

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

Chapter: University of Ottawa – Common Law

Program year: 2019-2020

Project Name: Click or tap here to enter text.

Note: the project name will appear on the statistic collection page and should therefore be easily identifiable by volunteers.

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** Click or tap here to enter text
2. **Web-site of Organization (if applicable):** Click or tap here to enter text.
3. **Type of Organization:**
 - Charity
 - Not-for-profit
 - Association
 - Government
 - University
 - Law firm
 - Other please specify
4. **Brief overview of the organization's mandate (2 to 4 lines maximum):**
Click or tap here to enter text.
5. **Organization Contact Person**
Name: Click or tap here to enter text.
Title: Click or tap here to enter text.
Telephone Number: Click or tap here to enter text.
Email Address: Click or tap here to enter text.
6. **Preferred mode of contact:** Phone Email
7. **Lawyer supervisor**
Name: Click or tap here to enter text.
Title: Click or tap here to enter text.
Telephone Number: Click or tap here to enter text.
Email Address: Click or tap here to enter text.

The lawyer supervisor is:
 - an employee of your organization
 - a board member
 - other (please specify relationship)

8. How often will the lawyer supervisor be available to meet with the student(s)?

Click or tap here to enter text.

SECTION B – PROJECT INFORMATION

9. Please describe the project tasks:

Note: If there are multiple projects, please complete a separate Project Description Form for each project.

Click or tap here to enter text.

10. What is the main project output?

Select **ONE** option.

- Helping clients with their ID documents
- Assisting the same client multiple times (e.g. assisting a client to create a will)
- Assisting clients with Family Law related issues
- Completing client intake and assistance
- Creating produced content (e.g. blogs, research memos, radio shows, newsletters, etc.)
- Supporting public Legal Education

11. A work plan is required for this project: 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.

Click or tap here to enter text.

12. Do you have PBSC placements with students from any other PBSC chapter(s)?

If so, which chapters? Do the placements relate to the same project?

Click or tap here to enter text.

13. What type of training will the organization provide to the student(s)?

Note: All first year PBSC volunteers and all volunteers working on research projects must also attend a PBSC/Thomson Reuters legal research strategies workshop.

Click or tap here to enter text.

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

Click or tap here to enter text.

15. How many hours per week will the student volunteer(s) be expected to work?

Note: PBSC students are expected to volunteer 3-5 hours per week. Additional hours are at the students' discretion, but at no time should the student be volunteering more than 10 hours per week.

Click or tap here to enter text.

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

Click or tap here to enter text.

17. Is workspace provided for the student volunteer(s) at your organization?

Click or tap here to enter text.

SECTION C – STUDENT REQUIREMENTS

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

Click or tap here to enter text.

19. Can first year law students volunteer for this project? Yes No

20. Please list any law school prerequisites required for this project. (e.g., administrative law, family law, immigration and refugee law.)

Click or tap here to enter text.

21. Please list any other requirements or expectations for this project. (e.g., professional or academic background, experience, etc.)

Click or tap here to enter text.

SECTION D – TO BE COMPLETED BY THE PROGRAM COORDINATOR

22. Which project model(s) most accurately describes this project? If the project has multiple activities, please choose a **maximum of 3** project models. In order to obtain the most accurate data, please only select the project models that describe the majority of the project's activities. If the relevant project model is not indicated below, please contact your Program Officer.

- LRW: law reform or policy research memos
- LRW: legal analysis for blogs, radio shows, newsletters, etc.
- PLE: preparing and presenting workshops
- PLE: drafting plain language resources
- Client Assistance: legal drafting, filling out forms
- Client Assistance: Procedural guidance for litigants
- Client Assistance: Court support / accompaniment
- Client Assistance: Intake, legal information and/or referrals
- Internships
- Client advocacy / representation

23. Which communities does this project serve? Please identify the top **3** communities that this project serves. Please choose the primary (1), secondary (2) and tertiary (3) communities served

by writing 1, 2, or 3 next to the community. This will help us understand gaps in our programming, resource allocation and provide us with information for funding proposals and reports. We understand that due to the intersectionality of identities, it is difficult to rank the top three communities served. Please note that by ranking, you are not prioritizing any issues, or communities. If you would like to add any comments, please use the comment box below. You will have the opportunity to choose the type of law in the following question.

- Children & Youth
- Domestic Violence Survivors
- Female-identifying individuals
- Homeless & marginally housed
- Immigrants, refugees & newcomers
- Indigenous (First Nations, Inuit, Métis)
- LGBTQ+
- Linguistic minorities
- People living in poverty
- People living with disabilities & chronic illnesses
- People living with HIV
- People living with mental health challenges
- Precariously employed individuals
- Prisoners & former prisoners
- Racialized communities
- Religious minority communities
- Self-represented litigants
- Seniors
- Trans and gender diverse individuals
- Two-Spirit individuals
- Veterans

Comments:

[Click or tap here to enter text.](#)

24. Which types of law are used in this project? Please choose the top **3** types of law that this project serves. Please choose the primary (1), secondary (2) and tertiary (3) area of law by writing 1, 2, or 3 next to the type of law below.

- Alternative Dispute Resolution
- Animal Rights
- Civil Litigation (e.g., small claims)
- Constitutional (Federalism or the Charter)
- Criminal
- Employment & Labour
- Environmental

- Family
- Health
- Housing (Landlord & Tenant)
- Human Rights
- Identification (ID)
- Immigration & Refugee
- Indigenous & Aboriginal
- Non-profit Corporate
- Poverty (Clinics)
- Prison
- Social Assistance
- Tax
- Wills & Estates
- Wrongful Conviction

Comments:

[Click or tap here to enter text.](#)

Project reviewed by On-site Supervisor

_____ (Date & initial)

Note: A final/complete copy of this Project Description Form must be provided to:

- The Organization Contact Person
- The Student Volunteer(s)
- Your Program Officer at National Office