

PILP Stipend Planning Timeline

June:

- Begin recording pro bono/community service hours. You may count toward your required hours any qualifying work that you perform between June of the year before you apply for a stipend and the time the application is due. (For example, in your application for a stipend for summer 2012, you may count hours completed between June 2011 and March 2012.)

September:

- Attend the back-to-school PILP informational meeting. The PILP Executive Board will provide an introduction to PILP's major activities, including the annual auction and the stipend program.
- Spend some time reviewing the PILP website to familiarize yourself with the applicant and employer eligibility requirements and stipend application. Feel free to contact PILP's Director of Stipend Board Relations with questions at any time: (paulruprecht@lclark.edu).
- You can begin contacting prospective employers at any time. Remember that some employers will have application deadlines for summer positions as early as late summer or fall of the preceding year. Review the list of former employer organizations on PILP's website or talk to Career Services for ideas on where to apply. [Note: 1Ls must wait until December to begin arranging summer employment, but can work on their auction and pro bono/community service volunteer hours during their first semester.]

October:

- By late September or October, you will have your first opportunities to begin completing volunteer hours in support of the auction. (Keep an eye out for the letter-stuffing event—usually the first volunteer event.) These opportunities will continue up to the auction itself. You need at least 15 PILP hours (in addition to at least 20 pro bono/community service hours) to apply for a stipend, but the more you have, the more competitive your application will be. Don't wait until the last minute and risk not getting enough hours!

December:

- Take advantage of winter break to get volunteer hours, apply for summer positions, visit out-of-area employers and alumni, or update your resume. Work with Career Services to have your resume ready for applications that you will submit to many employers in January and February.

January:

- Attend the "Financing Your Summer" meeting that will be held the first week of the spring semester. This meeting will focus on the process of preparing the stipend application materials, as well as funding options other than PILP stipends.

January/February:

- If you haven't found an employer yet, the public interest career fair is a great place to meet and interview with a public interest organization. The deadline for registration and interviews is in mid-January. The fair will take place in early February. You will sign up to attend and apply for interviews through Career Services.
- Continue to complete auction and pro bono/community service volunteer hours.
- Once you have found an employer, give them sufficient time to complete the "employer statement" and their part of the "joint statement of goals" that are required parts of your application. Draft your "personal statement." (These will be explained at the January "Financing Your Summer" meeting.)
- Think about a back-up plan in the event that you do not receive a stipend. Will you still work for your employer? Can you secure other sources of funding? Consider speaking with Career Services Public Interest Law Coordinator Bill Penn about alternate funding possibilities.

March:

- The PILP auction will take place in early March. You will have many opportunities to volunteer in the weeks leading up to the auction.
- After the auction, have an Auction Committee Head and one of the Auction Directors sign off on your auction hours. Have Bill Penn sign off on your pro bono/community service hours. Finalize your application. The application will be due shortly after the auction.
- The Stipend Board will convene and award stipends approximately two weeks after the auction. The Director of Stipend Board Relations will promptly notify you as to whether you were selected to receive a stipend. If you are offered a stipend and accept it, you will be given further direction on how to receive your money.
- All applicants: Turn in pro bono and community service work completion forms signed by a supervisor to Bill Penn in Career Services by April to qualify for the pro bono award.