MEMORANDUM

TO: First- and Second-Year Students

FROM: Lorri Olan, Director of Law Career Planning

DATE: February 28, 2013

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 questions about funding a summer internship in the public sector, please see me. If you have questions about receiving academic credit for your internship, speak with Andrea Hilton.

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. There are a variety of W&L funding sources – please read the requirements for each carefully. All W&L funding requests are due in the Office of Career Planning (OCP) by 4:00 PM on March 27, 2013 (unless otherwise noted). While decisions will not be issued on a rolling basis, early completed applications will speed up the award process and are greatly appreciated.

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

*Recipients of a FWS, VLF, OCP Grant or Eckhoff Fellowship must be enrolled as full-time students at W&L Law during the 2013-2014 academic year. Recipients of an OCP Grant who do not enroll as full-time students at W&L Law for the 2013-2014 academic year will be obligated to repay any award granted.*

II. Knight (Environmental) Fellowship – application due (Noon) on March 8, 2013
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 (Virginia only)
II. Equal Justice Works Summer Corps - Educational Voucher
III. Mecklenburg County (NC) Bar Foundation
IV. The Virginia State Bar (VSB) Local Government Fellowship
V. PSJD
VI. Summer Employment on Campus
VII. 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. Qualifying community service employment must be scheduled to begin after April 30th with all employment ending on or before August 23rd, 2013. Work study awards will be provided for eligible full time (40 hours/week) positions with a single employer who is willing to comply with the administrative requirements of the program. Work study funding is limited and may cover only a portion of your period of employment; students may wish to seek secondary funding to cover all expenses.

2. 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 2012-2013 AND 2013-2014 academic years. If you have not already submitted these forms, do so as soon as possible, but no later than March 27, 2013.

3. You may not receive additional compensation or credit for the period in which you receive the qualifying community service employment award. You may receive funding for the employment periods not covered by your FWS award. You must notify OCP
and the Financial Aid Office if you receive any other compensation related to you community service program. Failure to report these funds could result in forfeiture of work study eligibility. Additional funding may or may not affect your financial aid award for 2013-14.

4. 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 April 4, 2013 at 6 PM in Classroom E.

5. Compensation will be determined at a later date. In accordance with federal regulations, a portion of your summer earnings will be considered as a resource when determining financial aid eligibility for the subsequent academic year.

6. 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.

7. 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 Miranda Edwards, Financial Aid Office, 458-8295, 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 submit a completed application (a copy is attached to the end of this memorandum) to the Office of Career Planning by 4:00 p.m., Wednesday March 27, 2013. You will be informed of the action on your application as soon as possible after that date. If you receive a FWS award, you must attend the April 4 program at 6 PM.

FWS award recipients must be enrolled as full-time students at W&L Law during the 2013-2014 academic year.

B. Virginia Law Foundation ("VLF") Grants

OCP administers funds from the Virginia Law Foundation’s Fund for Justice in Education. The VLF defines 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.”

The VLF will be divided among one to five students and may be combined with other funding awards. The amount of each grant depends upon the number of eligible applicants and the length of their internships. 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 OCP by 4:00 p.m., March 27, 2013. 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 2013-2014 academic year.

C. Career Planning Grant - To be considered for OCP grants, you must also apply for federal work-study and a VLF grant, provided you are eligible.

Students who have secured unpaid summer employment in the public sector may apply for funding from OCP. 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 client services. 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.

OCP annually determines 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 2013 summer.

At least one award will be granted for the Summer of 2013. Selection will be based on degree of financial need, nature of employment and class year. Finally, eligibility for other funding sources administered through OCP will be considered in awarding the grant.

To apply for an OCP Grant, submit a completed application form (a copy is attached to the end of this memorandum) to OCP by 4:00 p.m., March 27, 2013. 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 2013-2014 academic year. Recipients who do not enroll as full-time students at W&L Law for the 2013-2014 academic year will be obligated to repay any award made.

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, submit a completed application form (a copy is attached to the end of this memorandum) to OCP by 4:00 p.m., March 27, 2013. 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 2013-2014 academic year.

II. Knight (Environmental) Fellowship Stipend

The A. Paul Knight Memorial Fellowship provides a stipend for selected Washington and Lee students, undergraduate and law, with a summer public interest position related to environmental protection or conservation.

