

PROJECT DESCRIPTION FORM

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

Chapter: University of Saskatchewan

Program year: 2026-2027

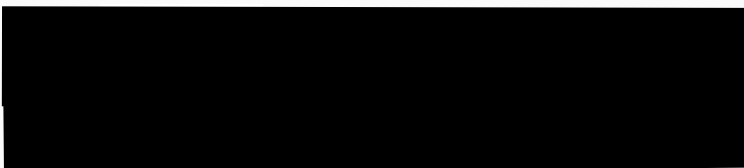
Project Name: John Howard Society – Document Clinic for Inmates

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** The John Howard Society of Saskatchewan
2. **Mailing Address of Organization:** 2323 Broad Street, Regina, SK S4P 1Y9
3. **Website of Organization:** <https://sk.johnhoward.ca/>
4. **Type of Organization:**
☒ Not-for-profit
☐ Other please specify
5. **Brief overview of the organization's mandate (2 to 4 lines maximum):**
The John Howard Society of Saskatchewan provides prevention, intervention, support services, and advocacy for individuals who are at risk or are involved in the criminal justice process.
6. **Organization Contact Person**

7. **Preferred mode of contact:** Phone ☒ Email ☒
8. **How often will the organization contact person be available to meet with the student(s)?**
Weekly, and as needed.
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



PROJECT DESCRIPTION FORM

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



The lawyer supervisor is:

- ☒ An employee of your organization
☐ Other (please specify relationship)

10. How often will the lawyer supervisor be available to meet with the student(s)? Weekly, and as needed.

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 will offer a free legal clinic assisting inmates in Saskatchewan Provincial Correctional facilities with Power of Attorney documents, Wills, and Health Care Directives. This clinic will be conducted remotely, by phone. While monitored by a supervising lawyer (Wendy Couet), law students volunteering with Pro Bono Students Canada (SK Chapter) would interview inmates and assist them in completing these documents. This project is a great opportunity to offer free legal assistance to inmates who would normally be unable to afford/access these services.

Note: Students will provide legal information only and will not provide legal advice, exercise independent legal judgment, or advise clients as to which legal options or provisions they should select. All legal advice will be provided by the Lawyer Supervisor. All documents completed with the assistance of Student Volunteers must be reviewed and approved by the Lawyer Supervisor before being finalized or provided to the client for execution.

General clinic structure:

- Clinics would be conducted remotely, by phone;
- Inmates would have 2-3 clinic appointments per document. Their first appointment would be an approximately 45-minute intake, and they would schedule a follow-up appointment. The follow-up clinic appointment would also be approximately 45 minutes. These times may be adjusted for institutional logistics, but with less appointment time, more follow-ups will be needed.
- The clinics will take place every other week, with the non-clinic week allowing for students to fill in documents and prepare for the following week's meetings. Clinics will operate every other Friday from 1:00-4:00pm, and an additional day may be arranged depending on inmate interest in the clinic and student availability. We may offer the clinics in the evening or on the weekend – as that may work better for the law students. Offering different times allows

PROJECT DESCRIPTION FORM

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

multiple cell ranges to have access to the clinics and comply with any incompatibles (ie; gang activity);

- Clinic appointments will be conducted via the supervising lawyer's phone, with the student attending through Microsoft Teams.
- The John Howard Society of Saskatchewan will keep file of all client documents, information, and intake and appointment schedules. Client file information will be stored on JHSS Public Legal Counsel One Drive with limited access, supervising lawyer would remove student access after school year is complete.
- Students will be provided with POA, Wills, and Health Care Directive templates to assist students in completing these forms for clients.
- As added volunteer work, the law students may be asked to create a poster advertising the free clinics;
- Documents requiring signatures and/or notarizing would be done in person by JHSS lawyers at a later time;
- We will start the clinic at Saskatoon Provincial Correctional Centre and, if the project is successful or could benefit from more inmate interest, expand to other institutions throughout the year. As students will be joining remotely via Teams, no travel is required.

