

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

Chapters: Victoria, Saskatchewan, Manitoba, UNB

Program year: 2023/24

Project Name: Innocence Canada Ambassadorship

Note: the project name should be concise, distinguishable from other projects, and easily identifiable for volunteers, partners, and clients.

SECTION A – ORGANIZATIONAL INFORMATION

- 1. Name of Organization:** Innocence Canada
- 2. Mailing Address of Organization:** Innocence Canada, 555 Richmond Street West, Suite 1111, PO Box 106, Toronto, Ontario M5V 3B1
- 3. Website of Organization:** <https://www.innocencecanada.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):

Innocence Canada is the only national non-profit organization dedicated to wrongful conviction advocacy, education and legal reform. Over the past 30 years, we have championed the exonerations of innocent individuals across the country who have been wrongfully convicted of serious offences, particularly homicides. We are also a national leader in public education and legal reform, regularly lending our expertise to academic institutions, the criminal justice system, government bodies, legal entities, media outlets, and everything in between.

6. Organization Contact Person

Name: Pamela Glatt

Title: Director of Education

Telephone Number: 416-358-4107

Email Address: pglatt@innocencecanada.com

- 7. Preferred mode of contact:** Phone Email

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8. Lawyer supervisor(s)

Pamela Glatt, JD, MA, BA (same contact info as above)

Type of Lawyer Supervisor:

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

Lawyer Supervisor - Insured

Lawyer Supervisor – Expert (*must attach Lawyer Supervisor – Expert Checklist*)

Name: Pam Glatt (same contact info as above)

Title: Director of Education

Organization/Firm: INNOCENCE CANADA

Telephone Number: same contact info as above

Email Address: same as above

The lawyer supervisor is:

An employee of your organization

A board member

Other (please specify relationship)

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

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. YES

SECTION B – PROJECT INFORMATION

11. Please describe the project tasks:

Note: If there are multiple projects, please complete a separate Project Description Form for each project.

Description of Project

The first step to preventing wrongful convictions it to understand how and why they happen through public education. The law students of today will one day be running our criminal justice system, so it is

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critical that they be equipped with the knowledge and understanding of wrongful convictions. This project will help create awareness on wrongful convictions, thereby increasing access to justice in the long term.

To support this educational initiative, innocence Canada is thrilled to launch our Ambassadorship Pilot Program in partnership with PBSC! The program will be launching at a few select law schools from coast to coast. Our student ambassadors will have the unique opportunity to assist us with the development and expansion of our education portfolio across the country. Specifically, each ambassador will help with our local educational initiatives in their law school / province. This may include but is not limited to: event planning, research, presentations, outreach, etc. Ambassadors will also have the opportunity to connect with our other ambassadors across the country at meetings we will be holding on a regular basis.

Role of Student Volunteers

- See previous question

Role of Supervising Lawyers

- Our Director of Education will provide ongoing guidance and supervision for all ambassadors, as well as coordinate training sessions and collaborative meetings throughout the year.

Which types of law are used in this project?

- Criminal Law
- Public interest law

12. What is the main project deliverable?

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

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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.

**We cannot confirm this now as it will be context specific depending on confidentiality etc.*

14. If you checked boxes B or C in question 12, 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, 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.

**We cannot confirm this now as it will be context specific depending on confidentiality etc.*

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.

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?

See project description

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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.

All of our ambassadors will be provided with orientation training in the fall as well as educational sessions with all volunteers throughout the year. Dates / times for group mandatory training / sessions will be discussed with all student volunteers in order to schedule on mutually convenient dates.

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

Ideally one per school. BUT if there's more than one amazing candidate, happy to consider 2 students.

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.

Up to 5 hours (however there will be weeks when there's no work at all, sometimes there might be weeks where there's more work).

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

Meeting schedule will be discussed at the beginning of the placement and will be organized around student schedules

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

We will have a group Slack channel for direct communication.

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.)

Computer, Internet access, Phone, Zoom, Email

SECTION C – STUDENT REQUIREMENTS

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

No

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.)

See section 26

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

This pertains to all of the above questions in this section! Below are our preferred qualifications. For those candidates that do not have some / all of these qualifications, we do still encourage you to apply, and suggest that you use this section to write a small blurb on why you think you would be a great fit for this position!

- Demonstrated awareness and a passion for wrongful conviction advocacy
- Demonstrated experience in wrongful convictions, ie. completion of a wrongful conviction course, volunteer work, internship / placement, etc.
- Advanced criminal law related courses, including evidence, criminal procedure, etc
- Excellent written communication skills
- Excellent oral communication skills
- Strong critical thinking and problem-solving skills
- Demonstrated ability to work independently and collaboratively in small team environment

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
- ___ Immigrants, refugees & newcomers
- 2 Indigenous (First Nations, Inuit, Métis)
- ___ LGBTQ+
- ___ Linguistic minorities

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- People living in poverty
- People living with disabilities & chronic illnesses
- People living with HIV
- People living with mental health challenges
- Precariously employed individuals
- 1 Prisoners & former prisoners
- 2 Racialized communities
- Religious minority communities
- 3 Self-represented litigants
- Seniors
- Trans and gender diverse individuals
- Two-Spirit individuals
- Veterans
- 3 Other: General Project – no specific community being served (***note: comments are mandatory if this option is selected***)

Comments:

In addition, this project will serve the entire law school community as well as the public in general across Canada

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