# Steps to Report Pro Bono Hours

**1** Click "Pro Bono"
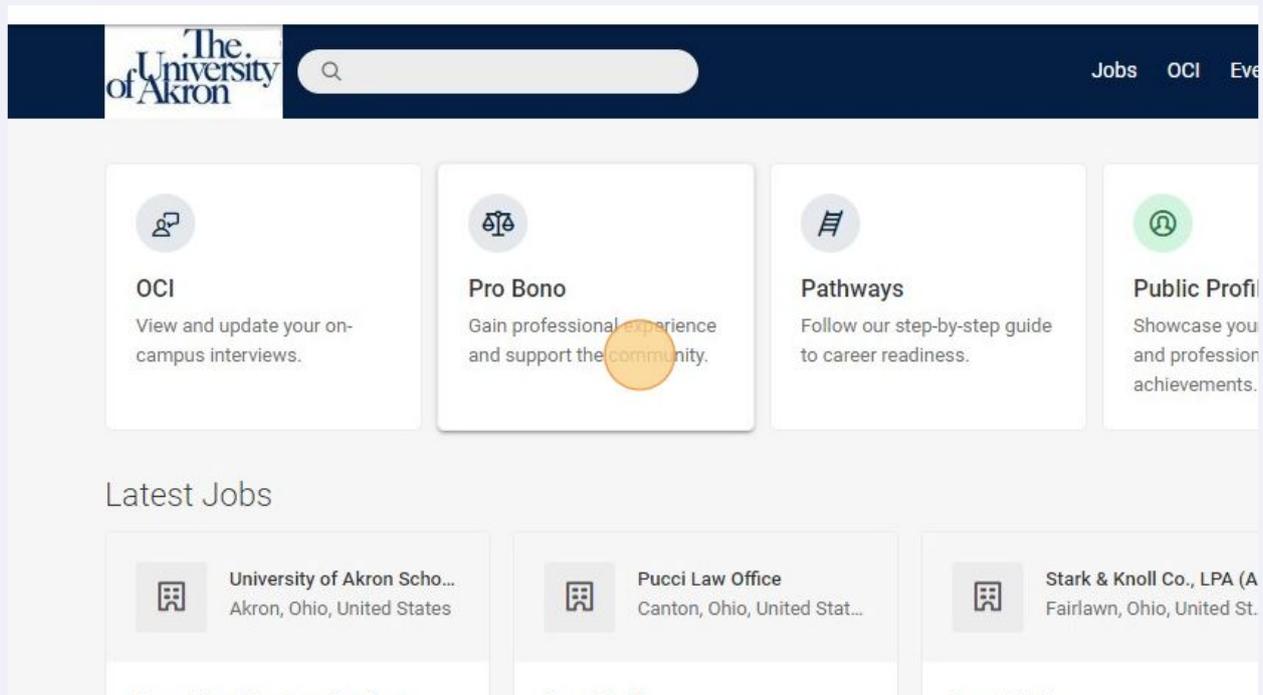
**2** Click "Add New"
