

Creighton Fund for Clerkships in the Public Interest (CFCPI) Creighton University School of Law

2024 Application Information

GENERAL INFORMATION

The Creighton Fund for Clerkships in the Public Interest (CFCPI) program provides summer funding for qualifying students who work in otherwise unpaid public interest legal jobs. If you are interested in participating in the program you should seek full- or part-time summer employment with a public interest entity doing legal work that furthers the public interest. For purposes of the program, work that furthers the public interest is employment with a nonprofit, governmental, or community-based organization that works to improve the quality of life for community residents, including addressing the needs of low-income individuals or to solve problems related to their needs.

The employing entity must have legal staff who can supervise your work. You are not limited to entities where students have previously received funding; however, to aid students, a list of entities where students have worked in the past is available on reserve in the Career Development Office.

If you find a potential employer willing to offer you a position, you must explain to the employer that you will be applying for CFCPI funding. It is important for you, the applicant, to know in advance of receiving funding whether or not you will be willing to work on a volunteer basis in the event the application is not funded, or only partially funded.

Once you have found a position, you need to discuss with the employer how much work can realistically be provided for you. Some public interest agencies may not be accustomed to utilizing the services of a law student. If that is the case, you must take the initiative to help the employer articulate how it envisions utilizing your services. After you and the employer have arrived at a realistic workload, you should try to translate that as best as possible, with the employer's help, into an estimate of whether you will be working part-time (up to 20 hours a week) or full-time (up to 40 hours a week). You will be required to put this information on your application. The selection committee will allocate the funds to applicants accordingly. In no event will an applicant be able to earn more than is indicated on the application.

Funding is limited and applicants must understand that not everyone who applies will receive funding.

CRITERIA FOR APPLICANTS

- Students must perform unpaid legal work for a nonprofit organization, government agency, or court system. The CFCPI Public Interest Resource Directory is available on reserve in the Career Development Office to aid you in your search for a summer clerkship.
- A licensed attorney must supervise the student.
- Eligible applicants must be Creighton law students in good standing and have a G.P.A. of a 2.00 or higher; otherwise, grades are not a factor in the decision to award funds.
- The clerkship program is designed for currently enrolled students. May, August and December graduates of the year the application is submitted are ineligible.
- Membership in the Public Interest Law Forum (PILF) is required.
- At the time the application is submitted, an applicant must know how many hours per week and for how many weeks he or she intends to work for the employer. Applicants may work either full (40 hours a week) or part-time (20 hours a week). **You are only allowed to work a total of 40 hours a week. No overtime will be paid. If you are enrolled as a part-time student, you are only eligible for part-time funding. Priority will be given to full-time students.**
- Due to workers' compensation issues, we cannot sponsor internships in **North Dakota, Ohio, Washington State, or Wyoming**. Preference is not necessarily given to a specific geographic location; however, the selection committee may consider geography as a factor.
- Applicants must be citizens of the United States to be eligible for CFCPI funding.
- The CFCPI does not discriminate on the basis of an applicant's age, national origin, color, gender, sexual orientation, creed, disability, or place of residence.
- Because Federal Work Study monies are used to fund this program, **students are prohibited from engaging in any lobbying activities** while being paid as part of the CFCPI program.

CRITERIA FOR SELECTION

- Applicants are judged on their **commitment to public service**. That commitment may be demonstrated by past work experience, community involvement, or their personal statement.
- The evaluation criteria for all applications are as follows: the nature of the legal work to be provided, the place of employment, number of applicants for a particular place of employment, and the personal statement. The selection committee will have the liberty to reference all other application materials to make final determinations. **The personal statement plays a large role in the committee's decision-making process. As such, students are encouraged to submit a well-written personal statement that adequately addresses their commitment to public service focusing on the value their work this summer will bring to the public through this clerkship.**
- The selection committee will consider the nature of the legal services to be provided by the student to the agency or organization.
- Multiple applications by Creighton law students to the same clerkship site for the same summer will be a factor in awarding CFCPI awards.
- All awards will be made at the same time; applications submitted earlier will not be given priority.