Role of Student Volunteers

Students will be responsible for conducting intakes, providing legal information, interviewing clients, notetaking, and helping complete the following client documents:

- POAs;
- Wills;
- Health Care Directives.

As a secondary task, students requiring more hours may also assist with posters advertising the clinics and/or inmate educational pamphlets regarding POAs, Wills, and Health Care Directives.

Role of Supervising Lawyers

The supervising lawyer, Wendy Couet, will be responsible for the following:

- General supervision and project management;
- Assigning tasks to PBSC students;
- Project-specific training, including ensuring students provide only legal information, and not legal advice
- Creating and providing document templates for PBSC students;
- Student check-in meetings;
- Supervision of all client meetings
- Correspondence with the provincial correctional facilities;
- Creating and maintaining confidential client information via the JHSS Public Legal Counsel One Drive;
- Review and approve every client document before it is finalized or provided for execution;
- Notarizing and/or witnessing signatures in-person at the correctional centres; and
- Providing updates to PBSC, JHSS Managing Public Legal Counsel, and JHSS CEO.

PROJECT DESCRIPTION FORM

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

Which types of law are used in this project?

Wills and Estates, Prison Law (Administrative Law).

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?

Virtual

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 their scheduled appointments (coordinated with Wendy based on student and inmate schedules). The clinics likely will take place Friday afternoons, but additional times may be added/ substituted as needed and able.

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.

Note: Student training materials and PLE/promotional brochures developed to implement and support the service may be stored by the PBSC Chapter to preserve institutional knowledge and support project continuity. Documents containing client information will not be stored by PBSC.

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).

☐ Click to select drop down option

PROJECT DESCRIPTION FORM

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

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. The Client Impact Survey is unable to be distributed effectively to inmates due to correctional centre policies. When JHSS lawyers are signing and completing the documents with inmates, they will gather any feedback given and share with PBSC as they are able.

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.

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 PBSC General Training, as well as project specific training from Wendy on the following topics:

- Power of Attorney documents, Wills, and Health Care Directives
- Saskatchewan Correctional Facilities
 - About SK corrections/institutions
 - How does someone end up in jail?
 - Types of institutions in SK
 - How the correctional system functions (ranges, segregation, etc)
 - Remand vs sentenced
 - How to schedule appointments, speak with correctional officers, etc
 - Life of an inmate
 - systemic barriers, vulnerabilities, correctional treatment
 - Client management
 - Best practices for client intake and meetings
 - How to interview (trauma informed, explaining concepts)
 - How to manage clients/client expectations
 - Duty to report
- Student Project Overview
 - Who, what, where, why, and how
 - An outline for the year

PROJECT DESCRIPTION FORM

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

- PBSC Training & JHSS Training
- Weekly/bi-weekly
- Clinics (time, location, frequency)
- Wrap-up
- Pamphlets
- Expectations – lawyer and student
 - Roles
 - Responsibilities
 - Communication

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

5-8 students.

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?

The schedule is somewhat flexible, as Wendy will work with students to schedule appointments that fit their schedule, but students will be expected to attend their scheduled appointments and group meetings for training and discussion as needed.

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

No.

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 a computer with internet, where they can access Microsoft Teams or Zoom.

SECTION C – STUDENT REQUIREMENTS

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

No.

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

PROJECT DESCRIPTION FORM

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

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

There are no prerequisites required. However, preference will be given to students who have taken or are enrolled in:

- LAW 428.3 Wills
- LAW 494.3 Prison Law and Human Rights

NOTE: Students are still encouraged to volunteer with the Project without the above prerequisites.

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

There are no requirements.

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. Prisoners & former prisoners
2. Indigenous (First Nations, Inuit, Métis)
3. People living with mental health challenges

PROJECT DESCRIPTION FORM

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

For internal Chapter use

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



On-Site Supervisor Signature

August 14th 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.