2008 PROSECUTORIAL SUMMER STIPEND

Administered by:

The Office of Financial Aid

The Catholic University of America

Columbus School of Law
This fund provides a $3,500 stipend to a CUA Law student who is working in an unpaid position with a prosecutor’s office. The recipient will be chosen by (1) preference to a student who will have completed two years of legal study, (2) preference to a position in the in the D.C. metropolitan area whether it be with a state, local or the federal government, and (3) on the strength of an essay in which the applicant relates his/her interest in public interest to the role of a prosecutor.

Who can apply?
A current CUA law student who will be working in a volunteer (i.e., unpaid) position with a criminal prosecutor's office in the D.C. Metro area during their second summer of law school with a desire to work in public interest law after graduation.

The position can be with either a state or local prosecutor's office or with the federal government, but the position, at whatever level, MUST be related to prosecuting -- for example, a student who would be working with the Criminal Division of the Department of Justice would be eligible, but a student working within the Civil Division of the Department of Justice would not. Public defender work is not eligible for this stipend.

How do I apply?
1. Get a Summer Job: Secure an offer for employment or be a serious candidate for a position in either a state or local prosecutor's office or with the federal government.
2. Write a Short Essay: Submit a brief answer essay (750 – 1000 words) describing how your summer position relates to your interest in public interest law to the role of a prosecutor.
3. Submit by April 10th: Complete all necessary paperwork (application and essay) and return it to the Office of Financial Aid by 5:00 pm Thursday, April 10, 2008.

An applicant will be evaluated on his/her demonstrated commitment to public policy, the legal experience to be gained from the position, and his/her personal statements. A selection committee will review the applications and select the recipient.

How does the Stipend work?
The stipend recipient is awarded up to $3,500 to be earned throughout the summer. Payment of the stipend award shall be bi-weekly at an hourly wage to be determined in accordance with the University’s pay scale and will be based on time sheets submitted to the Financial Aid Office. Recipients will be provided with all required payroll information. Stipend award funds that are not paid as wages supporting the summer placement may be used to offset tuition at CUA Law for the following semester.

Note: Recipients of this stipend are not allowed to ‘split’ their award between two placements, nor are they allowed to change their placement after being selected as a recipient. Your placement is a large part of what the decision is based on and therefore you cannot change your placement.
2008 COLUMBUS SCHOOL OF LAW
PROSECUTORIAL SUMMER STIPEND

CHECKLIST

Return this form with all attachments to: The Office of Financial Aid, Room 314 Law Building, Cardinal Station, Washington, DC 20064. Deadline for completed applications is **5:00 p.m., Thursday, April, 10 2008**. FACSIMILES WILL NOT BE ACCEPTED.

Attached are:

_____ a. My 2008 CSL Prosecutorial Summer Stipend Application

_____ b. My essay describing how my summer position relates to my interest in public interest law to the role of a prosecutor.

_____ c. My Federal withholding form (W-4)

_____ d. My State withholding form (if you live in DC, MD, or VA).

_____ e. My Certificate of Non-Residence in the District of Columbia (for non-D.C. residents)

_____ f. My “2008 Law School Summer Stipend Agreement”

_____ g. My form requesting Direct Deposit of my summer stipend paychecks.

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I, _____________________________________________________ have completed and returned an I-9 Form to
(Your Name Here)
the CUA Personnel Office (Room 170 Leahy Hall) on _____________ (date).

* Signature of Personnel Office representative to confirm above statement: __________________________

Acknowledgement:

I understand that I am responsible for seeing that my supervisor signs a time sheet on the dates specified on the “Time Sheets are Due” form (this form will be provided once stipend decisions have been finalized). If your supervisor is out, someone else must be designated to do it at the site. Time sheets must be faxed to the law school Financial Aid Office (202-319-4462) by noon on the date indicated on the above-mentioned form. If I or my supervisor is not working on the day that time sheets are due, my supervisor may sign the time sheet early for that day or I will include the hours on my next time sheet. If the faxed time sheets are not received on time, I understand that I will not be paid until they are submitted in the next pay period.

Signature: ____________________________________________ Date: __________________
1. Student’s Name: ________________________________________________________________

Current year and division: (circle one) 1D  1E  2D  2E  3E

2. Contact Info:
   Permanent Address: ____________________________________________________________
   Phone: ____________________________
   ____________________________________________________________________________
   Current Address: ______________________________________________________________
   Phone: ____________________________
   ____________________________________________________________________________
   Summer Address: ______________________________________________________________
   Phone: ____________________________
   ____________________________________________________________________________

   Email Address: ________________________________________________________________

3. Paycheck: To which address do you want your paychecks (pay stubs if direct deposit) sent?
   ____ Permanent  ____ Current  ____ Summer

   * Please consider setting up direct deposit for your stipend paycheck. Your check will be available to you on payday (indicated on ‘Time sheets are due’ form) instead of having to wait to receive your check in the mail.