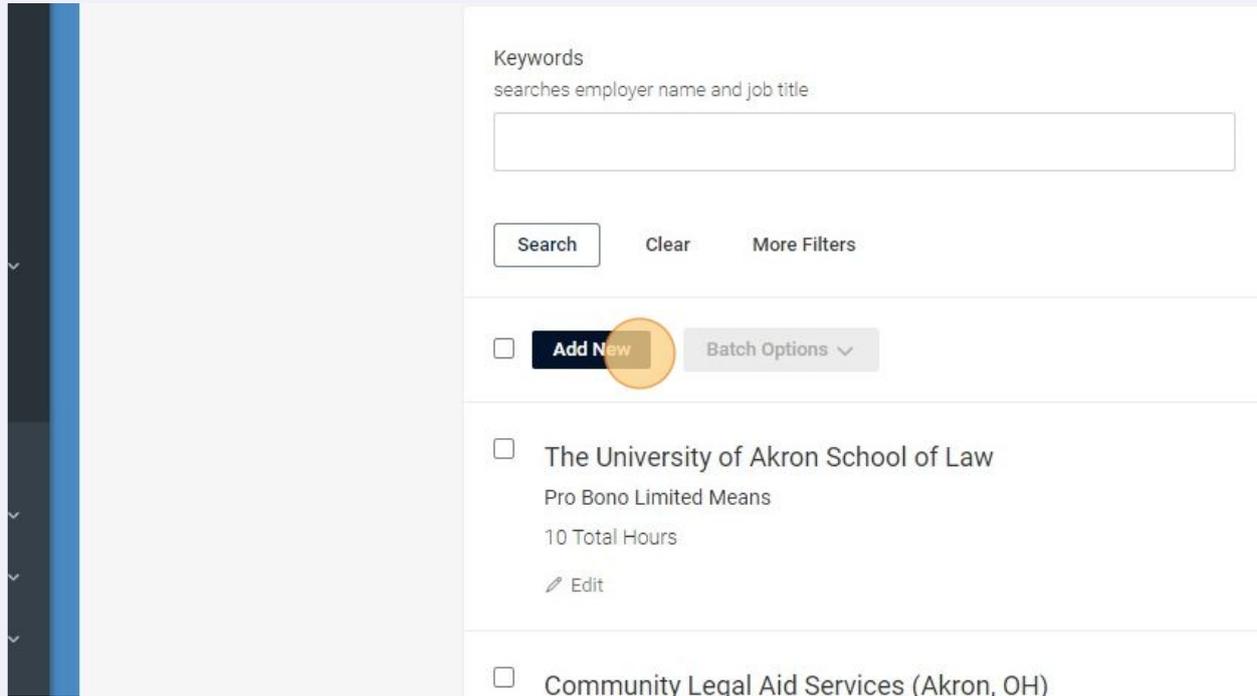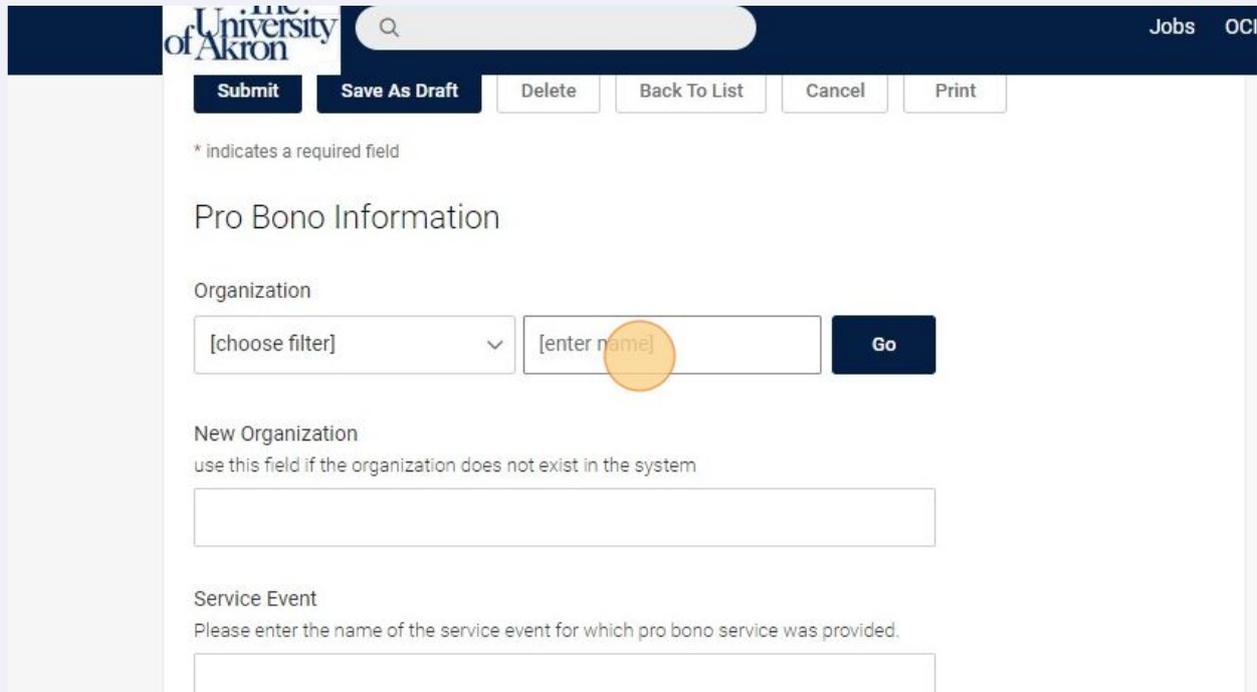
Keywords
searches employer name and job title

