

Eligibility — Programs are open to all applicants who can advance the Diversity & Inclusion (D&I) Department mission:

The mission of the OSB Diversity & Inclusion Department is to support the mission of the Oregon State Bar: by promoting respect for the rule of law, by improving the quality of legal services, and by increasing access to justice. The Department serves this mission by striving to increase the diversity of the Oregon bench and bar to reflect the diversity of the people of Oregon, by educating attorneys about the cultural richness and diversity of the clients they serve, and by removing barriers to justice.

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Information that you provide in this packet may be subject to the Oregon Public Records Law. Details provided in "Introduction."

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NOTE: Most applicants apply for more than one D&I program. This Registration Packet is designed to minimize redundancy in the application process. To ensure that you do not miss valuable opportunities, please notify D&I staff of changes in contact information.

OSB Diversity & Inclusion Programs

Program	Eligible Class	Deadline
Clerkship Stipend	1L, 2L, 3L*	Feb. 1
Public Honors Fellowship	2L, 3L*	(Consult Career Services)
OSB Scholarship	New Admit, 1L, 2L, 3L*	Apr. 1
Bar Exam Grant	Final Year, Law Graduate	Feb. exam: April 15 Jul. exam: Nov. 15
OLIO	1L, 2L, 3L	July 1
Judicial Mentorship Program	1L, 2L, 3L	Sep. 15
*3L in 4-year program		

Introduction

The Oregon State Bar is the only state bar in the nation that assesses a fee of its members for programs, services and activities to increase the diversity of the OSB. To advance this mission, D&I, with the guidance of the Advisory Committee on Diversity & Inclusion (ACDI), offers programs to support law students and law graduates who can help to advance D&I's mission.

Consistent with its mission, D&I strives to increase the diversity of the Oregon bench and bar to reflect the diversity of the people of Oregon, to educate attorneys about the cultural richness and diversity of the clients they serve, and to remove barriers to justice. Thus, the Oregon State Bar Statement — explained on Page 5 — is required for most of the program's components and is a critical piece of the application process. Greatest preference consideration will be given to those students whose statements can support an intention to practice law in Oregon. However, anyone who may help to advance the Department's mission is encouraged to apply.

APPLICATION

Consideration for programs and participation in OLIO requires application with D&I. By marking listed programs on the application form, applicants are notifying D&I staff of interest in particular programs. (*Please note: There is a separate application for the Bar Exam Grant and the Judicial Mentorship Program.*) Applicants may also contact D&I staff after applying to alert staff of new interest in programs. D&I staff forwards application materials to the appropriate ADCI subcommittee that will score applications for the programs.

DECISION MAKING

Award selections for programs are based on criteria used to assess financial need and other

barriers to access. The ACDI ranks applications by examining the following (*See Scoring Guide on page 6 for maximum points*):

- Application Form including Financial Assessment Record (FAR) and Certification (Page "iv")
- Resumé including employment and community activities
- Oregon State Bar Statement (Page 5)
- Personal Statement which addresses specific criteria (Page 5)
- Specific Program Criteria

Applications for programs are scored and adherence to deadlines is required. Students with complete and updated application materials will be assured consideration in the decision making process. If an applicant submits a timely but incomplete application, D&I staff will notify the applicant of the missing item(s) and the applicant will have three business days to submit the requested item(s). If the application remains incomplete, the application is disqualified from consideration.

DEADLINES

In the case of a stated deadline falling on a weekend, the first business day after the weekend date will be the new deadline. Timely materials are post-marked on the deadline date stated or physically received in the offices of the Oregon State Bar by 5:00 p.m. of the deadline date. Faxes and emails indicating a time no later than 5:00 p.m. of the deadline date will be timely. Oregon law students are strongly encouraged to check with their respective Career Services offices for internal requirements and deadlines.

UPDATING INFORMATION

It is the responsibility of applicants to notify D&I staff of any changes in contact information or personal situations throughout the academic year.

FULL PARTICIPATION EXPECTATION POLICY

The OSB expects that a recipient of an award of the D&I Department will fully participate in all aspects of the program. "Fully participate" includes physical attendance for the duration of the particular program- e.g., bar preparation course, clerkship period, etc. If the recipient knows at the time of the award that s/he cannot fully participate, or circumstances occur to prevent completion of participation, the recipient must contact the D&I staff immediately. If there is a determination that the original recipient cannot fully participate in the program and the award is withdrawn, the award may be transferred to the next alternate in line.

