



TPIC

STUDENT PRO BONO TIME LOG

Instructions:

- Submit one log per placement
- All log forms must be signed by supervisor
- Write legibly
- Use the official name that Penn Law has for you (We are unable to locate student files via nicknames, middle names as first names, etc.)
- Be careful to separate training from actual hours of pro bono service
- Include the day, month, and year of the work in the date section

Student Name: _____ Class of: _____

Placement Name: _____

Date	Description of Training	# of Hours
Date	Description of Work	# of Hours

TOTAL

I certify the above information is true and request that these hours be counted toward my pro bono requirement.

Student

Signature

Supervisor Signature _____

Information about Pro Bono Requirement

The Requirement:

- At least 70 hours must be completed before graduation (this is a floor, not a ceiling).
- At least 35 of these hours must be completed by end of 2L academic year.
- Failure to meet 2L requirement will result in inability to register for courses.
- No more than 35 hours logged during 1L year may be counted towards the requirement, but all additional hours served will go towards special recognition.

Eligible Hours:

- Uncompensated
- Attorney-supervised
- Law-related public service
- Training hours must be connected to service performed. Training hours that exceed the number of hours of service performed on behalf of a group will not count towards the requirement.
- All self-initiated placements must submit a Student-Initiated Placement Form (available at TPIC) and have it approved by TPIC before beginning their work.

Ineligible Hours:

- **Service not related to law.** While TPIC supports and celebrates commitment to public service, only time spent performing law-related service can count towards the graduation requirement.
- **More than four hours of training.** While TPIC recognizes that training may be necessary for the service you perform, only four training hours may count toward the requirement.
- **Travel and Events.** Time spent traveling to or attending meetings, speaker events, or social events are not considered pro bono service hours.
- **Summer Pro Bono:** Work performed over the summer is not eligible for pro bono credit.

Submission:

- Have your supervisor or group leader verify and sign your log.
- Submit your log to TPIC no later than the last day of classes of the spring semester. It is preferable that logs are turned in during the semester in which the work was performed.
- If your work was done through one of TPIC's student pro bono projects, follow the group leaders' instructions on how to submit the forms for their verification.

Questions? Please contact Emily Sutcliffe in TPIC at emilysut@law.upenn.edu or stop by for a visit.