

EQUAL JUSTICE WORKS

2012 SUMMER CORPS

Project Supervisor Guide and Deadlines

Early public interest experience for law students and new lawyers leads to a lifelong commitment to public service. Equal Justice Works offers a continuum of opportunities for law students and new lawyers to engage in public interest law. Learn more at www.equaljusticeworks.org. Summer Corps, as well as our Equal Justice Works AmeriCorps Legal Fellowships, are both supported by an AmeriCorps grant from the Corporation for National and Community Service.

Dear Summer Corps Supervisor,

Thank you for participating in the Equal Justice Works Summer Corps program. Our Summer Corps program exemplifies the mission of Equal Justice Works - "to create a just society by mobilizing the next generation of lawyers committed to equal justice." We hope that your experience with Summer Corps will be rewarding for you, your organization, and the community you serve.

Please find below critical information regarding the program and your supervisory responsibilities to ensure that the student fulfills the AmeriCorps regulations and can receive the \$1,175 education award voucher. Thank you again for taking the time to supervise the Summer Corps member, as well as for completing the necessary paperwork (which is mostly online), certifying the member's service hours, non-participation in prohibited activities (explained below), and reporting on impact. Please calendar that everything needs to be completed by the last day of the member's service, which can be no later than Friday, August 31, 2012.

Your support and commitment to public interest law is very much appreciated. . Please let us know if you have any questions about Summer Corps or any of our other programs or initiatives. We can be reached at summercorps@equaljusticeworks.org.

Sincerely,

Equal Justice Works AmeriCorps Team

Responsibilities of Project Supervisor

Your responsibilities as a supervisor are as follows:

- **Sign Summer Corps Contract & Complete Enrollment Procedures.** Complete and certify the Summer Corps service contract. Summer Corps members have applied to the program using the [Summer Corps Application Manager \(SAM\)](#). Using this system, the applicant's organization signing authority (supervisor, HR director, etc.) will need to complete and certify the Summer Corps service contract using the information received by email during the application process. If your organization has not received this information, please contact summercorps@equaljusticeworks.org. The deadline is 11:59 Pacific time on April 10, 2012.
- **The Summer Corps service contract** summarizes important AmeriCorps regulations and program requirements including:
 - The 300 hour requirement needed for the member to complete the program and receive the \$1,175 education award;
 - The project description submitted by the member; and
 - The list of prohibited activities for members which they must not engage in during their term of service in Summer Corps.
- **Notify Equal Justice Works if the Member Stops Serving.** One thing that's really important is that we know AS SOON AS POSSIBLE when a student has stopped working with you, for any reason. While we want everyone to have a productive summer and we want everyone to take advantage of the AmeriCorps education award, we understand things happen and that the student may stop working or you may ask the student to stop working. The most important thing for us at Equal Justice Works is to know that the service has been interrupted. We have an obligation to process a participant's paperwork within 30 days from the **last date of service**, whether that is in the beginning of the summer, the middle or the end. We ask for your cooperation in keeping us informed. We will be communicating with you throughout the summer (perhaps to your annoyance!) but our goal is only to ensure that Equal Justice Works runs a program that complies with AmeriCorps rules and regulations, so that we may continue as a grantee and to provide these funds and support to your organization and ultimately to your clients and community. The way to communicate with us is to send an email to summercorps@equaljusticeworks.org which includes the name of the student, and your host organization's name.
- **Provide Pre-service orientation.** Supervisors are responsible for providing Summer Corps member with an orientation to the host site and available resources prior to the start of his/her service. The orientation should provide the member with the training, skills, knowledge and supervision necessary to perform the tasks required for the assigned project positions, including specific training in a particular field and background information on the community served. You and the Summer Corps member must also review the member and supervisor guides
- **Certify Time Log At End of Summer.** Equal Justice Works requires Summer Corps members to maintain an electronic time log in the Summer Corps Application Manager (SAM). Members should also follow any timekeeping procedures required by you or your organization. Supervisors must ensure that the member complete 300 hours of service

no later than Friday, August 31, 2012. (generally within 10 weeks of the member's start).

No more than 20% of the member's total hours can count towards training (training received by the member, not training given by the member), and there must be some training hours logged (at least four hours) in the first four weeks of service, ideally in the first week. As the term of service is coming to an end, the Summer Corps member will certify their hours and then you will receive an email asking you to certify the time log.

Please do so quickly. **Please take summer vacation schedules into account when determining the last day of service and certifying the work.**

- **Supervise The Member.** The supervisor should provide regular and adequate supervision to the member (e.g., weekly meetings).
- **Set up Systems and Assist the Member with the Final Impact Report.** Please ensure that a system is in place for the member to track the information listed below so that he/she can prepare and submit a final report to Equal Justice Works no later than.

