

# Loyola Law School

## 2011 SUMMER PUBLIC INTEREST EMPLOYMENT PROGRAM (SPIEP) APPLICATION

### THIS APPLICATION IS FOR SPIEP FUNDING ONLY

Loyola Law School has two sources for the funding of student summer public interest employment, they are:

1. **SPIEP Funding:**

Loyola Law School's federal work study program supports 70 students (60 in public interest, 10 in government positions) working at non-profits and government agencies. **Employment through judicial agencies does not qualify for SPIEP funding.**

2. **PILF Summer Public Interest Funding:**

Separate application. Apply directly to the student-run Public Interest Law Foundation (PILF).

Please read these directions very carefully and in their entirety before completing the attached application. There are two deadlines that applicants must meet when applying for SPIEP funding, the FAFSA priority deadline and the SPIEP funding deadline.

### **DEADLINE FOR FAFSA & SPIEP: MONDAY, MARCH 14, 2011 @ 5:45 p.m.**

1. **FAFSA**

**Applicants must complete the 2011-2012 FAFSA (Free Application for Federal Student Aid) by the 5:45 p.m., March 14th priority deadline. (Important Note: Applicants will be contacted by the Office of Financial Aid at a later date, via e-mail, regarding additional application documents which must be submitted to complete the financial aid application process when the application details are finalized). Applicants must get a receipt from the Office of Financial Aid verifying completion of the FAFSA. The receipt must be submitted as part of the SPIEP Application.**

2. **SPIEP APPLICATION**

Applicants must turn in the **original** and three (3) copies of the complete application packet including FAFSA receipt and all other required materials to the Public Interest Law Department, FH240, by Monday, March 14<sup>th</sup> @ 5:45 p.m.

### **What does the Summer Public Interest Employment Program (SPIEP) entail?**

SPIEP Funding:

1. SPIEP Funding involves federal work-study funding and is not a grant.
2. The receipt of work-study funding during the summer may affect a student's financial aid allocation for the next academic year. Students must consult with financial aid personnel before submitting a completed application to determine the actual impact, if any, of summer work-study funding on their financial aid.

3. All recipients must sign a work study contract and submit Loyola Law School work study timesheets in accordance with designated timesheet due dates. Students that exceed their awarded hours will not be eligible for SPIEP funding the following year.

Please be aware that **timely submission of a completed application is not a guarantee that applicants will be funded through the SPIEP program.**

### **Amount of Funding**

#### **SPIEP Funding:**

The Financial Aid Office each year establishes the maximum amount a student can earn each summer on a work-study contract. Last summer 2010, the maximum was \$3500. This year, the maximum may again be \$3500 but is subject to change, based on available federal funding. The maximum may be lower for students enrolled in summer school and/or not working full time. Awarded recipients will be paid by the Law School on an hourly basis at the rate of approximately \$10.00 per hour or as otherwise determined by the employing agency. Awarded recipients may begin work under a signed contract beginning Monday, May 23rd, BUT NOT BEFORE, so plan accordingly. Awarded recipients cannot continue to work and receive SPIEP funding after the contract has ended.

### **Timeline**

**There are two deadlines that applicants must meet when applying for SPIEP funding, the FAFSA filing deadline and the SPIEP funding deadline. APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING IF EITHER OF THESE TWO DEADLINES ARE MISSED.**

#### **1. Financial Aid Application Deadline:**

Applicants wishing to be considered for SPIEP Funding, must apply for financial aid (summer 2011 federal work-study) **in the Office of Financial Aid, FH152. Applicants must complete the FAFSA for 2011-2012 by Monday, March 14, 2011 @ 5:45 p.m. Applicants currently not receiving federal based aid (Direct Loans or Perkins Loans or federal work study) will also need to complete a 2010-2011 FAFSA. (Please Note: The completion of additional financial aid applications will be required at a later date. Applicants will be notified when those applications become available).** Do not assume that any request for work-study is continuous; applicants must reapply. Also, students found not eligible for work-study during the academic year, should not assume that they will not be eligible for federal summer work-study if their circumstances have changed. **Student SPIEP Funding applications will not be considered if the student fails to meet the FAFSA priority deadline.** Students must obtain a receipt from the Office of Financial Aid indicating the date of filing. **The Financial Aid receipt must be included as part of the completed SPIEP funding application.** All documents submitted must be originals (plus 3 copies of the receipt to be included in the 3 copies of the complete application packet as required per SPIEP application instructions).

