

PROJECT DESCRIPTION FORM

Chapter: University of Saskatchewan

Program year: 2023-2024

Project Name: Citizenship Application Clinic

SECTION A – ORGANIZATIONAL INFORMATION

- 1. Name of Organization:** Global Gathering Place
- 2. Mailing Address of Organization:** 100 5th Ave N., Saskatoon, SK S7K 2N7.
- 3. Website of Organization:** www.globalgatheringplace.com

4. Type of Organization:

- Charity
- Not-for-profit
- Association
- Government
- University
- Law firm
- Other please specify

5. Brief overview of the organization's mandate (2 to 4 lines maximum):

Global Gathering Place engages and supports immigrants and refugees to integrate and thrive in Canadian society. They provide a variety of personalized settlement services to each of their clients. Global Gathering Place also collaborates with a variety of organizations to work towards a society where newcomers are fully engaged and valued.

6. Organization Contact Person

Name: Lori Steward

Title: Finance and Operations Manager

Telephone Number: (306) 665-0268

Email Address: lori.steward@globalgatheringplace.com

7. Preferred mode of contact: Phone Email

8. Lawyer supervisor(s)

Note: For certain projects, students work with a roster of lawyers. In such instances, please include the information of all lawyer supervisors, and indicate who the lead lawyer/key point of contact is.

Type of Lawyer Supervisor:

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*Note: Please check only **ONE** of the following.*

- Lawyer Supervisor - Insured
- Lawyer Supervisor – Expert (*must attach Lawyer Supervisor – Expert Checklist*)
- Lawyer Supervisor – Non-insured (*only permitted in a joint supervision model*)

Name: Davida Bentham

Title: Outreach Director & Staff Lawyer

Organization/Firm: Pro Bono Law Saskatchewan

Telephone Number: (306) 569-6848

Email Address: davida.bentham@pblsask.ca

The lawyer supervisor is:

- An employee of your organization
- A board member
- Other Davida has knowledge in immigration law and currently works at Pro Bono Law Saskatchewan.

9. How often will the lawyer supervisor be available to meet with the student(s)?

The lawyer supervisor will be able to meet with students as required and will be available by email and telephone at the weekly clinics. The lawyer supervisor will create a Guide students can follow in assisting clients. She will also do in-person training with the student volunteers at the start of the project.

10. Due to the ongoing COVID-19 pandemic, and related university directives/policies, students may be required to complete some or all of their volunteer placement virtually and from home. Can student volunteers on this project complete their work virtually and from home? Please confirm yes/no.

No

SECTION B – PROJECT INFORMATION

11. Please describe the project tasks:

Description of Project

This project aims to assist eligible Permanent Residents of Canada in applying for Canadian citizenship.

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Citizenship Application Clinic

The Citizenship Application Clinic will assist eligible GGP clients in applying for Canadian citizenship. This includes assessing eligibility, collecting necessary information and documentation for the application.

The clinic will be held once a week, during GGP office hours (3-hour time block). Volunteer students will work with a clients (which may be an individual or whole family) to complete and submit a citizenship application. The number of appointments a client requires to complete the application varies from client to client but at minimum, this will require meeting with the client twice.

The weekly clinic dates will be set in August. The initial training date will also be selected in August. The supervising lawyer's preference for the training date is a Monday or Friday.

Under the supervision of the lawyer, student volunteers will be expected to:

- Be at GGP during their scheduled clinic shifts.
- Greet/ welcome clients and review the Waiver Agreement with the client.
- Using the Guide, review citizenship eligibility with the client
- Assist the client in gathering necessary information and completing citizenship application forms.
- Assist the client with gathering supporting documents.
- Work with language interpreters/translators while assisting the clients (as needed).
- Distributing feedback forms to help inform future improvements to the project.

Note: The students will not provide legal advice. Complex questions that may cross the line of legal advice will be redirected to the Lawyer Supervisor.

Role of Student Volunteers

Please refer to above.

Role of Project Lead

- Provide expertise and guidance to the student volunteers in the work of assisting clients, as well as in communicating with the community organization and supervising lawyer
- Work with Global Gathering Place to set up appointments for the Citizenship Application Clinic.
- Maintaining regular communication with student volunteers, Lawyer Supervisor, Project Supervisor, and PBSC Coordinators.
- Taking lead on creating the transition memo - this document should include contact information, best practices, and tips to assist future students, as well as future Project Leads involved with the project.

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Role of Supervising Lawyers

- Prepare a Guide for volunteer lawyers as well as prepare and facilitate in-person training
- Be available via telephone and email during clinic hours to answer questions
- review and approve all citizenship applications prior to submission

Which types of law are used in this project?

Citizenship Law

12. What is the main project output?

Select **ONE** option.

- A. Creating produced content (e.g. research memos, brochures, podcasts, etc.)
- B. Completing client intake and assistance (e.g. completing client intake, providing client referrals, helping clients with their ID documents, etc.)
- C. Presenting public legal education (e.g. in-person or virtual presentations, workshops, training sessions, etc.)

13. If you checked boxes A or C in question 12, above, do you consent to the Student Volunteer(s) sending to PBSC a copy of the project deliverable? *Please note it is your responsibility to collect and retain any project deliverable or documentation required to carry out the work set out in this Form.* If you consent to PBSC saving a copy of the project deliverable (this strictly applies to Research and Public Legal Education projects), the documents will be securely saved and used solely for the purposes of monitoring the progression of the project, informing project development, and offering efficient continuity to returning projects, and will not be reproduced, shared, or used outside of these stated purposes.

- A. I consent to PBSC saving a duplicate of the project deliverable.
- B. I do not consent to PBSC saving a duplicate of the project deliverable.

