



MAKE ROOM FOR EQUAL JUSTICE PROGRAM

Instructions for Students

GW Law encourages students to participate in the Make Room for Equal Justice Program. The program asks employers to donate \$150 to the Equal Justice Foundation on behalf of call-back candidates (students) who elect to forego hotel accommodations if travel is required for a second interview. If you are able to stay with family or friends while traveling for call-back interviews, we encourage you to participate in this program!

- If you would like to participate in this program, when you receive a call-back interview:
 1. **Submit the bottom half of this page to Katie White in the Career Center (Burns 310).**
 2. **Submit page 2 of this document (“Guidelines for Employers”) to the employer. Before doing so, complete the bottom left portion (“To be completed by student”).**
- 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 regarding the Make Room for Equal Justice Program to **Katie White** at kwhite@law.gwu.edu and thanks for supporting public interest!

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(To be submitted to Katie White in the GW Law Career Center 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 be asked to pledge \$150 to the EJF Summer Public Interest Stipends program in exchange for the student’s choice to forego hotel accommodations. The employer form (page 2 of this document) has been submitted to the firm.



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Guidelines for Employers

GW Law encourages employers to participate in the Make Room for Equal Justice Program. The program asks employers to donate \$150 to the Equal Justice Foundation on behalf of call-back candidates (students) who elect to forego hotel accommodations if travel is required for a second interview.

- By submitting this form, your firm agrees to assist GW's Equal Justice Foundation in its fundraising by donating \$150 for each student call-back where the student agrees to forego hotel accommodations. After completing the section below, please email your completed form to Katie White at kwhite@law.gwu.edu.
- If you have multiple GW Law candidates who elect to forego their hotel accommodations, you may either remit a payment for each student individually or hold all of your requests until December 1st and send one check. After December 1st, we will email you the total number of students who have elected to participate in the program for your firm, based on the forms we have received. **Please send all payments, made payable to GW Equal Justice Foundation, to Katie White the GW Law Career Center, 716 20th Street, NW, Suite 310, Washington, DC 20052.**
- If you have questions regarding the Make Room for Equal Justice Program, please contact Katie White at kwhite@law.gwu.edu and thanks for supporting public interest!

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Employer Participation Form

<i>To be completed by student:</i>	<i>To be completed by employer:</i>
_____ (Name of Firm)	_____ (Contact Person)
_____ (City and State)	_____ (Phone)
_____ (Student Name)	_____ (Email)
_____ (Signature)	<input type="checkbox"/> Yes! Our firm agrees to donate \$150 to GW's Equal Justice Foundation in lieu of reimbursing this student for hotel accommodations.
_____ (Date of Call-Back)	