



Volunteer Report - Instructions

All PBSC Student Volunteers are required to complete a Volunteer Report throughout their PBSC Placement. **To ensure accuracy, you are required to input information into the report after each shift or activity.**

In March, you will be required to submit your Volunteer Report and input a summary of the information from your Report into PBSC's Impact Survey. This survey is critically important to PBSC's ability to assess our impact, report to funders, and sustain our mission. **Your PBSC placement will not be considered complete until you have submitted your Volunteer Report and completed the Impact Survey.**

Docketing - or tracking your time, tasks and productivity - is a skill that most if not all practicing lawyers must acquire. Please note that the hours are calculated in increments of six minutes. For example, 0.1 = 6 minutes, 0.5 = 30 minutes, and 1.0 = 60 minutes. An example of a completed Volunteer Report is provided below. Please review it carefully.

Student Volunteers are expected to provide three to five hours of *pro bono* support per week in October, November, January, February and March for a total of 60 - 100 hours.

Please note that PBSC is regularly contacted to provide volunteer references for prospective employers and during licensing processes. We are unable to verify PBSC placements without a completed Volunteer Report.

If you have any questions, please contact your Chapter Program Coordinator.

Volunteer Report - Example

Volunteer Name Brittany Twiss
Chapter University of Manitoba
Partner Organization Family Justice Now
Project Name Motions to Change PLE

Training					
Date	Description	Time In	Time Out	Docket	
Month/Day	Describe training event	Include AM/PM	Include AM/PM	0.6 Docketing System	
		Please include a space before AM/PM	Please include a space before AM/PM		
9/22	PBSC General Volunteer Training	12:00 PM	1:30 PM	1.50	
9/29	Anti-Oppression training video and exercises	6:00 PM	7:50 PM	1.90	
10/6	WestlawNext Canada Legal Research Strategies Workshop	12:00 PM	1:30 PM	1.50	
10/16	Family Justice Now training	3:00 PM	4:15 PM	1.30	
Total				6.20	

Service Delivery						
Date	Description	Lawyer Supervisor	People Served	Time In	Time Out	Docket
Month/Day	Describe task or activity	Please indicate the name of the Lawyer Supervisor(s) involved in the task or activity.	Where applicable, indicate the number of people served. Do not include repeat clients. If the task or activity was completed with another PBSC volunteer(s), please ensure that only one person inputs the number of people served.	Include AM/PM Please include a space before AM/PM	Include AM/PM Please include a space before AM/PM	0.6 Docketing System
10/13	Research Partner Organization's website, mission, values, mandate; review Project Description Form;			1:05 PM	1:45 PM	0.70
10/14	Video conference with Partner Organization and Lawyer Supervisor;	Alex Smith		12:00 PM	1:10 PM	1.20
10/16	Call with Lawyer Supervisor;	Alex Smith		3:00 PM	4:00 PM	1.00
10/17	Conduct research on motions to change;			7:00 PM	8:20 PM	1.40
10/21	Conduct research on motions to change;			10:00 AM	12:45 PM	2.80
10/24	Conduct research on motions to change;			11:00 AM	1:05 PM	2.10
10/26	Draft content for video on motions to change; review new motions to change forms;			11:30 AM	1:25 PM	2.00
10/28	Draft content for video on motions to change;			2:30 PM	4:45 PM	2.30
11/4	Draft content for video on motions to change;			5:00 PM	7:05 PM	2.10
11/5	Draft content for video on motions to change;			9:50 AM	11:45 AM	2.00
11/6	Draft content for video on motions to change;			2:00 PM	3:35 PM	1.60
11/10	Review draft content for video on motions to change; submit draft content for video to Lawyer Supervisor;			4:10 PM	5:30 PM	1.40
11/12	Call with Lawyer Supervisor to discuss edits;	Alex Smith		11:30 AM	1:20 PM	1.90
11/13	Edit draft content for video; organize filming equipment and filming space;			3:20 PM	4:45 PM	1.50
11/16	Edit draft content for video;			12:30 PM	1:40 PM	1.20
11/17	Edit draft content for video;			1:45 PM	3:15 PM	1.50
11/21	Edit draft content for video;			10:00 AM	11:30 AM	1.50

11/22	Edit draft content for video; submit final draft to Lawyer Supervisor			10:00 AM	11:30 AM	1.50
11/23	Call with Lawyer Supervisor to finalize draft; confirm filming equipment and space;	Alex Smith		9:45 AM	12:30 PM	2.80
11/24	Finalize draft;			10:45 AM	12:30 PM	1.80
11/28	Finalize draft;			8:30 AM	10:30 AM	2.00
1/6	Record video;			10:00 AM	11:30 AM	1.50
1/7	Record video; edit video;			10:00 AM	11:30 AM	1.50
1/8	Edit video; schedule webinars with Partner Organization and Lawyer Supervisor			9:45 AM	11:30 AM	1.80
1/12	Edit video;			2:00 PM	3:35 PM	1.60
1/13	Edit and finalize video; send final video to Lawyer Supervisor; create resources to accompany video;			1:45 PM	3:35 PM	1.90
1/14	Work on resources to accompany video;			10:00 AM	11:30 AM	1.50
1/19	Draft blog post and social media post for Partner Organization website to promote upcoming webinar			2:00 PM	3:35 PM	1.60
1/21	Finalize blog post; send to Partner Organization;			1:45 PM	3:35 PM	1.90
1/22	Create promotional flyer for webinar; send to Partner Organization			10:00 AM	11:30 AM	1.50
1/25	Work on resources to accompany video;			10:00 AM	11:30 AM	1.50
1/26	Work on resources to accompany video;			10:00 AM	11:30 AM	1.50
2/3	Finalize resources; send to Lawyer Supervisor for review;			10:00 AM	11:45 AM	1.80
2/4	Call with Lawyer Supervisor to discuss video and resources;	Alex Smith		9:45 AM	12:30 PM	2.80
2/5	Edit and finalize resources;			10:45 AM	1:00 PM	2.30
2/8	Review and practice for webinar			12:00 PM	1:45 PM	1.80
2/10	Review and practice for webinar			12:00 PM	1:00 PM	1.00
2/11	Host webinar and Q&A; send follow-up emails;	Alex Smith	13	12:00 PM	2:00 PM	2.00
2/16	Follow up call with Lawyer Supervisor	Alex Smith		9:45 AM	10:30 AM	0.80
2/17	Revisions to webinar; research for Q&A; send follow-up emails;			9:45 AM	10:30 AM	0.80
2/18	Host webinar and Q&A; send follow-up emails;	Alex Smith	10	10:45 AM	12:30 PM	1.80
2/19	Revisions to webinar; research for Q&A; send follow-up emails;			10:45 AM	12:30 PM	1.80
3/8	Host webinar and Q&A; send follow-up emails;	Alex Smith	12	8:30 AM	10:30 AM	2.00
3/9	Research for Q&A; send follow-up emails;			9:45 AM	11:30 AM	1.80
3/13	Final call with Lawyer Supervisor and Partner Organization;			9:45 AM	10:30 AM	0.80
3/17	Complete PBSC Impact Survey;			9:45 AM	10:00 AM	0.30

Total(s)

35

75.90

Deliverable(s)/Output(s)

Where applicable, list the project deliverables and outputs. If you completed this item with another PBSC volunteer(s), please ensure that only one person inputs the deliverable/output.

1 Video

1 Brochure

3 Webinars

Signature

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Date

March 17, 2021
