

PROJECT DESCRIPTION FORM

Chapter: University of Saskatchewan

Program year: 2023-2024

Project Name: Survivor's Tool Kit

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:** www.ywcasaskatoon.com

4. **Type of Organization:**

- Charity
- Not-for-profit
- Association
- Government
- University
- Law firm
- 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**

Name: Mirna Funes-Klaassen

Title: Manager

Telephone Number: (306) 244 7034 ext 853

Email Address: mfklaassen@ywcasaskatoon.com

7. **Preferred mode of contact:** Phone Email

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8. 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:

*Note: Please check only **ONE** of the following.*

- Lawyer Supervisor - Insured
- Lawyer Supervisor – Expert (*must attach Lawyer Supervisor – Expert Checklist*)
- Lawyer Supervisor – Non-insured (*only permitted in a joint supervision model*)

Name: Jessie Buydens

Title: Partner

Organization/Firm: Scott Phelps & Mason

Telephone Number: (306) 343 4834

Email Address: j.buydens@spmlaw.ca

The lawyer supervisor is:

- An employee of your organization
- A board member
- Other Jessie is a criminal lawyer and has experience working with women's organizations

9. How often will the lawyer supervisor be available to meet with the student(s)?

The Lawyer Supervisor will be able to meet with the students as required, including the practice session prior to the presentations.

10. Due to the ongoing COVID-19 pandemic, and related university directives/policies, students may be required to complete some or all of their volunteer placement virtually and from home. Can student volunteers on this project complete their work virtually and from home? Please confirm yes/no. Yes

SECTION B – PROJECT INFORMATION

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11. Please describe the project tasks:

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 one-page document listing contact information of community resources.
- Research the current legal options available to survivors of sexual assault and the current laws relating to sexual assault.
 - This research will be developed into a plain language presentation, which will be given YWCA clients who access in-house programs such as residents of the Crisis Shelter and Residence.
- The presentation will be delivered in-person or virtually, depending on the COVID-19 restrictions. However, in-person presentations are preferred. Organization Contact will arrange for the space if presentations are held in person.
- Students will modify the presentation
- There will be 3 presentations in total between January and March. 1 presentation for the shelter, 1 for the youth program, and 1 presentation for both the wellness program and turning-points program.
- For the youth program presentation, students will modify the presentation to make it more youth appealing and engaging for the age group.
- Conduct the *I believe You Campaign*.

Role of Student Volunteers

Student volunteers will:

- Build on last year's project and ensure that the law is up to date
- Schedule presentations with Project Supervisor to be delivered either remotely or in-person. If in-person, arrange with Project Supervisor:
 - dates and times
 - space booking (it will be held at the YWCA Saskatoon office)
 - equipment such as projector, laptop, speakers, etc.
 - sanitization protocol
- 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
- **Not** answer personal questions from the audience (i.e. ___ happened, was this sexual assault?) .

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- Direct questions about legal information to the Project Supervisor's email and respond with answers that have been vetted by the Lawyer Supervisor if they are unable to answer during the presentation.
- Distribute client impact survey at presentations.
- Be required to sign YWCA confidentiality form.

All presentations and deliverables must include the PBSC disclaimer

Role of Supervising Lawyers

The Lawyer Supervisor will:

- ensure the students' presentation is an accurate reflection of the law in Canada and Saskatchewan; and
- attend the presentations (virtual or in-person) 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, Civil Litigation

12. What is the main project output?

Select **ONE** option.

- A. Creating produced content (e.g. research memos, brochures, podcasts, etc.)
- B. Completing client intake and assistance (e.g. completing client intake, providing client referrals, helping clients with their ID documents, etc.)
- C. Presenting public legal education (e.g. in-person or virtual presentations, workshops, training sessions, etc.)

13. 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.

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14. If you checked boxes B or C in question 11, 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 client intake and assistance projects, the student volunteers will set aside time to share the Client Impact Survey hyperlink and QR Code at the end of client meetings. 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.

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 of the presentation where possible. 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 participant 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.
Click or tap here to enter text.

15. 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.

Click or tap here to enter text.

16. 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?

No

17. 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.

The student volunteers on this project will attend PBSC general training as well as additional training/ orientation provided by YWCA in October. The YWCA training will

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- introduce students to the organization’s mandate, policies; and
- educate students on how to interact with survivors of trauma, to provide support where needed; and to avoid any additional victimization or trauma.

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

2 students

19. 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.

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

The work will be flexible, but students will be expected to work together on a regular basis, meet deadlines, and be present for the scheduled presentations.

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

No

22. 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

SECTION C – STUDENT REQUIREMENTS

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

No, but speaking multiple languages would be considered an asset.

24. Can first year law students volunteer for this project? Yes No

First year students should be matched with an upper year student

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

There is no prerequisite; however, students who have previously taken or are enrolled in the Sexual Assault course will be given preference.

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

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Students who have experience in working with sexual assault survivors will be given preference; however, this is not a requirement for volunteering for the project.

SECTION D – TO BE COMPLETED BY THE PROGRAM COORDINATOR

27. 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)

28. 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. You will have the opportunity to choose the type of law in the following question.

- ___ Children & Youth
- 3 Domestic Violence Survivors
- 1 Women
- ___ Homeless & marginally housed
- ___ Immigrants, refugees & newcomers
- 2 Indigenous (First Nations, Inuit, Métis)
- ___ LGBTQ+
- ___ Linguistic minorities
- ___ People living in poverty
- ___ People living with disabilities & chronic illnesses
- ___ People living with HIV
- ___ People living with mental health challenges
- ___ Precariously employed individuals
- ___ Prisoners & former prisoners
- ___ Racialized communities
- ___ Religious minority communities
- ___ Self-represented litigants
- ___ Seniors
- ___ Trans and gender diverse individuals

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Two-Spirit individuals

Veterans

Other: General Project – no specific community being served (***note: comments are mandatory if this option is selected***)

Comments:

Click or tap here to enter text.

Project reviewed by On-site Supervisor

Signature

Date

Note: A final/complete copy of this Project Description Form must be provided to:

- The Organization Contact Person
- The Lawyer Supervisor(s)
- The Student Volunteer(s)
- Your Program Officer at National Office