####  Partner Organization Agreement 2023-2024

PBSC matches law student volunteers (“Student Volunteers”) to Partner Organizations to provide free legal support to people and communities facing barriers to justice. Student Volunteers are not qualified lawyers. They do not hold professional liability insurance, cannot provide legal advice, and cannot hold themselves out as lawyers or legal professionals. For these reasons, all Student Volunteers must work under the supervision of a Lawyer Supervisor. In general, Student Volunteers are required to work under the supervision of a qualified lawyer who possesses professional liability insurance (“Lawyer Supervisor – Insured”) for all project types. In limited circumstances, on public legal education and research projects only, Student Volunteers may be supervised by an experienced lawyer who is deemed a “Lawyer Supervisor –Expert” by PBSC. The Lawyer Supervisor is responsible for providing regular supervision and approving the work of Student Volunteers.

*PBSC respects your privacy. The information in 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 PBSC programs and program publicity. PBSC will protect the information in accordance with any and all applicable privacy legislation. Any questions can be directed to* ***probonostudents.utoronto@gmail.com****.*

**The undersigned acknowledges and agrees as follows:**

1. The Student Volunteer(s) will assist our organization with the tasks outlined in the PBSC **Project Description Form**, which has been reviewed by our office. We agree that no material change may be made to this form during the Student Volunteer(s)’s placement without PBSC’s consent.
2. We understand that Student Volunteers are not expected to work during the month of December, and/or during any exam periods.
3. We have identified one person at our organization to supervise this project and our Student Volunteer(s). This person will regularly check in with our Student Volunteer(s), be available to answer questions, and will address any and all issues promptly and respectfully. If the Organization Contact Person leaves or is temporarily unavailable to supervise the Student Volunteer(s), we will introduce a replacement and notify the PBSC Coordinator(s). If a problem arises, we will contact the PBSC Coordinator(s) immediately.
4. We have also identified or been matched by PBSC with a qualified Lawyer Supervisor who has agreed to supervise and approve the work of our Student Volunteer(s) over the entire course of the placement.
5. We understand that the Lawyer Supervisor must supervise the work of our Student Volunteer(s) and must approve any and all of their work as “final”.
6. We agree not to make material changes to any work product provided to our organization without consulting with PBSC first.
7. **(a)** For Public Legal Education (PLE) and Research Projects only: Subject to (b), we understand that the Student Volunteer(s) will be submitting to PBSC a copy of any final work products they create in satisfaction of the tasks identified in the Project Description Form (i.e. presentation, brochure, resource, memo, etc.). These documents will be securely saved by PBSC and used solely for the purposes of monitoring the progression of the project, informing project development, and offering efficient continuity to returning projects, and will not be reproduced, shared, or used outside of these stated purposes.

**(b)** If we do not want PBSC to collect and securely save a copy of work products, we have notified the Program Coordinator(s), our preference is reflected in section 13 of the Project Description Form, and we understand that it will be our sole responsibility to collect and retain any documentation required to carry out the work set out in the Project Description Form.

1. We understand that our Student Volunteer(s) will have received training, including anti-oppression and legal research training, from PBSC. If any further training is required, including training specific to our organization, clientele, or work, we will provide this training to the Student Volunteer(s) at our own cost.We will integrate our Student Volunteer(s) into our organization, and provide an appropriate workspace, resources, and other applicable materials where necessary and/or applicable.
2. We will not ask or require our Student Volunteer(s) to incur any costs. This includes but is not limited to costs relating to photocopying, printing, or online subscriptions.We will promptly respond to communications from PBSC and will complete and return all forms and the annual Impact Survey sent to us by PBSC in a timely fashion.
3. We agree to make ourselves available once per semester (typically November and February) to provide feedback about the progress of the placement and/or project. We understand the importance of providing this feedback and we will prioritize this meeting.
4. For client-facing and/or clinical projects, we understand that we are required to provide our Student Volunteer(s) with necessary technology/software (e.g. teleconferencing and video-conferencing, cloud file storage, file management software, etc.) that is secure and compliant with privacy legislation to facilitate projects and client interactions.
5. We understand that we are required to establish processes and protocols for our Student Volunteer(s) regarding the protection of confidential and sensitive information where appropriate, and that safeguards will be in place for our Student Volunteer(s) to facilitate virtual and/or in-person client interactions.
6. We agree that PBSC may advertise our organization’s name and details about the volunteer placement, including a description of the work, for the purpose of recruiting volunteer law students.

DATED this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023.

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| **Name and Title (please print)***I have the authority to bind the organization* |  | **Signature**  |