



WESTERN CHAPTER OF PRO BONO STUDENTS CANADA
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Pro Bono Students Canada Student Agreement Form

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.

PBSC respects your privacy. The information on this form is collected and used for the purpose of administering PBSC, which may include the operation and development of PBSC programs through the local and National offices, communication with and reporting to PBSC members, law schools and funders, evaluating our program and program publicity. PBSC will protect the information in accordance with any and all applicable privacy legislation. Any questions can be directed to the local Program Coordinator at pbsc@uwo.ca.

For good and valuable consideration, the undersigned acknowledges and agrees as follows:

1. I will complete all work agreed upon with PBSC.
2. I will attend all required trainings.
3. Only extraordinary situations will exempt me from finishing the agreed-upon work. Under such circumstances I will immediately inform my project leader or volunteer coordinator, if applicable, and the PBSC Coordinator(s) of my situation so that arrangements may be made to ensure the needs of the client organization are met.
4. After receiving a referral through PBSC, I will keep the PBSC Coordinator(s) informed of developments, including my communication with the organization, the progress of my project and any concerns or questions I may have about my placement. Specifically, I agree to make myself available to update my Program Coordinator by phone or in person at least once per semester.
5. I will hold in strict confidence all information concerning the business and affairs acquired in the course of my placement.
6. I will ask my lawyer supervisor and/or organization supervisor to explain assigned work if I do not understand how to proceed, to clarify expected time lines and to review and evaluate my work.
7. I will not give direct legal advice. I will not do work that is not part of my agreed-upon project without the approval of my supervising lawyer and the PBSC Coordinator(s).
8. I will include the following statement on any written work submitted to the organization I am volunteering with: “PBSC at the Faculty of Law, Western University cannot provide legal advice. This document contains general discussion of certain legal and related issues only. Please consult with a lawyer for assistance with legal advice.”

9. Where applicable, I will draft a work plan for my project and submit the draft by email to my PBSC chapter and lawyer supervisor by November 1st, at the latest.
10. I understand that I should generally be performing substantive legal work, although my duties may include routine work that professionals in a particular office are expected to perform. If clerical work constitutes a significant component of my volunteer activities, I will discuss the matter with my project leader and, if necessary, notify my placement supervisor and the PBSC Coordinator(s).
11. If I have a problem while serving at an organization through PBSC, I will discuss it with my project leader or volunteer coordinator, if applicable, and my placement supervisor or other responsible persons at the organization. If the problem is not resolved, I will immediately contact my PBSC Coordinator(s).
12. I will not represent myself as agent or representative of the organization with which I am volunteering. When outlining my project on my résumé, I will make it clear that this was a PBSC placement at my organization.
13. I understand that my PBSC Program Coordinator will be in touch with me once each term (November and February) to schedule a telephone meeting to discuss the progress of my placement. I will respond promptly to schedule those meetings.
14. I agree that any work I produce for this project does not belong to me. I understand that the work I produce belongs to the organization I am volunteering for, and on occasion PBSC, as the case may be.
15. If my project requires statistics collection, I will collect statistics throughout the year using the Volunteer Statistics Log provided to me by my PBSC Program Coordinator and submit the completed log to my PBSC Program Coordinator at the end of the year.
16. I will take the PBSC Stakeholder Satisfaction Survey when it is sent to me by the National Office in March.
17. I will at all times conduct myself in a professional and ethical manner.
18. I understand that PBSC serves as a clearinghouse and takes no responsibility for injury or other liability in connection with my PBSC placement.
19. I understand that I will receive regular program updates from the PBSC National Office. I will have an opportunity to unsubscribe from that mailing list. I understand that PBSC does not share their mailing list with any other organization and that my email address will remain confidential.

DATED as of the ____ day of _____, 201_.

Name (please print)

Signature