

# Gonzaga University School of Law

## Graduation Public Service Requirement / Pro Bono Distinction Completion Form

Student Name: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

Organization/Site of Public Service Activity: \_\_\_\_\_

Description of Service Activity: \_\_\_\_\_

Date(s) and Hours of Service: \_\_\_\_\_

*Be as specific as possible with dates and hours. A range of dates is acceptable; no dates is not.*

Total Hours Submitted from above activity \_\_\_\_\_

Academic Year when hours were completed:

Traditional:  1L  2L  3L

Accelerated:  Terms 1 & 2  Terms 3 & 4  Terms 5 & 6

From the total hours, I would like to post:

\_\_\_\_\_ hours to the  
Graduation Public Service Requirement

\_\_\_\_\_ hours to the  
Pro Bono Distinction Program

- Hours from a single completion form may be submitted to either program or split up and submitted to both the GPSR and PBD, as long as the hours meet the requirements for the program(s) requested.
- You must choose how to allocate your hours between GPSR or PBD. The same hours may not be submitted for BOTH programs.

### Students performing pro bono legal service or public service in a legal capacity must work under the direct supervision of an attorney.

I certify that I performed the amount and type of public service/pro bono service for the recipient/site listed above. Further, I certify that I did not receive compensation, other monetary benefit or credit for the listed activity, and that it meets the definition of public service/pro bono service listed in the Gonzaga Law Student Handbook. I acknowledge that this certification is subject to the Gonzaga Law Code of Student Conduct.	
Student Signature _____	Date _____

I certify that the above student performed the activity on the dates for the hours detailed above. Further, I certify that he/she did not receive compensation for, nor otherwise benefit from, the public service/pro bono activity.	
Public Service Recipient Printed Name & Title _____	Date _____
Public Service Recipient Signature _____	Email Address or Phone # _____

*For official use only:*

To Graduation Public Service Requirement:  
 \_\_\_\_\_  
 Reg. Ofc.                      Registrar                      PS Liaison

To Pro Bono Distinction:  
 \_\_\_\_\_  
 CLiPS Ofc. Staff                      PS Liaison

# Gonzaga University School of Law

<b>Graduation Public Service Requirement</b>	<b>Pro Bono Distinction</b>
<p>Gonzaga Law students are required to complete thirty (30) hours of public service for graduation. Transfer students must complete twenty (20) hours of public service (GPSR).</p> <p>GPSR is governed by Rule 2-7 in the Gonzaga University School of Law Student Handbook.</p> <p>Students may begin to work toward completion of the GPSR at the beginning of their 1<sup>st</sup> term of law school. The requirement cannot be satisfied by hours for which the student also receives compensation, other monetary value, academic credit, or hours that are submitted to the Center for Law in Public Service for the Pro Bono Distinction.</p> <p>For purposes of the requirement, “public service” shall be broadly interpreted. It encompasses traditional <i>pro bono</i> legal work, but can also be satisfied by any of the following activities, so long as the student receives no compensation:</p> <ul style="list-style-type: none"> <li>• Volunteering at a nonprofit charitable, civic or community organization (law or non-law related);</li> <li>• Assisting an attorney or law firm on a pro bono case;</li> <li>• Any work over &amp; above your required Externship or University Legal Assistance (Clinic) hours;</li> <li>• Serving at a public agency.</li> </ul> <p>The place of service should be in E. Washington/N. Idaho, with exceptions possible upon approval by the Public Service Liaison, who will consult with the Assistant Dean of Students (e.g., a student may fulfill the requirement while out of the area during a term break or distance externship).</p> <p>Service hours must be submitted to the Registrar’s Office within twelve (12) months of completion.</p> <p>Students are responsible for selecting a public service activity that will meet the requirement. Students may:</p> <ol style="list-style-type: none"> <li>1. choose an agency on their own (new agencies should be pre-approved by student Public Service Liaison);</li> <li>2. request placement assistance from Public Service Liaison;</li> <li>3. find approved agencies/activities through Community Service Fair held on main campus each term; or</li> <li>4. find approved agencies/activities via the Gonzaga University Service Learning website (in cooperation with the Center for Community Action &amp; Service Learning (CCASL)).</li> </ol> <p>Copies of the submission form may be found either outside the Registrar’s Office or on the Public Service Requirement page of the Gonzaga Law website.</p> <p>Transcripts will reflect completion of the GPSR upon graduation.</p>	<p>The law school will confer the Pro Bono Distinction (PBD) for students who perform 30 hours of pro bono service during their 1<sup>st</sup> &amp; 2<sup>nd</sup> terms, 3<sup>rd</sup> &amp; 4<sup>th</sup> terms, and/or 5<sup>th</sup> &amp; 6<sup>th</sup> terms.</p> <p>The early start program is considered part of the 1<sup>st</sup> term. Hours completed during the early start program can be counted during the 1<sup>st</sup> term.</p> <p>Students can earn the following additional Pro Bono Distinctions:</p> <ol style="list-style-type: none"> <li>1. 1<sup>st</sup> Level. Silver – earned PBD for at least four terms &amp; performed 100 or more pro bono service hours during law school.</li> <li>2. 2<sup>nd</sup> Level. Gold – earned PBD for at least four terms &amp; performed 200 or more pro bono service hours during law school.</li> <li>3. Top Level. Platinum – earned PBD for at least four terms &amp; performed 300 or more hours of pro bono service during law school.</li> <li>4. Dean’s Pro Bono Award of Distinction – student who earned PBD for at least four terms &amp; who accrued the highest number of pro bono hours in his or her graduating class.</li> </ol> <p>For purposes of earning the PBD, pro bono service is defined as providing law-related services, under the direct supervision of an attorney, for which the student does not receive academic credit or pay (including work-study, grant, fellowship, or scholarship money) to:</p> <ul style="list-style-type: none"> <li>• a non-profit organization or government entity;</li> <li>• a lawyer or law firm providing services that comport with Rule 6.1 of the American Bar Association’s Model Rules of Professional Conduct, “Voluntary Pro Bono Public Service”;</li> <li>• the Gonzaga Law Moderate Means Program;</li> <li>• pro bono service projects coordinated by Gonzaga’s Center for Law in Public Service (CLiPS);</li> <li>• Gonzaga’s University Legal Assistance clinic or an externship placement in excess of the work hours required for credit;</li> <li>• an entity that a student works for in compliance with the terms of a grant or scholarship, in excess of the terms of service required for the grant or scholarship, if the work otherwise meets one of the requirements above.</li> </ul> <p>Students must document pro bono hours in the manner prescribed by the CLIPS director. Students in the final term must submit pro bono hours by March 15th in order to be recognized at May commencement.</p> <p>Students who achieve the Pro Bono Distinction will receive a Certificate of Recognition from the Dean, have the distinction noted on their final transcript, and be recognized in the May commencement program. The student who earns the Dean’s Pro Bono Award of Distinction will receive an award at May commencement.</p>

**Please fill out the GPSR/PBD Completion Form & obtain signatures from all required parties, & submit to the wooden box outside of the Registrar’s Office, via fax to (509) 313-5710 or as a PDF via email for satisfaction of the requirements of either of these programs. Public Service Liaison may refuse to accept incomplete or unreadable forms. Please see the Gonzaga Law website for more information & specific deadlines for each of these programs: Graduation Public Service Requirement (<https://www.law.gonzaga.edu/academics/curriculum/public-service>) or Pro Bono Distinction (<https://www.law.gonzaga.edu/centers-programs/clips/pro-bono-distinction/>).**