

PROJECT DESCRIPTION FORM

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

Chapter: University of Saskatchewan

Program year: 2026/27

Project Name: Indigenous Youth Outreach Program

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** Level. Changing Lives Through Law (Level Justice)
2. **Mailing Address of Organization:** Head Office: 99 Yorkville Ave. Suite 200, Toronto, ON M5R 3K5
3. **Website of Organization:** www.leveljustice.org
4. **Type of Organization:**
☒ Charity
☐ Other please specify
5. **Brief overview of the organization's mandate (2 to 4 lines maximum):**
Level. Changing Lives Through Law (Level Justice) is a Canadian national charity that delivers culturally relevant justice education and mentorship to Indigenous, Black and environmental justice-oriented youth and social justice focused law students, and legal professionals. Its mandate is to break down systemic barriers, like prejudice and lack of legal literacy, by fostering empathy, inclusion, and leadership through programs, volunteerism, and community collaboration
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)?**
Bi-weekly.
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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The lawyer supervisor is:

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

Alternate:



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)? 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.

Description of Project

The Indigenous Youth Outreach Program (IYOP) provides volunteers with an opportunity to contribute to justice education for First Nations, Métis, and Inuit youth while supporting the ongoing development of culturally relevant legal education resources. The project unfolds in three stages over the academic year.

- 1. October–November: Review of justice education materials (2–3 hours/week; opportunities to support select IYOP sessions may also be available).**

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2. **January–March: Volunteer mentor in IYOP programming** (3–5 hours/week; up to 10 in-person or virtual sessions).
3. **March: Cultural Humility Reflection** (1–2 hours).

Role of Student Volunteers

As a student volunteer with IYOP, you will play a meaningful support role in delivering and updating justice education programming to First Nations, Métis, and Inuit youth. Volunteers help facilitate learning, build relationships, and assist in creating a safe, welcoming space for participants:

October–November: Review of Justice Education Materials

Volunteers will work in PBSC groups to review approximately 6 existing justice education materials and provide suggestions for revisions, updates, or enhancements. With guidance from the Level Justice team, volunteers will help ensure materials remain accurate, relevant, and reflective of criminal legal processes and Indigenous justice systems **in Saskatchewan**. Feedback provided during this phase may be incorporated into future IYOP programming.

This component will be completed collaboratively with your PBSC volunteer group, with periodic check-ins required with the lawyer supervisor, Desneige Frandsen. Depending on program needs and volunteer availability, there may also be opportunities to support select IYOP sessions during this period.

January–March: Volunteer Mentor in IYOP Programming

Building on their familiarity with the program materials, volunteers will support the delivery of justice education sessions for First Nations, Métis, and Inuit youth aged 11–18 **in Saskatoon**. Working alongside the Level Justice Program Facilitator, volunteers will participate in up to 10 in-person or virtual sessions throughout the winter term.

IYOP blends legal education with Indigenous ways of knowing, offering youth opportunities to learn about the Canadian criminal legal system through hands-on activities, storytelling, Elder teachings, smudging, feasting, restorative justice practices, and experiential learning opportunities such as mock trials. Volunteers support small-group justice education activities, assist youth in preparing for mock trials and restorative justice circles, share information about educational and career pathways in the justice system, build positive relationships with youth, and help create a safe and welcoming learning environment.

Please note that travel outside your local region may be necessary, so please budget at least 15–30 minutes for travel.

March: Cultural Humility Reflection

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At the conclusion of the project, volunteers will complete a brief Cultural Humility Reflection (1 sentence to 1 page) on their IYOP experience. The reflection encourages volunteers to consider how their perspectives evolved, what they learned about Indigenous communities and the justice system, and how the experience informed their understanding of justice and reconciliation.

For volunteers who are interested in taking on more responsibility throughout the year, optional tasks may include:

- Helping to identify or invite a judge for the youth mock trial
- Helping to connect with legal professionals who can volunteer
- Helping to identify more schools or organizations for program delivery
- Supporting communication with courthouses or law firms to arrange field trips

Role of Supervising Lawyers

As an IYOP volunteer, you will be supported by a Supervising Lawyer who helps ensure a smooth, informed, and respectful delivery of the program.

Training Requirements:

- A one-hour virtual introductory session with prior to getting involved with project activities.
- Completion of Cultural Humility and Working with Youth training (45 mins) and accompanying simple quizzes (15 mins) prior to participating in any youth facing program delivery.

Volunteer Registration & Onboarding:

- Volunteers must register on the new IYOP web portal and sign up for the sessions they are available to attend.
 - Sign Up as a “*Program Facilitator or Volunteer*” here:
 - <https://www.leveljustice.org/level-membership-signup>
- A one-page volunteer agreement must be signed and returned before participating in project activities.

Ongoing Support:

- The Supervising Lawyer will be available throughout the program year to offer guidance and answer questions.
- Group check-ins will be scheduled. Volunteers may attend individually or select a representative to participate on behalf of their group.

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The Supervising Lawyer is here to support your learning, provide mentorship, and help you navigate any challenges that arise during your time with IYOP.

Which types of law are used in this project?

- Criminal Law
- Indigenous Law
- Human Rights 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):

In either the Fall or Winter semester, volunteers will attend virtual or in-person IYOP educational sessions.

In either the Fall or Winter semester, volunteers will work together in their volunteer groups to submit review justice education materials. A due date and virtual/remote check-in dates will be pre-determined with the volunteer group.

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

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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

☒ 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.

Level Justice uses its own pre- and post-program evaluations designed specifically for youth participants. Since we are working with youth rather than adults, the PBSC survey may not be appropriate for direct distribution to participants. However, if PBSC has specific metrics they are hoping to capture, we would be happy to explore incorporating those into our existing evaluation tools where possible.

If the survey is intended to be completed by the Supervising Lawyer instead, PBSC is welcome to share the survey link directly with them.

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. 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?

- University of Saskatchewan, College of Law
- University of British Columbia, Allard School of Law
- York University, Osgoode Hall Law School
- University of Manitoba, Faculty of Law
- Toronto Metropolitan University, Lincoln Alexander School of Law
- University of Calgary, Faculty of Law

18. 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.

- Introductory Training (1 hour, virtual): All volunteers must attend this virtual training *before* working with youth. Attendance at the *live virtual session* is Mandatory.
- Completion of Cultural Humility and Working with Youth training (45 mins) and accompanying simple quizzes (15 mins) prior to participating in any youth-facing program delivery is mandatory. A certificate will be given upon completion. This certificate is valid for three years.

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

- 1 Project Lead (Acts as the primary point of contact for the Chapter's student volunteers, ensuring all communications from Level Justice receive a response within 48 hours and actively participating alongside fellow volunteers)
- 4-6 student volunteers

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.

2-3 (October – November) and 3 – 5 (January – March)

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

Flexible Schedule: Law students can sign up for program sessions that they are able to attend; there is no requirement that they attend all sessions for a program.

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 a computer with internet access throughout the program.

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.)

No. However, an interest in or completion of Indigenous Law, Indigenous Legal Traditions, and Canadian Criminal Law will be an asset.

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

Given the clientele served (youth), student volunteers should be comfortable working with youth and have a high degree of humility.

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A Vulnerable Sector Check (VSC) may be required depending on the school the volunteer attends. If a VSC is required and if this provides undue hardship for the volunteer, Level will cover the cost.

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 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.

1. Indigenous (First Nations, Inuit, Métis)
2. Children & Youth
3. Racialized communities

For internal Chapter use

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



On-Site Supervisor Signature

August 24, 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.