OREGON PUBLIC RECORDS LAW

The Oregon State Bar is subject to the State Public Records Law. Public records are generally subject to public inspection through the Public Records Law which contains a number of exemptions including one for personal information. Should anyone seek to examine your application under the Public Records

Law, the bar will invoke the personal privacy exemption except for the following information: your name, your list of references and contacts, and your areas of interest as listed on the bottom of Page "i" of the application. The State Attorney General has authority to review the decisions of the state bar in this area and public records disputes can reach the courts. The bar reserves the right to respond as it deems appropriate to any requests to inspect D&I Department records, including your application. The state bar will abide by all final court decisions concerning the public records status of D&I records.

All programs are open to anyone who can help D&I advance its mission. Thus, the Oregon State Bar Statement, as described in this packet, is required for most of the programs and is a critical piece of the application process. D&I will award the greatest preference consideration for those students whose statements can support an intention to practice law in Oregon. However, D&I hopes that all individuals who may help to advance the program's mission and who might consider practicing in Oregon to apply.

Diversity & Inclusion Programs and Eligibility Requirements

CLERKSHIP STIPENDS—DEADLINE FEB. 1

Note: Check with Oregon law schools' Career Services for internal requirements and deadlines.

Clerkship Stipends provide legal employment opportunities for those law students who intend to practice law in Oregon and who will help D&I advance its mission. Applicants are not required to be enrolled in an Oregon law school. D&I will rank applications according to economic disadvantage, the potential that the clerkships will advance the students practical experience and networking in Oregon's legal community, and other considerations. The students selected for stipends are responsible for finding employment under the program. The employment should be in Oregon. If the student does not find a law-related position by the deadline, the student must arrange for an extension or forfeit the stipend to a student-alternate. The stipend period does not extend into the academic year.

Each stipend is \$7.00 per hour and each employer must agree to match at least \$7.00 per hour. The employer must be in the legal field and the student's supervisor must be an attorney. No employer may employ more than two students for summer clerkships at any one time under this program.

Eligibility and Specific Component Criteria: This program is open to any law student who can assist D&I in advancing its mission. Applicants must demonstrate financial need and provide a Personal Statement and Oregon State Bar Statement. An applicant must also submit a resume which includes community activities.

PUBLIC HONORS FELLOWSHIP PROGRAM

Note: Check with Oregon law schools' Career Services for internal requirements and deadlines.

D&I collaborates with the Oregon law schools to award a total of 6 Public Honors fellowships to law students who intend to practice law in Oregon and who will help advance D&I's mission. Each law school nominates up to five students whose career goals lie in public interest or public sector law. D&I will rank applications according to economic disadvantage, the potential that the fellowships will advance the students practical experience and networking in Oregon's legal community, and other considerations.

D&I will award fellowships to the top two students from each law school and order the remaining applicants as alternates based on their scores. D&I staff provides the recipients with a list of employers participating in the program. The recipient must secure a fellowship by the deadline or forfeit the award to an alternate. There is no guarantee that the six students will secure fellowship positions. Each fellowship totals \$4,800 for a maximum of three months summer employment, and does not extend into the academic year.

Eligibility and Specific Component Criteria: All law students who are not in their first or final year of law school are eligible. Applicants must demonstrate financial need and provide a Personal Statement, Oregon State Bar Statement, and a resume which includes community activities. The Oregon law schools will consider the D&I Department's mission in nominating five student applicants for Public Honors position.

BAR EXAM GRANTS—DEADLINES: NOV. 15 FOR FEBRUARY EXAM; APR. 15 FOR JULY EXAM

D&I awards three bar exam grants in the fall and six grants in the spring to those OSB applicants whose personal experiences, accomplishments, commitment to practice law in Oregon, and financial need demonstrate that they will help the program achieve its mission.

Each grant includes a one-time D&I-approved bar preparation course focusing on Multistate Bar Exam (MBE) testing. Payment for the course will be issued directly to the course in the recipient's name. A recipient who chooses not to participate in the course or who previously received this portion of the grant must forego this portion of the award.

Grant recipients also receive a reimbursement of \$600 of the Admissions application fee. After each bar exam, D&I staff will confirm that the applicant selected for an award did sit for the exam, and staff will process the reimbursement check payable to the bar applicant. The bar applicant is responsible for reimbursing a sponsor, if applicable.

Eligibility and Specific Component Criteria: This program is available to any graduating law student or graduate who can assist D&I in advancing its mission. There is a separate Bar Exam Grant Application. Please go to the D&I website to access it, or contact D&I staff.

OSB SCHOLARSHIPS—DEADLINE APR. 1

D&I annually distributes eight scholarships (\$2,000 per scholarship) for which entering and current Oregon law school students who intend to practice in Oregon are eligible. A subcommittee reviews all applications within the pool and determines awards according to evidence of the greatest financial need, the student's qualifications to help further the program's mission, and other considerations. D&I distributes funds to successful applicant's law schools financial aid offices by semester - \$1,000 per semester – and the funds do not extend beyond the award year. Interested students must re-apply every year.

