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## PRO BONO PROJECTS

### Guidelines

In its commitment to foster public-service oriented leaders, the Scholarships Programme requires all first-year Weidenfeld-Hoffmann Scholars to undertake a *pro bono* project of their choice during their time as a Scholar at Oxford.

- The main requirement is that the *pro bono* project be engagement in unpaid public service.
- Scholars are able to undertake it in Oxford, their home country or somewhere else.
- Scholars may become involved in an existing organisation or project or start their own.

Examples of previous pro-bono projects can be found on the WHT website here:

<http://whtrust.org/scholarships/leadership-programme/pro-bono-projects/>

For further inspiration and tips on possible projects, please don't hesitate to contact your mentor or other continuing scholars/alumni.

#### Timelines:

Scholars are required to provide initial plans for their project in the first term, present in writing how far they have come in the second term and produce a final written report for publication on the website by the end of the academic year. Whilst undertaking your pro bono project we would encourage you to blog about your experiences and take pictures (as appropriate).

**Stage 1:** You are required to present your initial ideas and plans for your *pro bono* project at the first Collections on 4 & 5 November 2015. This should be followed up within a fortnight in writing to the Dean of Studies.

**Stage 2:** By the second Collections, on 10 & 11 February 2016, you will be required to provide a written summary of progress to date.

**Stage 3:** You will be required to provide a written report on your completed project by the end of the academic year (on 18 June 2016). Please provide pictures and details of any publications that may have resulted as part of your work.

*See the form below for more on how to report.*

## **Pro Bono Reporting**

Please answer the below questions when reporting on your *pro bono* project:

### **Stage 1**

Initial ideas to be sent to the Dean of Studies within two weeks after the first Collections

- Please describe the pro bono project you would like to undertake in as much detail as possible.
- Why did you choose that particular project?
- When are you planning to start working on the project (if you have not already been involved with it)?
- How much time (i.e. hours per week) do you envisage committing to the project?
- What do you expect to accomplish through this pro bono activity personally and professionally?

### **Stage 2**

Progress report to be completed in writing by the second Collections

- Please describe your progress so far on the pro bono project of your choice.
- Have you already started working on the project?
- How much time have you devoted to working on the project so far?
- If you have started working on the pro bono project, is it developing as you expected?
  - Are you reaching the expected outputs?
  - Are you enjoying the work?
- Please provide the name and contact of your point of contact at the organisation you are volunteering for.

### **Stage 3**

Final Report to be produced and sent to the Dean of Studies by 18 June 2016

- Please describe how your project has developed over the past year?
- What do you feel you have accomplished as part of this project for yourself – professionally and/or personally (e.g. skills developed, leadership role, networking, etc.)? Have there been any concrete outputs from your work with your chosen project?
- How much time did you devote to the project and how effective do you feel the time spent has been?
- Will you continue to engage with the project? If yes, in what capacity?
- Finally, please feel free to provide feedback on the processes and reporting regarding the Weidenfeld-Hoffmann Scholarships *pro bono* project.
- We would like to include the final report of your pro bono project on our website so please don't forget to include plenty of images.