

## Public Interest Resource Center (PIRC)

### Our student-staffed office assists other students achieve their public service goals by:

- Sharing pro bono and community service activities by posting them on Symplicity under the “Pro Bono Opportunities” tab; and advertising through the SBA weekly newsletter and CK Career Connector.
- Helping students track their pro bono hours via Symplicity; and administering two Awards: The Chicago-Kent Certificate of Service and the Dean’s Distinguished Public Service Award.
- Managing outreach events and collaborating on pro bono projects.

Share opportunities or contact us at: [pirc@kentlaw.iit.edu](mailto:pirc@kentlaw.iit.edu)

### PIRC AWARDS:

#### Chicago-Kent Certificate of Service

Awarded to students who complete at least **50 hours of volunteer service** during their time at Chicago-Kent.

A student is eligible to receive the Certificate only once, after the first 50 hours of volunteer service have been completed.

#### Dean's Distinguished Public Service Award

Students who complete at least **250 hours of volunteer service** are eligible to receive the Dean's Distinguished Public Service Award.

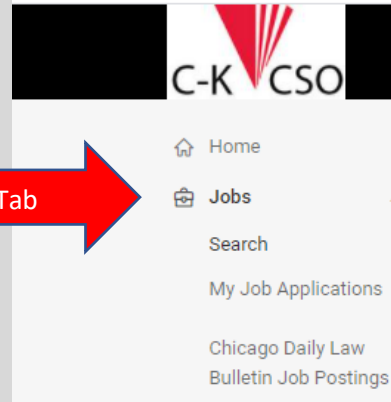
### WHAT COUNTS AS PRO BONO & COMMUNITY SERVICE FOR A PIRC AWARD?

- You cannot be receiving any financial compensation or school credit.
- You cannot be engaged in for-profit, private sector activities.
- You cannot be engaged in partisan, political campaign activities.
- Training time required for volunteering may be included in your hours.
- Hours accrue during the time you are in law school, starting with your 1L orientation or first class.
- In order to receive an award at the **Annual CK PUBLIC INTEREST AWARDS SPRING 2021**, you must report hours by **Friday, April 16, 2021**.
- Generally, time spent on Chicago-Kent student organization activities, e.g. preparing for speaker events or bake sales, does NOT qualify. However, volunteering *with outside organizations* in conjunction with a student organization does qualify, e.g., a soup kitchen event with KJF.

## Public Interest Resource Center (PIRC): Finding Pro Bono Opportunities on Symplicity

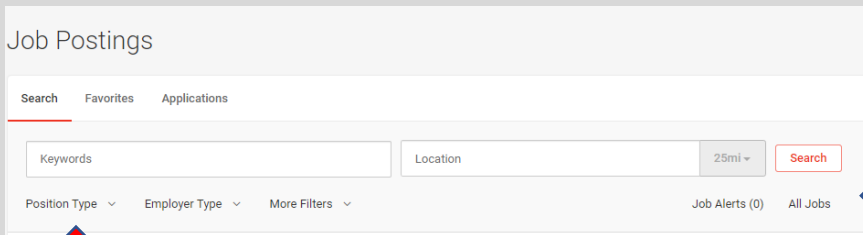
FIRST, LOG IN TO SYMPPLICITY  
AND GO TO THE JOBS TAB,  
AND THEN SEARCH

Jobs Tab



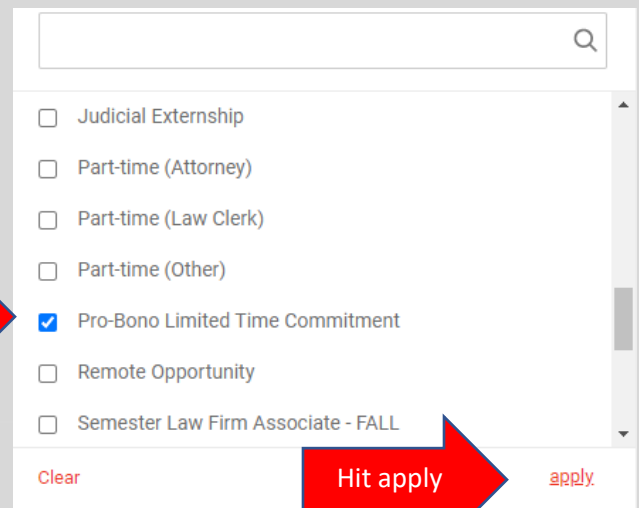
NEXT, CLICK "ALL JOBS"  
UNDERNEATH THE SEARCH BAR

