

Pro Bono Project

WHAT IS THE PRO BONO PROJECT?

The Project provides you the opportunity to gain practical work experience, build your resume and network with attorneys while addressing the legal needs of the under-served in our community. Volunteer opportunities expose students to diverse areas of practice such as administrative, criminal, environmental, family, as well as children's issues and impact litigation.

WHERE CAN I WORK?

If you are interested in participating, please see the attached list of pre-approved site organizations. If you wish to volunteer with a **government agency, court, or non-profit organization** other than those listed, you must request advance approval of

1. Work must be legal in nature; include organization name and type of work
2. With a government agency, court, or non-profit organization;
3. You must be supervised by an attorney; include attorney name/signature and contact information
4. No pay or academic may be received; **AND**,
5. Your work must benefit the under served, under-represented, or those with limited resources.

After you have arranged your internship with an approved site organization, log into Symplicity, and click on the "Pro Bono/Community Service" tab in your "Profile". You will need to accept the Volunteer Pledge which defines the professional and ethical commitment you will be making when you participate in the program. Select the "ITP/Hours Reporting" tab to enter information about your volunteer placement. The Intent to Participate section should be completed prior to beginning work with the agency, and click "Submit". Select "Add Hours" to report daily hours you worked at this agency, and click "Submit". To add a new agency select "Add New" at the bottom of the initial "ITP/Hours Reporting" screen.

You must enter hours, verified by your supervisor, at the **end of each semester** and by the deadline before you graduate. Your hours, along with the evaluation form at the end of each project, must be submitted to receive recognition for your work. All of the above information is available online at <http://www.law.ufl.edu/career/students/probono/>.

When training is required, every 30 hours of volunteer work, 10 hours of training may be added to count toward pro bono hours. For example, if 20 hours of training is required, you must work 60 volunteer hours to count the full 20 hours of training and to add them to your total pro bono hours.

RECOGNITION FOR YOUR PRO BONO WORK

This is a Certificate Program - Students earning 35, 70, or 105 hours of pro bono work will achieve a *general* certificate, an *excellence* certificate, and an *outstanding achievement* certificate respectively.

Certificates will be awarded to graduating 3Ls, while qualifying 1Ls and 2Ls will be invited to the celebration, and encouraged to continue their good work. At graduation, the College will list on the commencement program that you received a pro bono certificate.

Thank You for Your Interest in the Pro Bono Project
We Look Forward to Working with You!