

MEMORANDUM

TO: First- and Second-Year Students

FROM: Sidney Evans, Associate Dean for Law Student Services
Lorri Olan, Director of Law Career Planning

DATE: January 27, 2011

RE: Funding for Summer Public Sector Employment

This memorandum outlines W&L Law's practices and procedures with regard to funding public sector employment and provides information about other possible resources.

If you have any questions about funding a summer internship in the public sector, contact either Lorri Olan or Dean Evans. If you have questions about receiving academic credit for your internship, speak with Andrea Hilton as per Dean Danforth's November 20, 2010 email.

W&L Law strongly encourages all recipients of summer funding to consult a tax advisor about the taxability of awards given their particular circumstances.

W&L FUNDING RESOURCES

I. This section of the memorandum outlines the available sources of W&L funding and explains the application procedures for each. Applications for all of these resources are due in the Office of Career Planning by the close of business (4:30 p.m.) on March 31, 2011.

- A. Federal Work Study
- B. Virginia Law Foundation (VLF)
- C. OCP Grant
- D. Sarah Eckhoff Fellowship

All VLF, OCP Grant and Eckhoff Fellowship award recipients must be enrolled as full-time students at W&L Law during the 2011-2012 academic year. Recipients who do not enroll as full-time students at W&L Law for the 2011-2012 academic year will be obligated to repay any award made through Washington and Lee.

- II. Knight Fellowship – application due March 18, 2011
- III. Public Interest Law Society Association (PILSA) Grant
- IV. Faculty Research Assistants (FRA)

NON-W&L FUNDING RESOURCES

- I. Equal Justice America Legal Services Fellowships
- II. Equal Justice Works Summer Corps - Educational Voucher
- III. Mecklenburg County (NC) Bar Foundation
- IV. PSLAWNET
- V. Summer Employment on Campus
- VI. Other Sources of Funding

A. Federal Work Study

Funds are available through the University financial aid budget for federal work-study support of community service employment in the law. "Community Service" is defined under the applicable regulations as that "designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs." Priority will be given to students who work directly with or for low-income individuals in W&L's local community. In the past, qualifying employers have included public defenders, legal aid offices, public interest organizations, state or local prosecutors, U.S. Attorneys' offices, and municipal, state, or federal agencies. Work for judges, political or lobbying employers, and certain federal agencies (i.e., IRS, FBI and CIA) has not qualified for funding in the past. There is no geographic limitation, but federal regulations require preference be given to students working in the same region as W&L.

The following requirements and procedures apply:

1. To apply for FWS, all candidates must attend a mandatory Wednesday, March 16, 2011 from 4 PM - 6 PM. Details forthcoming. **No exceptions.**
2. Qualifying community service employment should be for a period of 8-12 weeks working fulltime (40 hours/week) with one employer who is willing to comply with the administrative requirements of the program. Your employment **must** end by August 19, 2011.
3. You must currently be eligible to receive need-based federal financial aid. You must have on file with the Financial Aid Office a completed Free Application for Federal Student Assistance (FAFSA) for the 2010-2011 AND 2011-2012 academic years. **If you have not already submitted these forms, do so as soon as possible, but no later than March 31, 2011.**
4. You may not receive additional compensation or credit in connection with the qualifying community service employment.
5. If you are awarded federal work-study funding, final approval is contingent on your completion of all required documentation and attendance at a mandatory orientation meeting with the Financial Aid Office on or about April 15, 2011.

6. Compensation will be determined at a later date. In accordance with federal regulations, \$1,000 of your summer earnings will be considered as a resource when determining financial aid eligibility for the subsequent academic year.
7. Inquire of your employer whether it can pay 25% of your salary, as is customary under most other schools' Federal Work Study programs. While this payment is not required at W&L Law, your employer's contribution may significantly affect your eligibility for the program.
8. In the past, there have been more applications than funds available. In this event, selection will be based on degree of financial need, type of employment, past receipt of Federal Work-Study funding, and employer's ability to contribute 25%.

Contact James Kaster, Financial Aid Office, 458-8720, as soon as possible if you are considering applying for funding under this program so that he may verify your financial aid eligibility.

To apply for federal work-study funding, candidates must attend the mandatory meeting on March 16, 2011 and submit a completed application (a copy is attached to the end of this memorandum) to the Office of Career Planning **by 4:30 p.m., March 31, 2011**. You will be informed of the action on your application as soon as possible after that date.

B. Virginia Law Foundation ("VLF") Grants

The Office of Career Planning administers funds from the Virginia Law Foundation's Fund for Justice in Education. The VLF has defined eligible employers as follows:

“[L]egal aid, public defender and pro bono [employers], and [VLF] prefers grant funds to be used in geographical areas where no other funds are available. All internships must be within the Commonwealth of Virginia.”

W&L Law has received a grant from the VLF, to be divided among one to five students. The amount of each grant depends upon the number of eligible applicants and the length of their internships. Grants may be used in connection with other funding. If selected for a VLF grant, you and your employer will be required to submit additional materials to VLF at the beginning and conclusion of your internship.