14. If you checked boxes B or C in question 11, above, what is your plan for distribution of PBSC's Client Impact Survey?

Note: PBSC's Client Impact Survey is an important tool that allows our organization to measure client satisfaction and impact, report to stakeholders, and improve our programming. The Client Impact Survey is available through Qualtrics, which meets all federal and provincial privacy and security laws (data is stored in Canada).

For client intake and assistance projects, the student volunteers will set aside time to share the Client Impact Survey hyperlink and QR Code at the end of client meetings. Volunteers will be provided with the hyperlink and QR Code at the start of their placements. Where appropriate,

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printed copies of the survey may be used as long as there is a protocol in place to safeguard client confidentiality.

For public legal education presentations, the student volunteers will set aside time to share the Client Impact Survey hyperlink and QR Code with the participants at the end of the session. The hyperlink and QR Code will be embedded in the last slide of the presentation where possible. Volunteers will be provided with the hyperlink and QR Code at the start of their placements. Where appropriate, printed copies of the survey may be used as long as there is a protocol in place to safeguard participant confidentiality

Other. If neither of the above options are an appropriate means of distributing PBSC's Client Impact Survey for this project, please explain your plan for distribution.
Click or tap here to enter text.

15. A work plan is required for this project: Yes No

If yes, the student(s) must reach out to the lawyer supervisor, draft a work plan, and submit it by email to the Program Coordinator and the lawyer supervisor by November 1st at the latest. Please note that workplans are required for all legal research and writing projects.

Workplan will be submitted in early October and include:

- Include a schedule for regular check-ins with the Project Supervisor and for training.

16. Do you have PBSC placements with students from any other PBSC chapter(s)?

If so, which chapters? Do the placements relate to the same project?

No

17. What type of training will the organization provide to the student(s)?

Note: All first year PBSC volunteers and all volunteers working on research projects must also attend a PBSC/Thomson Reuters legal research strategies workshop.

Students will receive general training from PBSC and citizenship law specific training from the Lawyer Supervisor and Global Gathering Place.

18. How many students would you like assigned to this project?

4 students.

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19. How many hours per week will the student volunteer(s) be expected to work?

Note: PBSC students are expected to volunteer 3-5 hours per week. Additional hours are at the students' discretion, but at no time should the student be volunteering more than 10 hours per week.

Students are expected to volunteer 3-5 hours per week on average.

20. Will the student(s) be expected to show up for regular shifts each week, or is the schedule flexible?

Students will be expected to show up for regular shifts each week. The clinic schedule for the fall will be set before September and the winter clinic schedule will be set in the fall term. If a student cannot attend a previously agreed upon clinic, then another student volunteer or the project lead will fill in.

21. Is workspace provided for the student volunteer(s) at your organization?

Yes

22. Please list the devices and technologies the students will require to have at home in order to complete their volunteer work remotely (ex. Computer, Internet access, telephone, FaceTime, Zoom, etc.)

Students will need access to the internet, a telephone, and a computer.

SECTION C – STUDENT REQUIREMENTS

23. Is there an expectation for the student(s) to be bilingual?

Speaking multiple languages would be seen as an asset.

24. Can first year law students volunteer for this project? Yes No

25. Please list any law school prerequisites required for this project. (e.g., administrative law, family law, immigration and refugee law.)

Preference will be given to students who have taken or are registered in Immigration Law or Refugee Law.

26. Please list any other requirements or expectations for this project. (e.g., professional or academic background, experience, etc.)

There are no other requirements, but preference will be given to students with attention to detail, organization, strong communication skills, personable, and have experience working with newcomers and presenting in front of a crowd.

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SECTION D – TO BE COMPLETED BY THE PROGRAM COORDINATOR

27. Which project model(s) most accurately describes this project? If the project has multiple activities, please choose a **maximum of 3** project models. In order to obtain the most accurate data, please only select the project models that describe the majority of the project’s activities. If the relevant project model is not indicated below, please contact your Program Officer.

- Public Legal Education (presentations, workshops, podcasts, brochures, blogs, etc.)
- Research (memoranda used for internal purposes only)
- Client services (court forms, shadowing, mock hearings, intake, legal clinic, etc.)
- Other (please specify)

28. Which communities does this project serve? Please identify the top **3** communities that this project serves. Please choose the primary (1), secondary (2) and tertiary (3) communities served by writing 1, 2, or 3 next to the community. This will help us understand gaps in our programming, resource allocation and provide us with information for funding proposals and reports. We understand that due to the intersectionality of identities, it is difficult to rank the top three communities served. Please note that by ranking, you are not prioritizing any issues, or communities. If you would like to add any comments, please use the comment box below. You will have the opportunity to choose the type of law in the following question.

- Children & Youth
- Domestic Violence Survivors
- Women
- Homeless & marginally housed
- 1 Immigrants, refugees & newcomers
- Indigenous (First Nations, Inuit, Métis)
- LGBTQ+
- 2 Linguistic minorities
- People living in poverty
- People living with disabilities & chronic illnesses
- People living with HIV
- People living with mental health challenges
- Precariously employed individuals
- Prisoners & former prisoners
- 3 Racialized communities
- Religious minority communities
- Self-represented litigants
- Seniors
- Trans and gender diverse individuals
- Two-Spirit individuals
- Veterans

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__ Other: General Project – no specific community being served (***note: comments are mandatory if this option is selected***)

Comments:

Click or tap here to enter text.

Project reviewed by On-site Supervisor

Signature

Date

Note: A final/complete copy of this Project Description Form must be provided to:

- The Organization Contact Person
- The Lawyer Supervisor(s)
- The Student Volunteer(s)
- Your Program Officer at National Office