How to organise a Legal Clinic - Checklist

Choosing a Partner

- ☐ Identify and research potential partners (NGOs, law firms etc.).
- ☐ Assess the partner's reputation and alignment with ELSA's values.
- ☐ Initiate contact and discuss possible cooperations.

Planning

- ☐ Once you have your partner you need to discuss with them the general concept, scope, and goals of the project.
- ☐ Define the timeframe and key deadlines. Prepare a schedule that both you and your partner are comfortable with.
- ☐ Decide on the number and profile of student participants.
- ☐ Assign roles and responsibilities (ELSA - organisers, lawyers - supervisors).
- ☐ Address legal and civil liability questions in a contract.

Contract Signing

- ☐ Draft and sign a formal agreement between ELSA and the partner organisation (similar to ELSA Traineeship agreements).
- ☐ Ensure each participant signs an agreement with the partner outlining rights, obligations and liabilities.
- ☐ Make sure the student and partner are aware of the liability scope they are committing to.

Promotion

- ☐ Prepare promotional materials (social media posts, posters etc.).
- ☐ The marketing should launch at least 2 weeks before registration opens.
- ☐ Keep registration open for at least 2 weeks.
- ☐ After selecting the participants, conduct an Info-call with those who were selected.

Implementation

- ☐ Confirm the final list of participants and share details with the partner. Make sure all parties have signed all contracts.
- ☐ The project officially begins. Maintain regular communication with the partner and the participants in case they need you.
- ☐ After the time agreed upon in the contract the project comes to end. Thank the students and partner for being a part of this.

Summary and Evaluation

- ☐ Collect feedback from students and the partner organisation.
- ☐ Evaluate what went wrong and what went right.
- ☐ Prepare an internal report for future reference.
- ☐ Send feedback to ELSA International (professionaldevelopment@elsa.org or director.professionaldevelopment@elsa.org).
- ☐ Issue Certificates of Participation (including project name, timeframe, and partner logo).