To apply for VLF funding, please submit a completed application form (a copy is attached to the end of this memorandum) to the Office of Career Planning **by 4:30 p.m., March 31, 2011**. You will be informed of the action on your application as soon as possible.

VLF award recipients must be enrolled as full-time students at W&L Law during the 2011-2012 academic year. Recipients who do not enroll as full-time students at W&L Law for the 2011-2012 academic year will be obligated to repay any award made.

C. Career Planning Grant

Students who have secured unpaid summer employment in the public sector may apply for funding from the Office of Career Planning. Eligible employers include federal and state agencies (including prosecutors and public defenders), non-government organizations, public interest organizations (including legal aid societies), and not-for-profit organizations. Priority is given to second-year students and those providing direct representation. Work for judges and political or lobbying employers do not qualify. There is no geographic limitation; qualifying employment may take place anywhere in the United States or abroad.

The Office of Career Planning will annually determine the total amount available for summer public interest funding and need not award the entire amount available in any given year. Awards are contingent on the applicant's meeting financial and employment eligibility criteria and providing all required or requested documentation as discussed in this document and the application attached to this memorandum. Failure to abide by the terms of the Award or otherwise to become ineligible for assistance as determined by OCP will trigger the obligation to re-pay any award made for the 2010 summer.

At least one award will be granted for the Summer of 2011. Selection will be based on degree of financial need and nature of employment. Class year will also be a factor in the decision. Finally, eligibility for other funding sources administered through OCP will be considered in awarding the grant.

To apply for an OCP Grant, please submit a completed application form (a copy is attached to the end of this memorandum) to the Office of Career Planning **by 4:30 p.m., March 31, 2011**. You will be informed of the action on your application as soon as possible.

OCP Grant recipients must be enrolled as full-time students at W&L Law during the 2011-2012 academic year. Recipients who do not enroll as full-time students at W&L Law for the 2011-2012 academic year will be obligated to repay any award made.

Important: to be considered for this funding source, you must also apply for federal work-study and a VLF grant, provided you are eligible.

D. Sarah Eckhoff Public Interest Fellowship

The Sarah Eckhoff Public Interest Fellowship is awarded annually to a student providing unpaid work in the public interest, including legal activities on behalf of arts organizations. The fellowship was created to honor the memory of Sarah Eckhoff '08L whose untimely death kept her from completing her law degree. Applicants may be required to interview for this Fellowship.

To apply for the Eckhoff Fellowship, please submit a completed application form (a copy is attached to the end of this memorandum) to the Office of Career Planning **by 4:30 p.m., March 31, 2011**. You will be informed of the action on your application as soon as possible.

Eckhoff Fellowship recipients must be enrolled as full-time students at W&L Law during the 2011-2012 academic year. Recipients who do not enroll as full-time students at W&L Law for the 2011-2012 academic year will be obligated to repay any award made.

II. Knight Fellowship Stipend

The A. Paul Knight Memorial Fellowship provides a stipend for selected Washington and Lee students, undergraduate and law, who spend the summer in a public interest position related to environmental protection or conservation. In 2011, the stipend amount will probably be between \$2500 and \$3000.

In each of the past six summers, at least one law student has been selected to receive this fellowship; there may be funds for two in 2011. The fellowship is usually awarded to a student who already has lined up a public interest job related to environmental law and who is seeking supplementary funding. Past recipients include students who have secured summer positions with EPA, DOJ, a state environmental protection agency or attorney general's office, or a non-profit environmental organization.

Applications should be submitted to Professor Brian Murchison, murchisonb@wlu.edu, **no later than noon on March 18, 2011**. Selections will be made by a W&L faculty-staff committee. The application should include: your resume, your law school transcript, and a letter addressing the following: your interest in environmental law (including any past involvement), where you will be working (attach a copy of correspondence confirming your hiring), what sort of work your summer job may entail, whether you will be receiving compensation of any kind, and how many weeks you will be working in the position. If you have questions, please see Prof. Murchison.

III. PILSA Grants

In the past, the Law School's Public Interest Law Students Association (PILSA) has awarded summer grants to students performing public interest work. PILSA has also contributed its funds to the Shepherd Loan Repayment Assistance Program (LRAP), which provides funds to eligible alumni working in the public interest. The PILSA funding application will be available mid-March. For information on PILSA funds for summer stipends in 2011, please contact Michael Hartley, President of PILSA at Hartley.m@law.wlu.edu.

If you receive an award in excess of \$1,000 from another source, you are ineligible for PILSA funding.

IV. Faculty Research Assistants (FRA)

Several W&L Law faculty hire students as summer research assistants. To be considered for one of these positions, submit an application in Symplicity under Job Postings. The FRA position will be posted later this spring. You may also discuss FRA options with faculty whose research areas interest you.

NON-W&L FUNDING RESOURCES

I. Equal Justice America Legal Services Fellowships

[Equal Justice America](#) offers fellowships of up to \$4,000 to law students who work full-time during the summer for organizations providing direct civil legal assistance for the poor. W&L Law students must work for a nonprofit organization legal aid organization in Virginia. Applications must be postmarked no later than March 21, 2011. Awards will be announced by email around April 22, 2011.