4. Reference: Name and phone numbers of someone who will know how to reach you all summer:

   Name: __________________________________________ Work Phone: ____________________
   Relationship: _____________________________________ Home Phone: ____________________

5. Employer Info:
   Institution: ________________________________________________________________
   Address: ________________________________________________________________
   Phone: ____________________________
   Fax: ____________________________

   Beginning and ending dates of employment: From ____/____/____ To ____/____/____

   Name and phone number of Work Supervisor(s) (who may sign your time sheets):

   __________________________________________________________________________

   (If not available at this time, this may be added later.)

   _________________________________________________________________________________________________________________________

Are you planning to work elsewhere on campus this summer?  Yes  No  If Yes, where? __________

Reminder: You will only be paid for a maximum of 40 hours per week.
2008 LAW SCHOOL
PROSECUTORIAL SUMMER STIPEND
Between the
The Catholic University of America
Columbus School of Law and
An Employing Agency

This agreement is entered into by and between: The Catholic University of America, Columbus School of Law, 3600 John McCormack Rd., Room 314 Law Building, Cardinal Station, Washington, DC, 20064 (hereafter “the University”);
(Employer’s Name) ___________________________________________________________________________________, a federal, state or local public agency (hereafter “Agency”); and
(Student’s Name) ____________________________________________________________________________, a law student (hereafter “Student”) enrolled in the University whom the Agency agrees to employ in summer off-campus work, specifically
(Position Title/Description) _______________________________________________________________ (hereafter “Work”).

The Student’s paid work will commence on ___________________ and end on _____________________.

The Agency’s signature on this document constitutes an offer of summer employment to the Student and an offer to
the University to employ the Student under the terms and conditions of this Agreement. The University will notify the Student
who has been selected for the summer work assignment and will notify the Agency designated in the Agreement. These
notifications will constitute the University’s and the Student’s acceptance of the Agency’s offer set forth in this Agreement.

The University Treasurer’s signature on this agreement constitutes approval for the above named student to receive
a Stipend of up to $3,500 for the Columbus School of Law Prosecutorial Summer Stipend. The Stipend will be paid at the rate
of $10.90 per hour as documented by time sheets submitted to the University by the Agency on a bi-monthly basis (every two
weeks).

The Student’s receiving the Columbus School of Law Prosecutorial Summer Stipend will be compensated at $10.90
an hour for up to 40 hours per week, and any remaining balance at the end of the summer may be credited to their student
account as a scholarship for the 2008-2009 academic year. The Student cannot be paid for hours worked on a federal holiday
or for hours above 40 per week. The Student may receive additional compensation from the employing Agency not to exceed
total summer payment of $4,500 and $14.00 per hour for hours worked. The Agency is responsible for any requirements
regarding tax payments and reporting with respect to funds paid by the Agency to the Student. (See section on Stipend
Supplement at the end of this contract).

The Agency agrees to provide professional work assignments appropriate for a law student in accordance with the
requirements of the particular stipend, as described below.

The Agency is the employer for the purposes of this Agreement. It has the right to control and direct the services of
the Student, not only as to the result to be accomplished, but also as the means by which the result is to be accomplished.
The University role is limited to determining Student eligibility, authorizing work for the Agency, determining that the Student
has performed the required work, and distributing the funds from the stipend.

For the Columbus School of Law Prosecutorial Summer Stipend: the student’s placement must be with either a state
or local prosecutor’s office or with the federal government, at whatever level, in a position related to prosecuting. Public
defender work and positions within the Civil Division of the Department of Justice would not qualify.

In order to comply with the tax laws applicable to s.501( c )(3) organizations, students are not allowed to lobby or
engage in partisan political activity.

Compensation of the Student for work performed for the Agency under this Agreement will be paid by University
payroll check on a bi-monthly basis provided that time sheets are submitted as required. Time sheets signed by an authorized
employee of the Agency must be faxed to The Columbus School of Law (CUA) Financial Aid Office (202-319-4462) by 12:00
noon on the 15th and last work day of each month. If the student or the supervisor is not working on 15th or last work day of
each month, a supervisor may either sign the time sheet early for that day or the hours worked may be submitted on the next
pay sheet. If these forms are not submitted by the times and dates required, the Student understands that payment will be
delayed until the following pay period. No payments will be made without the submission of the required time sheets. The
Student’s paycheck or pay stub (in case of direct deposit) will be sent to them at the address indicated on the Stipend
application unless they request that their paycheck be held in the Financial Aid Office for pickup.
The Agency is responsible in the event of any on-the-job injuries. The Agency, at its own cost, shall provide workers’ compensation insurance and general liability insurance. The Agency shall hold the University harmless against claims resulting from injury or death to the Student while performing work for the Agency as well as render the University harmless for actions or inactions by the Student while performing work for the Agency under this Agreement.

