



Public Interest Law Center  
New York University School of Law  
245 Sullivan Street, Room 430  
New York, NY 10012

Telephone (212) 998-6686  
Facsimile (212) 995-4529  
Email: LSPIN@exchange.law.nyu.edu

### Application Instructions

## Charles H. Revson Law Student Public Interest (LSPIN) Fellowship Program Summer 2010

NYU's Public Interest Law Center is pleased to invite you to apply for the Charles H. Revson Law Student Public Interest (LSPIN) Fellowship Program, offering summer grants for students at law schools in New York and New Jersey to work with public interest organizations in the New York metropolitan area. Fellows will receive \$4,500 for ten weeks of full-time work (35 hours/week) during the summer. The program is designed to give qualified and committed law students the opportunity to explore career opportunities in public interest law and public service.

If you decide to apply to the Revson LSPIN Fellowship Program, you should retain this document for future reference. The 2009 application deadline is **Thursday, November 12 at 3:00 p.m.** We will email all applicants in January to let them know if they have received the Fellowship.

### **I. Eligibility**

A. First- and second-year law students, attending the following law schools, full-time or part-time, are eligible to apply:

Albany Law School	New York University School of Law
Brooklyn Law School	Pace University School of Law
Cardozo School of Law	Rutgers University School of Law-Camden
Columbia University Law School	Rutgers University School of Law-Newark
Cornell Law School	St. John's Law School
CUNY Law School at Queens College	Seton Hall University Law School
Fordham University School of Law	SUNY at Buffalo Law School
Hofstra University School of Law	Syracuse University College of Law
New York Law School	Touro College of Law

B. Students who have previously received summer internship grants funded by the Charles H. Revson Foundation are not eligible for additional LSPIN grants.

C. Revson LSPIN Fellows must be eligible to work in the United States. Furthermore, they are required to complete and submit a Federal Employment Eligibility Form (I-9) and a W-4 Form along with the Acceptance Form and Supporting Letter. If you don't know if you are eligible to submit a form I-9, please check with your career services office *prior* to applying for the Fellowship.

## II. Application Procedure

- A. Complete row 3 (columns A through R) of the Applicant Datasheet, available at: <http://www.law.nyu.edu/publicinterestlawcenter/financialassistance/revsonlspinprogram/index.htm>. **Email the Applicant Datasheet to the appropriate email address at your school (please see LSPIN Submission Office List below).**
- B. Submit **two** application packets to the appropriate office at your school. The application packets must contain the following materials, collated in the order listed below:
- 1) A completed Application Form.
  - 2) A statement of no more than three pages, typewritten and double-spaced, describing your commitment to public service and what you hope to gain from the summer experience. You may also describe one or two areas of public interest work which you intend to pursue, including ideas you have or contacts you have made related to a placement in these areas. Please do not summarize your resume. Rather, explain why public interest work is important to *you*.
  - 3) A résumé of one to two pages.
  - 4) If you have already obtained your summer placement, you may include a letter from the employer confirming your offer of employment.
- C. **Submit the Application Data Sheet and Packet to the appropriate office at your school (see below for LSPIN Submission Office List) no later than 3:00 p.m. on November 12.**

### **LSPIN Submission Office List (with contact e-mail address):**

Albany Law School-Career Center/ [smans@albanylaw.edu](mailto:smans@albanylaw.edu)  
Brooklyn Law School-Public Service Programs Office (Career Center)/ [elizabeth.kane@brooklaw.edu](mailto:elizabeth.kane@brooklaw.edu)  
and [publicservice@brooklaw.edu](mailto:publicservice@brooklaw.edu)  
Cardozo School of Law-Center for Public Service Law/ [thrope@yu.edu](mailto:thrope@yu.edu)  
Columbia University Law School-Center for Public Interest Law/ [aakyea@law.columbia.edu](mailto:aakyea@law.columbia.edu)  
Cornell Law School-Career Services Office/ [karen-comstock@lawschool.cornell.edu](mailto:karen-comstock@lawschool.cornell.edu)  
CUNY Law School at Queens College-Career Planning Office/ [sue@mail.law.cuny.edu](mailto:sue@mail.law.cuny.edu)  
Fordham University School of Law-Public Interest Resource Center/ [hexter@law.fordham.edu](mailto:hexter@law.fordham.edu)  
Hofstra University School of Law-Office of Career Services/ [amy.bedell@hofstra.edu](mailto:amy.bedell@hofstra.edu)  
New York Law School-Office of Career Services/ [wanda.james@nyls.edu](mailto:wanda.james@nyls.edu)  
Pace University School of Law-Career Development Office/ [jfriedman2@law.pace.edu](mailto:jfriedman2@law.pace.edu)  
Rutgers University School of Law (Camden)-Office of Career Planning/ [gtolbert@camden.rutgers.edu](mailto:gtolbert@camden.rutgers.edu)  
Rutgers University School of Law (Newark)-Office of Career Services/ [careerservices@kinoy.rutgers.edu](mailto:careerservices@kinoy.rutgers.edu)  
St. John's Law School-Office of Career Services/ [varghesr@stjohns.edu](mailto:varghesr@stjohns.edu)  
Seton Hall University Law School-Office of Career Services/ [madeleine.kurtz@shu.edu](mailto:madeleine.kurtz@shu.edu)  
SUNY at Buffalo Law School-Law Career Services Office/ [lpatter@buffalo.edu](mailto:lpatter@buffalo.edu)  
Syracuse University College of Law-Professional Development and Career  
Opportunities/ [aemyer01@law.syr.edu](mailto:aemyer01@law.syr.edu)  
Touro College of Law-Office of Career Planning and Counseling/ [thomasm@tourolaw.edu](mailto:thomasm@tourolaw.edu)