II. Equal Justice Works Summer Corps

The Equal Justice Works Summer Corps is an AmeriCorps-funded program that in 2011 will provide 700 law students with the opportunity to earn a \$1,132 education award voucher for dedicating 300 summer hours to a qualifying legal project at a nonprofit public interest organization.

Summer Corps members provide critically needed legal assistance in low-income and underserved communities in the United States on a broad range of issue areas. The program also funds law students working in state, local, and nonprofit Public Defender's offices.

Summer Corps applications will be available on the Equal Justice Works [website](#). 2010 applications were due mid-April, but students are encouraged to apply early as Summer Corps slots are awarded on a first-come, first-served basis. Consideration is given for Equal Justice Works law school representation and geographic diversity. Summer Corps Applicants will know whether they have been accepted by the end of April. For more information, contact summercorps@equaljusticeworks.org

III. Mecklenburg County Bar Foundation

The Mecklenburg County Bar Foundation Fund promotes justice and innovation within the legal system in Mecklenburg County, North Carolina, by awarding summer fellowships to law students desiring work experience with not-for-profit or governmental agencies. The deadline to submit applications for the [2011 James B. McMillan Legal Fellowships](#) is March 1, 2011 at 5:00 p.m.

IV. PSLawNet

The [Summer Funding Resources](#) page of PSLawNet’s website lists different funding sources for students with unpaid summer internships and is organized alphabetically by funding sources which may be applied in various geographic work locations and funding sources available in specific regions. This list is has been freshly updated with the most current information. Deadlines and application requirements vary.

V. Summer Employment on Campus

Other on-campus summer employment opportunities may become available in the Spring. Watch for further details and postings on Symplicity, bulletin boards, Law Notices and on the [Human Resources website](#).

VI. Other Sources of Funding to Pursue

In addition to those funding sources described above, OCP will post additional resources for those working in unpaid public service internships as we learn of them in Symplicity under the “Jobs” tab. Use the “Position Type” drop down menu and select “Fellowship” to identify these opportunities.

2011 APPLICATION FOR W&L LAW SUMMER FUNDING

Please Type or Print

Select the program(s) for which you want to be considered:	
<input type="checkbox"/> Federal Work Study	<input type="checkbox"/> Virginia Law Foundation
<input type="checkbox"/> Career Planning Grant	<input type="checkbox"/> Sarah Kent Eckhoff Public Interest Fellowship

Applicant's Name: _____ SSN: _____

Graduation Year: _____ Application Date: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Telephone: (____) _____ Personal Email: _____

Employer Name: _____

Employer Address: _____ City: _____ State: ____ Zip: _____

Applicant's Position/Title: _____ Exact Dates of Employment: _____

Applicant's Immediate Supervisor Information

Name: _____ Title: _____

Telephone: (____) _____ Fax: (____) _____

Employer's website: _____ Email: _____

Other funding sources (state source and amount, even if pending): _____

In addition to this form, you must submit:

- (1) Your resume;
- (2) A brief personal statement (double spaced) outlining your need for funding and commitment to public interest work;
- (3) A copy of your acceptance of an offer of employment letter (or email);
- (4) An official job description, drafted by the employer, on official employer letterhead (may be taken from their website);
- (5) An official statement of the employer's mission (may be taken from their website);
- (6) All non-FWS award recipients must retain their full-time student status at W&L Law for the 2012-2012 academic year;
- (7) A signed copy of the Certification and Agreement; and
- (8) **FOR WORK STUDY ONLY:** You must be aid eligible and have a 2010-2011 and 2011-2012 Application for Federal Student Aid (FAFSA) on file with the Financial Aid office by March 31, 2011 **AND** attend the mandatory meeting on March 16, 2011.

Certification and Agreement

I certify that the information provided in this application and in all supporting materials provided to OCP is complete, true and accurate.

I understand that:

- Failure to abide by the terms of the Award as defined in this Memorandum and Application, including retaining student status at W&L Law for the 2011-12 academic year, or otherwise to become ineligible for assistance as determined by OCP, will trigger the obligation to re-pay any award made for the 2011 summer;
- W&L Law strongly encourages all recipients of summer funding to consult a tax advisor about the taxability of awards given their particular circumstances;

I certify that:

- I have accepted the above described position;
- I have completed all of my summer employment placement surveys in Symplicity;
- I have completed all job fair surveys requested of me from OCP (if any);
- If awarded funding, I will not accept any other W&L funding; and
- I will provide required documentation and to notify OCP ASAP of any changes in my employment or financial circumstances;
- I will cooperate with publicity efforts to publicize the summer funding programs and authorize the use of my name, photograph, and information relating to the public service work, but not the amount of the award received;
- As a condition of receiving funding, I will provide a brief statement describing my internship, how my work furthered the administration of justice and the effect the internship had on my commitment to public service. All reports must be submitted to OCP no later than September 15, 2011; and
- I have read, understand, and agree to all requirements and procedures.

Signature of Applicant

Date

Applicant's Name (printed): _____