Search    Clear    More Filters

☐ **Add New**    Batch Options ⌄

☐ The University of Akron School of Law
Pro Bono Limited Means
10 Total Hours
✎ Edit

☐ Community Legal Aid Services (Akron, OH)

**3** Find an existing organization or add an organization.

University of Akron    🔍    Jobs    OCI

**Submit**    **Save As Draft**    Delete    Back To List    Cancel    Print

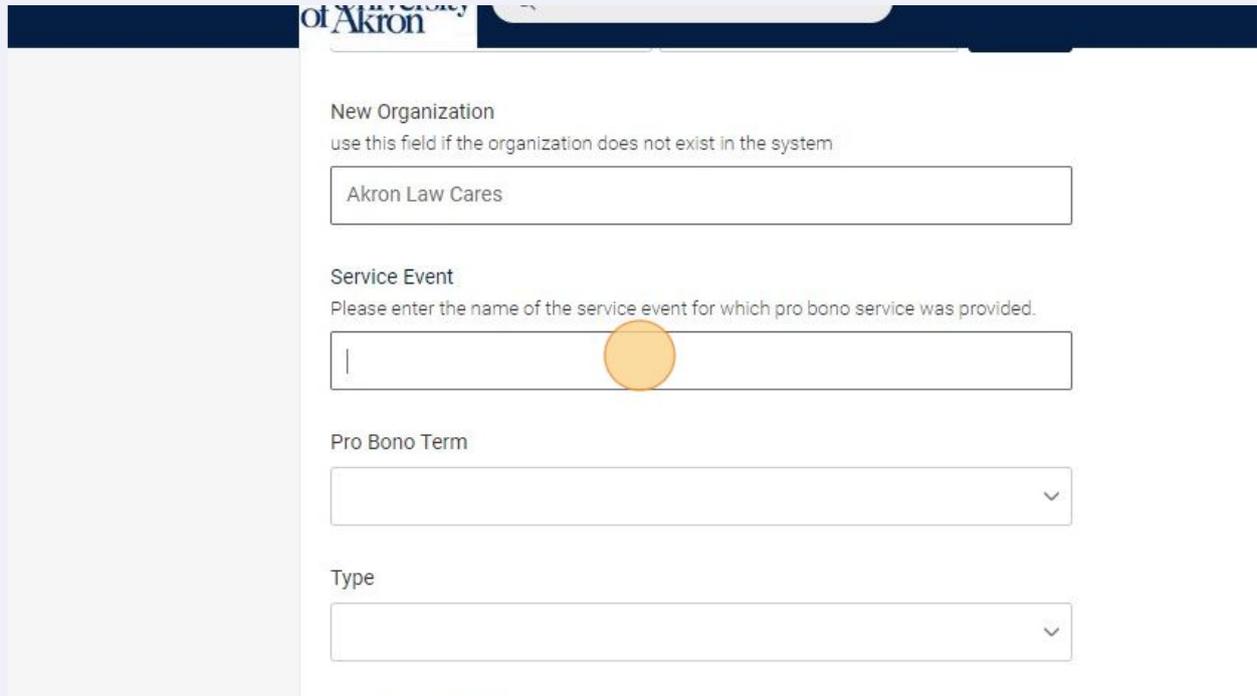* indicates a required field

Pro Bono Information

Organization

[choose filter] ⌄    [enter name]    **Go**

New Organization
use this field if the organization does not exist in the system

Service Event
Please enter the name of the service event for which pro bono service was provided.

**4**     Click the "Service Event" field and add the specific event.

New Organization
use this field if the organization does not exist in the system
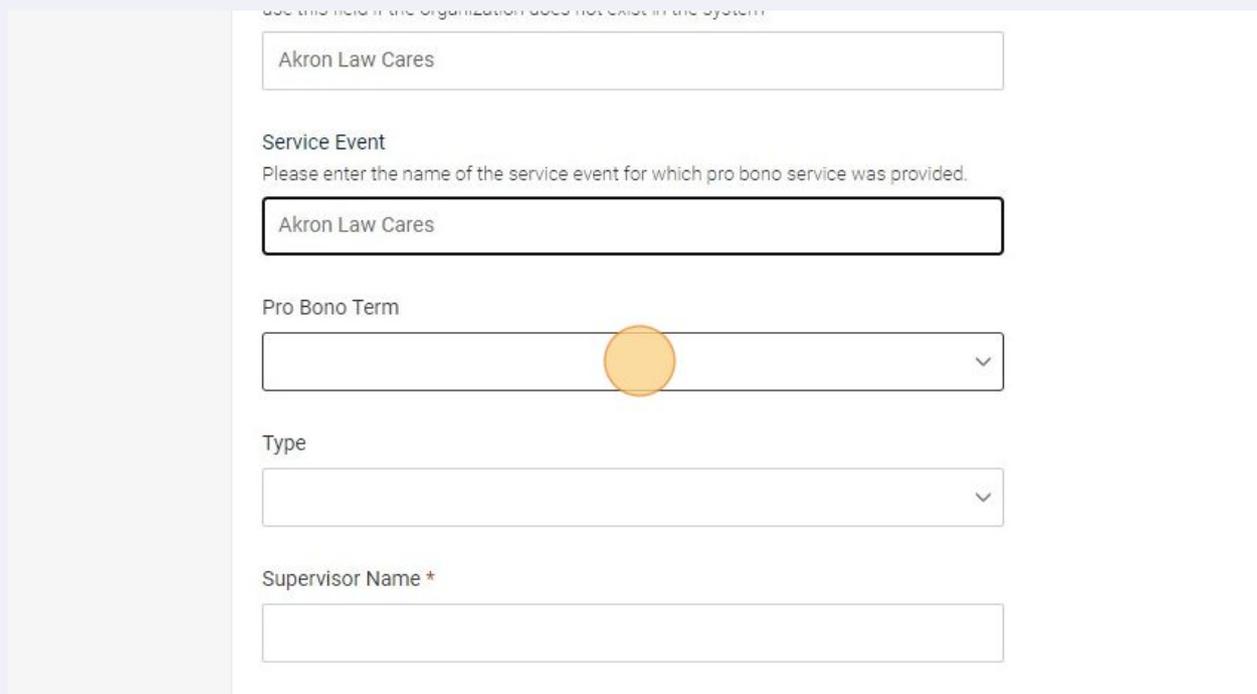
Akron Law Cares

Service Event
Please enter the name of the service event for which pro bono service was provided.

