



STUDENT GROUP DIY GUIDE

- Begin brainstorming ideas
 - Identify unmet legal needs within the community.
 - Check to ensure there are not existing projects addressing the same need. If there is an existing project, consider offering to collaborate with that student group.
 - Inquire with other student groups to see if there is interest in collaborating on your project. We consistently receive feedback from groups that lack of participation presents a major challenge. If you join forces with another group, you will have even more student participants from which to draw! Additionally, student groups who have established projects may have ideas and tips to share.
 - Consult with your faculty advisor. Your faculty advisor may be currently working on a pro bono project that your group could assist with or may be able to refer you to contacts within the community. Having a faculty advisor on board may also give your project legitimacy when you are pitching your idea to an attorney supervisor.
- Create a plan and set realistic goals.
 - Identify potential community partners.
 - Determine what your attorney supervisor's role will be and an estimated time commitment so you can communicate these specifics when you reach out. Attorney feedback has indicated that they want a clear idea of their role and time commitment—not just a general description of the project. While attorneys may be willing to provide ideas, it is best to approach them with specific questions and be able to explain to them what their role will be within your *existing* plan.
 - Contact community partners personally, not via listserv. You are more likely to receive a response if you reach out on a personal basis.
 - Provide as much advanced notice as possible.
 - Be sure to note if you have a faculty advisor involved. Again, this may help give legitimacy to your project.
 - Create a timeline.
 - Identify resources (event space, parking, materials) and any funding needed.
 - Review the funding sources available for [student organizations](#). There is limited funding available from the Pro Bono Board for groups who have attended coordinator meetings and followed other proper avenues to seek funding, but still require more. Consider other ways to raise money

to support your project, such as food or merchandise sales. Please notify the snack back in advance of any food sales and remember to submit all merchandise designs to Student Services for approval.

- Determine how many participants are needed and designate clear roles.
- Narrow down dates. Consult the [UNC](#), [law school](#), and [parking](#) calendars to avoid scheduling conflicts.
- **Submit your [Application](#) for your Student Group Pro Bono Project.**