

PRO BONO SITE CONFIRMATION FORM

**INSTRUCTIONS:** If a student selects a private law firm or corporation as a pro bono site, this form **must be completed and returned to the Career Planning Center before the *pro bono* work is started.** This form is not necessary if working with a public sector employer. Once approved, **student may pick up the form and attach it with the final student log and supervisor's report** upon completion.

Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Date student will begin work: \_\_\_\_\_

Liaison/Contact Person: \_\_\_\_\_

Sponsoring Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed assignment (general description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is matter being handled by the office without a fee or for a reduced fee?** \_\_\_\_\_ Yes \_\_\_\_\_ No

Allocation of Time (hours/week): \_\_\_\_\_

\_\_\_\_\_  
Attorney Supervisor's Signature

\_\_\_\_\_  
Date

Robyn Rucker  
Valparaiso University Law School  
656 S. Greenwich St., Valparaiso, IN 46383  
219 465-7972 (Phone) 219 465-7914 (Fax)

Submit completed forms to:  
Robyn Rucker, Career Planning Center, Room 129