Eligibility and Specific Component Criteria: This program is open to any law student who can assist D&I in advancing its mission. Applicants must demonstrate financial need and provide a Personal Statement and Oregon State Bar Statement which support their qualifications to advance the D&I mission. A resume including community activities is also required.

JUDICIAL MENTORSHIP PROGRAM—DEADLINE SEPT. 15

The Oregon Judicial Department has developed a program under which judges mentor racial/ethnic minority law students. The program is administered by D&I. Although the major motivation of the

Judicial Mentorship Program is to assist racial/ethnic minority law students, the program is open to students of any race or ethnicity who participate in D&I programs and can demonstrate a commitment to advancing the Department's mission.

Eligibility and Specific Component Criteria: There is a separate Judicial Mentorship Program Application. Please go to the D&I web site to access it, or contact D&I staff.

OPPORTUNITIES FOR LAW IN OREGON (OLIO)—DEADLINES: APRIL 1 FOR UPPER DIVISION STUDENTS, JULY 1 FOR INCOMING 1LS

OLIO is the Oregon State Bar's nationally recognized recruitment and retention program for racial and ethnic minorities who are historically underrepresented in the legal community. This diversity and inclusion program begins with an orientation in August that provides incoming Oregon minority law students with the opportunity to interact with each other, and with upper division students, judges and leaders who will serve as their mentors and role models.

During orientation, students meet a community of diverse supporters committed to helping them succeed. The curriculum focuses on sharpening existing skills and providing new skills to help ensure success in law school and beyond. Students receive valuable information on networking, study skills, and Oregon bar exam preparation.

Law students also have opportunities to reconnect throughout the year at several other OLIO events, including a bowling network event known as BOWLIO in October/November, an Employment Retreat in January, and Spring Social in April.

OLIO is a fundamental tool for recruiting and retaining diverse legal talent in Oregon and increasing the diversity of the Oregon State Bar. OLIO fosters an engaged, supportive and inclusive legal community necessary to advance our legal profession and improve legal services to an increasingly diverse population, clients and customers, locally and globally.

Eligibility and Specific Component Criteria: ENTERING 1L STUDENTS: Racial and ethnic minority students admitted to Oregon law schools are strongly encouraged to apply to participate in the OLIO Orientation. UPPER DIVISION STUDENTS: Any upper division law student who is committed to advancing OLIO objectives and the D&I mission may apply to be an upper division mentor (known as "THUDs" – the helpful upper division students). Applications will be available on the D&I website in late February.

REQUIRED STATEMENTS (Personal Statement; Oregon State Bar Statement)

The Advisory Committee on Diversity & Inclusion (ACDI) will evaluate these statements for (1) sincerity; (2) clarity of presentation – organization, grammar, punctuation, etc.; (3) directness – answering the question; and (4) alignment with the OSB Diversity & Inclusion Department mission. Separate statements are required.

PERSONAL STATEMENT EVALUATION CRITERIA

To promote the goals of the D&I Department, the Advisory Committee on Diversity & Inclusion (ACDI) will evaluate and score all application materials, including Personal Statements. Please provide a statement labeled as "Personal Statement" describing any or all of the following criteria that may apply.

- History of disadvantage/barriers to educational advancement.

Statement should disclose the nature of the disadvantage/barriers and how they have affected the applicant. Examples may include:

- parent's and sibling's educational attainment,
- history of applicant being among first in family to excel or graduate,
- family history of unemployment or underemployment.

Statement may include abuse issues which impacted educational advancement.

- Examples are domestic violence, sexual abuse, substance abuse.

- Personal experiences of discrimination. "Discrimination" based on Culture, Disability, Economic Disadvantage, National Origin, Race/Ethnicity, Gender, Sexual Orientation, Gender Identity or Expression, etc.

Statement should disclose the nature of these experiences and how they have affected the applicant.

- Any extraordinary financial obligations that exist other than personal debt.

Statement should disclose the nature of these obligations and how they are affecting the applicant. Examples may include:

- caring for extended family (youngsters or elderly; disabled; etc.),
- supporting immediate family.

- Composition of immediate family (number of children; special needs; etc.)

- Any extraordinary health or medical needs

Statement should disclose the nature of these needs and how they are affecting the applicant.

- Language

Statement should disclose all languages in which applicant is fluent, and any barriers experienced because English is a second language.

OREGON STATE BAR STATEMENT

The D&I Department will award the greatest preference consideration to those students whose statements can support an intention to practice law in Oregon.

