



Summer Stipend Program 2024

OSB Diversity & Inclusion Department Mission Statement

The mission of the Oregon State Bar is to serve justice and the public interest by promoting respect for the rule of law, by improving the quality of legal services, and by increasing access to justice. The bar is committed to serving and valuing its diverse community, to advancing equality in the justice system, and to removing barriers to that system.

The Diversity & Inclusion Department serves the OSB's 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.

SUMMER STIPEND PROGRAM OVERVIEW

The Oregon State Bar (OSB) Diversity & Inclusion (D&I) Department, with the assistance of the Advisory Committee on Diversity and Inclusion (ACDI), administers summer employment stipend programs for law school students who will help achieve the bar's diversity mission. Two Public Fellowship Program awards are reserved for each of the three Oregon law schools. The remaining are open to all continuing Oregon law students. Please note that for 2024 the number of **Public Fellowships is six (two per Oregon law school)**. The remaining stipends will be Clerkship Stipends. Both stipends are explained in detail below.

For participating students, the stipend programs offer opportunities to gain experience and

build connections in the Oregon legal community. Former student participants have reported enhanced professional skills through successful hands-on work experiences and networking opportunities. The programs offer participating supervisors the opportunity to work with committed students, and to learn first-hand about the diversity of talent available in Oregon's growing legal community.

Due to the need for the D&I Program to collaborate with paying, non-profit, public interest, and private firm employers, the Summer Stipend Program has been designed to offer a wide range of work experiences. Students who find unpaid public interest positions will not be able to use the Summer Stipend Program as replacement income. We are cognizant of the barriers this may create for students. However, the D&I Program believes our Employer Catalog has many opportunities to find paid positions in myriad areas of law. We have partnered with the Oregon State Bar Solo & Small Firm Section to highlight many employers who are offering paid summer placements through our Clerkship Program. We encourage all participants to utilize the Employer Catalog.

PUBLIC FELLOWSHIP PROGRAM

The Public Fellowship Program allows law students to explore public interest opportunities with the Oregon public employers or 501(c)3 non-profit organizations. These fellowships are offered during the summer. The stipend for the Public Fellowship Program is \$5,600 and paid in three installments. Students will not be eligible to receive a fellowship award for a paid position.

The **New Tax Lawyer Committee of the OSB (NTLC)** provides one \$7500 Fellowship to a student who chooses to work with one of the NTLC Program Partners for the summer of 2024. Eligible program partners include Legal Aid Services of Oregon LITC, Oregon Law Center LITC, Lewis and Clark LITC, the Oregon DOJ Tax and Finance Section, the Oregon Tax Court, or the IRS Chief Counsel's Office. OSB Tax Stipend recipients will be assigned a mentor who is a practicing tax attorney, will receive a scholarship to attend the Oregon Tax Institute and be invited to all New Tax Lawyer Committee events. Students applying for NTLC Fellowship must mark the appropriate box on the application.

CLERKSHIP STIPEND PROGRAM

The Clerkship Stipend Program offers law students a wide variety of employment opportunities. This program is also offered during the Summer. The D&I Department contributes up to \$9.00 per hour to a student's wages. Employers in the Clerkship Stipend Program must agree to contribute at least the \$9.00 per hour to a student's wages. However, a student's combined hourly wage will not exceed \$18.00 per hour. And the D&I Department's contribution will not exceed \$3,750 per student.

Prior to the student's employment, the employer must submit a signed stipend agreement to

the D&I Department. The employer is responsible for directly paying the student's wages. The employer will submit to the D&I Department signed timecards documenting the student's hours worked. And the D&I Department will reimburse the employer for the Clerkship Stipend Program's share of the student's wages. The employer can expect the stipend reimbursement within two weeks of submitting timecards.

