

PRO BONO STUDENTS CANADA – ORGANIZATION AGREEMENT

Pro Bono Students Canada (“PBSC”) is a national pro bono student organization with a mandate to provide legal services without charge to organizations and individuals in need across Canada. In furtherance of its mandate, PBSC matches law student volunteers with community organizations, firms, courts and tribunals under the supervision of qualified lawyers. The law student volunteers are not qualified as lawyers, do not have professional liability insurance and are restricted from providing legal advice or otherwise holding themselves out as lawyers or legal professionals.

The undersigned acknowledges and agrees as follows:

1. We will ensure that the project given to the student(s) is in accordance with the student’s skill-set and knowledge base;
2. We will ensure that our organization’s expectations are clearly set out and understood by PBSC prior to the commencement of the placement;
3. We agree to make our best efforts to provide the student(s) with information about our particular client demographic, and offer a training session specific to this clientele (e.g. anti-oppression or sensitivity training).
4. We agree to send an email to the PBSC chapter (probono@uottawa.ca) confirming that all projects have been completed by the volunteers and, where applicable, all final written deliverables have been submitted to our organization.
5. We will complete all necessary forms given to the organization by PBSC, and return them to PBSC in a timely fashion;
6. We agree that PBSC may advertise the name of our organization and a brief description of the project for the purpose of recruiting student volunteers;
7. We will ensure that there is an insured Lawyer Supervisor available to the student(s) over the entire course of the project;
8. We understand that the role of the insured Lawyer Supervisor is to answer questions of a legal nature, as well as to review the student(s) work product periodically over the course of the project, and at least once upon final completion;
9. We will ensure that if the insured Lawyer Supervisor is not a staff person of this organization there will also be a designated Project Supervisor available to the student(s) over the entire course of the project;
10. We will ensure that the designated Project Supervisor will check on the student(s) progress throughout the placement so that potential issues will be discovered before they turn into problems. If a problem does arise, we will ensure that the Project Supervisor contacts the PBSC Coordinator(s);
11. We will integrate the student(s) into the organization, and provide an appropriate work space, resources and other applicable materials where necessary;
12. We will not ask PBSC nor the PBSC volunteers to incur any costs as part of the placement, including but not limited to photocopying and printing;

13. We agree not to make material changes to any work product provided to us by PBSC without consulting with the organization first;
14. We will complete an electronic satisfaction survey when it is emailed to us in March, evaluating our experience as an organization partner to PBSC;
15. We agree to make ourselves available once per semester to provide feedback about the progress of the project. These monitoring reports will take place during the months of November and February. We understand the importance of providing this feedback and we will prioritize this meeting.

DATED as of the ____ day of _____, 2019.

Name and Title (please print)
(I have the authority to bind the
organization)

Signature