Pro Bono Project Terms and Conditions Form

In order for the Student to receive HLS pro bono credit for an approved pro bono project, the Student and the Supervisor must review and agree to the following terms and conditions and it must be approved by the Assistant Dean of Clinical and Pro Bono Programs.

**Pro Bono Project Guidelines**

The project shall offer legal services on behalf of people who cannot afford (in whole or in part) to pay for legal services, or; for the government, or; at a non-profit organization as defined under IRS sections 501(c) (3) & (4) protecting rights of marginalized individuals/groups or working in the broader public interest, or; in a law firm working on a pro bono basis.

Only **non-academic** and **non-clerical work** involving the application or interpretation of law, the formulation of legal policy, or the drafting of legislation or regulations shall qualify for HLS pro bono credit.

**All legal work performed by the Student shall be:**

1. directly supervised by a member of the bar 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
2. 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.

The Supervisor and the Student shall not be compensated monetarily in exchange for work on the pro bono project unless such work is performed in connection with a summer public interest internship that meets the HLS Summer Public Interest Funding Program guidelines or its equivalent.

A minimum of 50 hours of pro bono work is a requirement of the Harvard Law School J.D. Program. The student shall receive a notation on his/her transcript that the pro bono requirement is complete but will not receive academic course credit for work on the pro bono project (unless performed in connection with a Harvard Law School clinical placement).

**Student Responsibilities**

1. The Student shall schedule a meeting with his/her Supervisor at the beginning of the placement to discuss the assignment(s) to be performed, the hours required, and the work schedule.
2. The Student shall identify and address any potential or actual conflicts of interest with the project and the placement organization prior to beginning the project. The Student must contact the Supervisor and the Office of Clinical and Pro Bono Programs if questions arise regarding conflicts of interest while working on the project.
3. All work performed for client cases is protected under attorney/client privilege and shall be kept confidential. Such work shall not be discussed with any person outside of the legal team without the permission of the undersigned Supervisor.
4. The Student shall perform all work in a timely and professional manner. The Student shall immediately inform the Supervisor and the Office of Clinical and Pro Bono Programs if any circumstances prevent the satisfactory completion of the project.
5. The Student shall review the Rules of Professional Conduct in the jurisdiction in which they are performing work. For example, if the Student is engaging in pro bono work in Massachusetts the student should review the [Massachusetts Rules of Professional Conduct](http://www.mass.gov/courts/case-legal-res/rules-of-court/sjc/sjc307.html).
6. The Student shall comply with all rules regarding academic honesty as specified in the [HLS Handbook of Academic Policy](https://hls.harvard.edu/dept/academics/handbook/)*.*
7. During the project, the Student will maintain a time log indicating the number of pro bono hours worked and return it to the Office of Clinical and Pro Bono Programs upon completion of the project.
8. If the Student does not complete the project to the reasonable satisfaction of the Supervisor and the Office of Clinical and Pro Bono Programs, the hours worked shall not count towards the HLS pro bono requirement.
9. The Student shall [complete an online evaluation](https://helios.law.harvard.edu/) at the completion of each project.

**Supervisor Responsibilities**

1. The Supervisor shall be responsible for training and continued oversight of the Student during his/her work on the project.
2. The Supervisor should check with the student about potential conflicts of interest.
3. The Supervisor shall conduct an exit interview with the Student at the end of the project.
4. The Supervisor shall review the student time log and return the Supervisor Evaluation to the Office of Clinical and Pro Bono Program upon completion of the project.

**Information about the Project**

1. Description of assignment(s):

2. Description of training provided/required by the Organization:

3. Total number of training hours:       (not counted toward fifty hour requirement)

4. The approximate **total** number of work hours anticipated for the project:

5. Start Date (MM/DD/YYYY):    /    /      Anticipated End Date (MM/DD/YYYY):    /    /

6. Will the student receive monetary compensation for this project? (Compensation is only allowed if the work will be completed in connection with a summer public interest internship that meets the HLS Summer Public Interest Funding guidelines or its equivalent): [ ]  Yes [ ]  No Amount of money the student is to receive $

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

You can sign the following by printing the form or by inserting an electronic signature.
If signing electronically you must submit this form to clinical@law.harvard.edu using your official work e-mail address.

Supervisor Name

Supervisor Bar Registration State/Country and #

Supervisor Email

Organization Name

Organization Address

City, State Zip

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Supervisor Signature Date

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Student Name Student Signature Date

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Clinical and Pro Bono Programs Approver Signature Date

**This action will constitute your acceptance of the above terms and conditions. Please print a copy of this agreement for your records and call our office at 617-495-5202 with any questions.**

**Return this form to:** Office of Clinical and Pro Bono Programs, 6 Everett St., WCC 3085, Cambridge, MA, 02138.
You can either mail, e-mail (clinical@law.harvard.edu) or fax (617.496.2636) this form. You may also give it to the student who will then return it to our office.