All Jobs

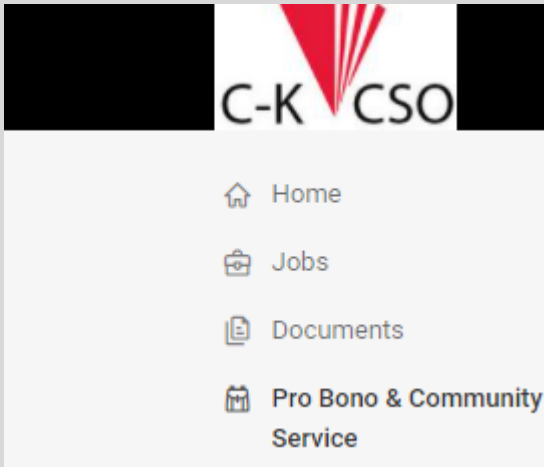


AFTER THAT HIT POSITION TYPE, THEN CHOOSE  
PRO BONO LIMITED TIME COMMITMENT, AND  
HIT APPLY

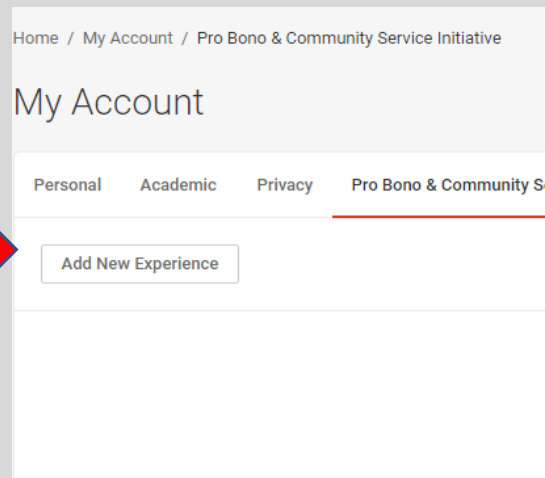
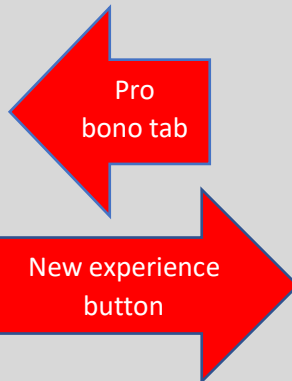
Choose Pro Bono



## Public Interest Resource Center (PIRC): Add Pro Bono & Community Service Hours on Symplicity

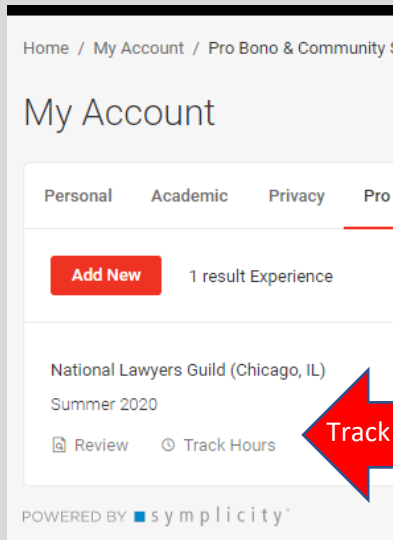


FIRST, GO INTO THE PRO BONO & COMMUNITY SERVICE TAB AND CLICK "ADD NEW EXPERIENCE"

A screenshot of the 'Add New Experience' form. The form has a title 'Pro Bono & Community Service Initiative' and a section for 'Organization'. The 'Organization' field is a dropdown menu with 'National Lawyers Guild (Chicago, IL)' selected. Below this is a 'New Organization' section with a text input field and a note: 'Use this field if the organization does not exist in the system. Please email the Public Interest Resource Center at [pirc@kentlaw.iit.edu](mailto:pirc@kentlaw.iit.edu) if the organization is not found above.' There is also a 'Work Term' field with an asterisk. At the top of the form are buttons for 'Submit', 'Save As Draft', 'Delete', 'Cancel', and 'Print'. A blue instruction box at the top says: 'Instructions: Please review/input the basic Pro Bono or Community Service information and click submit. If you do not have all the information to complete this form, use [save as draft] to save your information.'

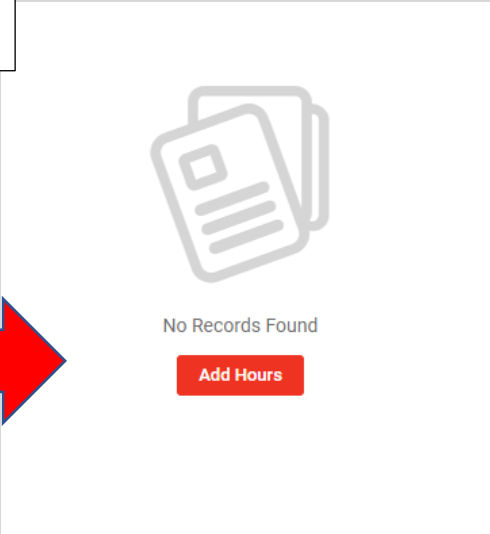
FILL IN THE INFORMATION ABOUT THE ORGANIZATION AND HIT SUBMIT.

IF YOU CAN NOT FIND THE ORGANIZATION WHEN YOU SEARCH, OR IF YOU HAVE OTHER QUESTIONS, PLEASE EMAIL US AS [PIRC@KENTLAW.IIT.EDU](mailto:PIRC@KENTLAW.IIT.EDU)



**SELECT TRACK HOURS AND THEN SCROLL TO THE MIDDLE OF THE PAGE TO ADD HOURS**

**Track hours**



**Add Hours**

### Add Hours

\* indicates a required field

Week Start Date \*

**Select** **Clear**

Week End Date \*

**Select** **Clear**

Hours \*

Tasks \*

**LASTLY, FILL IN THE HOURS AND TASKS. AFTER SUBMITTING YOU SHOULD BE ABLE TO SEE THE HOURS ONLINE.**

**Hours**