Pro Bono Term

Type

**5**     Click this dropdown and select your pro bono term.

Akron Law Cares

Service Event
Please enter the name of the service event for which pro bono service was provided.

Akron Law Cares

Pro Bono Term

Type

Supervisor Name *

**6**     Click this dropdown and select the type of pro bono service.

Service Event
Please enter the name of the service event for which pro bono service was provided.

Akron Law Cares

Pro Bono Term

Summer 2022

Type

Supervisor Name *

Supervisor Title *

**7**     Click the "Supervisor Name" field and add your supervisor.

Core   Documents   Counseling   Employment   Pro Bono   Exp. Learning   Activity   Responses   Pathways   Login

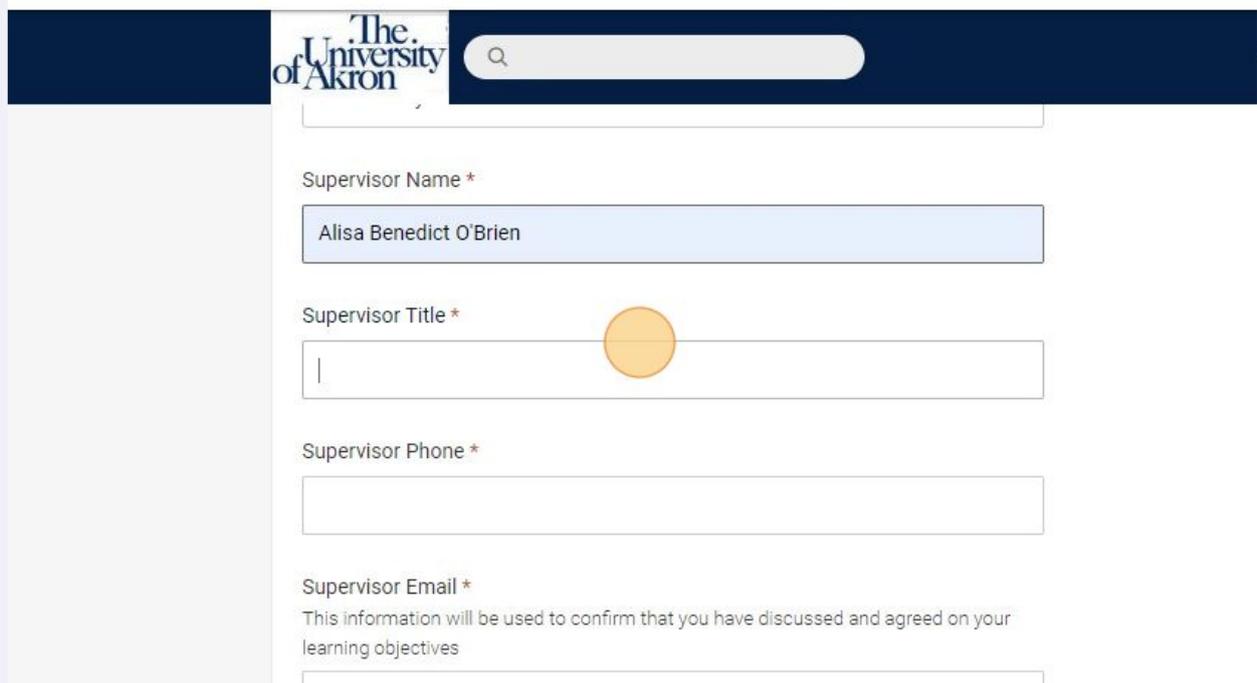Open in a separate window

The University of Akron

Supervisor Name *

Supervisor Title *

Supervisor Phone *

Supervisor Email *

**8** Click the "Supervisor Title" field and add your supervisor's title.

Supervisor Name *

Alisa Benedict O'Brien

Supervisor Title *

Supervisor Phone *

Supervisor Email *
This information will be used to confirm that you have discussed and agreed on your learning objectives

