Pro Bono Service Program  
Nunn Hall Room 205  
Highland Heights, KY 41099  
859-572-6485 (phone) 859-572-6664 (fax)

**PLACEMENT OPPORTUNITY**

Sponsoring Organization/Agency/Firm: ________________________________

**Type of Organization (please check):**

- ☐ Bar Association
- ☐ Community Legal Education
- ☐ Public Defenders
- ☐ Firm/Private Attorney (Pro Bono Work)
- ☐ Government
- ☐ Legal Aid
- ☐ Legislator
- ☐ Non-Profit
- ☐ Public Interest
- ☐ Faculty Project
- ☐ Other: ____________________

Contact Person and Title: __________________________________________

Address: _________________________________________________________

City: ___________________________  State: __________  Zip: __________

Phone: ____________________  Fax: ____________________  Email: __________

**Supervisor Name and Title (if different from above):** __________________________

Phone: ____________________  Fax: ____________________  Email: __________

**DESCRIPTION OF PLACEMENT**

Briefly describe the work of your organization

____________________________________________________________________

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Briefly describe the pro bono assignment (include substantive area and tasks, if known in advance)

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**Subject Area (please check all applicable categories):**

- ☐ AIDS/HIV
- ☐ Bankruptcy
- ☐ Children’s Rights
- ☐ Civil Rights/Civil Liberties
- ☐ Community Economic Development
- ☐ Constitutional Law
- ☐ Consumer
- ☐ Criminal Law
- ☐ Death Penalty
- ☐ Disability Rights
- ☐ Education Law
- ☐ Elder Law
- ☐ Employment Law
- ☐ Environmental Law
- ☐ Family Law
- ☐ Health
- ☐ Housing/Homeless
- ☐ Human Rights
- ☐ Immigration
- ☐ International Law
- ☐ Labor Law
- ☐ Legislative or Policy Analysis
- ☐ Non-Profit
- ☐ Poverty Law/Public Benefit
- ☐ Prisoners’ Rights
- ☐ Tax
- ☐ Women
- ☐ Other: ____________________
**Type of Work (please check all applicable types)**

- ☐ Administrative Hearing
- ☐ Advocacy
- ☐ Community Legal Education
- ☐ Client Intake/Counseling
- ☐ Court Experience
- ☐ Discovery
- ☐ Drafting Documents
- ☐ Factual Investigation
- ☐ General Case Preparation
- ☐ Interviewing
- ☐ Legislative
- ☐ Mediation
- ☐ Negotiation
- ☐ Legal Writing
- ☐ Teaching
- ☐ Training
- ☐ Legal Writing
- ☐ Other

Is this a one-time placement opportunity or will it be an ongoing opportunity? ________________________________

If a one-time opportunity, number of students needed? ___________________________

If this is an ongoing opportunity, number of student placements available per semester? ___________________________

Per summer? ___________________________

What level of students are appropriate for this work? (check all that apply) ☐ 1L ☐ 2L ☐ 3L/4L

Any special qualifications needed to do this assignment? (e.g., courses taken, languages, previous work experience)

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Will special training be provided?

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How many hours of training are involved? ___________________________

Minimum number of hours (excluding training) students must commit to the assignment? ___________________________

Preferred allocation of hours: flexible________ minimum hours: per week________ per day _________

Are evening or weekend hours possible? ___________________________

Any application process that student should follow? (phone call, email resume, letter of interest, interview)

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_______________________________________________________________________________________________________________

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Any deadline for applying? ___________________________

Comments: ___________________________

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Please mail, fax or email this form to Jane Underwood at 859-572-6485 or underwoodj2@nkub.edu

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**FOR OFFICE USE ONLY**

Date approved: ___________________________ Approval Letter Sent: ___________________________