



# PRO BONO PROGRAM STUDENT VOLUNTEER AGREEMENT

## Pro Bono Project Guidelines

1. In order to count for pro bono credit, pro bono work must be uncompensated, not for academic credit, law-related (e.g. interviewing clients and witnesses, drafting documents or legislation, doing legal research, assisting at trials, etc.) and supervised by a licensed attorney or a Law School faculty member.
2. All legal work shall be performed under:
  - a. the direct supervision of a licensed member of the bar; or
  - b. the direct supervision of a faculty member with expertise in the relevant subject matter area.

## Pro Bono Volunteer Responsibilities

1. Schedule a meeting with your supervisor as soon as possible to discuss the assignment(s) to be performed, the hours required, and the work schedule.
2. Complete all work in a timely and professional manner. **Immediately** inform your supervisor and the Assistant Dean for Pro Bono if exigent circumstances prevent the satisfactory completion of the project.
3. Complete an online Pro Bono Work Log at the conclusion of the project and submit it electronically to the Public Service Center. Pro Bono Work Logs can be found on LawWeb in the Public Service section.
4. Complete a student evaluation form at the conclusion of the pro bono project.

## Pro Bono Student Supervisor Responsibilities:

1. Provide training and ongoing oversight of the student volunteer during his/her work on the project.
2. Conduct an exit interview with the student volunteer at the conclusion of the project.
3. Complete and return the supervisor evaluation form to the Public Service Center and sign the student's pro bono work log.

Description of Pro Bono Project:

1. Total number of training hours: \_\_\_\_\_ hours
2. The approximate number of hours for the project: \_\_\_\_\_ hours
3. Start Date (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_\_
4. Anticipated End Date (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_\_

If this pro bono project is not completed to the reasonable satisfaction of your supervisor and the Assistant Dean for Pro Bono, no volunteer hours will count for purposes of the Pro Bono Challenge and a letter documenting the failure may be placed in your student file.

***I have read and agree to follow the above terms and conditions.***

Supervisor Name	Supervisor Signature	Title	
Organization Name		Date	
Organization Street Address	City	State	Zip
Student Name	Student Signature	Date	
Assistant Dean for Pro Bono	Dean Signature	Date	

No pro bono credit shall be awarded until this form has been signed by the student volunteer, supervisor, and the Assistant Dean for Pro Bono. Forms can be mailed to: Kimberly Emery, Assistant Dean, Mortimer Public Service Center, 580 Massie Road, Charlottesville, VA 22903; faxed to 434-924-3945; or emailed to [lawprobono@virginia.edu](mailto:lawprobono@virginia.edu).

## General Ethical Guidelines for Student Pro Bono Volunteers

1. **Avoid the Unauthorized Practice of law:** While involved in any pro bono work, it is critical that you avoid doing or saying anything that could be construed by a client as legal advice. If you are not sure if you are being asked to give legal advice, err on the side of caution and tell the client that they need to speak with an attorney. You should also consult with your supervisor if you are unclear about the line between giving legal advice and providing information. In general, it is not legal advice to explain court procedures or how to file a pleading or to give a client sample forms. However, you may **not** analyze a client's particular fact situation, suggest any legal action, or fill out any forms. The unauthorized practice of law could potentially harm a client and it could also jeopardize your future admission to the bar.
2. **Keep Client Information Confidential:** Attorneys and those, including pro bono volunteers, working under their supervision have an ethical obligation to keep client information strictly confidential. Such information may not be discussed with anyone outside of the organization including friends, professors, and spouses or significant others.
3. **Avoid Conflicts of Interest:** Attorneys, and you as a pro bono volunteer and future lawyer, must avoid working for a client and the adverse party simultaneously. This means, for example, that if you volunteered last summer at legal aid and represented a mother in a custody matter, you may not now volunteer to assist a local pro bono attorney who is representing the father. Discuss any potential conflicts that you might have from prior employment or pro bono work with your supervisor.

*If you have any questions or concerns about these ethical issues raise them with your supervisor immediately. Your pro bono supervisor is responsible for your work and for preventing ethical violations that could harm a client. You may also contact Kimberly Emery, Assistant Dean for Pro Bono, about issues of professional responsibility that arise during your pro bono experience.*

I have reviewed and discussed these ethical obligations with the Assistant Dean for Pro Bono and my supervisor.

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Student Signature

Date