The Agency or the University may initiate a request to terminate this Agreement in writing to the other party stating the reasons for such request. After such request, the parties may terminate this Agreement by mutual consent in writing, which termination shall be effective no earlier than one week after the request to terminate. The Student also may resign from employment under this Agreement, giving at least one weeks notice. In all cases, the University is obliged to pay the Student only the lesser of either $10.90 per hour for the time submitted on time sheets or the maximum $3,500 of a Columbus School of Law Prosecutorial Summer Stipend.

The Agency will permit the University, upon request, to inspect the premises in which the Student is working under this Agreement and will review with the University the working conditions and job requirements of the Student.

Transportation for the Student to and from work will be the responsibility of the Student.

This Agreement shall take effect upon the signing of this Agreement.

By signing below, all parties agree to be bound by the terms of this Agreement and by all applicable Federal and State laws and regulations.

**STIPEND SUPPLEMENT (check one):**

_____ The employing Agency will not be providing any supplementary salary to the Student.

_____ The employing Agency will make a salary supplement of no more than $_______. The employing Agency understands that The Catholic University of America will pay the student on the basis of bi-weekly time sheets at the rate of $10.90 per hour. The student assumes responsibility for seeing that the student's total salary in this placement does not exceed $4,500 for the summer and $14.00 per hour. The Columbus School of Law Prosecutorial Summer Stipend offers a maximum of $3,500 for the summer. These salary restrictions have been set in the attempt to fairly allocate scarce summer stipend dollars. The employing Agency and the student assume responsibility for necessary tax reporting and payment for salary paid by the placement.

**FOR THE AGENCY:**

Signature

Typed or printed name

Title

Address

Phone number / Date

**FOR THE STUDENT:**

Signature

Typed or printed name

Phone number

Date

**FOR THE UNIVERSITY:**

____________________________________________
Julie Englund
Vice President for Finance and Administration, Treasurer
The Catholic University of America

___________________________
Date
To Obtain Forms on-line . . .

For the Federal Tax Withholding Forms (W-4) go to:

2. Stay on the left-hand side of the home page
3. The very first section titled, "Most Requested Forms & Publications" is the section to use
4. Click on 'Form W-4'.

For the Virginia Tax Withholding Forms (VA-4) go to:

1. www.taxadmin.org/fta/link/forms.html
2. Click on VA
3. Click on "Download Individual Tax Forms" when the page loads
4. On the right-hand side under the section "Credit, Vouchers and Other Tax Forms"
5. Use the drop-down box and select "Individual Misc"
6. When the page loads, scroll down to the very bottom
7. Select the "Employee's Withholding Exemption Certificate" or VA-4 (its the third item from the bottom of the page)

For the Maryland Tax Withholding Forms (MD) go to:

1. www.taxadmin.org/fta/link/forms.html
2. Click on MD
3. Click on "2007 Tax Forms" when the page loads
4. Scroll down
5. Under the "Other Forms" section
6. Click on "MW507" or "Employee's Maryland Withholding Exemption Certificate"

For the DC Tax Withholding Forms (DC-4) go to:

1. www.taxadmin.org/fta/link/forms.html
2. Click on DC
3. Scroll down to the bottom of the page
4. Select the drop-down menu for "Individual Income and Fiduciary Forms"
5. Select "Employee Withholding Cert (D-4)"
6. Let the page load
7. Select the Form# "D-4"

For the "Certificate for Non-Residence in the District of Columbia" go to:

1. www.taxadmin.org/fta/link/forms.html
2. Click on DC
3. Scroll down to the bottom of the page
4. Select the drop-down menu for "Individual Income and Fiduciary Forms"
5. Select "Employee Withholding Cert (D-4)"
6. Let the page load
7. Select the Form# "D-4A"

To signup for direct deposit at CUA go to:

1. http://treasurer.cua.edu
2. Click on "Payroll"
3. Click on "Forms"
4. Click on "Direct Deposit Application Form" which is the fourth topic from the bottom of the page
5. To print select "File" and then the "Print" option on your toolbar