HARVARD LAW SCHOOL

CAMBRIDGE · MASSACHUSETTS · 02138

Thank you for participating in the Summer Public Interest Funding program and employing an HLS student for the upcoming summer. All SPIF recipients must submit a copy of this **Employer Response Form** from each of their employers in order to receive funding. Please return this form to your HLS student employee so that s/he may upload it via the SFS Self-Service Portal, or email it to the SPIF Office by **March 27, 2020. If the direct supervisor for the student has not yet been assigned, a hiring official from the organization may complete this form now. Upon assignment, the direct supervisor should submit a new, updated form.**

TEL: (617) 495-0643 EMAIL: spif@law.harvard.edu

Employer Response Form

Student's Name: _____

Name of Placement Organization: _____

Type of Organization (non-profit, private, government, NGO, etc.): _____

Address of Organization: _____

_____

Phone Number: _____ Fax Number: _____

Date Placement will begin (mm/dd/yy): _____ Date Placement will end (mm/dd/yy): _____

Number of hours student is expected to work each week: _____ Please note students are compensated for a maximum of 280 hours as 1Ls and 350 hours as 2Ls and SJDs via SPIF.

Will you provide compensation (wages, stipend, housing, transportation, etc.) to this student for their work? ☐ Yes ☐ No

If yes, please specify how much and for what: _____

Will this student be doing any lobbying as a portion of their job responsibilities? ☐ Yes ☐ No

Please provide a brief description of the student's job responsibilities:

_____

_____

_____

Under HLS guidelines, all students are required to complete at least 50 hours of pro bono legal work. Summer public interest placements meet this requirement so long as the student's **supervisor is a licensed attorney**. Students are aware of the terms and conditions of SPIF and the pro bono project; however, in order to receive funding and pro bono credit their supervisor must also review and agree to the following terms and conditions:

- The Supervisor shall be responsible for training and continued oversight of the Student during his/her work on the project. The Supervisor should be cognizant of potential conflicts of interest.
- The Supervisor shall conduct an exit interview with the Student at the end of the project.
- The Supervisor shall sign and return the Supervisor Evaluation and Time Log to the student or SPIF office by September 11, 2020. Failure to do so will result in the student forfeiting their funding.
- All legal work performed by the Student shall be under the supervision of one who formally represents the client(s), if any, for whom the work is being performed (or is responsible for the work of the attorney who formally represents them) and under the direct and ongoing supervision of a member of the bar or an advocate or other person with expertise in the relevant subject matter area.

For US Placements:	**For International Placements:**
State in which Supervisor is Licensed: _____	Country in which Supervisor is Licensed: _____
Bar Registration Number of Supervisor: _____	Law License Number of Supervisor: _____

I have read and agree to follow the above terms and conditions as they pertain to me as the supervisor of a Harvard Law School SPIF recipient. I understand that my signature constitutes my acceptance of the above terms and conditions.

_____ _____ _____

Supervisor's Name Supervisor's Signature Date

_____ _____

Supervisor's Title Supervisor's Email