deliverable** [i.e. research memo, manual, policy paper, client intake, client assistance, etc.]**:**

8. **This project requires you to submit your final deliverable to your PBSC Chapter by Monday, March 24th 2014:**
   Yes ☐ No ☐

   If yes, the student(s) must reach out to the lawyer supervisor, draft a work plan, and submit it by email to the Program Coordinator and the lawyer supervisor by **November 1st** [at the latest].

9. **Hours Per Week** [Note: PBSC students are expected to volunteer 3-5 hours per week. Volunteer hours over and above this are at the students' discretion, but at no time should the student be volunteering more than 10 hours per week.]**:**

10. **Will the student(s) be expected to show up for regular shifts each week, or is the schedule flexible?**

11. **Please list any other expectations you have of the student(s) for the project(s):**

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12. How many students would you like assigned to this project?

13. What type of training will be offered to the student(s)?

14. Participation in the PBSC-Westlaw / la référence LRW training session is mandatory for *all* PBSC students (first-years and upper-years) for this project.
Yes ☐ No ☐

15. Is work space provided for the student volunteer at your organization?

16. Is there a lawyer working at your organization or sitting on your board of directors who could act as Lawyer Supervisor for the student volunteer? If so, please provide their contact information:
Name:
Telephone Number:
Email Address:

17. How often will you and/or the Lawyer Supervisor be available to meet with the student(s)?

18. Is there an expectation for the student(s) to be bilingual?

19. Is there an expectation for the student(s) to have a specific professional or academic background?

20. Please list any law school prerequisites you require the student(s) to have for the project(s).

21. Have you requested or completed Project Description Forms for any other PBSC chapters? If so, please state which ones, and please indicate if they relate to the same project.