**9** Click the "Supervisor Phone" field and add your supervisor's phone.

Supervisor Name *
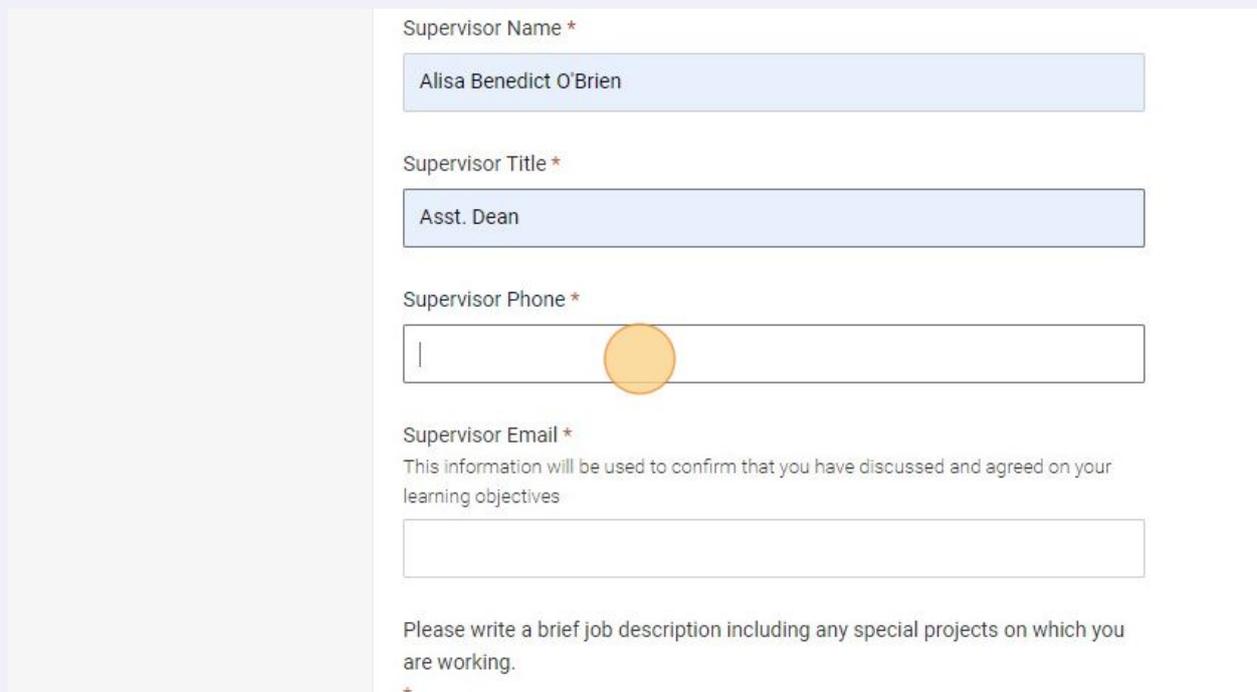
Alisa Benedict O'Brien

Supervisor Title *

Asst. Dean

Supervisor Phone *

Supervisor Email *
This information will be used to confirm that you have discussed and agreed on your learning objectives

Please write a brief job description including any special projects on which you are working.
*

**10** Click the "Supervisor Email" field and add the supervisor email.

Supervisor Phone *

330-972-7876

Supervisor Email *
This information will be used to confirm that you have discussed and agreed on your learning objectives

Please write a brief job description including any special projects on which you are working.
*

**11** Add a brief description.

Supervisor Email *
This information will be used to confirm that you have discussed and agreed on your learning objectives
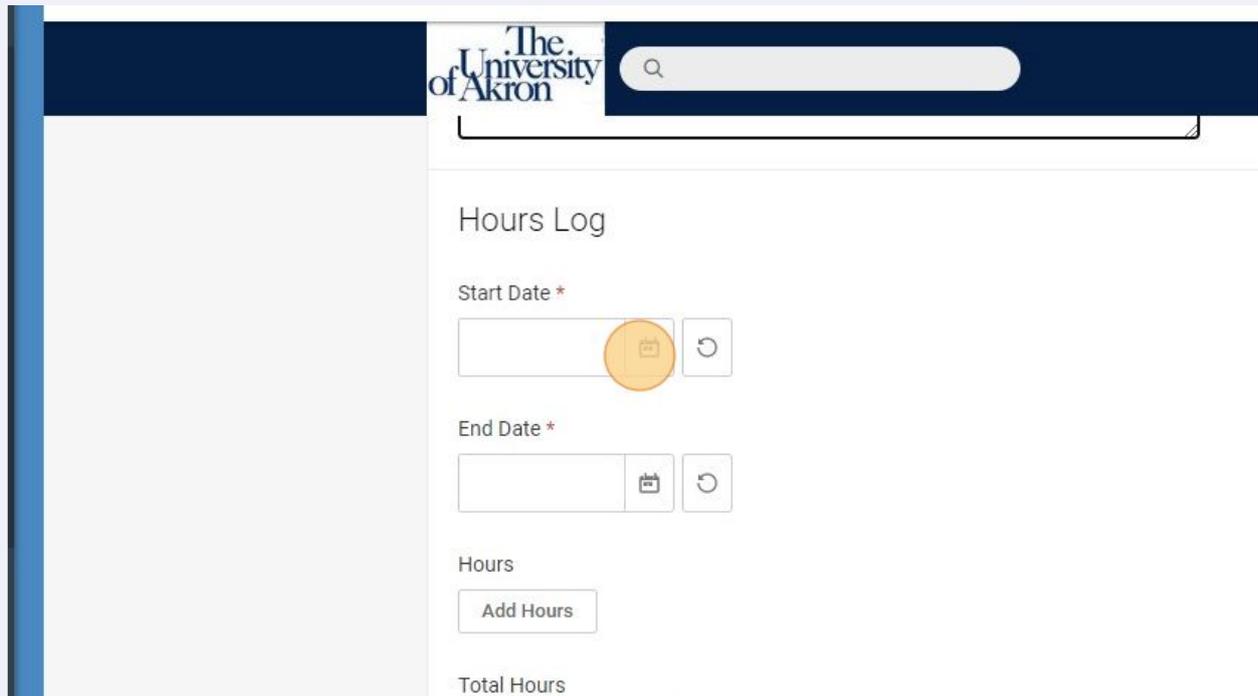
ab139@uakron.edu

