

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: PLEA – Becoming a Lawyer

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** PLEA

2. **Mailing Address of Organization:** 650-333 25th St E Saskatoon SK S7K 0L4

3. **Website of Organization:** <https://www.plea.org/>

4. **Type of Organization:**

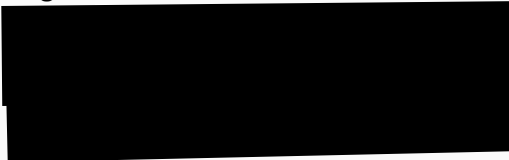
☒ Not-for-profit

☐ Other please specify

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

The Public Legal Education Association of Saskatchewan (PLEA) was incorporated in 1980 as a non-profit, non-government organization that exists to educate, inform, and empower through law related education. PLEA can help members of the public by providing general legal information, suggesting resources, and telling people about different options for obtaining legal advice. The information PLEA provides is about laws specific to Saskatchewan and Canada.

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)?**

The Organization contact will be available to meet with students as required.

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



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[Redacted]

[Redacted]

The lawyer supervisors are:

☐ Click to select drop down option

☒ Other

[Redacted]

10. How often will the lawyer supervisor be available to meet with the student(s)? The Lawyer Supervisors will be available to meet with students as required.

SECTION B – PROJECT INFORMATION

11. Please describe the project tasks:

Description of Project

Equitable and accessible information on how to become a legal professional is important for access to justice. The legal profession should be representative of the diversity within society. Within the legal profession, equity, diversity, and inclusion take on special significance as the profession has a particular role in upholding and advancing the rule of law and access to justice. The rule of law safeguards legitimate justice processes and human rights compliant outcomes.

The Law Society of Saskatchewan conducted an Equity, Diversity, and Inclusion survey during 2021 to understand perspectives, personal experiences, including the impact of COVID-19, and to focus efforts to advance programs and initiatives that promote an inclusive legal profession.

Overall, the survey found that a majority of members recognize there are equity, diversity, and inclusion issues within Saskatchewan's legal profession from entry into practice to advancement during a law career.

The benefits from equity, diversity, and inclusion within the legal profession are many and support justice goals but are yet to be fully realized. Volunteers will update the plain language, youth-

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oriented newsletter that outlines the steps to becoming a legal professional and different career paths in the field of law, drawing from information prepared by PLEA and the Law Society of Saskatchewan. The newsletter from last year should be built upon and updated where needed.

Volunteers will also update a 45-minute presentation for groups that would benefit from the material, especially groups that are underrepresented within the legal profession (see Membership Demographics in the Law Society's most recent Annual Report). During presentations, volunteers are encouraged to use creative ideas to engage their audiences, including relevant scenarios for mock trials. All presentations in schools will be delivered with a teacher present and lawyer supervisors will also attend. All presentations at community-based organizations will have a supervising adult from the organization present.

Volunteers will coordinate outreach to teachers prior to presentations to explain to them the nature of the presentation and engage with the University of Regina and University of Saskatchewan to deliver adapted presentations, especially during Access to Justice week in October as possible. Volunteers will also coordinate a provincial virtual presentation in second semester for all schools in the province that would like to participate.

The topics addressed include:

- What are lawyers and what do lawyers do?
- How to become a lawyer.
- Admissions into law school in Canada.
- Practicing law in Saskatchewan and other provinces.
- Regulation of the legal profession.
- What can you do with a law degree?

**Before students conduct presentations, all materials will be reviewed by the organization and lawyer supervisor for accuracy. A PBSC disclaimer must also be included in the presentation.*

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Role of Student Volunteers

Student volunteers will be responsible for the following tasks:

- Meeting with the Lawyer Supervisor to orient to equity, diversity, and inclusion issues within the legal profession and current demographic information and survey findings.
- Building upon the plain language newsletter and presentations (in-person and virtual), ensuring that it reflects current policies and regulations around admissions into law school and the practice of law.
- Distributing teacher and student feedback forms to help inform future improvements to the project.
- Ensuring presentations incorporate opportunities for a Q&A period and that materials are thoughtful and inclusive.
- Helping the Project Lead create a transition memo with school contact information and any helpful tips for future students.
- Updating the PLEA website.
- Each pair of students will deliver approximately 3-4 presentations each term (if Law 30 is available in both terms).

Role of the Project Lead

- Taking lead on creating a work plan with student volunteers and submitting it to the Lawyer Supervisor, Organization Contact, and PBSC Coordinators.
- In consultation with the Project Supervisor and Partner Organization, reaching out to local schools, particularly those with higher populations of students from equity-seeking groups, and scheduling presentations for high school students enrolled in LAW 30 as well as a virtual presentation and presentations at the University of Regina and University of Saskatchewan as possible.
- Maintaining regular communication with student volunteers, Lawyer Supervisor, Project Supervisor, and PBSC Coordinators.
- Taking lead on creating a transition memo – this document includes contact information, best practices, and tips to assist future students involved with the project.
- Conduct more outreach to youth organizations in the community.

Role of Supervising Lawyers

- Ensure the students' presentation and newsletter are an accurate reflection of the law in Canada and Saskatchewan
- Recommended to attend at least one practice session before the students deliver the presentation (This may take place virtually)
- Recommended to attend the presentations to ensure students share only legal information
 - If unable to attend a presentation, it is recommended that the Lawyer Supervisor will practice the presentation with student volunteers, especially potential questions that may arise during the Q&A session

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Which types of law are used in this project?

Access to Justice, Regulation of the Legal Profession

12. What is the main project deliverable?

C. Presenting public legal education (e.g. in-person or virtual presentations, workshops, training sessions, 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 prepare materials and work on the presentation virtually, but most or all of the presentations will be in-person.

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 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.

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.

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☐ 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.

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 developed in consultation with the Project Lead, PLEA, and the lawyer supervisor to set deadlines for updates and to schedule presentations.

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 receive general training from PBSC and a presentation from the Lawyer Supervisor.

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

3-4 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?

The schedule is flexible, but students are expected to attend virtual group meetings, meet deadlines, and present at anticipated times.

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 should have access to the Internet, Zoom, and a computer.

SECTION C – STUDENT REQUIREMENTS

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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 ☐

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.

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

There are no requirements, but preference will be given to students who are personable, have strong communication skills, have experience working with youth, and are members of equity-seeking groups.

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.

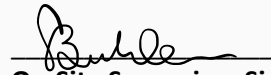
1. Children & Youth
2. People living in poverty
3. Racialized communities

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For internal Chapter use

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



On-Site Supervisor Signature

July 14, 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.