

## **PUBLIC LEGAL SERVICES SOCIETY (PLSS)** ***SUMMER GRANT APPLICATION PACKET***

### *PLSS Mission Statement*

The mission of the Pacific McGeorge Public Legal Services Society (PLSS) is to: (1) advocate for social justice by providing financial support to students and recent graduates pursuing careers that serve the public interest; (2) facilitate the placement of members in public law and policy careers; (3) promote McGeorge's reputation in the legal community through philanthropy, alumni outreach, and educational forums; and (4) increase the availability of free legal services to indigent community members in the Greater Sacramento area. PLSS seeks to further its mission by providing students with modest grants that help defray living expenses while students volunteer as summer interns at public interest legal or law-related organizations.

### **I. THE APPLICATION PROCESS**

#### ***A. Deadlines***

The following are the deadlines for the PLSS Summer Grant Program:

- ❖ Applications are due to the Career Development Office in person or via email to [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu) by **Monday, April 11, 2016 at 5:00 p.m.**
- ❖ Grant offers will be extended by **Friday, April 15, 2016.**
- ❖ The Grant Acceptance Statement is due to the Career Development Office by **Friday, April 22, 2016.**
- ❖ Input your volunteer hours into the automated system through the McGeorge website by **April 11, 2016.** <https://mcgeorge.wufoo.com/forms/volunteer-hour-log/> If you have questions, email Patrick Lewis, the PLSS Volunteer Coordinator, at [p\\_lewis4@u.pacific.edu](mailto:p_lewis4@u.pacific.edu)

#### ***B. Grant Awards***

Grant awards up to \$3,500 will be distributed as a single lump sum at the beginning of the summer, and are pro-rated based on length of summer employment. If for any reason a Grant recipient terminates his/her employment or is terminated before the six to thirteen week summer period is complete, the employing organization and the student must inform the Career Development Office.

### **II. THE SELECTION PROCESS**

#### ***A. Composition of the Summer Grant Selection Committee***

The Summer Grant Selection Committee will be composed of the following: 1) two PLSS Executive Board members; 2) a faculty representative; 3) a Career Development officer; and 4) an Office of Advancement representative.

## ***B. Selection Criteria***

The following criteria will be used by the Selection Committee in evaluating Summer Grant applications:

- ❖ The applicant's interest and commitment to public interest/public sector law;
- ❖ The applicant's desire to work for his/her chosen summer employer;
- ❖ The applicant's past experience and history in public service and/or community service;
- ❖ Participation in PLSS events (including the Live & Silent Auction) and PLSS-sponsored community service projects;
- ❖ Commitment to PLSS as an organization; and
- ❖ Quality of the application materials.

The Committee does not consider grades or financial aid status in its decision, nor does it discriminate on the basis of political affiliation, age, gender, disability, socioeconomic status, race, ethnicity, religion, national origin, veteran status or sexual orientation.

## **III. ELIGIBILITY CRITERIA**

### ***A. Student Eligibility***

To be eligible for a Summer Grant, an applicant must:

- ❖ Be eligible to advance to the next year of study at McGeorge Law School;
- ❖ Have received and accepted a job offer (by the application deadline) that satisfies the criteria set forth in EMPLOYER ELIGIBILITY;
- ❖ Work for an eligible employer at least twenty hours per week for a period of six to thirteen weeks;
- ❖ Submit a completed application on or before **April 11, 2016** to the Career Development Office;
- ❖ Not receive academic credit or payment for the internship (except through the Equal Justice Works Summer Corps Program);
- ❖ Complete at least **fourteen hours** of volunteer time, split as described below (grant awards are contingent upon completion of this requirement):
  - **Seven hours** must be completed volunteering for the 2016 PLSS Live & Silent Auction, **including at least 3.5 hours of phone-banking** (subject to Committee review);
  - Applicants will receive **.25 "phone banking" hours** for every person (including themselves) that buys a ticket and puts the applicant's name in the "Referred By" field of the online ticket purchase form. For example, if applicant John buys a ticket to the auction and refers three people to buy a ticket, he will receive one "phone banking" hour. <https://commerce.cashnet.com/03PMSL?CNAME=PLSS>
  - **Seven hours** must be completed volunteering for a community volunteer program.

- ❖ Have had their resume reviewed by a CDO officer prior to the application due date;
- ❖ Sign and submit the Volunteer Hour Agreement and the Statement of Understanding;
- ❖ Be a dues-paying member in 2015-2016 (\$5); and
- ❖ **Not apply to transfer to another law school. If the applicant subsequently transfers to another law school after receiving the Summer Grant, they must refund to PLSS the grant money received.**

**B. Employer Eligibility**

The applicant's summer placement must be with an organization/agency that meets one or more of the following descriptions ❖ A non-profit legal (or law-related) organization;

- ❖ An organization that provides free or low cost legal aid;
- ❖ A judicial clerkship; or
- ❖ A local, state, federal or international government agency (position must be law-related).

