

2018-2019 SPIL Stipend Application

About the SPIL Stipend

Students for Public Interest Law (SPIL), founded in 1989, was organized to further our law school's commitment to providing legal services in the public interest sector. SPIL organizes and participates in numerous community service and pro bono activities to provide students with experience in public interest law.

Since its inception, SPIL has demonstrated its commitment to diverse areas of public service by raising funds for summer stipends. The SPIL stipend provides income to students who choose to spend their summer rendering legal services in the public interest without compensation.

The stipend represents compensation for actual employment. Income from a summer stipend is taxable income. The amount received is based exclusively on hours worked, with maximum earnings not to exceed \$3,500. While services are delivered through a non-CUA-affiliated agency, actual employment is through CUA, of which the payroll office executes payment in the same way it would with any other part-time CUA employee.

Questions should be directed to either the Financial Aid Office, Room 340, or the SPIL President Brittany McNurlin at mcnurlin@cua.edu.

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A. Important Dates

Friday, March 29, 2019 at 5:00 p.m.

SPIL Stipend / Weissman Scholarship Application
Deadline

*Email the application to fin-aid@law.edu or deliver
it to the Financial Aid Office*

Wednesday, April 24, 2019

Anticipated SPIL Stipend / Weissman Scholarship
Recipient Announcement Date

B. Eligibility

To be eligible, applicants must meet all of the following criteria:

1. Applicant is currently enrolled at the Columbus School of Law as a 1D, 1E, 2D, 2E, or 3E.
2. Applicant commits to obtaining a summer internship within the public interest law sector.
3. Applicant's summer internship is compatible with the mission of the University.
4. Applicant's employing organization may be one of the following:
 - a. Non-profit organization providing legal services to under-represented groups or causes;
 - b. For-profit organization engaged in client pro-bono services;
 - c. Prosecutor office;
 - d. Public defender office;
 - e. Federal, state, or local government agency;
 - f. Judiciary (clerkship);
 - g. International public interest work; or
 - h. Labor union.
5. Applicant completes all required documentation listed in Section H and emails it to fin-aid@law.edu or delivers it to the Financial Aid Office by Friday, March 29, 2019 at 5:00 p.m.

C. Stipend Compensation Description

1. Recipients are awarded funding for one placement only; awards may not be "split" among multiple placements.
2. The stipend is for a maximum of \$3,500.
3. Recipients are paid at the rate of \$10.90 per hour.
4. Recipients are paid for a maximum of 40 hours per week.
5. Recipients will receive the full \$3,500 upon working eight 40-hour weeks. Recipients are encouraged to continue their internships after the full stipend amount has been earned. Recipients may receive pro bono credit for unpaid hours, up to 100 hours, assuming all other Pro Bono at CUA Law criteria are met.
6. Payment is calculated based on timesheets.
7. Timesheets must be signed by the recipient's supervisor and submitted by the recipient to CUA according to predetermined due dates.
8. Direct deposit (preferred) or checks will be delivered to recipients every two weeks per the CUA payroll schedule for hourly employees.
9. If a timesheet(s) is received after its due date, the corresponding paycheck(s) will be delayed until the following pay period.

10. Other CUA-paid employment (e.g., research assistant for a professor, library circulation desk) is calculated into the 40- hour per week maximum for payment.
11. Recipients are not paid for unworked hours.
12. The receipt of a stipend or scholarship will not affect a student's financial aid for either the concurrent summer session or the subsequent academic year.

D. Stipend Recipient Future Commitments

1. Recipient must complete all financial forms and documents as requested by the Financial Aid Office.
2. Recipient must submit their offer letter/email from the employing organization as confirmation that he or she will be working within the public interest sector immediately upon acceptance to the internship if not provided as part of the recipient's SPIL Stipend application. No award will be granted without confirmation from the employing organization.
3. Recipient must prepare and submit a summary of his or her summer experience and a photograph of themselves at work to the President of SPIL for the academic year following the summer awarded.
4. Recipient **must** maintain his or her status as a Columbus School of Law student during the concurrent summer session and subsequent academic year.

E. Supplemental Compensation

Additional compensation, including travel reimbursement, provided by a recipient's employer may not increase a recipient's total earnings above \$5,000. Recipient must contact the Financial Aid Office if he or she expects to receive supplemental compensation.

