



## 10 STEPS TO PLANNING A SUCCESSFUL GROUP PROJECT!

TASK	WHAT SHOULD YOU DO?	HOW CAN THE PRO BONO BOARD HELP?
<p><b>Step #1: <u>Consult a Student Groups DIY Guide.</u></b></p>	<p>Determine whether you are planning for a new or existing project. If new, consult the Student Groups DIY Guide. If existing, proceed to Step #4.</p>	<p>The Pro Bono Board will help you determine what things you need to consider when starting up a new project. Email questions or schedule a meeting with <a href="mailto:va2987a@live.unc.edu">Veronica Barkley, Student Group Projects Coordinator (va2987a@live.unc.edu)</a>.</p>
<p><b>Step #2: <u>Brainstorm unmet legal needs and consider what is feasible for you to plan and for students to commit to.</u></b></p>	<p>Discuss with your student group's board, talk with other students, and meet with the Pro Bono Board.</p>	<p>There is a wealth of institutional knowledge that the Pro Bono Board can provide about successful past projects or ideas for new ones. Do not hesitate to e-mail project ideas or set up a meeting to discuss potential projects.</p>
<p><b>Step #3: <u>Talk to your faculty advisor and/or a community partner.</u></b></p>	<p>Each student group has a faculty advisor. Keep them in the loop and seek out their ideas early on! If you have an attorney contact in the community, inquire to see if they'd like to supervise a project. Make sure you are ready to present a clear plan, with specifics regarding their potential role and time commitment.</p>	<p>If you are unsure who your faculty advisor is or you need help getting in touch with potential attorneys in a specific field of law, we can help! <a href="mailto:va2987a@live.unc.edu">Contact Veronica Barkley (va2987a@live.unc.edu)</a> and <a href="mailto:gwhitt@live.unc.edu">Graham Whittington, Attorney Projects Coordinator (gwhitt@live.unc.edu)</a>.</p>

<p><b>Step #4: Submit your application form for approval.</b></p>	<p><b>This step cannot be skipped.</b> Once you have a project in mind and a supervising attorney on board complete the <a href="#">Application for Student Group Pro Bono Project</a> (<a href="http://www.law.unc.edu/probono/projects/">http://www.law.unc.edu/probono/projects/</a> and click the link to the form under, “IF YOU ARE A STUDENT GROUP”)</p> <p><b>Note, if this is an existing project, we ask that you still submit a new application. This ensures we have the most up to date information regarding your project.</b></p>	<p>The Pro Bono Board will provide approval for your project after you submit your form or provide you with feedback and next steps to help you get approval.</p>
<p><b>Step #5: <u>Communicate clearly (in person) with your community partner(s) to determine next steps and roles of everyone involved.</u></b></p>	<p>If possible, schedule a sit-down meeting with your supervising attorney and other community partners to map out tasks and roles for the project and to discuss anticipated dates and deadlines.</p>	<p>If you are having trouble getting in touch with an attorney or community partner consult <a href="#">Veronica Barkley (va2987a@live.unc.edu)</a>.</p>
<p><b>Step #6: <u>Confirm dates for interest meetings, trainings, and pro bono event.</u></b></p>	<p>Make sure you’ve checked the <a href="#">UNC calendar</a>, the <a href="#">law school calendar</a>, and the <a href="#">parking calendar</a> for any conflicts. Remember to reserve your meeting space (click the “Calendar” tab on My Carolina Law and select “Submit a Calendar Event”) and arrange for parking (when booking your meeting space you can indicate whether parking will be needed—note, spaces are only available for attorney supervisors; additionally, you may contact Becky Wilson (<a href="mailto:rkwilson@email.unc.edu">rkwilson@email.unc.edu</a>) to verify there are no parking conflicts).</p>	<p>Communicate the dates of your meetings, trainings, and events to <a href="#">Veronica Barkley (va2987a@live.unc.edu)</a>, so your dates can be added to the calendar to help prevent scheduling conflicts with other groups and other pro bono events.</p>

<p><b>Step #7: <u>Advertise the project to students.</u></b></p>	<p>Clearly communicate dates and locations of all meetings, trainings, and events to students.</p>	<p>Communicate dates to <a href="mailto:milesjd@live.unc.edu">Jeff Miles, Public Relations Coordinator (milesjd@live.unc.edu)</a>, and your Class Coordinators, <a href="mailto:brgamsey@live.unc.edu">Brian Gamsey (brgamsey@live.unc.edu)</a> and <a href="mailto:slyda@live.unc.edu">Sierra Lyda (slyda@live.unc.edu)</a>, to get your information posted in the weekly pro bono newsletter and on Facebook. You may also post advertisements on the pro bono board by the mailboxes. Additionally, you may use the printer in the Pro Bono office for printing advertisements and other documents for your project—please coordinate with <a href="mailto:va2987a@live.unc.edu">Veronica Barkley beforehand (va2987a@live.unc.edu)</a>.</p>
<p><b>Step #8: <u>Communicate!</u></b></p>	<p>Follow up on all aspects of your project to ensure everything is on track. Confirm that everyone involved understands their role and responsibilities. Be sure your community partners are on board with all new and existing details.</p>	<p>Please communicate any issues that you are experiencing throughout the process. It may be necessary to change gears or get advice throughout the planning period. Communicate with us!</p>
<p><b>Step #9: Make sure students can <u>log hours.</u></b></p>	<p>Verify your project is listed on My Carolina Law so students can log their hours. Ensure students know how to log and count their hours. Follow up with students after your event to remind them to record their hours.</p>	<p>If there's no listing for your project or the information is outdated, e-mail <a href="mailto:va2987a@live.unc.edu">Veronica Barkley (va2987a@live.unc.edu)</a>.</p>
<p><b>Step #10: Assess your project.</b></p>	<p>What worked? What would you do differently in the future? Ensure your project is well documented (including timeline, steps for implementation, attorney contact information, advertising, resources) and all documentation is accessible for future use. Remember to thank your attorney contact for all their help!</p>	<p>Please communicate your assessment to the Pro Bono Board (<a href="mailto:va2987a@live.unc.edu">va2987a@live.unc.edu</a>). We are here to help you brainstorm ideas for future implementation of your project! Additionally, please share pictures from your event and student testimonials. Student Groups will be recognized in the Pro Bono newsletter and social media.</p>