

## Volunteer Application

Please complete this form for all volunteer opportunities. Please return with **your cover letter** and **résumé**, and (*Law Clerks Only*) **writing sample** to: Andrea Del-Pan, Pro Bono Director, at [probono@baylegal.org](mailto:probono@baylegal.org). Please email [probono@baylegal.org](mailto:probono@baylegal.org) with any questions.

**Name:** \_\_\_\_\_

**Contact Information:**    Permanent    Work Address    Temporary, until: \_\_\_\_\_

Address: \_\_\_\_\_  
    Street or P.O. Box     City     State     Zip Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Address:    Same   Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
    Street or P.O. Box     City     State     Zip Code

Preferred Method of Contact:    Phone    Email

**Highest or Current Level of Education:**

High school    College    Paralegal    License/Certificate    Law School  
 Attorney licensed in California    Attorney licensed in another state

Anticipated or actual graduation date: \_\_\_\_\_

**Language(s), other than English, you speak or write (indicate level of fluency):**

\_\_\_\_\_

How did you hear about Bay Area Legal Aid (BayLegal)? \_\_\_\_\_

**I am interested in volunteering in a BayLegal office.**

Hours are generally standard business hours (Monday-Friday, 9 AM – 5 PM) and require a commitment of at least 12 hours per week for a minimum of 3 months.

**Availability:** Approximately \_\_\_\_\_ months starting: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I can volunteer approximately \_\_\_\_\_ hours per week during following days/times:

Mornings:    Monday    Tuesday    Wednesday    Thursday    Friday  
Afternoons:    Monday    Tuesday    Wednesday    Thursday    Friday

**Locations: please rank your location preference.**

Alameda (Oakland)    Napa    Santa Clara (San Jose)  
 Contra Costa (Richmond)    San Francisco    San Mateo (Redwood City)

**I am interested in volunteering in the following area(s).<sup>\*</sup> Please rank your preference.**

Consumer Protection    Domestic Violence Prevention<sup>i</sup>    Reentry  
 Economic Security<sup>ii</sup>    Health Access    Estate planning: wills, health care directives (Napa)  
 Housing Preservation    LBEP<sup>iii</sup> (San Francisco)  
 Restraining Order Clinics<sup>iv</sup>    Youth Justice (Alameda)    Medical-Legal Partnership

Attorneys, please indicate interest (above) in  accepting a pro bono case, and/or  being a mentor.

I am interested in volunteering at a Clinic.\*

**Domestic Violence Restraining Order Clinics**

- |  |  |
|--|--|
| <input type="checkbox"/> Pittsburg (Tuesdays, 9 AM)            | <input type="checkbox"/> Richmond (Wednesdays, 9 AM)   |
| <input type="checkbox"/> Daly City (Tuesdays, 1 PM)            | <input type="checkbox"/> Redwood City (Mondays, Wednesdays, and Fridays 9 AM; Wednesdays, 1:30 PM) |
| <input type="checkbox"/> South San Francisco (Thursdays, 9 AM) | <input type="checkbox"/> Concord (Thursdays, 9 AM)   |

**Consumer Rights Clinics**

- |   |  |
|---|--|
| <input type="checkbox"/> San Mateo (Mondays, 10 AM)                             | <input type="checkbox"/> Richmond (1st Friday of each month, 9:30 AM and 1 PM)               |
| <input type="checkbox"/> Bay Point (3rd Friday of each month, 9:30 AM and 1 PM) | <input type="checkbox"/> Napa (2nd Friday of each month, 10 AM)                              |
| <input type="checkbox"/> Fremont (4th Friday of each month, 10 AM)              | <input type="checkbox"/> San Jose (3 <sup>rd</sup> Thursday of each month, 9:30 AM and 1 PM) |

**Law Clerks Only**

**Please indicate your preferences, check all that apply:**

Semester(s) \_\_\_\_\_ or Months \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

# of hours/week available (only for non-summer applicants<sup>v</sup>): \_\_\_\_\_

Law School: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

**Funding:**       Volunteer     Work-Study     Fellowship     Clinical     Other:

Please specify any fellowship or clinical requirements in your cover letter.

**Pro Bono Attorneys Only**

**Bar Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Disciplinary complaints:** Have any disciplinary complaints ever been filed against you with *any* state bar?

No     Yes (If yes, please detail in your cover letter.)

**All Applicants**

**Are you seeking to fulfill a volunteer requirement?**     No       Yes, and description is attached.

\*In your cover letter, please describe: 1) any specific skills and experience/interest in your preferred area of interest; 2) how your skills and experiences will help BayLegal and our clients; and 3) why you would like to volunteer for BayLegal.

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

<sup>i</sup>BayLegal's DV Prevention work includes: Family Law, Domestic Violence Restraining Orders and Immigration

<sup>ii</sup>Economic Security includes helping clients with a full range of public benefits (CalWORKs, SSI, etc) and essential services

<sup>iii</sup>LBEP: Legal Barriers To Employment Project – see website for more details about specific projects

<sup>iv</sup>Contra Costa and San Mateo Counties

<sup>v</sup>Summer internships are full-time (37.5 hours/week), and minimum of 10 weeks