



Toll Public Interest Center

**UNIVERSITY OF PENNSYLVANIA LAW SCHOOL
WOMEN'S LEGAL ASSISTANCE PROJECT
2014-2015**

Please email completed applications to pam@law.upenn.edu by
Tuesday, March 18th at 5pm.

Put "WLAP BOARD APPLICATION" In the Subject Line

POSITIONS

There are three positions available on the WLAP Board for the 2014 – 2015 academic year.

Executive Director

Contact Pam Martin at pam@law.upenn.edu with any questions about this position.

The Executive Director will be generally responsible for the project including:

- Recruiting new members 20%
- Planning and executing member trainings 20%
- Scheduling and leading board meetings 20%
- Ensuring other board members are fulfilling their duties 30%
- Serving as liaison to TPIC, including coordinating and signing off on pro bono hours 10%

Program Director

Contact Andrew Pearlman at Andrew.pearlman@law.upenn.edu with any questions about this position.

The Program director is generally responsible for the legal education workshops including:

- Scheduling workshops with community partners and maintaining relationship with community partners 50%
- Coordinating transportation to and from workshops 10%
- Maintaining presentations and keeping materials up to date 20%
- Expanding workshops to other community partners as needed based on volunteer interest 20%

Development Director:

Contact Justine Haimi at justine.haimi@law.upenn.edu with any questions about this position.

The Development Director is responsible for developing new programs

Including:

- Development of new projects, including the bail hearing project, and volunteer coordination 50%
- Volunteer coordination and recruitment, including ongoing communication with volunteers 40%
- Developing relationships with other student groups (including educational events) 10%



WLAP 2014-2015 BOARD APPLICATION

In no more than two single-spaced pages total, please answer the following questions:

Name:

Current Year in School:

1. Please rank below the positions for which you would like to apply:

Executive Director

Program Director

Development Director

2. Why are you seeking a board position?

3. Why would you like the position(s) selected above? What would make you particularly suited for this position?

4. What goals would you have for WLAP should you be given the position? What new ideas or improvements would you bring to the position?



Toll Public Interest Center

Toll Public Interest Center Pro Bono Project Leader Compact¹ 2014 – 2015

The Toll Public Interest Center's Pro Bono Projects have a longstanding tradition of providing crucial services and resources to individuals and organizations of limited means. As you join this proud tradition of Penn Law Students at the vanguard of public interest and pro bono work, you are an ambassador for your project, TPIC, and the Law School at the local, national, and at times international levels.

We recognize that as leaders you engage in a wide array of tasks that may be hard to track. Therefore, we offer 80 blanket hours of pro bono credit for your work as a project leader.² What TPIC offers to project leaders is in part contingent on completion of certain administrative requirements.

To support you in leading pro bono projects, TPIC will do the following:

- **Hours:** Offer 80 hours of pro bono credit as long as you meet the requirements listed, below;
- **Resources:** Supply a budget (approved by TPIC by the beginning of fall semester classes) to help with costs associated with your project's service and provide you with designated workspace, which includes access to printing, photocopying, materials storage, and phone;
- **Guidance:** Provide training, support and assistance to help you develop and manage your project (e.g., volunteer recruitment, volunteer training and supervision, connecting with potential project partners, project planning, and checking and approving pro bono hours logs);
- **Troubleshooting:** Help with any issues that arise for your project once it is underway (e.g., need for additional volunteers or projects for existing volunteers, unresponsive volunteers, challenges with supervisors or partner organizations, and any other difficulties around decision making, leadership and management);
- **Formal Acknowledgment:** Recognition for leading a project at the end of the year and recognition for exceeding the pro bono requirement in the year you graduate.

The Toll Public Interest Center requires you to:

- **Plan & Budget:**
 - Submit a budget request to jvisser@law.upenn.edu by **June 2, 2014** (see budget template on the leader-only section of TPIC's website);
 - Complete or revise a Project Operations Manual and submit it to jvisser@law.upenn.edu by **August 1, 2014**, including a volunteer compact to be signed by your members;
- **Evaluate Project:**
 - Engage in ongoing evaluation of your project, its goals and objectives, and its ability to achieve those goals and objectives (see TPIC for assistance in crafting evaluation materials);
- **Provide Feedback (via three (3) individual surveys/responses):**
 - (1) in Spring 2014 after you are elected to a leadership position laying out your goals and expectations for the semester; (2) at the end of the Fall 2014 semester describing your leadership role and accomplishments and providing feedback on the success to date for the project; and (3) at the end of the Spring 2015 semester evaluating whether you have met your goals and expectations set out in your Spring 2014 survey,

¹ All of the policies and expectations listed in this document are described in greater detail in the "TPIC Policies for Student Leaders of Pro Bono Groups" document that will be provided to you during leader orientation and available on the leader-only section of TPIC's website (<https://www.law.upenn.edu/publicservice/pro-bono/lawonly/student-project-leaders.php>).

² We recognize that some leaders may go well above the 80 blanket hours. Leaders who exceed 80 hours may submit a log form for **only the hours they worked above 80**. If you intend to submit additional hours it is particularly important that you keep accurate time records.



and providing feedback on the success to date for the project, feedback on the support and help provided by TPIC, and general feedback on all other matters related to your leadership and your pro bono project.

- **Attend Meetings:**
 - Attend pro bono project leader general meetings (one in the spring and one in the fall) and at least one meeting per semester specifically between your project leaders and representatives from the Toll Public Interest Center. Please provide advance notice if you will not attend a meeting or an event for any reason;
 - Meet with fellow board members once per month at a designated meeting time mutually agreed upon by all members and shared with TPIC.
- **Communicate & Collaborate:**
 - Notify the Toll Public Interest Center immediately and in advance if any issue or event of any kind will prevent you from fulfilling your responsibilities in full and/or in a timely fashion;
 - Keep open lines of communication with fellow board members, TPIC, volunteers and organizational partners and communicate regularly and promptly with all project volunteers and supervisors;
 - Assign one member of your project to maintain the project's webpage and ensure regular updates to website and social media.
- **Support Volunteers' Compliance with Pro Bono Requirement:**
 - Run all advertisements and/or announcements offering pro bono credit through TPIC;
 - Work with TPIC to ensure all pro bono policies are being met (see TPIC website for full description of policies);
 - Offer volunteers pro bono credit only for pro bono service as defined by Penn Law. (If you are unsure whether something qualifies as pro bono service, please contact the Toll Public Interest Center BEFORE you offer credit);
 - Approve and sign pro bono log forms only upon careful review of responsible hours logging and after bringing any issues to TPIC;
- **Transition & Train Future Leaders:**
 - Plan and execute an effective transition process for the next board and comprehensively train incoming leaders.

By my signature I affirm that I have read and understand the above information and I agree to take on the responsibilities of being a pro bono project leader. I also understand that failure to comply with any of these expectations may lead to forfeiture of leader privileges such as blanket hours, recognition, and ability to log hours for work other than pro bono legal service.

Project Leader Printed Name

Project Leader Signature

Project Name

Date