F. Power to Revoke

The SPIL Executive Board, SPIL Co-Advisors, and the Financial Aid Office shall retain the authority to revoke an award, recoup funds, and resolve any disputes regarding stipend eligibility that may arise. A recipient's SPIL Stipend or Weissman Scholarship may be revoked in the following circumstances:

1. Recipient does not maintain their status as a Columbus School of Law student during the concurrent summer session and subsequent academic year;
2. There is a material change to the employing organization described in the application, which will prompt discretionary review by a subcommittee consisting of members of the Selection Committee, SPIL President, SPIL Advisors, and/or the Financial Aid Office.
3. Recipient obtains a summer internship in an area other than public interest law; or
4. Recipient does not meet any of the other obligations described herein.

G. Selection Process

1. A Selection Committee familiar with public interest law will evaluate all applications (Not Students).
2. The Selection Committee evaluates applications anonymously.
3. The Selection Committee makes evaluations based on the following criteria:
 - a. Applicant's demonstrated commitment to public interest law;
 - b. Applicant's contributions to SPIL, as verified by the current SPIL President; and
 - c. Degree to which the internship work described in the application will benefit the public

interest.

4. Applicant with the highest score will be awarded the Weissman Scholarship.
5. All other applicants with the highest scores will be awarded SPIL stipends until the funds are exhausted.

H. Required Forms / Documents

Please submit the following via email at fin-aid@law.edu or deliver it to the Financial Aid Office:

- _____ a. Recipient and Employing Organization Information
- _____ b. Acknowledgment
- _____ c. Application Questions
- _____ d. SPIL Hours Record including Auction Items Donated or Solicited
- _____ e. Updated Résumé with name, address, phone, and email **redacted**
- _____ f. Offer Letter / Email (Alternatively, if applicant has not yet confirmed an internship, submit to the Financial Aid Office immediately upon confirmation)

Questions may be directed to the Financial Aid Office or current SPIL President.

Recipient and Employing Organization Information

Recipient Information

Name: _____

Year (circle one): 1D 1E 2D 2E 3E

Address: _____

Preferred address for checks (as alternative to receiving bi-weekly direct deposits):

Phone Number: _____

Email Address: _____

Other CUA-paid employment (circle one): no yes

If yes, with _____

Employing Organization Information

Organization Name: _____

Organization Address: _____

Supervisor Name: _____

Supervisor Position: _____

Supervisor Phone Number: _____

Supervisor Email Address: _____

Acknowledgement

With my signature, I affirm the following:

I have read, understand, and agree to abide by the information included in this packet;

I intend to maintain my status as a Columbus School of Law student;

I understand that I am responsible for ensuring that my supervisor signs a timesheet by the due dates;

I understand that my timesheets must be faxed, emailed, or hand-delivered to the law school Financial Aid Office by noon on the due dates;

I understand that my supervisor may sign the time sheet early if he or she is unavailable on the timesheet due date;

I understand that my timesheet may be signed by an alternate supervisor familiar with my hours;
and

I understand that I may include hours unaccounted on later timesheets.

Signature: _____

Date: _____

Application Questions

Please submit answers to the following questions. Typed answers are preferred. Please limit your entire submission to a total of 2,000 words. Your answer may be written as a single personal statement, however, please use a heading or bold the key words for each call to the question.

1. In essay format, please share your perspective on the role/importance of public interest law in today's U.S. society.
2. Describe events and experiences in your life (but not directly related to the SPIL organization's activities), including your current law school studies and law-school-affiliated pro bono work, that helped form your perspective on the role/importance of public interest law.
3. Describe your involvement with the SPIL organization during the current school year. Please include any contextual information that you believe would be helpful to judges while reading your application.
4. Briefly describe the nature of the work you will or anticipate to be doing this summer for which you are applying for a summer stipend. In what way will your summer work experience contribute (directly or otherwise) to your long-term career and professional goals? If appropriate, include information about particular needs in the community in which your work exists and what impact you hope to have.

SPIL Hours Record

Please record your hours below. You may also include hours you commit to completing prior to the conclusion of this semester, along with contact information for the supervisor for these hours. Please round up hours to the nearest half hour. Typed reports are preferred. Hours and donation items will be verified by the current SPIL President.

Activity Type (community service, pro bono, auction, or SPIL)	Activity Name	Approximate Date	Number of Hours Worked
Example: SPIL	First SPIL Meeting	9/16/16	1 hour
Total:			

Required number of Auction Items Donated or Solicited Y or N:

List of items donated or solicited: _____

Certification

I hereby certify that the hours and donation items reported on this form are correct and accurate.

Applicant Name

Date