#### **2. Application Deadline:**

Applicants must submit the **original** and three (3) copies of the completed application packet to be considered for SPIEP funding to the Public Interest Law Department, FH240, **by 5:45 p.m. on Monday, March 14, 2011. Applications or supporting documentation received after that deadline will not be considered.**

## **The Completed Application Packet**

### **The Application Form:**

The application form is attached. The original fully completed application including a FAFSA receipt from the Office of Financial Aid and all other required materials plus three (3) copies of the entire completed application packet with required materials must be submitted to the Committee for consideration. A fully completed application packet consists of:

- SPIEP Application form- Signed original (pages 5 & 6);
- Employer Confirmation of Job Offer form - signed by employer (page 7);
- Personal Statement - see criteria below;
- FAFSA Receipt - from the Office of Financial Aid indicating the timely filing by the deadline of Monday, March 14, 2011 @ 5:45 p.m.; plus
- Three (3) additional copies of the entire complete application packet (staple each application together to form 3 individual complete applications for use by the committee). Applicants will submit a total of 4 applications (the original plus 3 copies).

### **The Personal Statement:**

Applicants must submit a thoughtful personal statement reflecting their past and future commitment to public interest/government service work in support of their application. This statement may be no longer than two (2) single-spaced pages in the standard "12" scale Times Roman font (or any equivalent font), with a margin of one inch on four sides of the text. It should address the following:

- a. Why the applicant wants to engage in public interest/government service work during the summer and, if applicable, after completing law school. Students might include specific experiences from their past such as volunteer or public interest work or any other personal experiences which have inspired them in this career direction.
- b. Why the applicant wishes to work for the proposed employer; how the particular work of that employer fits with their desire to do public interest work.
- c. Any other information students believe will assist the Committee in fairly evaluating their application.

### **Written Confirmation:**

Applicants proposed employer must provide them with a written summer job offer. A **“Confirmation Form” is attached to this packet. The proposed employer must fill out and sign the “Employer Confirmation of Job Offer Form”.** **Written letters from the agency indicating a job offer to the student will not be accepted. The job offer must be listed and signed on the “Employer Confirmation of Job Offer Form.”** This confirmation must include a statement as to whether the employer can pay 25% of your salary, or 10% of the salary of two or more Loyola students. In order to maximize the attractiveness of Loyola students to employers, for employers that wish to hire more than one student, Loyola’s SPIEP Award will offer a discount: the employer will pay only 10% of the contract budget for each student. This Discount is described in the program description, but students might want to bring it to the attention of the proposed employer. **Please note the confirmation form must be provided directly to the student; it should not be sent or faxed to the Law School. It is the student’s responsibility to attach a confirmed job offer to his/her application.**

## **CRITERIA FOR APPLICATION EVALUATION**

The **SPIEP Funding Committee** will evaluate each application on a point scale as follows:

1. One point if the applicant is an upper division student (i.e., has completed the second year of law school);
2. One point if the employer can pay 25% of an applicant's salary, or pays the full 10% of the contract for each student if the employer wishes to hire more than one Loyola student;
3. One half point if the employer can pay part of the salary less than described in the line above.
4. From 0 - 5 points on the applicant's personal statement.

## **MULTIPLE EMPLOYER APPLICATIONS; CHANGING EMPLOYERS LATER**

Applicants may submit applications for funding to work full time with no more than two proposed employers in the category which is selected (either public interest or government service). **You may not apply for funding in both categories. Select one.**

If an applicant submits two applications, please rank the employers in order of preference. Separate applications are required for each proposed employer, and each employer must provide a written offer of employment. Each application will be separately scored under the above system. Therefore, depending on the application scores, applicants may not receive funding for his/her first preference.

Students may apply for one-half of the funding if they are unable to work for the entire summer. If an applicant applies for one-half of the funding, they must be sure and check the appropriate box on the application. Applications for half-funding are scored in the same way as applications for full funding. Applicants **may not** submit applications for two consecutive half-funding awards with different employers.

Award recipients may not transfer the Summer Public Interest Employment (SPIEP) funding to any employer other than the one for which funding is received.

Upon notification of an award, recipients will be required to provide the Law School with written confirmation that they are accepting the award, and will be required to sign a work-study contract with the Financial Aid office.

**(Please see next page for SPIEP application)**

**Public Interest Summer Funding Application**  
**SPIEP - SUMMER PUBLIC INTEREST EMPLOYMENT PROGRAM**

**THIS APPLICATION INCLUDING A FAFSA RECEIPT FROM THE OFFICE OF FINANCIAL AID AND ALL OTHER REQUIRED MATERIALS MUST BE SUBMITTED TO THE PUBLIC INTEREST LAW DEPARTMENT, FH240, BY 5:45 P.M. ON MONDAY, MARCH 14, 2011.**

Please provide the following information: **DO NOT LEAVE ANY BLANKS.**

Name of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ or Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

E-Mail Address: \_\_\_\_\_

I am **currently**:            1st yr.            2nd yr.            3rd yr.  
   Day            Evening

Name of Proposed Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Contact Person: \_\_\_\_\_

I am applying for:            Public Interest            Gov. Agency

I am applying for:            Full funding            Half-funding

Can your employer contribute to your salary?            Yes            No

If yes, how much? **MUST SPECIFY. DO NOT LIST N/A or TBD:**

25% of the contract budget per student

10% of the contract budget per student (for 2 or more Loyola Students)

Other Amount: \$ \_\_\_\_\_

Does your proposed employer qualify as a qualified public interest organization – a non-profit organization providing legal services to persons who have been traditionally underrepresented?

