

## SUMMER FELLOWSHIP PROGRAM PAY-IT-FORWARD OBLIGATION

### What is the SFP Pay-it-Forward Obligation?

To satisfy the Pay-it-Forward element of the Summer Fellowship Program, returning fellows must spend at least six hours on one or a combination of the activities listed below or some equivalent activity through which returning fellows will contribute to the New England Law community or greater legal community while also continuing to explore the practice of law. Pay-it-Forward activities must not be paid or credited.

### Due Date for Completing the Pay-it-Forward Obligation

Returning fellows must satisfy the Pay-it-Forward obligation by April 15 of the academic year following their summer fellowship.

### How to Report Pay-it-Forward Hours

Fellows must report Pay-it-Forward hours after they occur through the SFP webpage on the law school's internal website. There is a button near the bottom of the SFP webpage that connects students to the Pay-It-Forward portal for reporting hours. Students may report more than once if reporting on several projects that add up to the six hours.

### Examples of Pay-it-Forward Activities

Hours spent on the following non-exclusive list of activities qualify as Pay-it-Forward hours, as long as such activities are not performed for payment or law school credit:

- contributing to a project or event sponsored by one of the three law school centers—the Center for International Law and Policy, the Center for Business Law, and the Center for Law and Social Responsibility—as defined by any Center faculty member;
- serving as a student ambassador for the Admissions Department;
- working on events such as presentations at the law school that are open to the student body and sponsored by a law school department, student group, or professor;
- working on uncredited, unpaid projects at the law school such as amicus briefs, surveys, or other studies;
- attending Career Services Office events, Center events, Charles Hamilton Houston Enrichment Program events, or other school-sponsored speaker or panel events offered through the academic year (not including events for which attendees receive credit);
- participating in Boston Bar Association and/or Massachusetts Bar Association programs for law students or new lawyers;
- serving as a mentor, tutor, tour guide, orientation leader, etc., through any unpaid law school programs; and
- participating in The Lawyering Experience or the Summer Fellowship Program by serving as a guest speaker or providing some equivalent service.

These are examples. Please note that the focus is on engagement and not on position. That is, a fellow who takes a leadership position in a student organization does not satisfy the Pay-it-Forward obligation by virtue of the position but is likely to satisfy the obligation by virtue of activities performed in connection with the position.

### What about activities not listed above that could count as Pay-it-Forward hours?

Fellows who perform activities that do not fall within any of the above-listed categories but fall within the spirit of the Pay-it-Forward program should email Professor Peter Manus ([pmanus@nesl.edu](mailto:pmanus@nesl.edu)) and inquire about whether such activities may be logged as Pay-It-Forward hours.

### Questions?

Please contact Professor Manus, [pmanus@nesl.edu](mailto:pmanus@nesl.edu), with any questions or issues about the Pay-It-Forward element of the SFP. Please **do not** report Pay-it-Forward hours by email to Professor Manus. Pay-it-Forward hours must be reported via the SFP Pay-It-Forward hours portal on the student website.

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