MEMORANDUM

TO: First- and Second-Year Students
FROM: Lorri Olan, Director of Law Career Planning
DATE: February 11, 2012
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, 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. This section of the memorandum explains the application procedures for each source of W&L funding. All W&L funding requests are due in the Office of Career Planning (OCP) by 4:00 PM on March 30, 2012.

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

   All W&L award recipients (FWS, VLF, OCP Grant and Eckhoff Fellowship) must be enrolled as full-time students at W&L Law during the 2012-2013 academic year. Recipients who do not enroll as full-time students at W&L Law for the 2012-2013 academic year will be obligated to repay any award made through Washington and Lee.

II. Knight (Environmental) Fellowship – application due (Noon) on March 16, 2012
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. 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 14, 2012 from 4 PM - 6 PM in Classroom A. No exceptions.

2. Qualifying community service employment must be scheduled to begin after April 30th with all employment ending on or before August 17th, 2012. 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. You must attend the March 14th meeting to receive all details and additional work study funding options that may be available.

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 2011-2012 AND 2012-2013 academic years. If you have not already submitted these forms, do so as soon as possible, but no later than March 30, 2012.

4. 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

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for the employment periods not covered by your FWS award. You must notify W&L if you receive any other compensation related to your 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 2012-13.

5. If you are awarded federal work-study funding, final approval is contingent on your completion of all required documentation and attendance at two mandatory orientation meetings with the Financial Aid Office – the first on March 14, 2012 and a second on April 6, 2012 for those who receive a FWS award.

6. 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.

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 14, 2012 (4-6 PM in Classroom A) 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 30, 2012. You will be informed of the action on your application as soon as possible after that date.

FWS award recipients must be enrolled as full-time students at W&L Law during the 2012-2013 academic year. Recipients who do not enroll as full-time students at W&L Law for the 2012-2013 academic year will be obligated to repay any award made.

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 30, 2012. 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 2012-2013 academic year. Recipients who do not enroll as full-time students at W&L Law for the 2012-2013 academic year will be obligated to repay any award made.

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 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.

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 2012 summer.

At least one award will be granted for the Summer of 2012. 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 30, 2012. 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 2012-2013 academic year. Recipients who do not enroll as full-time students at W&L Law for the 2012-2013 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 30, 2012. 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 2012-2013 academic year. Recipients who do not enroll as full-time students at W&L Law for the 2012-2013 academic year will be obligated to repay any award made.

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 16, 2012. 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. 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 2012, please contact Jodi Meyer, President of PILSA, at meyer.j@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 legal aid organization in Virginia. Applications must be postmarked no later than March 19, 2012. Awards will be announced by email on or around April 20, 2012. If you are awarded a fellowship, you must notify Lorri Olan, olanl@wlu.edu, and Jim Kaster, jdkaster@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. In 2012, 711 law students will be eligible to receive an AmeriCorps education award in the amount of $1,175 upon their successful completion of the Summer Corps program.

Applications for 2012 Summer Corps will be available online Thursday, March 1, 2012. The deadline to apply is Friday, March 23, 2012. EJW also offers a webinar with more information.

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. 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 2012 James B. McMillan Legal Fellowships is March 1, 2012 at 5:00 p.m. Awardees will be notified of the committee’s decision by March 15, 2012.

IV. PSLawNet – www.pslawnet.org – registration required, but it is free. Website also offers public interest internship postings.

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 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” and/or “Diversity” to identify these opportunities.
2012 APPLICATION FOR W&L LAW SUMMER FUNDING
Please Type or Print

Select the program(s) for which you want to be considered:

_ Federal Work Study  _ Virginia Law Foundation
_ Career Planning Grant  _ 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 W&L award recipients must retain their full-time student status at W&L Law for the 2012-2013 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 2011-2012 and 2012-2013 Application for Federal Student Aid (FAFSA) on file with the Financial Aid office by March 30, 2012 AND attend the first of two mandatory meetings on March 14, 2012.
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;

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 17, 2012; and
- I have read, understand, and agree to all requirements and procedures.

_______________________________________ _________________________
Signature of Applicant Date

Applicant’s Name (printed):__________________________________________

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