

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: SCOA – Legal Empowerment for Older Adults

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** The Saskatoon Council on Aging (SCOA)
2. **Mailing Address of Organization:** 2020 College Drive, Saskatoon SK, S7N 2W4
3. **Website of Organization:** <https://scoa.ca>
4. **Type of Organization:**
☒ Not-for-profit
☐ Other please specify
5. **Brief overview of the organization's mandate (2 to 4 lines maximum):**
SCOA's mission is to "promote dignity, well-being, and independence through education, programs, and support services for older adults". SCOA is an advocate for age-friendly policies that support healthy and positive aging within Saskatoon and the broader Saskatchewan community.
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]

The lawyer supervisor is:

☐ A board member

☒ Other (please specify relationship)

[Redacted]

[Redacted]

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.

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

Building on work done on this project last year, students will refine and expand on the previous presentation topic of fraud. Updates will be made to ensure the content remains accurate and up-to-date, and new information around AI fraud, as well as text/emails scams will be added.

The students will deliver this content at an in-person presentation hosted by SCOA in late February/ early March, as well as update and expand on the existing printed brochure that was developed last year. The content of the brochure will also be provided to the organization contact in a format suited to the Saskatoon Council on Aging's website. The organization will handle all final formatting and adding of content to their own website.

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Role of Student Volunteers

Student volunteers will be responsible for the following outputs:

- Updating and expanding on the plain-language pamphlet on fraud. There is a brochure available for student volunteers to look to as a formatting aid.
- Updating and expanding on the PowerPoint presentation surrounding the same topic area, to be presented in March of 2026.
 - Do not answer personal questions from the audience (i.e. ____ happened, is this legal?). These types of personal and specific questions about the law should be directed to the Lawyer Supervisor.
 - If the Lawyer Supervisor is unable to attend the presentation, students should only respond with answers that have been vetted by the Lawyer Supervisor
- Formatting the content of the plain-language pamphlet to be suitable for SCOA's website

Before students conduct presentations, all materials will be reviewed by the Partner Organization and Lawyer Supervisor for accuracy. A PBSC disclaimer must also be included in the presentation

Role of Supervising Lawyers

- Ensure the students' presentation, print materials, and website content are accurate reflections of the law in Canada and Saskatchewan.
- Attend at least one practice session before the students deliver the presentation. (This may take place virtually.)
- Attend the presentation to ensure students share only legal information.
 - If unable to attend a presentation, the Lawyer Supervisor will practice presentation with student volunteers, especially potential questions that may arise during the Q&A session.

Which types of law are used in this project?

Human rights, elder law, wills and estates, privacy law

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?

Hybrid

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):

Student volunteers will be able to do research and presentation preparation remotely, but the presentation in late February/ early March will take place in-person. The student volunteers must also be able to meet with the Lawyer Supervisor and the Partner Organization either in-person or remotely at various points throughout the school year.

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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.

☐ 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

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 include deadlines for research, content updates, submissions to the lawyer supervisor and organization contact, and the date for the presentation (once determined by SCOA).

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.

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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 PBSC General Training.

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

2-3 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 work is flexible, but students will be expected to work together on a regular basis, meet deadlines, and attend the presentation in March.

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 the internet, a computer, and 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 ☐

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 experience with plain-language writing would be considered an asset.

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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.

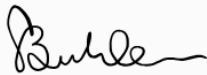
- ☒ Public Legal Education (presentations, workshops, podcasts, brochures, blogs, etc.)
- ☐ Research (memoranda used for internal purposes only)
- ☐ Client services (court forms, shadowing, mock hearings, intake, legal clinic, etc.)
- ☐ Other (please specify)

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. Seniors
2. People living with disabilities & chronic illnesses
3. Veterans

For internal Chapter use

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.