



GILLIS LONG PRO BONO PROGRAM STUDENT AGREEMENT

As a student participant in Loyola University New Orleans School of Law's Gillis Long Student Pro Bono Program, I agree to the following:

1. I will notify the Pro Bono Coordinator of the Gillis Long Student Pro Bono Program of my placement status, including whether I accept a position, whether I decide to initiate my own placement opportunity, or whether I decide not to volunteer.
2. As a volunteer in the Pro Bono program, I understand that I will finish the fifty (50) hour requirement at the work site at which I am placed, unless other arrangements are made in advance of my acceptance of the placement, approved by the Pro Bono Coordinator, and after discussion with my placement supervisor. I understand that I may work more than the minimum fifty (50) hours and that I am encouraged, but not obligated to do so. I will discuss the expected duration of my work with my supervisor before I accept placement with the sponsor
3. I will ask my supervisor to set clear parameters for my assignments, to give me deadlines, and to provide feedback on my work.
4. I will not perform legal work if I am not supervised by an attorney.
5. I understand that my pro bono placements should consist of my performing substantive legal work. Routine office work may be expected as part of my placement. However, if clerical work becomes the focus of my placement work, I will notify my supervisor or the Pro Bono Coordinator.
6. If there is a problem with my placement, I will discuss it with my supervisor or the contact person at my placement. If the problem is not resolved, I will call the Pro Bono Coordinator.
7. I agree to fill out and return to the Pro Bono Coordinator a Student Evaluation for each position I accept and I have read and will abide by the rules set forth in the *Gillis Long Pro Student Bono Program Guidelines*.
8. I acknowledge my obligation to report the hours I have worked using the online resources provided to me by the program and I agree that all timekeeping and other information reported by me will be accurate to the best of my knowledge, information, and belief. I understand that, if I misrepresent any information regarding hours I have worked, I may be denied pro bono credit and further disciplined by the Law School.
9. I acknowledge and understand that, although my successful completion of this program will satisfy my Law and Poverty graduation requirement, I WILL NOT RECEIVE CREDIT HOURS FOR MY PARTICIPATION IN THIS PROGRAM.

STUDENT NAME (please print)

STUDENT SIGNATURE

PRO BONO COORDINATOR

DATE