

EQUAL JUSTICE WORKS 2013 SUMMER CORPS PROGRAM

Supervisor Guide

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Welcome

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.

Equal Justice Works was founded in 1986 by law students dedicated to breaking down the barriers to equal justice that affect millions of low-income individuals and communities. Today, Equal Justice Works is the country’s leading organization engaged in training and supporting public service-minded law students. We are also the national leader in creating summer and postgraduate public interest opportunities for law students and graduates.

Summer Corps, as well as our Equal Justice Works AmeriCorps Fellowships, is supported by an AmeriCorps grant from the Corporation for National and Community Service. Summer Corps provides 350 law students with the opportunity to earn a \$1,175 education award voucher for dedicating their summer to a qualifying legal project at a nonprofit public interest organization.

Thank you again for your support and commitment to public interest law. 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,

The Equal Justice Works AmeriCorps Team

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.

Qualifications to be a Supervisor

To be a Supervisor for a Summer Corps Member, you must meet the following qualifications:

- Be a barred attorney in the state in which the host site is located
- **Not** be a current AmeriCorps Member yourself (including Equal Justice Works AmeriCorps Legal Fellows)
- Be a current employee of the Member's host site
- Intend to be in daily contact with the Member and have knowledge of their hours logged, clients served, and activities
- Be aware of the responsibilities outlined below

Responsibilities of Project Supervisor

Your responsibilities as a supervisor for a Summer Corps member are as follows:

Be Aware of the Stipulations in the Summer Corps Contract: If the applicant listed you as the "signing authority" for the Contract, you must certify the Summer Corps service contract before the application will be considered complete. If you were not listed as the signing authority, you are nevertheless responsible for knowing the contents of the Contract. Please ask the Member to view the contract, or contact us for a copy.

The Summer Corps service contract summarizes important AmeriCorps regulations and program requirements, including:

- The 300 hours required for the member to complete the program and receive the \$1,175 education award;
 - The requirement that at least 4, but no more than 60, of these 300 hours be spent in Training, including the required orientation described below;
- The project description submitted by the member;
- The list of prohibited activities which Members must not engage in during their term of service in Summer Corps (listed below); and
- The requirement to notify Equal Justice Works if the member stops performing service (for example, if the host organization and member decide to end the term of service, if the member has a personal emergency, if the member stops showing up, or any other circumstance where the term of service has ended). Equal Justice Works has thirty days from the last date of service to review the time log and final report, and conduct several steps to exit a member properly according to AmeriCorps regulations. If we don't know that the last day of work has occurred, we cannot do our exit work. We are measured by our funder on the percentage of exits which occur within the 30 day time window. **Therefore, it is essential that you let us know immediately if your Member ceases work at your host site.**

Pre-service orientation: Supervisors are responsible for providing their Summer Corps member with an orientation to the host site and available resources prior to the start of his/her service hours. 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. Please introduce the member to your colleagues and provide him/her with a description of his/her day-to-day tasks. You and the Summer Corps member must also review the member and supervisor guides.

Supervision: The supervisor should provide regular and adequate supervision to the member (e.g. weekly meetings or daily check-ins).

Time Logs: 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 Saturday, August 31, 2013. At least 4, but no more than 60, of these hours must be spent in training of the member. After the member's term of service is complete, you will receive an email asking you to certify their time log. Please do so **immediately** so that we can exit the member from the program.

Reporting: The overall goal of Summer Corps is to provide direct legal services to low-income individuals and communities, while furthering law student commitment to public interest work. Additionally, we are required by our grant to track outcomes related to specific issue areas. Because these outcomes are for the overall program, we understand that not every member will contribute to every outcome. Please ensure that a system is in place for the member to track the information listed below so that he/she can submit the required final report to Equal Justice Works at the end of his/her term of service.

At the end of this summer, Members will be asked to complete a Final Report. Note that we understand, as a law student, Members are under the supervision of an attorney and that Members are frequently contributing to, but not solely responsible for, the outcomes below. If Member contributed to the outcome, they may report it. Members will be expected to report on the following outcomes:

- General Information
 - Number individuals provided direct legal assistance
 - Number of documented positive outcomes
 - Number of volunteers recruited
 - Description of positive outcomes for your clients (500 word limit)
- Veterans Projects
 - Number of veterans served
 - Number of veterans' family members served
 - Number of veterans served with a housing matter

- Number of veterans served who become housed, at least in part, because of service (e.g., removing barrier to housing)
- Number of veterans served who remained in housing because of service
- Number of veterans who had a barrier to housing removed
- Number of veterans served to address a barrier to employment
- Number of veterans that had a barrier to employment removed
- Number of veterans served that now have access to better healthcare
- Number of veterans served that had a criminal matter dismissed or expunged
 - Number of veterans served that had fines or other penalties waived or reduced as a result of legal services provided
- Number of veterans served to address outstanding warrants
 - Number of veterans served that had warrants dismissed as a result of legal services provided
- Number of veterans served that were able to obtain a government-issued ID as a result of legal services provided
- Disaster Projects
 - Number of individuals served that were affected by disaster
 - Number of individuals served to whom you provided disaster-related legal services
 - Number of position outcomes you achieved for individuals who received disaster-related legal services
 - Number of individuals you assisted in gaining access to housing or income after a disaster
 - Number of individuals whose rights you enforced in consumer issues after a disaster, including construction, repair and remodeling contracts
 - Number of individuals you assisted with brief legal services and advice after a disaster
 - Number of individuals you helped to maintain housing or delay eviction after a disaster
- Foreclosure Projects
 - Number of cases you defended against foreclosure (including loan modification, mediation, other pre-foreclosure assistance, and foreclosure defense)
 - Number of homes you helped saved or foreclosures you helped prevent (including loan modification, mediation, other pre-foreclosure assistance, and foreclosure defense)
 - Number of people whose homes you saved (i.e., all the people living in the home that were saved)
 - Number of individuals in their homes pending the outcomes of the foreclosure cases you worked on (foreclosure delayed as a result of intervention, case isn't finalized)
 - Number of individuals who chose foreclosure, following a legal analysis and the advice that you provided
 - Number of individuals who were able to stay in their homes for additional time while planning for transitional housing as a result of legal services you provided
- Medical-Legal Partnerships Projects
 - Number of community medical-legal clinics that you led or participated in

- Number of individuals you served through the medical-legal partnerships
- Number of healthcare providers you trained to screen, refer, and advocate for the unmet legal needs of their parents
- Number of positive outcomes for individuals served in a medical-legal partnership

Prohibited Activities: As an AmeriCorps-funded program, there are certain restrictions placed by Congress on members' activities during their term of service. 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.**

Summer Corps Member Evaluation: 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:

- Whether the member has completed the required number of hours;
- 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.

Equal Justice Works does not require supervisors to submit these evaluations at the end of the member's term(s). **However, we may call on you to provide a copy of the evaluation at a later date, and at the end of the term, you will be asked to certify that this evaluation was completed.**

Exit Procedures: For a member to successfully complete the program and be eligible for the education award, s/he must complete the exit procedures. **The deadline is one week from the member's the last day of service.** Both the supervisor and Summer Corps member must complete the following steps by the deadline:

- Review and certify the exit form which includes:
 - The member time log;
 - Certification of non-participation in prohibited activities;
 - Certification that a Summer Corps member evaluation was completed
- Member must complete the Final Report with the assistance of the Supervisor

AmeriCorps Prohibited Activities

Pursuant to CNCS regulations *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. 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.

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.

Questions

If you have questions about any of the Summer Corps program requirements or AmeriCorps regulations, 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>

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