Please write a brief job description including any special projects on which you are working.
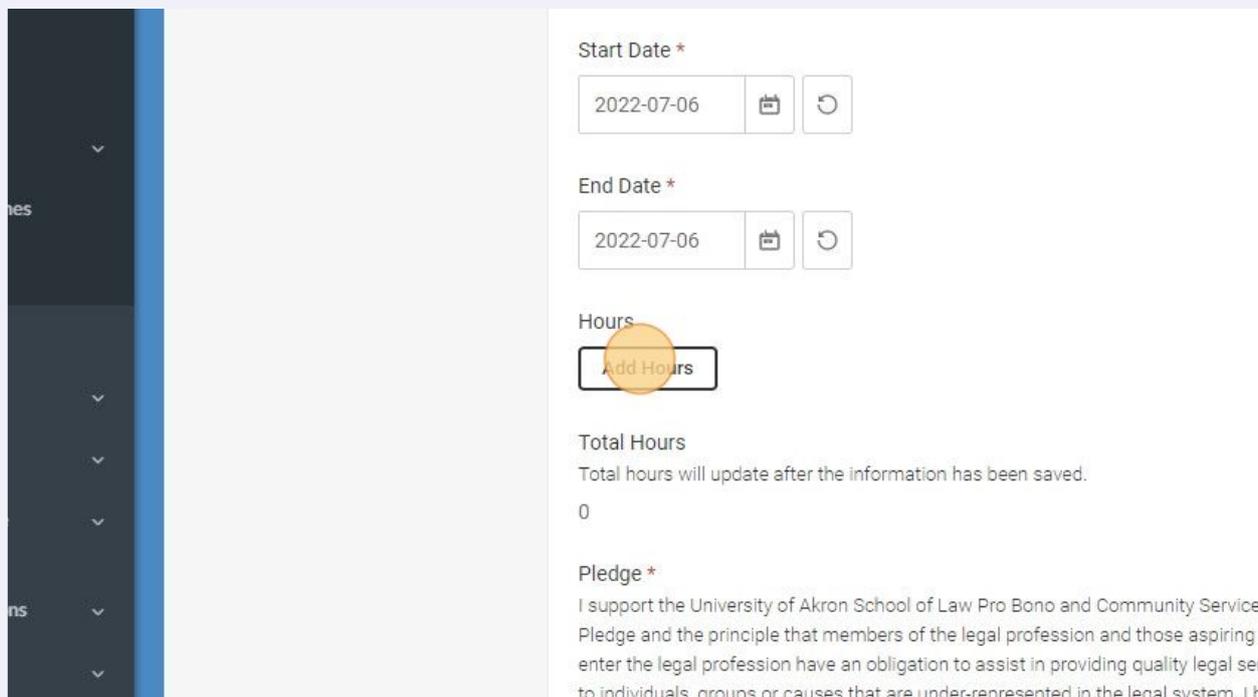*

Hours Log

Start Date *

**12** Add the dates you completed the service project.

Hours Log

Start Date *

End Date *

Hours

Add Hours

Total Hours

**13** Click the "add hours" field.

Start Date *

2022-07-06

End Date *

2022-07-06

Hours

Add Hours

Total Hours
Total hours will update after the information has been saved.

0

Pledge *
I support the University of Akron School of Law Pro Bono and Community Service
Pledge and the principle that members of the legal profession and those aspiring
enter the legal profession have an obligation to assist in providing quality legal se
to individuals, groups or causes that are under-represented in the legal system. I h

**14** Add the number of hours you completed.

End Date *

2022-07-06

Hours

Day*

July | 06 | 2022

Hours*

Add Hours

Total Hours
Total hours will update after the information has been saved.