- D. Please do not call or email to inquire if your application has been received. We will not be able to respond.
- E. Please do not include cover pages, cover letters, recommendations, or other supplementary materials.
- F. Applications will not be accepted by facsimile.
- G. We will inform you of the status of your application in early January.

### III. Selection Criteria

- A. **Public interest commitment.** A principal criterion for selection is a demonstrated commitment to a public service career. This commitment may be demonstrated by a number of factors, including participation in public interest activities during or after college and participation in public interest activities during law school. Consideration will also be given to applicants who may not have amassed a substantial public interest record but who have demonstrated their commitment in other ways and/or have explained the circumstances that may have deterred them from participation in such activities in the past.

We are aware that funds for the support of public interest work are limited and that grants are essential in order for some students to be able to work in public interest law. Applicants for whom this is the case may call the selection committee's attention to their financial situation.

- B. **Confirmation of employment.** Priority will be given to Waitlisted applicants who submit notification of secured employment. Once you have obtained your summer placement, your employer may submit a letter of recommendation of no more than one page. Your employer can fax (212-995-4529), or email ([LSPIN@exchange.law.nyu.edu](mailto:LSPIN@exchange.law.nyu.edu)) a letter stating your name, school and that the position is for 10 weeks at 35 hours per week.

### IV. Eligible Placements

- A. **Definition of public interest.** The Revson LSPIN Fellowship Program employs a broad definition of public interest work. Grants may be awarded for work with non-profit organizations representing underrepresented clients, groups or interests (e.g. the poor, mobility impaired persons, the elderly, minority groups); government agencies, including prosecution offices, administrative agencies or legislative staff or committee positions.

**Please note that we are unable to fund students to work at private public interest law firms.** In addition, we do not fund Judicial clerkships.

- B. **Grants are awarded for a single position lasting a minimum of ten weeks, for at least 35 hours per week.** Job placements may not be split between organizations.
- C. **The Fellow must have an attorney supervisor for the duration of the placement.**
- D. **Summer placements must take place in the New York metropolitan area.** This area is defined as New York City (Bronx, Kings, New York, Queens, and Richmond Counties); Nassau, Rockland, Suffolk, and Westchester Counties in New York State; and Bergen, Essex, Hudson, and Union Counties in New Jersey. Placements involving travel outside of the New York City metropolitan area are not eligible for funding from the Revson LSPIN Fellowship program.

### V. Grantee Responsibilities

- A. If you are awarded a grant, it is your responsibility to secure public interest employment that meets the eligibility requirements of the Revson LSPIN Fellowship Program. Grantees must submit the following documents in **one** complete package (Acceptance Packet) to the LSPIN Administrator by **3:00 p.m. on March 4:**

- 1) Acceptance Form detailing your position, including your placement organization;
- 2) Printed Supporting Placement Letter completed and signed;
- 3) Form I-9 completed and executed as instructed along with copies of documents presented to establish proof of identity and employment eligibility;
- 4) Form W-4 completed and executed as instructed;
- 5) Form IT-2104-E Certificate of Exemption from Withholding for NYS completed and executed as instructed (if applicable);
- 6) Two (2) self-addressed stamped envelopes so that your stipend checks can be mailed to you; and
- 7) LSPIN Checklist Form signed by your law school's public interest career counselor to verify accuracy and completion of all parts of the Acceptance Packet.