To assist the ACDI in evaluating your application, please submit a statement (separate from the Personal Statement) labeled as "Oregon State Bar Statement" addressing any or all of the following that may apply:

1. Why did you choose to attend an Oregon law school?
2. If you are not committed but are considering practicing in Oregon, what would help you to decide to practice in Oregon?
3. How will you improve the quality of legal services or increase access to justice in Oregon?

"Scoring Guide" for Programs (Criteria and Maximum Points)							
Available Points per Criterion	Financial Need	Personal Statement	OSB Statement	Community Activities	Employment History	Academic Achievements	Legal Writing Ability
Scholarships	30	25	25	10	10	NA	NA
Clerkship Stipends	30	25	25	10	10	NA	NA
Pub. Honors Fellowships	30	25	25	Consolidate points to recognize public service: 20		NA	NA
Bar Exam Grants	15	35	NA	25 combined			25

FREQUENTLY ASKED QUESTIONS

■ GENERAL:

Q: Who may apply?

A: Any law student who can assist the D&I Department in advancing its mission.

Q: How critical is it that I keep the D&I informed of my contact information?

A: D&I relies on email to communicate with program participants. If D&I staff cannot contact you for timely correction of an incomplete application, the ACDI subcommittee will not evaluate your application. If D&I staff cannot contact you for timely follow-up for an award, the award will be withdrawn and possibly offered to an alternate.

Q: Who scores the applications and when will I know if I received an award?

A: An ACDI subcommittee of no less than three members scores applications. Generally, the evaluation process takes a minimum of three weeks before all applicants are notified of outcomes by email.

■ OSB SCHOLARSHIP:

Q: How are scholarships disbursed?

A: Upon confirmation of enrollment for each semester of the award year, the recipient's law school will receive half the award (per semester). The school credits the award to the recipient's tuition.

Q: Will I automatically receive a scholarship in the following year(s)?

A: No. Applicants must apply every year.

■ BAR EXAM GRANT:

Q: If I receive a grant, how and when do I receive the Bar Exam admissions fee and bar course?

A: The commercial preparation course is paid and recipients will receive information directly from the course provider. The application fee portion of the grant is a reimbursement to the recipient after D&I confirms that the recipient sat for the entire exam.

Q: What happens if graduation or vacation plans or other events conflict with dates and times of the bar preparation course?

A: The Full Participation Expectation Policy applies. Recipients are expected to fully participate in the entire bar preparation course. Home study options are available.

Q: Can I receive the bar grant's application fee before I take the bar exam?

A: No.

Q: Can I apply for the Bar Exam Grant more than once?

A: Yes. However, you are eligible for the bar preparation course only once.

■ CLERKSHIP STIPEND PROGRAM:

Q: Can I extend my stipend period into the school year?

A: No.

Q: What if I get more than one job offer or what if I accept a position and a better offer comes my way?

A: Consult your Career Services advisors immediately. D&I staff can also assist.

Q: How does the Full Participation Expectation Policy affect my summer break plans?

A: A full summer clerkship period is considered 12 40-hour weeks. Many students take a two-week break before the end of the 12-week period as a break before the fall semester. Applicants anticipating clerking less than 10 weeks must immediately inform the D&I by written statement.

Q: What if I develop plans for a break during my clerkship?

A: Recipients must receive approval from the employer and inform the D&I Department.

Q: Can I use my stipend for a clerkship outside of Oregon?

A: Because in-state placements better assure Oregon networking and sitting for the Oregon Bar Examination, out-of-state placements are discouraged.

Q: Can I use my stipend to work for a law professor?

A: No.

Q: Can international students with restrictive visas utilize a stipend?

A: International students who receive clerk/fellowship awards are responsible for securing placements in accordance with visa restrictions. If placements are not possible, stipends are forfeited.

■ PUBLIC HONORS FELLOWSHIP PROGRAM:

Q: What if I get more than one job offer or what if I accept a position and a better offer comes my way?

A: Consult your Career Services advisors immediately. D&I staff can also assist.

Q: How and when do I get paid?

A: The D&I Department will send you a check monthly. The D&I Department will not send employment forms. Fellowship recipients are responsible for any applicable taxes.

■ OLIO ORIENTATION

Q: If I can attend only a portion of the OLIO Orientation, can I still participate?

A: No. The OLIO Orientation is a continuing process with every segment establishing a foundation for a following segment. Further, budgeting and coordination issues may arise with unanticipated partial attendance.

Q: Will the D&I Department pay my travel expenses to participate in the OLIO Orientation?

A: The D&I Department provides bus rides from the law schools. Any other method of travel will not be paid for or reimbursed by D&I.

Q: If I do not attend the OLIO Orientation, can I still attend other OLIO events?

A: Yes, and are encouraged to do so!

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