APPLICATION AND SELECTION PROCESS

- Applications are available in the Career Development Office and on Symplicity.
- After the application deadline, the applications will be reviewed by a selection committee. The selection committee has the flexibility to weigh the criteria and make the best overall selections among the applicants. **Decisions by the selection committee are final.** There is no appeals process to review unsuccessful applications.
- Applications must be anonymous; applicants must refrain from using their names on applications (except on Part I: the Identification Form) to assist the selection committee in making unbiased decisions.
- **Applications are due by 12:00 noon, Wednesday, March 20th, 2024,** in the Career Development Office. Applications submitted after that deadline will **NOT** be considered. Offers will be extended by early April.
- Applicants may enroll in summer classes; however, *you may not borrow any federal student loan money for summer courses. If you do so, you will not qualify for funding under the federal work study guidelines while receiving federal student loan money.*

FUNDING SOURCES/ISSUES

- The primary source for the CFCPI program is Federal Work-Study funds.
- Additional money may come from donations to PILF and PILF fundraising activities.
- **Funding is available for 11 weeks, which for 2024 will be May 28 - August 9.** *Due to funding limitations, the CFCPI Committee at its discretion may change the number of weeks for which funding is available. If a change is made, students will be informed at the time of their award. However, students must understand that any work performed outside the 11-week span will not be compensated. Additionally, students are not compensated for any time off or holidays that they choose to take during the 11-week funding period.*
- FWS provides full-time employment of 40 hours per week. Both Memorial Day and July 4th will not be compensated; no more than 32 hours are permitted for the two holiday weeks.

---SEE DEADLINES ON NEXT PAGE--

DEADLINES

Please pay special attention to deadlines listed below.

Late applications will NOT be accepted

March 20th

1. **Application Due to CDO Office (rm 264) by NOON** (include all info below)
 - a. Part One: Identification Form
 - b. Part Two: Agreement
 - c. Part Three: Applicant and Job Description (including resume)
Note: Put last four digits of SSN on each page
 2. **2023-2024 FAFSA on file with Student Employment Office**
 3. **\$10 PILF dues paid to Rita McMullen rm 264**
(cash or check made out to “Creighton University”)
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If application is approved the following documents will be required

Post Approval Documents due in April (deadlines TBD)

1. **2024-2025 FAFSA on file with Student Employment Office**
2. **Pre-employment forms on file with Student Employment Office**
Student Employment office will be available to help you fill out these forms
 - a. **Federal I-9 form with appropriate original**
 - b. **Unexpired documentation that proves identity and eligibility to work in US**
 - c. **W4 tax withholding form**
 - d. **Direct Deposit for paychecks**
 - **Note:** If you have worked on campus before you will not need to resubmit a direct deposit form unless your banking information has changed.

--SEE APPLICATION ON NEXT PAGE--

APPLICATION

DEADLINE: MARCH 20th, 12:00PM

EMAIL marymcmullen@creighton.edu

OR

HARD COPY TO CDO OFFICE RM 264

**For your application to be complete you must
submit Parts 1,2 and 3**

PART ONE: IDENTIFICATION FORM

NAME: _____ NET ID: _____

LAST FOUR DIGITS OF YOUR SSN: _____ CURRENT CLASS YEAR 1L ___ 2L ___
(Use as application number on Part 3)

LOCAL ADDRESS: _____

LOCAL PHONE: _____

EMAIL ADDRESS: _____

EMPLOYER'S NAME: _____

SUPERVISOR'S NAME: _____

EMPLOYER'S ADDRESS: _____

WORK PHONE: _____

ARE YOU ENROLLED FULL-TIME, PART-TIME OR AJD? _____

WILL YOU BE ATTENDING 2024 SUMMER SCHOOL? Y/N _____

IF YES, WILL YOU BE APPLYING FOR FINANCIAL AID THROUGH THE LAW SCHOOL FOR SUMMER SCHOOL? Y/N _____

HAVE YOU PREVIOUSLY RECEIVED CFCPI FUNDING? Y/N _____

IF YES, PLEASE IDENTIFY THE EMPLOYER, THE DATES OF FUNDING AND THE AMOUNT OF FUNDING (FULL-TIME OR PART-TIME)?

DO YOU HAVE A 2023- 2024 FAFSA ON FILE WITH THE FINANCIAL AID OFFICE? Y/N _____

Note: Applications will not be considered without proof of the 2023-2024 FAFSA.
You must also have a 2024-2025 FAFSA on file by April 1, 2024.