0

Pledge *
I support the University of Akron School of Law Pro Bono and Community Service
Pledge and the principle that members of the legal profession and those aspiring to

**15** Click the "Yes" to acknowledge the required pledge.

Book

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(1)

(2)

I support the University of Akron School of Law Pro Bono and Community S
Pledge and the principle that members of the legal profession and those as
enter the legal profession have an obligation to assist in providing quality le
to individuals, groups or causes that are under-represented in the legal syst
pledge to complete, before I graduate, 30 hours of volunteer service, of whi
minimum of 15 of the 30 hours must involve community service to person:
means or to organizations that are dedicated primarily to serving such pers
minimum of 10 of the 30 hours must be pro bono public service; and 5 of tl
bono publico service hours must involve service to persons of limited mea
organizations dedicated primarily to serving such persons. I further pledge
services will not be for credit or compensation.

☐ Yes

Submit | Save As Draft | Delete | Back To List | C

POWERED BY ■ s y m p l i c i t y

LAW CSM by ■ s y m p l i c i t y ™

**16** Submit or Save as Draft.

I support the University of Akron School of Law Pro Bono and Community Service Pledge and the principle that members of the legal profession and those aspiring to enter the legal profession have an obligation to assist in providing quality legal service to individuals, groups or causes that are under-represented in the legal system. I hereb pledge to complete, before I graduate, 30 hours of volunteer service, of which a minimum of 15 of the 30 hours must involve community service to persons of limited means or to organizations that are dedicated primarily to serving such persons; A minimum of 10 of the 30 hours must be pro bono public service; and 5 of the 10 pro bono publico service hours must involve service to persons of limited means or to organizations dedicated primarily to serving such persons. I further pledge that such services will not be for credit or compensation.

☑ Yes

**Submit**   **Save As Draft**   Delete   Back To List   Cancel

POWERED BY ■symplicity®

LAW|CSM by ■symplicity™

**17** Click "Edit" (you need to upload your certificate of supervisor form).
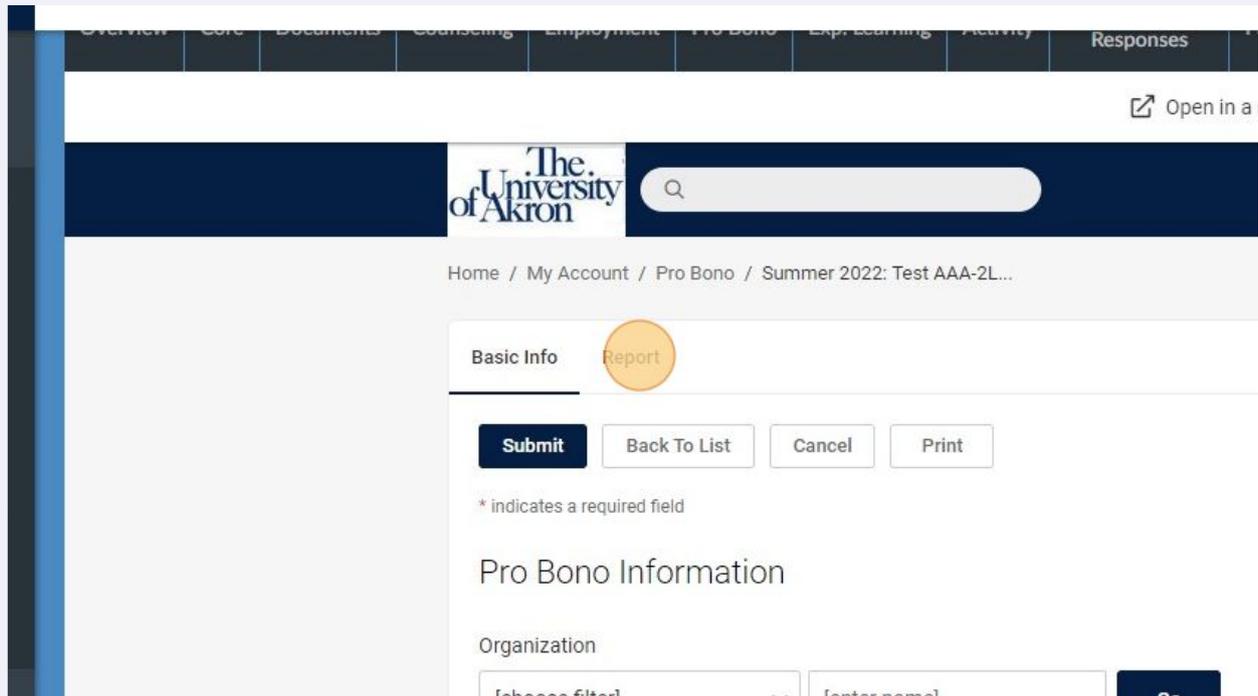
Search   Clear   More Filters

