

# Zags in Public Service (ZIPS) at 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

Executive JD:  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 the activity 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 they did not receive employment income for the public service/pro bono activity.

Public Service Recipient Printed Name & Title \_\_\_\_\_

Date \_\_\_\_\_

Public Service Recipient Signature \_\_\_\_\_

Email Address or Phone # \_\_\_\_\_

# Zags in Public Service (ZIPS) – 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 for 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 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><b>Service hours must be submitted within twelve (12) months of completion.</b></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 or the Center for Civil &amp; Human Rights;</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 Center for Community Engagement.</li> </ol> <p>Copies of the submission form may be found outside the Registrar’s Office or downloaded from the Public Service Requirement page of the Gonzaga Law website.</p> <p>Graduate transcripts will reflect completion of GPSR.</p>	<p>The law school will confer the Pro Bono Distinction (PBD) for enrolled 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>Hours completed during the early start program will be counted toward the 1<sup>st</sup> term. Hours completed by traditional students in summers after 1L year will be counted toward the next year.</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 at least twice &amp; performed 100-199 pro bono service hours during law school.</li> <li>2. 2<sup>nd</sup> Level. Gold – earned PBD at least twice &amp; performed 200-299 pro bono service hours during law school.</li> <li>3. Top Level. Platinum – earned PBD at least twice &amp; performed 300+ pro bono service hours during law school.</li> <li>4. Dean’s Pro Bono Award of Distinction –earned PBD at least twice &amp; accrued the highest number of pro bono hours in graduating class.</li> </ol> <p>For purposes of earning PBD, pro bono service is defined as providing law-related services, under direct supervision of an attorney, for which student does not receive academic credit or employment income, 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 Civil &amp; Human Rights;</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 Public Service Liaison. Spring/Summer graduating students must submit hours by March 15 in order to be recognized at commencement. Students graduating in any term other than spring must submit hours by the last day of classes of their final term in order to have distinction noted on transcript.</p> <p>Students who achieve the Pro Bono Distinction will receive a Certificate of Recognition from the Dean, have distinction noted on their final transcript, and be recognized in May commencement program. Student who earns the Dean’s Pro Bono Award of Distinction will receive award at May commencement.</p>

**Please fill out the ZIPS Completion Form & obtain signatures from all required parties, & submit to the “ZIPS Completion Forms” TWEN page for satisfaction of the requirements of either program (GPSR or PBD.)**  
**Please see the Gonzaga Law website for more information & specific deadlines for each of these programs:**  
**Graduation Public Service Requirement (<https://www.gonzaga.edu/school-of-law/academics/curriculum/public-service-requirements>) or Pro Bono Distinction (<https://www.gonzaga.edu/school-of-law/clinic-centers/pro-bono-distinction>).**