Public Interest Law Foundation (PILF)
2017-2018 Board Member Application
INFORMATION SHEET FOR STUDENTS

APPLICATIONS DUE on SUNDAY, MARCH 12, 2017 by 1 pm by EMAIL sent to loyolapilf@gmail.com or in BRUNS 227
(Electronic applications preferred- please write "PILF Board Application" in the subject line. If no one is in the PILF office, please place your application under the door)

BOARD SELECTIONS WILL BE ANNOUNCED BY: Monday April 10, 2017.

General Information

1. The Loyola Public Interest Law Foundation (PILF) is a non-partisan, student-run organization committed to fostering the careers of students who plan to work in the field of public interest. PILF is also committed to working within the law school and its surrounding communities to improve access to the legal system for underrepresented and disadvantaged groups.

2. Any student of Loyola Law School is eligible to apply and serve as a member of PILF's Board of Directors.

3. Each year, the outgoing Executive Board members select the next year's Board. **All information provided in board applications will be reviewed by the current board members but will be kept confidential.**

4. Although there are no formal criteria for selection, PILF looks for students with a past and present commitment to public interest & volunteer work, as well as leadership potential. Most importantly, PILF looks for students with energy and enthusiasm for public interest work and PILF's overall mission within the law school community.

5. PILF does **not** consider grades as a factor in Board selection. Please do not list them on your application materials.

6. PILF reserves the right to make any position a Co-Chair position in the event that multiple qualified applicants apply and the Board believes multiple chairs for the position will enhance PILF's efforts.

PLEASE READ ALL APPLICATION INSTRUCTIONS CAREFULLY!

Please Note: The PILF Office is a different office than the Public Interest Department and is located near the elevator in Founders on the Second Floor. However, because of Founders Hall renovations, applications are to be delivered to the Public Interest Department Office. Applications placed anywhere other than in the Public Interest Office or PILF email will not be considered.

Application Information

1. Please submit your application via email to loyolapilf@gmail.com (preferred) or to the **Public Interest Office in Burns 227 by 1pm on Sunday, March 12, 2017**. If no one is in the office, place your application under the door. (This is not the Public Interest Department, and is located near the elevators)

2. **Your packet should include:**

   - ❑ PILF Board Member Application
   - ❑ Application essay (please use separate pages)
   - ❑ Resume

3. **Application essay:** Please provide an essay (maximum of 2 double-spaced pages) briefly telling us why you would like to be involved with PILF next year, and how you can make a unique contribution to the Board.

4. **Resume formatting:**

   - ❑ Please make sure to include all relevant leadership and public interest experience on your resume (including experience prior to law school).

   - ❑ **Please do not include your GPA, class standing, or any grades on your resume.**

5. **If you have any questions about this application or the PILF Board, please contact PILF Co-Chairs Fiammetta Piazza and Danny Lee at: loyolapilf@gmail.com.**

Good luck!

Fiammetta & Danny
PILF Co-Chairs

Public Interest Law Foundation (PILF)
2017-2018 Board Member Application
APPLICATION FORM

Applications due on Sunday, March 12, 2017 by 1pm via email or in Burns 227 (Public Interest Office).
Board selections will be announced by April 10, 2017.

Name: _____

Current Address: _____

City & Zip: _____

Telephone #: _____

Email Address: _____

****Please rank each Board position in order of preference, with (1) your most preferred position.****
PLEASE FILL IN EVERY LINE.
If you will not consider a position please mark this position with an "X".

___ Co-Chair (please email loyolapilf@gmail .com with your preferred co-chair*)

___ Co-Vice-Chair

___ Auction Chair (three positions available)

___ Student/Alumni Mentor Coordinator

___ Juvenile Rights Project (JRP) Coordinator

___ PC CARES Coordinator

___ General Board Member

*This will remain anonymous unless there is a need for a tie-breaker, and then your choice will be discussed.

For brief descriptions of each position, please see the following page.

1. **Do you have any experience with *website design* or *maintenance*?**
   YES_____ NO___

2. **We are always looking for ways we can better serve Loyola, its students, and the public interest legal community. Do you have any ideas or feedback you'd like to share with us?**

3. **Application essay:** Please provide an essay (maximum of 2 double-spaced pages) briefly telling us why you would like to be involved with PILF next year, and how you can make a unique contribution to the Board.

CO-CHAIR
Responsible for planning and implementing all of the programs offered by PILF, including but not limited to the Fall Auction. The position includes meeting with the Board and sub-committees to brainstorm ideas and set up training programs, informational meetings, & events. The Chair coordinates the budget and funding allocation, including for events, scholarships, and stipends. The Chair works closely with the public interest law department, student affairs, student government, professors, and staff. The time commitment varies, but is considerable in the weeks leading up to the Fall Auction. Applicants should have demonstrated leadership, communication, and organizational skills. This position can be held by two people.

CO-VICE-CHAIR
Assists Co-Chairs with all tasks, including helping plan, set up, and run the Fall Auction. The Co-Vice-Chair shall coordinate at least one speaker event of a focus of their choosing per semester. Co-Vice-Chair assists in scheduling and running board meetings and other PILF events. Applicants need to have strong communication and organizational skills. Time commitment varies but expect to be very involved with the auction. The Co-Vice-Chair will also plan PILF Service Week in the Spring, which includes picking topics/themes for each day with corresponding service activities. Coordinate the projects by working with local non-profit organizations. Recruit other student clubs/groups to sponsor particular days. This position can be held by two people

AUCTION CHAIR
The Auction responsibilities are split between two/three people who will handle the following: solicit; maintain inventory of donated items; work with the Treasurer on post-auction sales; oversees all aspects of the event, including booking vendors, food, décor, and coordinating everything on Auction night. Also, the auction cannot go on without 1L table sales, class announcements and ticket sales for the event. A Co-Auction-Chair will be in charge of meeting with 1Ls, organizing class announcements for all sections and working with the other Chairs to prepare for the event. Applicants should be organized, efficient, and capable of multi-tasking. Auction-Chairs will work in concert with Co-Chairs to involve the whole board in the realization of the event. The time commitment is significant (10-20 hours per week leading up to the auction), work on the auction begins during summer.

PUBLIC COUNSEL CARES COORDINATOR
Organizes program training & service opportunities. Requires coordination with the Los Angeles County Department of Social Services and supervision of students during service projects.

JUVENILE RIGHTS PROJECT COORDINATOR
Organizes JRP training & service opportunities. Recruits high school participants and schedules outings to high schools in Los Angeles County.

STUDENT/ALUMNI MENTORING COORDINATOR
Coordinates the student mentor program. Recruits 2L/2E and 3L/3E and 4E PILF members, matches them with 1L PILF members, and organizes mentor-mentee mixers. Matches mentors with new 1L PILF members and organizes mentoring events. Ensures that mentors are following up with their mentees. Compile and distribute important dates to 1L section representatives. Coordinates the alumni mentor program. Recruits alumni and other practicing attorneys, matches them with 1L PILF members, and organizes mentor-mentee mixers.

GENERAL BOARD MEMBER/AUCTION BOARD
Assist as needed on various projects. May include assisting with Speaker Series, working with professors to host lectures, and assisting with publicity, among other responsibilities. Every General Board member will also be responsible for assisting with aspects of the Auction, to be assigned by the Auction Co-Chairs and attends any general board meetings.

Please note that the nature of these positions may change as needed based on the past years board's experience, it is only meant to be used as a guide and are not set tasks and requirements.