

Make Room for Equal Justice Program

Guidelines for Employers

- By faxing back this form, your firm has agreed to assist GW's Equal Justice Foundation in its fundraising by donating \$150 for each student fly-back where the student agrees to forego hotel accommodations.
 - **Students are required to submit a form to the employer and the Career Development Office demonstrating they have elected this option.** If you have callback candidates who elect to forego their hotel accommodations, you may either remit a payment for that student to GW at that time or hold all of your requests until December 1st and send one check. After December 1st, we will send emails to each firm contact informing them of the total number of students who have elected to participate in that program for their firm, based on the forms we have received. **Please send all payments, made payable to GW Equal Justice Foundation, to Tamara Devieux-Adams in the GW Career Development Office, 716 20th Street, NW, Suite 310, Washington, DC 20052.**
 - If you have questions regarding the Make Room for Equal Justice Program, please contact Tamara Devieux-Adams at tdadams@law.gwu.edu and thanks for supporting public interest!
-

Make Room for Equal Justice Program

Guidelines for Students

- **When you receive a callback interview from a participating employer, submit the top half of the attached voucher form to the firm, and the bottom half to the Career Development Office (Burns 310).**
- If your expenses will be shared between a firm participating in the program and one not participating, we suggest that you have the participating firm handle student reimbursement.
- If a student visits two participating firms over one night, a voucher should be sent to each firm.
- Each firm may be charged for only one voucher per visit, regardless of the length of your stay in a city.
- Please direct all questions and comments regarding the *Make Room for Equal Justice Program* to Tamara Devieux-Adams at tdadams@law.gwu.edu and thanks for participating and supporting public interest!

Make Room for Equal Justice Program

(To be submitted to potential employer)

As part of my reimbursement for expenses, I am now submitting an EJF Hotel Voucher Form to

(Name of Firm)

(City and State)

Student Name

Signature

Date of Callback

The above-named firm will pledge \$150 to the EJF Summer Public Interest Stipends program in exchange for the student's choice to forego hotel accommodations.

Make Room for Equal Justice Program

(To be submitted to Tamara Devieux-Adams in the Career Development Office by student)

I have submitted an EJF Hotel Voucher Form to

(Name of Firm)

(Contact Person)

(Address)

(City, State, ZIP)

(Telephone Number)

(Fax Number)

Student Name

Signature

Date of Callback

The above-named firm will pledge \$150 to the EJF Summer Public Interest Stipends program in exchange for the student's choice to forego hotel accommodations.