



Pro Bono Coordinator Transition Plan

Look Back

- Document current projects and ideas for new projects (detail project description, timeline, specific steps that need to be taken, attorney contacts, volunteers, resources). Store all documents in an accessible location (consider Google Drive).
- Thank your attorney contacts for their support. Advise them of summer break and let them know when your group will be in touch.
- Remind group members to log their pro bono hours.
- Don't forget to log your facilitator hours (you get up to 10 per semester).
- Share feedback with Veronica Barkley, Student Group Projects Coordinator (va2987a@live.unc.edu).

Look Ahead

- Identify your incoming Pro Bono Coordinator and provide updated contact information to the Student Group Projects Coordinator.
- Set aside time to brief your new Pro Bono Coordinator. Discuss current projects and plans for next year and share location of all documents.
- Communicate new project ideas and interests to Student Group Project Coordinator.
- Introduce incoming Pro Bono Coordinator to attorney contacts.