

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: YWCA – Survivor’s Toolkit

SECTION A – ORGANIZATIONAL INFORMATION

1. **Name of Organization:** YWCA
2. **Mailing Address of Organization:** 510 25 St E, Saskatoon SK, S7K 4A7
3. **Website of Organization:** <https://www.ywcasaskatoon.com>
4. **Type of Organization:**
☒ Not-for-profit
☐ Other please specify
5. **Brief overview of the organization’s mandate (2 to 4 lines maximum):**
The YWCA nurtures the well-being of women, girls, and their families through inclusive services and supports. The YWCA is committed to addressing women’s issues and strives to create a safe, equitable community where women, girls, and their families are empowered.
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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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.

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 provide legal information on laws surrounding sexual assault to clients who access YWCA services. These clients are at a high risk of having been a survivor of sexual assault or who are statistically at a high risk of being sexually assaulted.

Students will be tasked with the following tasks:

- Update pamphlet listing contact information of community resources.
- Create a short video with the information contained in the pamphlet created last year, which will be incorporated into the printed resources by a QR code. This video provides an additional way for the information to be disseminated, especially for those who may have literacy challenges. The video will be created and finalized by the end of January 2027.
- Research and update the PowerPoint presentation that addresses the current legal options available to survivors of sexual assault and the current laws relating to sexual assault.
 - This update will include information about the newly-established tort of family violence.
 - This PowerPoint will be presented to YWCA clients who access in-house programs such as residents of the Crisis Shelter and Residence.
- There will be 2-3 presentations in total between January and March. Presentations will be 45 min, and organization staff will be in attendance to provide support if needed.
- For the youth program presentation (if scheduled/ requested), students will modify the presentation to make it more engaging for the age group.
 - The youth audience will be around ages 15-21.

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- The presentation should be more interactive, and the legal aspects should be modified to make it easier for this age group to understand.
- Include prevention information around online / social media trafficking.
- Include any youth-specific information on legal options available to survivors of sexual assault.

****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****

Role of Student Volunteers

- Build on last year's project, including the presentation, print resources/ pamphlets, and a video to be included on the print resources, ensuring that the law is up to date, and making any necessary modifications.
- Schedule presentations with Organization Contact and arrange the following:
 - Dates and times
 - Space booking
 - Equipment such as projector, laptop, speakers, etc.
- Communicate the scheduled dates and times to the Lawyer Supervisor to check availability.
- If Lawyer Supervisor is unable to attend presentation, schedule date and time to practice presentation to prepare for potential questions and the types of legal advice questions to avoid
- Do not answer personal questions from the audience (i.e. ____ happened, was this sexual assault?).
 - 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.
- Strongly recommended to do a test run of the presentation to the YWCA staff.
- Distribute client impact survey at presentations (either by QR code or paper copies).
- Be required to sign YWCA confidentiality form.

Role of Supervising Lawyers

- Ensure the students' presentation, print resources, and video are an accurate reflection 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 presentations 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?

Criminal law, family law and civil litigation.

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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):

Students can prepare and conduct research virtually, but will be expected to attend presentations in-person as scheduled.

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

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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 to update the resources and schedule presentations will be created in collaboration with the lawyer supervisor and the organization contact.

- 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 PBSC General Training and training from the Saskatoon Sexual Assault & Information Centre (SSAIC). Students will also receive additional training/ orientation provided by YWCA in October. The YWCA training will introduce students on the organization's mandate and policies. It will also educate students on how to interact with survivors of trauma, to provide support where needed, and to avoid any additional victimization or trauma.

- 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 will be 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 and meet deadlines and be available to present.

- 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 and a computer.

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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 students who have previously taken or are enrolled in a sexual assault course, or have experience working with sexual assault survivors, will be given preference.

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.

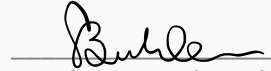
1. Women
2. Children & Youth
3. Domestic Violence Survivors

For internal Chapter use

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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.