**Please be advised that only complete packages containing all the items as listed above are acceptable. Incomplete packages will be discarded.**

**Failure to obtain a summer placement by March 4 will result in forfeiture of the grant.**

- B. If you are awarded a grant, it is your responsibility to ensure that we receive the following by **3:00 p.m. on August 26**:
- 1) Final Report describing and evaluating your placement experience; and
  - 2) Concluding Letter completed and executed by your attorney supervisor at your placement organization which indicates the successful completion of the ten week placement, with each week consisting of at least 35 hours.

## **VI. Disbursement of Grants**

- A. Each Revson LSPIN Fellow who follows the correct procedures, complies with all responsibilities, and submits the required forms on time will receive a stipend of \$4,500 paid in two installments. Failure to comply with any programmatic requirement or deadline will result in a loss of funding. **All stipend checks will have FICA plus applicable taxes withheld.** The first installment (gross \$3,000) will be mailed during the first week of June. The final installment (gross \$1,500) will be available in early August and will be released after compliance with the August 26 deadline: that is, **only after we receive both the Final Report describing and evaluating your placement and the Concluding Letter from your placement organization.**
- B. Checks will be mailed to you in the self-addressed stamped envelopes that you provide to us. Each of the two envelopes must have the same mailing address, including the appropriate apartment number and zip code. If you do not provide two envelopes, your checks will not be mailed. You will have to schedule an appointment to pick up your checks at the PILC office at the address listed above. Choose the address you place on the envelopes carefully, as those checks will be mailed to that address regardless of your actual location at that time.

## **VII. Deadlines**

All LSPIN Fellowship Program deadlines indicate when materials must be received at the Public Interest Law Center. In the event that any deadline described above falls on a day when the Public Interest Law Center is closed (such as a weekend or holiday), the relevant material must be received by 3:00 p.m. on the following business day.

## Summer 2010 Application Form

Please type or write neatly and limit information to the space provided on this form.

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Name: Mr. / Ms. (circle one) \_\_\_\_\_

Law School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

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

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Until what date? : \_\_\_\_\_

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**Each field requested above is required. If the address you provided above will not be valid for the eleven months following your submission of this application, a permanent address is required.**

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

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### INSTRUCTIONS

Please legibly fill out the above information fully. Email will be the communication method used with applicants and recipients. An email address that you will check regularly is required.

- Applicants must submit **TWO** application packets. The application packets are described in the Application Instructions. Be sure to follow the instructions on the contents, ordering and submission of the packets.
- Applicants must complete row 3 (columns A through R) of the Applicant Datasheet and email it as per the instructions as described in the Application Instructions.

**DEADLINE:** Application Form and Applicant Datasheet must be received by the applicant's respective law school office by **3:00 p.m. on November 12.**

**By signing below, I acknowledge having read the Application Instructions in its entirety and certify that I have completed and emailed the Applicant Datasheet.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Application Instructions and this Application Form (PDF) and the Applicant Datasheet (EXCEL) can be obtained at: <http://www.law.nyu.edu/publicinterestlawcenter/financialassistance/revsonspinprogram/index.htm>

Applicant Datasheets are to be emailed and Applications submitted to your respective law school office as listed below:

Albany Law School-Career Center/smans@albanylaw.edu

Brooklyn Law School-Public Service Programs Office (Career Center)/elizabeth.kane@brooklaw.edu and  
publicservice@brooklaw.edu

Cardozo School of Law-Center for Public Service Law/thrope@yu.edu

Columbia University Law School-Center for Public Interest Law/aakyea@law.columbia.edu

Cornell Law School-Career Services Office/Karen-comstock@lawschool.cornell.edu

CUNY Law School at Queens College-Career Planning Office/sue@mail.law.cuny.edu

Fordham University School of Law-Public Interest Resource Center/hexter@law.fordham.edu

Hofstra University School of Law-Office of Career Services/amy.bedell@hofstra.edu

New York Law School-Office of Career Services/ wanda.james@nyls.edu

Pace University School of Law-Career Development Office/jfriedman2@law.pace.edu

Rutgers University School of Law (Camden)-Office of Career Planning/gtolbert@camden.rutgers.edu

Rutgers University School of Law (Newark)-Office of Career Services/careerservices@kinoy.rutgers.edu

St. John's Law School-Office of Career Services/varghesr@stjohns.edu

Seton Hall University Law School-Office of Career Services/ madeleine.kurtz@shu.edu

SUNY at Buffalo Law School-Law Career Services Office/lpatter@buffalo.edu

Syracuse University College of Law-Professional Development and Career Opportunities/aemyer01@law.syr.edu

Touro College of Law-Office of Career Planning and Counseling/thomasm@tourolaw.edu