The final report must include:

1. Number of people to whom the member provided legal assistance.
2. Number of veterans, active duty military members or military family members to whom the member provided assistance.
3. Number of community based organizations worked with.
4. Number of community education presentations led or participated in, or outreach activities conducted.
5. Total number of people who attended these presentations or received these outreach activities and heard or received the information
6. If the member is doing foreclosure work, number of people who were able to remain in their homes or were not foreclosed upon, as a result of the assistance provided.
7. At least one story that illustrates impact. For example, a story about a client (not using real names) you successfully assisted (what changed for the client), a creative method of outreach that resulted in a positive outcome for the community (provide a link of the outreach if available, a link to the webinar or newsletter), an innovative approach to a problem, or an accomplishment that you helped a community group achieve.

Here are a few examples for the impact story section:

- I wrote a newsletter article explaining the problems facing homeless veterans and the local legal services available on housing and family law issues. The article resulted in 10 new phone calls for help to my organization and three pro bono attorneys offered to help after reading about the problems facing low-income veterans. Two of the attorneys took cases right away.
- While working with a community organization t addressing homelessness, I helped a community group further its efforts to develop an affordable housing complex in its neighborhood, by identifying properties and researching land use laws. At the end of the summer, the community group had identified three properties and was applying for financing for one of them. The property had 100 units of housing, which were going to be offered at affordable rates to qualifying families.
- I assisted a group of citizens interested in housing issues incorporate as a nonprofit organization by, with the help of my supervisor, helping them learn about the

incorporation process and nonprofit laws and by putting them in touch with an attorney who could provide *pro bono* assistance during the incorporation process.

These are just a few examples of activities that we would love to hear about. Have your Summer Corps member tell us about their accomplishments!

- **Ensure Against Prohibited Activities:** As an AmeriCorps-funded program, there are certain restrictions placed by Congress on members' activities during their term of service. These are described below. PLEASE NOTE THAT THESE ARE CRITICAL TOPICS TO ADDRESS WITH YOUR SUMMER COPRS MEMBER: Please ensure that the Summer Corps member does not engage in the activities prohibited by AmeriCorps regulations (outlined in this manual) during his/her service hours. At the end of the term, you will be asked to certify that the member did not engage in these activities (this happens with the time log, described above).
- **Conduct a Written Evaluation of the Summer Corps Member:** Supervisors must conduct and keep a record of an end-of-term written evaluation of the performance of the member. This is required by the AmeriCorps grant. The evaluation should focus on, at a minimum, the following factors:
 1. Whether the member has completed the required number of hours;
 2. Whether the member has satisfactorily completed assignments, tasks, or projects; and
 - Whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service.

The primary purpose for the evaluation is to help the member with his/her professional development over the course of the summer - one of the objectives of the Summer Corps program. Note: **This is an AmeriCorps requirement and if not done, the Summer Corps member's education award may be taken away.**

- **Complete the Exit Procedure:** For the member to successfully complete the program and be eligible for the education award, s/he and you must complete the exit procedure within the proper timeframe. **Please take summer vacation schedules into account.** Both the supervisor and the member have to complete the online certifications and reports no later than the member's last day of service, which can be no later than Friday, August 31, 2012. The Summer Corps member and the supervisor must complete the following steps. The member completes it first and then an e-mail is sent to the supervisor.
 1. Review and certify the exit form which includes:
 1. the member time log
 2. the certification of non-participation in prohibited activities and;
 3. certification of Summer Corps member evaluation
 2. Complete the post-term survey (Summer Corps members with the assistance of supervisor).

AmeriCorps Prohibited Activities

Summer Corps is an AmeriCorps program. As such, Summer Corps members cannot engage in certain “prohibited activities” during their service hours. Pursuant to regulations of the Corporation for National and Community Service (CNCS), 45 CFR 2520.30, members of AmeriCorps programs, including Summer Corps, are prohibited from performing certain activities in the course of their duties, at the request of program staff or in a manner that would be associated with the activities of the AmeriCorps program or CNCS. Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

These activities include:

1. Attempting to influence legislation,
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to:
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

e. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities.

9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive; and

10. Providing abortion services or referrals for receipt of such services.

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Questions?

If you have any questions about anything related to your Summer Corps experience or education award, please contact us at summercorps@equaljusticeworks.org. We strive to answer emails within two business days.

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<http://www.equaljusticeworks.org/law-school/summercorps>

Summer Corps is an [AmeriCorps](#) program. Your World. Your Chance to Make it Better.

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