AREA SPECIFIC CLERKSHIP STIPENDS

The **Business Law Section of the OSB** provides two \$3,750 stipends to students who choose to work in the area of business law for the summer of 2024. The application process is the same as the Clerkship Stipend Program. Students applying for the Business Law Section stipend must mark the appropriate box on the application. Efforts will be made to distribute this opportunity to students from different law schools each year.

The **Environmental and Natural Resources Section of the OSB** provides one \$3,750 stipend to a student who chooses to work in the area of environmental and natural resource law for the summer of 2024. The application process is the same as the Clerkship Stipend Program. Students applying for the Environmental and Natural Resources Law Section stipend must mark the appropriate box on the application.

The names of students awarded these area-specific clerkship stipends will be provided to the section leadership.

By submitting an application, applicants consent and agree to allow the OSB to use their name, image, and likeness, for the purpose of future use, publication, promotion and advertising by the OSB and by the OSB Section/Committee stipend sponsors, including for the purpose of announcing award winners and future promotion of the Summer Stipend Program. Applicant understands that there is no expectation of compensation for any use of their name, image, or likeness by the OSB or by the OSB Section/Committee stipend sponsors.

JUSTICE ACROSS OREGON PROGRAM

The Justice Across Oregon Program allows law students to explore legal opportunities in less populated areas of the state. Summer Stipend recipients who accept positions in rural Oregon are eligible for an additional stipend to offset travel, housing, and other incidental costs associated with the summer employment outside of the I-5 corridor. Rural employment can provide a new lens for viewing legal issues including workers' rights, poverty, family law, immigration, and Indian Law. The D&I Department will decide on a case-by-case basis whether a student's placement qualifies as rural.

The Justice Across Oregon Program provides recipients with an additional \$2,500. This additional stipend is paid in three installments. All other policies and requirements of the stipend program still apply. If you need flexibility or an upfront payment for housing or travel

costs, contact D&I Program staff for funding options.

STUDENT ELIGIBILITY CRITERIA

All law students who are enrolled in an Oregon law school as of fall of 2023 are eligible to apply. The D&I Department and members of the ACDI will review all applications received by the deadline and their evaluated scores will determine the stipends offered to students. The evaluation scores may also be used to offer stipends to other students should one or more initial awardees forego their stipend. The D&I Department and ACDI members will evaluate student applications based on the following criteria:

- Alignment with the D&I Department’s mission (25)
- Intent/willingness to practice law in Oregon (25)
- Financial need (20)
- Personal statement (clarity, persuasiveness, technical writing ability) (15)
Note: The personal statement may also contribute to an applicant’s scores in other categories, to the extent that it addresses those factors.
- Community activities/involvement, employment/volunteer history. (15)

APPLICATION MATERIALS

2024 Summer Stipend Application including:

1. Personal Statement (1000 words max) choose only one:

Option 1: How has your background influenced your decision to become an attorney, and how will it influence you throughout your legal professional career?

Option 2: Describe one of the greatest challenges that you have faced and how you met the challenge. How will that experience affect the decisions you will make as a legal professional?

In order to speak to the D&I mission, consider discussing in your personal statement any of the following:

- If you have experienced a history of barriers to advancement, personal experiences of discrimination/prejudice, or extraordinary financial obligations other than personal debt; and/or
- How you can contribute to the OSB’s historically or currently underrepresented membership.

2. Resume

Your resume should include information about your employment history, extracurricular activities and community service.

3. Oregon State Bar Statement (500 words max):

Where (geographically) do you see yourself practicing law?
What benefits or barriers would contribute to your decision to work in Oregon?

You may wish to include why you chose to attend law school in Oregon, what would help you decide to practice in Oregon if you are not committed to doing so, and/or how you would improve the quality of legal services or increase access to justice in Oregon?