BOTH FAFSA'S MUST BE ON FILE PRIOR TO RECEIVING FUNDING. FUNDING MAY BE CONTINGENT ON THE APPLICANT QUALIFYING UNDER THE FEDERAL WORK STUDY PROGRAM.

HOW MANY WEEKS DO YOU INTEND TO WORK? _____

Note: 11-week funding period is May 28 – August 9, NO EXCEPTIONS – any work performed outside of the 11-week funding period will not be compensated.)

DO YOU INTEND TO WORK FULL OR PART-TIME THIS SUMMER (FT/PT)? _____

HOW MANY HOURS/WEEK DO YOU PLAN TO WORK? (maximum is 40 hours/wk) _____

HAVE YOU PAID PILF DUES THIS SCHOOL YEAR (Yes/No)? _____

PART TWO: AGREEMENT

If I am chosen to receive funding from the Creighton Fund for Clerkships in the Public Interest for the summer of 2024, I agree:

1. not to accept any other salary from my public interest employer during the 11 employed weeks;
2. to keep an accurate timecard of the hours worked and to submit my hours every two weeks;
3. that if I do not keep accurate records of the hours I work, I forfeit any additional CFCPI money for the rest of the summer and I will not be eligible to receive the CFCPI funding at any time in the future and that my actions may be reported to the Dean of the Law School;
4. that I will not be paid by Creighton University for more than 40 hours per week (**no exceptions**);
5. that I will not be paid by Creighton University for any time that I work prior to the beginning of the 11-week funding period or after the 11-week funding period ends.
6. to submit within the first two weeks of the Fall 2024 semester, to the Career Development Office, a brief summary (maximum 1-2 pages) of my experience. This summary is critical to the future evaluation of the program. Please be as honest as possible with regard to your overall experience, including type and amount of work, as well as supervision;
7. that I will be a full-time student at Creighton University School of Law in the Fall of 2024, and if I apply to transfer to another law school, I understand that payments under this program will be immediately discontinued;
8. that I have a current G.P.A. of 2.0 or higher; and
9. that I have paid my PILF dues and will commit up to 8 hours to support PILF and the continuation of the CFCPI program at Creighton before the end of the summer after I graduate from law school. This time will support the PILF-BAR/BRI partnership that contributes to the CFCPI program and may include such activities as assisting with MPRE and/or bar review courses held at Creighton.

Signature

Date

Print Name

PART THREE: APPLICANT AND JOB DESCRIPTION

PLEASE MAINTAIN THE ANONYMITY OF YOUR APPLICATION BY MAKING SURE YOUR IDENTITY IS NOT REVEALED IN ANY PORTION OF PART THREE ON YOUR APPLICATION.

Remember: PLACE THE LAST 4 DIGITS OF YOUR SSN ON THE TOP RIGHT CORNER OF EACH PAGE

A. Resume

Attach a current resume (**make sure to use the last 4 digits of your social security number instead of your name**). If you wish, you may supplement your resume with one separate page describing additional work experience and volunteer activities.

B. Job Description (include all info below)

- **Employer Information**
This information should include:
Employers **1.** Name, **2.** Address, **3.** Phone number, **4.** Type of organization (Ex. legal services, government agency, non-profit, etc.), **5.** Name of your legal supervisor.
- **Job Offer in Writing**
You must have a firm job offer in writing, and you must include a copy of the letter or other written communication from your employer that states the job offer. An email from your employer confirming your job offer is acceptable
- **Job Description**
Please briefly describe your summer public interest position. Explain what group(s) will benefit from your work. Explain how your job prospect meets the definition of public interest. Explain how the individuals or causes you will be serving are not served or are under-served by the for-profit bar. Is the position full-or part-time? For how many weeks? Please describe any supplemental funding you will receive. Please limit the discussion to one or two double-spaced pages.

C. Personal Statement

This is your opportunity to make your application stand out. Explain what you hope to bring to, and get from, the summer clerkship. Describe your current involvement with public interest groups and/or any other public interest services in which you have participated. You may also use this opportunity to describe your career goals or views on public service law. Please limit this section to two double-spaced pages.

Note: The personal statement and job description play a large role in the selection committee's decision-making process.