

## Application Information

The Board Observer Program (BOP) is a partnership between the Philadelphia Bar Foundation, the Delivery of Legal Services Committee of the Philadelphia Bar Association (DLSC), and the Young Lawyers Division of the Philadelphia Bar Association (YLD). The BOP gives young lawyers practicing in Philadelphia County the opportunity to learn more about local legal services organizations and other nonprofits, and to gain the leadership skills necessary to serve on Boards of such organizations as well as to succeed in their future careers.

An applicant for BOP must be:

- A member of the Young Lawyers Division of the Philadelphia Bar Association; and
- Licensed to practice law in Pennsylvania and be in good standing.

If you are not yet a member of the Philadelphia Bar Association, you must join by the time your application is submitted. If you are a member of the Philadelphia Bar Association who has not reached their 40<sup>th</sup> birthday or are within the first three years of admission, you are automatically a member of the YLD. Information on membership may be found at [www.philabar.org](http://www.philabar.org).

Applicants with a demonstrated interest in community service and/or pro bono work are preferred, but prior experience in these areas is not required for participation. Applicants who are not selected for the program are encouraged to reapply next year.

To apply, complete the application form and provide a current résumé. Your résumé should highlight any community service and/or pro bono experience and should indicate previous or current Board service.

Please send application material via email to: Kayla Boone, Office Manager, Philadelphia Bar Foundation at [kboone@philabarfoundation.org](mailto:kboone@philabarfoundation.org) with the subject line: **BOP Application 2022 [Applicant's Name]**. You may also send any questions to that address, or you may reach Bar Foundation Executive Director Jessica Hilburn-Holmes, Esq. by phone at 215-238-6347.

**Applications are due by 5:00 p.m. on Friday, September 10, 2021.**

# BOARD OBSERVER PROGRAM

## APPLICATION

### Name and preferred pronouns:

Work Phone:

Mobile Phone:

E-mail:

(Most communications are done by e-mail, so please provide an e-mail address that you check frequently.)

### Name of Employer

Employed since:

### Law School & Year of Graduation:

Are you a member of the Young Lawyers Division of the Philadelphia Bar Association?     YES     NO

Please list other Philadelphia Bar Association sections or committees you are a member of, if any:

### Admissions:

(Include jurisdictions and admission dates)

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### How Did You Hear of the Board Observer Program?

### Statement of Interest in the Board Observer Program:

Please attach a one-page statement of interest. Your statement should discuss both the reasons for your interest in BOP as well as what you hope to achieve through participation in the program.

*Checking off this box indicates that you have attached a one-page statement.*

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**PHILADELPHIA BAR FOUNDATION**

1101 Market Street 11th Floor  
Philadelphia, PA 19107-2955

P. 215.238.6337  
F. 215.238.1559

info@philabarfoundation.org  
www.philabarfoundation.org

**References:**

Please provide two references and their contact information who may be reached regarding your application. Please note, it is preferred that your current employer be included as a reference.

1) Reference 1:

- a. Name:
- b. Email Address:
- c. Phone Number:

2) Reference:

- a. Name:
- b. Email Address:
- c. Phone Number:

**Other Considerations:**

Participating nonprofits may be located outside of the Philadelphia metro area and may require the ability to travel for Board meetings. Some organizations hold Board or committee meetings during the day, others may prefer the evenings. If you have geographical, transportation, time-of-day, or any other concerns or constraints on your availability which might impact your placement, please indicate that in the box below.

**Areas of Interest:**

To help us to place you with an appropriate hosting organization, please indicate whether you would prefer to be placed with the Board of a legal services organization or with the Board of a non-legal services nonprofit:

Prefer to serve as an Observer on the Board of a Non-Legal Services Organization

Prefer to serve as an Observer on the Board of a Legal Services Organization

No preference

The specific topic areas addressed by host agencies may vary from year to year. Below are general areas that have been covered in the past. Please rank from 1 (least) to 5 (most) the areas in which you are most interested. We cannot guarantee that you will be matched with an organization that addresses your preferred issues, but we will consider your preferences.

Children’s Rights

Family Law

Community-Based Services

Elder Law

Constitutional Issues/Impact Litigation

Criminal Justice

Disability Rights

Housing & Homeless Issues

Healthcare Issues

Hunger & Anti-poverty Advocacy

Education

Immigration

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\_\_\_ Employment Issues

\_\_\_ Women’s Rights

\_\_\_ LGBTQ Rights & Issues

\_\_\_ Other: (Please Describe)

\_\_\_ Arts

\_\_\_ Service Dog Training

**Skills:**

Please indicate whether you have previous experience with, or a particular interest in, any of the following areas:

Skills	Experience	Interest
Financial Management/Accounting		
Public Speaking		
Grant Writing		
Event Planning		
Volunteer Recruitment		
Media/Public Relations/Marketing		
Employment/HR Issue		
Program Development		
Fundraising		
Other:		

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The Philadelphia Bar Foundation is registered as a 501(c)(3) nonprofit organization. Contributions to the Philadelphia Bar Foundation are tax-deductible to the extent permitted by law. The official registration and financial information of the Philadelphia Bar Foundation may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1 (800) 732-0999. Registration does not imply endorsement.

**Certification:**

By signing below you certify that if you accept your placement with a Board, you will:

1. Make every effort to attend BOP events, including CLEs, lunch-and-learn programs, and mid-year check-ins.
2. Attend all Board meetings to which your organization invites you unless you have a significant scheduling conflict.
3. Notify your Board mentor and the BOP Committee immediately should any situation arise that would affect your ability to participate meaningfully in the BOP (such as a move, job change, or recurring scheduling conflicts).
4. Notify the BOP Committee of any change in your contact information.

**Name / Signature**

**Date**

**Applications must be submitted by 5:00 p.m. on Friday, September 10, 2021.**

*Thank you for your interest in the Board Observer Program!*

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