The attached **Employer Profile form** must be completed by the employer and submitted by the student. This form must be submitted by the application due date, **April 11, 2016**.

**IV. IMPORTANT GRANT TERMS AND CONDITIONS**

- A. **Receipt of the Summer Grant is not a guarantee.** Awards are dependent upon the funds available, the number of applicants, and the quality of applications in a particular year. Not all applicants will receive the Summer Grant.
- B. All forms must be completed and submitted by **April 11, 2016 at 5:00 p.m.** Forms may be submitted either (1) in-person to the Career Development Office, or (2) via email to [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu). Incomplete applications will not be accepted.
- C. Grant awards are contingent upon completion of the terms of this application. **An applicant's failure to fulfill the volunteer hour requirement will result in forfeiture of his/her award.** (See Section V, subdivision D, regarding the Volunteer Hour Requirement.)

**V. APPLICATION PACKET MATERIALS REQUIRED**

To apply for the PLSS Summer Grant, applicants must provide the Career Development Office with the following materials:

**A. Summer Grant Application**

**B. Employer Profile**

Applicants must have his/her prospective employer supervisor complete the Employer Profile. The student must submit this form with the application or arrange to have it faxed to the Career Development Office (916.739.7260), addressed: ATTN: PLSS Summer Grant Committee.

**C. Personal Statement**

Applicants shall attach a personal statement no longer than two typed, double-spaced pages. The applicant's personal statement should address one or more of the following subjects:

- a. Describe your commitment to public interest, including any current or past: (1) public interest/public sector legal work; (2) involvement with, or employment at, a public interest organization; (3) participation in community service projects.
- b. Discuss your short and long-term goals in public interest/public sector law. Tell us how your summer experience will help to further those goals and how it will enhance your legal experience.
- c. Explain your commitment to public interest/public sector law. Include any personal anecdotes that might help the committee better understand your dedication to public interest/public sector law.

**D. Volunteer Hour Requirement**

Applicants must complete at least seven volunteer hours toward the 2016 PLSS Live & Silent Auction (including at least three and a half hours of phone banking) **and** seven volunteer hours toward community volunteer programs. By or before **April 11, 2016**, applicants should submit a short description of their completed volunteer hours to the Volunteer Coordinator, Patrick Lewis at [p\\_lewis4@u.pacific.edu](mailto:p_lewis4@u.pacific.edu). **Awards are contingent upon completion of the volunteer hour requirement; applicants who fail to fulfill the 14 hour requirement will not receive their award.**

**E. Resume Review**

All applicants must have their legal resume reviewed by a Career Development Office (CDO) officer **prior to the application due date**. Please see the below terms to ensure that you have met this requirement:

- (1) Applicants who had their resume reviewed in person during the 2015-2016 school year: no additional resume review is necessary.
- (2) Applicants who last had their resume reviewed by the CDO prior to the 2015-2016 school year:
  - a. meet with a CDO advisor to complete resume review; or
  - b. submit your resume for review via email to [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu).
- (3) Applicants who have never completed resume review with the CDO: meet with a CDO advisor to complete a resume review.

The CDO will provide the grant decision committee with a list of the students who have had their resume reviewed during the 2015-2016 school year. **Applicants who fail to complete this requirement will not be eligible to receive the grant.**

**F. Resume**

Applicants must attach one copy of their resume (reviewed in accordance with section E).

**G. Job Description**

Applicants must attach a 1-2 paragraph description of: (1) the internship that the applicant has accepted; and (2) the work that the applicant plans to accomplish during his/her internship.

**H. Volunteer Hour Agreement and Statement of Understanding**

Grant applicants must read and sign the attached Volunteer Hour Agreement and Statement of Understanding.

**COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE CAREER DEVELOPMENT OFFICE NO LATER THAN 5:00 P.M. ON MONDAY, APRIL 11, 2016.**

Please submit questions to Sean Creadick, PLSS Executive Director, at: [s\\_creadick@u.pacific.edu](mailto:s_creadick@u.pacific.edu)

UNIVERSITY OF THE  
**PACIFIC**  
 McGeorge School of Law

3200 Fifth Avenue • Sacramento, CA 95817 • (916) 739-7011 • (916) 739-7260 (fax) • [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu)

## Public Legal Services Society (PLSS) Summer Grant Application

**Applicants: Please provide the following information and attach this sheet to the front of your application packet.**

Date (mm/dd/yyyy): \_\_\_\_\_ Student ID #: \_\_\_\_\_ Last

Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Employing Organization / Project Name: \_\_\_\_\_