Yes            No

**Application (Continued)**

If "no", please explain how your proposed employer meets the definition of a public interest or government employer:

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Describe the work you expect to do:

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**ATTACH THE FOLLOWING TO THIS APPLICATION IN THE ORDER LISTED:**

1. **Employer Confirmation of Job Offer Form** – A written offer of employment to applicant from the proposed employer, which includes a statement of the amount of the salary, if any, the employer can contribute. **It is the responsibility of each applicant to obtain the confirmation form and attach it to their application. The form should not be sent or faxed directly to the Law School. The application is not "complete" without a confirmed job offer attached to the application.**
2. **Personal Statement** – Maximum 2 page single-spaced statement reflecting past and future commitment to public interest/government service work (see page 3).
3. **Receipt** - from the Office of Financial Aid indicating timely filing of your FAFSA.
4. Original plus three (3) copies of the entire completed application packet (staple copies of each completed packet together, including a copy of the Financial Aid FAFSA receipt, to create 4 complete/separate applications).

Date:     /    /      
mm/dd/yyyy

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

## EMPLOYER CONFIRMATION OF JOB OFFER

I certify that I am authorized to offer a summer, 2011, public interest law clerk position in the organization known as:

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Organization Street Address

\_\_\_\_\_  
Organization City, State, Zip

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Phone

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Fax Number

To: \_\_\_\_\_  
Student Name

Our organization will contribute:

**Note: Please do not list TBD (To be determined). Organizations are not obligated to contribute, however, if you plan to contribute, amount must be specified before presenting offer to student.**

25%, or approx. \$875 of the contract budget per student.

10%, or approx. \$350 of the contract budget per student (for 2 or more Loyola Students).

We cannot offer the above contribution, but can give \$\_\_\_\_\_.

We have no available contribution funds for summer law clerks.

I understand that if SPIEP Funding is awarded, our organization will be billed by Loyola Marymount University for the above contribution, and that the contribution is payable to Loyola Marymount University. **I further understand that full SPIEP Funding for each recipient involves up to a \$3,500 work-study allocation and students are not permitted to exceed the allocated amount.**

Date of Offer: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm/dd/yyyy

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Title

**PLEASE PROVIDE THIS OFFER DIRECTLY TO THE STUDENT.**

## EMPLOYER INFORMATION SHEET

The Loyola Law School Summer Public Interest Employment Program (SPIEP Funding) is designed to provide employment opportunities for Loyola students interested in public interest careers, and at the same time, provide public interest employers with law student resources which they otherwise might not be able to afford. Loyola Law School will fund seventy (70) positions this summer.

### Student Eligibility

Any Loyola student who has completed the first year of studies and is eligible for federal work-study may apply for SPIEP Funding. Most students are eligible for \$3500 funding for the summer. **Students are not permitted to exceed this amount. Failure to adhere to this guideline may exclude you from subsequent participation in the program.**

### Selection of Recipients

Applications for SPIEP funding are reviewed by a committee consisting of full-time faculty members and staff. The Committee evaluates each application on a point scale, awarding 1 point if the applicant is an upper division student, up to 1 point if the employer can contribute financially to the contract, and from 0-5 points on the personal statement prepared by the applicant. The top 70 applicants are funded. Employers who can assist financially (\$875 at the 25% rate or \$350 at the 10% rate) significantly contribute to the overall scoring of an applicant.

### Employer Procedure

**Employers must extend an offer on the Employer Confirmation of Job Offer form (attached). Offers submitted on other forms or letters will not be accepted.** It is essential that your offer be presented on the Employer Confirmation Job Offer form. You must provide this offer *directly to the student* that you wish to hire.

### Application/Employment Confirmation Deadlines

Students must submit completed applications to the Public Interest Law Department, FH240, for the summer program on or **before 5:45 p.m., Monday, March 14, 2011**. A completed application includes a written confirmation of a job offer. The committee will post a list of recipients in early April 2011.

**Thank you for participating in the Loyola Summer Public Interest Employment Program. For additional information, please contact Christine Zeimantz, Assistant to the Director, Public Interest Law Department at (213) 736-1059 or by e-mail at [Christine.Zeimantz@lls.edu](mailto:Christine.Zeimantz@lls.edu).**