

# PROJECT DESCRIPTION FORM

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

**Chapter:** University of Saskatchewan

**Program year:** 2026-2027

**Project Name:** Citizenship Application Clinic

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## SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** Global Gathering Place (GGP)

2. **Mailing Address of Organization:** 100 5<sup>th</sup> Ave N, Saskatoon SK, S7K 2N7

3. **Website of Organization:** [https:// globalgatheringplace.com](https://globalgatheringplace.com)

4. **Type of Organization:**

☒ Not-for-profit

☐ 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**

[Redacted]

[Redacted]

7. **Preferred mode of contact:** Phone ☐ Email ☒

8. **How often will the organization contact person be available to meet with the student(s)?** The organization contacts will be available to meet with students as required.

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## 9. 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:

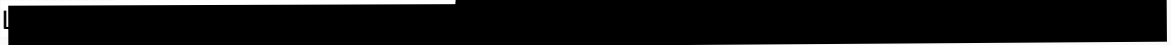
Lawyer Supervisor - Insured



The lawyer supervisor is:

☐ Click to select drop down option

☒ Other (please specify relationship)



10. **How often will the lawyer supervisor be available to meet with the student(s)?** The lawyer supervisor will be available to meet with students as required and will be available by email and telephone/video call at the weekly clinics. The lawyer supervisor will create a Guide that students can follow in assisting clients. The lawyer supervisor will also do in-person training with the student volunteers to ensure expectations and operating procedures are clear.

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## 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. Include details on the final deliverable and expected timelines, etc. Include details on the division of workload, etc.*

#### Description of Project

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

#### Citizenship Application Clinic

The Citizenship Application Clinic will assist eligible Global Gathering Place (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 starting in October, on Fridays from 1:30-4:30pm. 2 students will attend each clinic, plus the Project Lead. Volunteer students will work with a client (which

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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 initial training date will be set and communicated to students once students are matched to the project.

## Role of Student Volunteers

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

- Be at the Global Gathering Place 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 Project Lead

- Attend most/ all clinics to support the other students
- Provide expertise and guidance to the student volunteers in the work of assisting clients, as well as in communicating with the Organization Contact and Lawyer Supervisor.
- Work with the Global Gathering Place to set up appointments for the Citizenship Application Clinic.
- Maintaining regular communication with student volunteers, Lawyer Supervisor, Organization Contact, 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.

## 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, or be present in-person.
- Review and approve all citizenship applications prior to submission.

## Which types of law are used in this project?

Immigration Law

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**12. What is the main project deliverable?**

B. Completing client intake and assistance (e.g. completing client intake, providing client referrals, helping clients with their ID documents, etc.)

**13. What is the project delivery format?**

In-Person

**Please provide details** (e.g. volunteers will attend the clinic once a week on Friday afternoons or weekly virtual bi-weekly meetings with the team):

Volunteers will attend the clinic once every two weeks, on Fridays from 1:30-4:30pm. The Project Lead will attend the clinic every week.

**14. 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.

**15. 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.

☐ 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.

Enter text

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- 16. 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.*

A workplan will be submitted in early October and include a schedule for regular check-ins with the Organization Contact and for training.

- 17. Is this a joint project with students from any other PBSC chapters?**

*If yes, please indicate details: which sections, the division of work, and the model of supervision, etc.*

No.

- 18. What type of training will the organization provide to the student(s)?**

*Note: Participation in the PBSC General Training offered by the chapter is mandatory for all PBSC students.*

Students will attend General Training from PBSC and citizenship law specific training from the Lawyer Supervisor and Global Gathering Place.

- 19. How many students would you like assigned to this project?**

4 students plus 1 Project Lead

- 20. 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.

- 21. 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 as scheduled.

- 22. Is workspace provided for the student volunteer(s) at your organization?**

Yes.

- 23. 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.

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## SECTION C – STUDENT REQUIREMENTS

- 24. Is there an expectation for the student(s) to be bilingual?**

No, but speaking multiple languages would be considered an asset.

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25. Can first year law students volunteer for this project? Yes ☐ No ☒

26. 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.

27. 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

28. 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)

29. 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 selecting 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.

1. Immigrants, refugees & newcomers
2. Linguistic minorities
3. Racialized communities

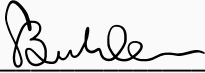
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For internal Chapter use

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Project reviewed and approved by the PBSC Chapter On-site Supervisor



On-Site Supervisor Signature

July 15 2026

Date

**Note: A final/complete copy of this Project Description Form must be provided to the Organization Contact Person, Lawyer Supervisor(s), Student Volunteer(s) and Program Officer at National Office.**