In each of the past six summers, at least one law student has been selected to receive this fellowship. The fellowship is usually awarded to a student who already has secured 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 Friday March 8, 2013. Selections will be made by a W&L faculty-staff committee. The application should include your resume, 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, Public Interest Law Students Association (PILSA) has awarded summer grants to students performing public interest work. The PILSA funding application will be available mid-March. For information on PILSA funds for summer awards in 2013, please contact Tyler Black at black.j@law.wlu.edu. The maximum award to be issued is $3500. In order to be considered, students must be engaged in qualifying “public interest” law, defined as:

advocacy that advances the interests of those who are under-represented in society. The types of employers that generally qualify for PILSA funding include legal aid offices, public interest organizations, social service agencies, non-profit organizations, governmental agencies (including work for a judge, public defender or prosecutor) and tribal entities. Qualifying work may take place outside of the United States and need not necessarily involve direct client services.

If you receive an award in excess of $3,500 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 legal aid organization in Virginia. Applications must be postmarked no later than March 25, 2013. Awards will be announced by email on or around April 26, 2013. If you are awarded a fellowship, you must notify Lorri Olan, olanl@wlu.edu, and Miranda Edwards, medwards@wlu.edu, ASAP.

II. Equal Justice Works Summer Corps

The Equal Justice Works Summer Corps program provides law students with the opportunity to dedicate at least 300 hours of their summer to a legal project at a qualifying nonprofit public interest organization. Selected law students receive an AmeriCorps education award in the amount of $1,175 upon their successful completion of the Summer Corps program.
Applications for 2013 Summer Corps are available online. To apply, create an account in the Summer Corps Application Manager (SAM). Applications must be submitted by Monday, March 18, 2013.

Background Checks: Summer Corps is an AmeriCorps-funded national service program. Among other eligibility requirements, all applicants to Summer Corps must provide a copy of acceptable documentation to prove identity and eligibility as well as consent in writing to undergo a National Service Criminal History Check. In accordance with federal law, Summer Corps applicants will be required to undergo the following criminal history checks: FBI fingerprint-based criminal history checks; State criminal registry checks in the state of service and state of residence at time of application; and a National Sex Offender Public Registry search. Equal Justice Works will conduct and review the results of each National Service Criminal History Check after the applicant has applied to the Summer Corps program, but prior to enrolling those who are selected as Summer Corps members. Selection in the Summer Corps program is contingent upon Equal Justice Works’ review of the background check results. Having a criminal conviction is not a bar to service. Each application is reviewed on a case by case basis. The Summer Corps application will provide further details regarding the criminal background check process.

III. The Virginia State Bar (VSB) Local Government Fellowship

The Board of Governors of the VSB Local Government Section will award a $4,500 fellowship to an outstanding first- or second-year law student who has committed to working full-time at a Virginia local government attorney’s office during the summer of 2013.

To be eligible, students must: (1) be currently enrolled as a 1L or 2L J.D. candidate at an ABA-accredited law school in Virginia; and (2) have accepted an offer to work at a local government attorney’s office in Virginia during the summer of 2013 for a minimum of 10 weeks, 40 hours per week. A “local government attorney’s office” means a city, county, or town attorney’s office that serves as in-house counsel to a Virginia local government.

The Fellowship will be awarded based on a record of excellent academic achievement and a demonstrated interest in, and commitment to, public service, particularly in local government practice.

For more information and an application, check Symplicity. Applications must be received by April 1, 2013.

IV. 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 2013 James B. McMillan Legal Fellowships is March 1, 2013 at 5:00 p.m. Awardees will be notified of the committee’s decision by March 15, 2013.

V. PSJD – [www.psjd.org](http://www.psjd.org) – registration required, but it is free. Website also offers public interest internship postings.

The [Summer Funding Resources](http://www.psjd.org) page of PSJD’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 has been freshly updated with the most current information. Deadlines and application requirements vary.

VI. 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](http://www.hrwebsite.com).

VII. Other Sources of Funding

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” and/or “Diversity” to identify these opportunities.
 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 W&L award recipients must retain their full-time student status at W&L Law for the 2013-2014 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 2012-2013 and 2013-2014 Application for Federal Student Aid (FAFSA) on file with the Financial Aid office by March 27, 2013 AND attend a mandatory meeting on April 4, 2013 in classroom E.
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 2012-13 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 2012 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;
- OCP will not process my funding application unless ALL conditions for funding as noted in this application are satisfied.

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 6, 2013; and
- I have read, understand, and agree to all requirements and procedures.

_______________________________________  _________________________
Signature of Applicant     Date

Applicant’s Name (printed):_________________________________

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