☐ **Add New**   Batch Options ⌄

☐ Akron Law Cares
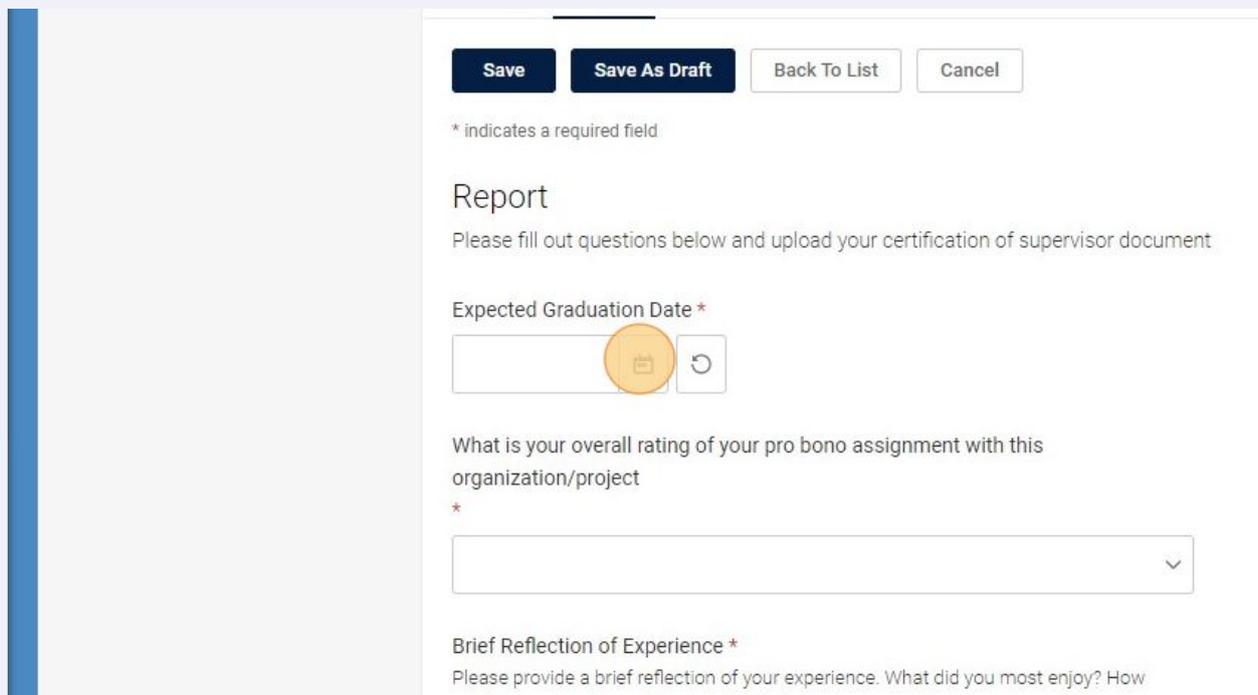Community Service Limited Means
4 Total Hours
✎ Edit

☐ The University of Akron School of Law
Pro Bono Limited Means
10 Total Hours
✎ Edit

☐ Community Legal Aid Services (Akron, OH)

**18** Click "Report"

Overview | Core | Documents | Counseling | Employment | Pro Bono | Exp. Learning | Activity | **Responses**

Open in a

The.
University
of Akron

Home / My Account / Pro Bono / Summer 2022: Test AAA-2L...

Basic Info    Report

[Submit]    [Back To List]    [Cancel]    [Print]

* indicates a required field

## Pro Bono Information

Organization

[choose filter]    [enter name]    Go

---

**19** Add your graduation date.

[Save]    [Save As Draft]    [Back To List]    [Cancel]

* indicates a required field

## Report

Please fill out questions below and upload your certification of supervisor document

Expected Graduation Date *

[            ] [📅] [↺]

What is your overall rating of your pro bono assignment with this organization/project
*

[                                        ⌄]

Brief Reflection of Experience *

Please provide a brief reflection of your experience. What did you most enjoy? How

**20** Rate the project.

Expected Graduation Date *

2023-05-14

What is your overall rating of your pro bono assignment with this organization/project

*

Brief Reflection of Experience *
Please provide a brief reflection of your experience. What did you most enjoy? How could your experience have been better?

**21** Provide a brief reflection.

What is your overall rating of your pro bono assignment with this organization/project

*

Outstanding

Brief Reflection of Experience *
Please provide a brief reflection of your experience. What did you most enjoy? How could your experience have been better?

Upload Certification of Supervisor
Maximum File Size: 500 KB

File
Please select your document to upload

Choose File   No file chosen

**22** Click "Choose File" and add your Certificate of Supervisor form.

I loved this experience! I wish I could do more events like this.

Upload Certification of Supervisor
Maximum File Size: 500 KB

File
Please select your document to upload
Choose File No file chosen

Save    Save As Draft    Back To List    Cancel

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**23** Save. Now you're done!

I loved this experience! I wish I could do more events like this.

Upload Certification of Supervisor
Maximum File Size: 500 KB

File
Please select your document to upload
Choose File  AkronLawCares.pdf

Save    Save As Draft    Back To List    Cancel

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