Will you be paid for this position (if yes, then you are ineligible for the Grant): Yes No

**FOR OFFICE USE ONLY:**

**On Campus**

Position \_\_\_\_\_ Suffix \_\_\_\_\_

Index  Fed Share \_\_\_\_\_ Acct 6063  
 CFAA \_\_\_\_\_ Acct 6062

Actv Code \_\_\_\_\_

Contract/Agency #: \_\_\_\_\_

- PLSS Application  LSXHT
- Employer Profile  LCONF
- Personal Statement  R & R
- Volunteer Time  Certof Safety
- Resume  W-4 on file
- Job Description  LI9
- Letter of Recommendation
- Intent to Re-Enroll (Summer Only)
- Grant Acceptance & Statement of Understanding

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ No. of Hours \_\_\_\_\_

Entitlement verified (ACA) \_\_\_\_\_ Entitlement verified (SUM) \_\_\_\_\_



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## Public Legal Services Society (PLSS) Summer Grant Application

### *Employer Profile*

Student Employee Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

This form should be filled out by the applicant's supervisor and returned (with the completed application) to the Career Development Office no later than **Monday, April 11, 2016 at 5:00 p.m.**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor Email Address: \_\_\_\_\_

Type of Organization:      Civil Legal Services      Government      Nonprofit Law Office

1. Please list the individuals (including yourself) who will be involved in the applicant's project and briefly describe their roles:

\_\_\_\_\_

2. Please describe the type of work that your organization does:

\_\_\_\_\_  
\_\_\_\_\_

3. Briefly describe what activities the applicant will be performing and discuss how the applicant's activities will further the goals of your organization:

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4. Please indicate your organization's willingness to comply with the following provisions by initialing each item. Use the REMARKS section to discuss any problems or limitations you may have with these provisions.

- \_\_\_\_\_ I agree to supervise the applicant throughout the job/project's existence.
- \_\_\_\_\_ I agree to provide all necessary job/project-related supplies.
- \_\_\_\_\_ This organization does not discriminate on the basis of race, color, sex, age, creed, sexual orientation, national or ethnic origin, marital status or disability.
- \_\_\_\_\_ I agree to notify the Pacific McGeorge Career Development Office immediately if the applicant's employment status is terminated for any reason before the project is completed or if the applicant is terminated before the completion of the six to thirteen week employment period.
- \_\_\_\_\_ I agree to complete an employee evaluation at the end of the employment period and review the evaluation with the employee.

REMARKS: \_\_\_\_\_

**Please confirm the following with the Applicant:**

How many hours per week will the applicant work for your organization? \_\_\_\_\_

How many weeks will the applicant work for your organization? \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**EMPLOYER CERTIFICATION:** I certify that I have offered this PLSS Summer Grant applicant the position referenced above. The student and I have agreed upon the number of hours and weeks he/she will be scheduled to work. I also understand that if the student receives the Summer Grant he/she will not be able to accept additional funding from this employer.

Signature of Supervisor	Date
_____	_____



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## Public Legal Services Society (PLSS) Summer Grant Application

### *Volunteer Hour Agreement and Statement of Understanding*

#### **Volunteer Hour Agreement:**

I, \_\_\_\_\_, agree to complete 14 volunteer hours, 7 of which must be completed volunteering for the [2016](#) PLSS Live & Silent Auction, **including at least 3.5 hours of phone-banking** (subject to Committee review), and 7 of which must be completed volunteering for a community volunteer program.

I understand that any grant award I may receive from PLSS is contingent upon my completion of the volunteer hour requirement.

I understand that it is my responsibility to submit a description of my volunteer hours to the Volunteer Coordinator, Patrick Lewis at [p\\_lewis4@u.pacific.edu](mailto:p_lewis4@u.pacific.edu) on or before **April 11, 2016**. I understand that failure to submit a description of my hours may result in forfeiture of any grant award.

Applicant Signature

Date

#### **Statement of Understanding:**

I agree to notify the PLSS Summer Grant Committee in writing of any changes in any of the information submitted in my Grant application. I understand that Summer Grants are awarded based on the information submitted. Any change in this information may result in disqualification and/or a revocation of my Summer Grant. **I understand that if I transfer to another law school, terminate my position early, or do not complete the 14-hour volunteer requirement, I will be required to pay back my PLSS Summer Grant Funding.** I further agree that should funding from any outside source become available after my acceptance of the Summer Grant, I will notify the PLSS Summer Grant Committee and the Pacific McGeorge Career Development Office in writing.

Applicant Signature

Date