4. A statement about your financial need.

Public Records Law Notice

The OSB is subject to the Oregon Public Records Act, which requires the OSB to disclose records (including program applications and other data) upon request, unless an exception applies. While not included in routine OSB member lists, demographic information is subject to disclosure if requested. Should anyone request a D&I application under the Act, to the extent the application includes information regarding an applicant's experiences of a sensitive personal nature, the disclosure of which would constitute an unreasonable invasion of privacy not outweighed by the public interest, the OSB will assert an exemption to maintain the confidentiality of that information. The Oregon Attorney General has authority to review the decisions of the state bar in this area and the Attorney General's decisions may be subject to review by the court. The bar reserves the right to respond as it deems appropriate regarding any public records requested, including D&I records and your application. Please contact the bar's General Counsel at gc@osbar.org if you have questions.

Application Deadline

The application deadline for 2023 Summer Stipend programs is **January 22, 2024**. A timely application will have been submitted via the online application by 11:59PM on the deadline date. If you are unable to apply using the online application system, please contact Suraya Barbee at sbarbee@osbar.org or 503-431-6338 to discuss alternative options.

PROGRAM REQUIREMENTS

Securing Positions

Stipend recipients are responsible for securing their own summer employment after they have been notified of their award. Students are provided a catalog of participating employers, from which to begin their job search. This is not an exhaustive list of potential employers. Stipend recipients can choose to apply to prospective employers from the catalog or may solicit employers not included in the catalog. If the employer is not in the catalog, the students must inform D&I Program staff to determine the employer's eligibility to participate. Eligible

employers must offer the student practical experience in a legal setting, as well as appropriate supervision and feedback. The student's supervisor must be a licensed attorney, and employment must be located in Oregon. The goal of the Summer Stipend Program is to help facilitate legal experience and future connections for students in the Oregon legal community.

For the Clerkship Stipend Program, employers must be willing to match at least \$9.00 per hour. With the D&I Department contributes up to \$9.00 per hour to a student's wages, the total hourly rate may amount to \$18.00/hour. Generally, research positions in law schools are not acceptable Clerkship Stipend Program placements. Exceptions to eligibility requirement are subject to D&I staff review and pre-approval. Students must find employment by the stated deadline or a limited extension must be pre-approved by the D&I Program staff.

All law students are encouraged to work closely with their respective law school's career services departments, mentors, etc., to develop and improve hiring skills. In addition to interviewing skills, telephone etiquette, appropriate attire, etc., skills should also include a protocol to handle multiple offers of employment.

As with any candidate for employment, employers interested in hiring Summer Stipend Program recipients are responsible for interviewing students to determine if they are qualified for the position offered. The employer is responsible for complying with all state and federal laws, including worker's compensation insurance, reporting taxable income, etc. The OSB does not employ or supervise any stipend recipients. The stipend does not extend into the academic year.

Tax Notice

The OSB makes no commitment or guarantee that any amounts paid to or for the benefit of a recipient will be excludable from the recipient's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any recipient. It shall be the obligation of the recipient to determine whether any payment is excludable from the recipient's gross income for federal and state income tax purposes.

FULL PARTICIPATION EXPECTATION POLICY

The D&I Department expects that a recipient of an award will fully participate in all aspects of the component program. For the purposes of Summer Stipend Program, full participation shall be defined as at least 320 hours of work over the course of the Summer, unless a pre-arranged and pre-approved exception is made based on extenuating circumstances (disability, childcare, etc.). For a student interested in participating in the Public Fellowship Program but unable to participate in the full 320 hours, a partial fellowship may be offered. In addition to the student recipient agreeing to full participation, the student's employer will also need to agree in advance that they will be able to provide the student with that amount of work over the course of the Summer. If the recipient knows at the time of the award that they cannot fully participate in the program or circumstances occur to prevent completion of participation,

the recipient must contact D&I Program 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.

2024 Summer Stipend Programs Timeline

Application deadline	<i>January 22, 2024</i>
D&I Dept. notifies recipient	<i>February 1, 2024</i>
Deadline to secure employment	<i>May 6, 2024, unless extension granted</i>
Stipends awarded to alternates	<i>Rolling basis</i>